

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 3, 2020

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 18, 2020 Regular Board Meeting Minutes
2. Approval of February 18, 2020 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

Invitation to Hometown Heroes event

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Approve Policy
 - 00.3.1 Cyber Security
- Update on Surplus Vehicles
- Station 95
- Affirmation Letter for Walmart Foundation Grant Application
- Request from the University of Washington
- COVID-19 Situation Report

This Meeting is Being Recorded.

Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.

Page # 1 of 2

COMMITTEE MEETINGS:

- Communication with Neighboring Elected Officials
 - Camas – TBA
 - City of Washougal - TBA
- Risk Group - TBA
- Safety Committee Representative – March 24, 2020, 7:30 PM, Station 91
- Revenue Exploratory Committee - TBA
- ECAAB - TBA

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

BVFF Pension Document for Day Durrett

ROUND TABLE:

Monthly Event Calendar

Strategic Planning Meeting, March 4, 2020, 2:00 PM

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: March 17, 2020, Station 91, 6:30 PM



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 March 3, 2020**

1. Minutes –

- February 18, 2020 Regular Board Meeting
- February 18, 2020 Local BVFF&RO Meeting

2. Invoices

- \$29,281.47
 - i. Check Nos.11642 – 11663 dated February 21, 2020

3. Approved Commissioner Stipends March 10 Pay Date

Name	For the Period February 16 - February 29					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1	0	0	0	0	1
Martin	1	0	0	0	0	1
Petty	1	0	0	0	0	1
Seeds	1	0	0	0	0	1
Taggart	1	0	0	0	0	1

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits/EFT's

- \$64,765.80 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Joshua Seeds – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Mike Taggart

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 18, 2020

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Berg

Bob Jacobs

Mike Taggart

Joshua Seeds

James Troutman

Sherry Petty

Mike Carnes

Alex Harrington

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:30 at Station 91.
Flag Salute was led by Chairperson Martha Martin.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

Approval of February 4, 2020 Regular Board Meeting Minutes
Approval of February 4, 2020 Local BVFF&RO Meeting Minutes
Approval of February 5, 2020 Special Meeting Minutes
Approval of Financial Transactions
Excuse Absent Commissioner(s):

**Motion by Commissioner Taggart to approve the consent agenda, seconded by Commissioner Seeds.
Motion passed unanimously.**

OPEN TO PUBLIC:

No Comments

CORRESPONDENCE:

The Board reviewed the correspondence relating to a class sponsored by Washington Risk Management Group. The class which covers "PTSD and Current Lawsuits" is scheduled for Friday, June 5th in Chelan WA. Commissioner Martin asked if anyone was interested and Commissioner Taggart stated that he was and would have to check his schedule. He stated that he would let Linda know if he decides to attend so she can make the reservations.

STAFF REPORT:

Chief Carnes read his report; a copy is in the packet.

Captain Troutman updated the Board on the plan to participate in a Spring Joint Volunteer Academy with CWFD. He stated that we are hoping for about 4-5 qualified applicants.

Assistant Chief Jacobs gave his report as follows:

February EST training will be on February 24, 2020, Station 93 at 7:00 PM

February DOC training was on February 3, 2020, Station 91 at 7:00 PM, one week earlier than normal. March DOC training will be on 3-9-2020, Station 91 at 7:00 PM.

The new squad chassis is scheduled to be assembled the week of March 23rd in Kansas City. It should arrive here about 21 days later. There was discussion on the cost of possible 4-wheel drive structure engines and if that was something we should consider for the future.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing new to report.

SAFETY REPORT:

- Last Safety Committee meeting was on January 15, 2020.
- Next Safety Committee meeting is scheduled for March 24, 2020 at Station 91, 7:30 PM.
- There were 2 incidents since the last board meeting and they are as follows: Engine 91 got stuck in the mud on a call off of Robinson Road. A tow truck had to be called to assist. Also, Engine 91 bent the back bumper after dropping into a ditch responding to a structure fire in Vancouver. The damage appears to be minor and Chief Jacobs will be getting estimates for the repair. Commissioner Petty stated that we seem to be having a little run on these types of incidents lately. Chief Jacobs stated that he has been in discussions with Chief Carnes and we are looking at scheduling an EVIP training session for this spring. This will be a 2-day class with one day in the classroom and one day with a rodeo.

FIRE DISTRICT BUSINESS:

Approve Policy

Policy 00.3.1 Cyber security was reviewed by the board. They would like one more change before approving it. Chief Carnes will discuss the proposed change with Linda Durrett and bring the corrected policy back to the board for approval at their next meeting.

Update on Surplus Vehicle

Chief Carnes stated that squad 96 is ready to go for sale and that the air truck still needs to have the districts name removed from the apparatus. Chief Carnes stated that he will be contacting J. Stout Auctions this next week to see if they are still interested in helping us get them sold.

Station 95

Chief Carnes apprised the Board that we have run into another delay on getting the title cleared for Station 95. All the paperwork is now in order but we just found out that the 2020 property tax on both parcels has to be paid in full per an RCW before the County can process the paperwork. The district does not owe any taxes but the neighbor does. Chief Carnes stated that he thinks it would be unlikely that the neighbor would be willing to pay their property tax for 2020 in advance. Chief Carnes suggested to the board that we hold off on filing the paperwork for the quit claim until the end of October when the taxes are due, once they are paid then file the documents to clear the title. The board directed the Chief to contact the neighbor and let them know of the county requirements and to also contact the district's attorney to see what other options we might have moving forward.

COMMITTEE MEETINGS:

Communication with Neighboring Elected Officials

City of Camas – TBA

City of Washougal – TBA

Risk Group
TBA

Safety Committee Representative
To be held on March 24, 2020, 7:30 PM, Station 91

Revenue Exploratory Committee
TBA

ECAAB
TBA

COMMISSIONER COMMENTS:

Commissioner Seeds confirmed an email that I forwarded to him that was sent by CWFD Chief Swinhart that stated when we could expect the data that we requested concerning our EMS program. Chief Swinhart stated that we should receive some of the information in March.

Commissioner Taggart attended a “Coffee with a Cop” event in Vancouver WA. The event was held at Cold Cup Coffee shop. He stated that it was well attended and thinks the district should consider this type of event for firefighters. He also stated that the owner of the coffee shop would love to host an event for firefighters.

Chairperson Martin wanted to know what the fire district had in place to protect our first responders from the Coronavirus that’s coming into the country. Chief Carnes stated that our Medical Program Director has been sending information to all responders in the county that covers the needed PPE when responding to a known infected person. The PPE is the same as what we would use for a flu patient.

OPEN TO PUBLIC:

No Comments

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar
Strategic Planning Meeting, March 4, 2020, 2:00 PM

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: March 3, 2020 Station 91, 6:30PM

**Motion by Commissioner Taggart to adjourn at 19:30 hours, seconded by Commissioner Petty.
Motion passed unanimously.**

Martha Martin, Chairperson

Joshua Seeds, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Michael Taggart, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
February 18, 2020

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 19:22 at Station 91.

The following were in attendance:

Martha Martin
Joshua Seeds
Robert Jacobs

Mike Taggart
Mike Berg
James Troutman

Sherry Petty
Mike Carnes
Alex Harrington

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:23

Respectfully Submitted,

Mike Taggart, Commissioner,
Sherry Petty, Alternate

Joel VanNess, FF's Assoc. Liaison
Tad Crum, Alternate

Bob Jacobs, Chief's Rep.
Mike Carnes, Alternate

Martha Martin, Chairperson
Joshua Seeds, Alternate

DISTRICT SEAL:

Pam Jensen, District Secretary
Mike Carnes, Alternate

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/19/2020 To: 02/29/2020

Time: 10:44:03 Date: 02/28/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
208	02/21/2020	Claims	6291	11642	ADVANTAGE PROTECTION	111.09	Invoice # 264353 001 - 522 50 41 093 - Monitoring (St 93) 111.09 Station 93 Quarterly Monitoring
209	02/21/2020	Claims	6291	11643	CLARK COUNTY TREASURER	1,269.61	Station 92, Property Account # 139633000; Station 91, Property Account # 175554000; Station 93, Property Account # 142081000; Station 94, Property Account # 143056000 001 - 522 10 46 000 - Taxes and Assessments 58.39 Station 92, Property Account # 139633000 001 - 522 10 46 000 - Taxes and Assessments 590.42 Station 91, Property Account # 175554000 001 - 522 10 46 000 - Taxes and Assessments 366.63 Station 93, Property Account # 142081000 001 - 522 10 46 000 - Taxes and Assessments 254.17 Station 94, Property Account # 143056000
210	02/21/2020	Claims	6291	11644	CLARK PUBLIC UTILITIES	1,716.95	Account # 7177-363-4; Account # 7200-239-7; Account # 7200-401-3 001 - 522 50 43 091 - Electrical Service (St 91) 660.42 Usage 01/08/2020 - 02/07/2020 001 - 522 50 43 093 - Electrical & Htg (St 93) 469.14 Usage 01/08/2020 - 02/07/2020 001 - 522 50 43 094 - Electric & Heating (St 94) 587.39 Usage 01/08/2020 - 02/07/2020
211	02/21/2020	Claims	6291	11645	HANDI LIFT COVER LLC	320.00	Invoice # 603 001 - 522 20 32 002 - Equipment 320.00 Blitzfire Nozzle Cover 2qty
212	02/21/2020	Claims	6291	11646	KAREN'S SEW IT ALL	40.00	Invoice # 7928 001 - 522 20 25 001 - FF Uniforms 40.00 Sew Patches On Uniform Shirts (Sorensen & VanNess) & Hem Pants (Prasch)
213	02/21/2020	Claims	6291	11647	KITCHEN ELECTRIC	187.03	Invoice # 6910 001 - 522 50 40 000 - Bldg Repair & Maint 187.03 Station 93 Replace Transformer For Exhaust Fan In The Bay
214	02/21/2020	Claims	6291	11648	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	25.86	Invoice # 263932684 001 - 522 10 40 002 - Copier Mtce 25.86 ST 91 Copier Maintenance Fee 01/01/2020 - 01/31/2020
215	02/21/2020	Claims	6291	11649	LN CURTIS & SONS	118.56	Invoice # INV359305 001 - 522 20 25 001 - FF Uniforms 118.56 Job Shirts - Troutman And Sorensen
216	02/21/2020	Claims	6291	11650	NI GOVERNMENT SERVICES, INC	30.20	Invoice # 0011345258 001 - 522 20 41 001 - Satellite Phone 30.20 January 2020 Satellite Phone
217	02/21/2020	Claims	6291	11651	NW NATURAL	450.26	Account # 2074612-9 001 - 522 50 45 091 - Gas (St 91) 450.26 Usage 01/21/2020 - 02/17/2020
218	02/21/2020	Claims	6291	11652	PACIFIC TRUCK & TRAILER SERVICE, INC	311.08	Invoice # 2020-31074 001 - 522 60 47 001 - Emergency Generators Repair 311.08 Station 93 Replace Block Heater And Leaking Hose.
219	02/21/2020	Claims	6291	11653	STAPLES ADVANTAGE	210.42	Invoice # 3438666998; Invoice # 3438733808 001 - 522 10 33 000 - Computer/Software/Supplies 141.61 Black Toner (1qty) For Laser Printer At Station 91 001 - 594 22 61 000 - Computer Equip 68.81 UPS Power Supply/Surge Protector For Station 94
220	02/21/2020	Claims	6291	11654	Cody Sorensen	148.00	Per Diem - Fire Instructor I Course, Sunnyside, WA February 24-27, 2020

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/19/2020 To: 02/29/2020

Time: 10:44:03 Date: 02/28/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 45 41 000		- Meals (Training)	148.00	Per Diem - Fire Instructor I Course, Sunnyside, WA February 24-27, 2020
221	02/21/2020	Claims	6291	11655	TARGET SOLUTIONS LEARNING, LLC	500.00	Invoice # 34254
			001 - 522 20 49 000		- NFIRS/Fire Manager/Target S	500.00	Product To Merge Camas & ECFR Training Records
222	02/21/2020	Claims	6291	11656	URGENT MEDICAL CENTER	40.00	Statement # 11262
			001 - 522 10 43 000		- Medical/Drug Screen/Vaccina	40.00	Respirator Form (Charles & Schaff)
223	02/21/2020	Claims	6291	11657	Joel VanNess	148.00	Per Diem - Fire Instructor I Course, Sunnyside, WA February 24-27, 2020
			001 - 522 45 41 000		- Meals (Training)	148.00	Per Diem - Fire Instructor I Course, Sunnyside, WA February 24-27, 2020
224	02/21/2020	Claims	6291	11658	WASHOUGAL HARDWARE	25.98	Account # 500331
			001 - 522 20 34 000		- Bldg Supplies/Facility Misc	25.98	Invoice # A320231 - ST 94 Zip Ties For Tire Chains
225	02/21/2020	Claims	6291	11659	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	187.11	Invoice # 16260534; Invoice # 16263013
			001 - 522 50 44 091		- Garbage (St 91)	125.61	Garbage Service 01/01/2020 - 01/31/2020
			001 - 522 50 44 094		- Garbage (St 94)	61.50	Garbage Service 01/01/2020 - 01/31/2020
226	02/21/2020	Payroll	6291	11660	OPEIU Local 11	58.30	Pay Cycle(s) 02/25/2020 To 02/25/2020 - OPEIU Dues
			001 - 589 99 99 000		- Payroll Clearing	29.15	
			001 - 589 99 99 000		- Payroll Clearing	29.15	
227	02/21/2020	Payroll	6291	11661	TRUSTEED PLANS SERVICE CORPORATION	490.59	Pay Cycle(s) 02/01/2020 To 02/29/2020 - Disability - FF
			001 - 522 20 26 001		- FF Disability	90.05	
			001 - 522 20 26 001		- FF Disability	103.20	
			001 - 522 20 26 001		- FF Disability	94.44	
			001 - 522 20 26 001		- FF Disability	85.66	
			001 - 522 20 26 001		- FF Disability	111.96	
			001 - 522 20 26 001		- FF Disability	94.44	
			001 - 522 20 26 001		- FF Disability	111.96	
			001 - 522 20 26 001		- FF Disability	94.44	
			001 - 522 20 26 001		- FF Disability	81.28	
			001 - 522 20 26 001		- FF Disability	90.05	
			001 - 522 20 26 001		- FF Disability	-466.89	Credit For Overpayment (Carnes)
228	02/21/2020	Payroll	6291	11662	TRUSTEED PLANS SERVICE CORPORATION	22,842.43	Pay Cycle(s) 02/10/2020 To 02/25/2020 - PPO-100; Pay Cycle(s) 02/10/2020 To 02/25/2020 - Kaiser; Pay Cycle(s) 02/10/2020 To 02/25/2020 - Dental
			001 - 522 10 22 001		- Admin Medical Insurance	1,363.51	
			001 - 522 10 22 001		- Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001		- Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001		- Admin Medical Insurance	92.83	
			001 - 522 10 22 001		- Admin Medical Insurance	92.83	
			001 - 522 10 22 001		- Admin Medical Insurance	92.83	
			001 - 522 20 22 001		- FF Medical Insurance	1,838.36	
			001 - 522 20 22 001		- FF Medical Insurance	1,421.60	
			001 - 522 20 22 001		- FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		- FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		- FF Medical Insurance	1,421.60	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/16/2020 To: 02/29/2020

Time: 15:40:01 Date: 03/03/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
183	02/25/2020	Payroll	6291	EFT		3,378.20	
184	02/25/2020	Payroll	6291	EFT		226.00	
185	02/25/2020	Payroll	6291	EFT		4,284.02	
186	02/25/2020	Payroll	6291	EFT		2,806.47	
187	02/25/2020	Payroll	6291	EFT		603.29	
188	02/25/2020	Payroll	6291	EFT		2,046.13	
189	02/25/2020	Payroll	6291	EFT		4,143.60	
190	02/25/2020	Payroll	6291	EFT		746.50	
191	02/25/2020	Payroll	6291	EFT		797.63	
192	02/25/2020	Payroll	6291	EFT		2,085.18	
193	02/25/2020	Payroll	6291	EFT		2,475.75	
194	02/25/2020	Payroll	6291	EFT		1,420.24	
195	02/25/2020	Payroll	6291	EFT		235.77	
196	02/25/2020	Payroll	6291	EFT		235.77	
197	02/25/2020	Payroll	6291	EFT		2,484.41	
198	02/25/2020	Payroll	6291	EFT		536.09	
199	02/25/2020	Payroll	6291	EFT		235.77	
200	02/25/2020	Payroll	6291	EFT		839.81	
201	02/25/2020	Payroll	6291	EFT		226.00	
202	02/25/2020	Payroll	6291	EFT		4,364.41	
203	02/25/2020	Payroll	6291	EFT		595.61	
204	02/25/2020	Payroll	6291	EFT		1,831.46	
205	02/25/2020	Payroll	6291	EFT		3,100.89	
206	02/25/2020	Payroll	6291	EFT		1,780.17	
207	02/25/2020	Payroll	6291	EFT	IAFF2444	677.86	Pay Cycle(s) 02/25/2020 To 02/25/2020 - IAFF Dues
257	02/25/2020	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	13,319.84	
258	02/25/2020	Payroll	6291	EFT	IRS	8,811.93	
259	02/25/2020	Payroll	6291	EFT	OR Department of Revenue	477.00	
						64,765.80	
001 General Fund						64,765.80	
						64,765.80	Payroll: 64,765.80



PLEASE JOIN THE CITY OF WASHOUGAL &
THE WASHOUGAL POLICE DEPARTMENT

for

AN EVENING OF RECOGNITION HONORING LAW ENFORCEMENT,
CITY BOARDS & COMMISSIONS AND COMMUNITY VOLUNTEERS

on

MARCH 12, 2020

from

6 - 8 P.M.

at

BLACK PEARL ON THE COLUMBIA EVENT CENTER
56 S 1ST ST, WASHOUGAL, WA 98671

Family members encouraged to attend. | Light refreshments will be served.

Chief's Report

3-3-2020

Calls since last Commissioner meeting: **51**

EMS: **31**

Fire: **2**

Other: **15**

Calls YTD: 2020- **200**

Staff Overtime Numbers:

Budget Amount: **\$87,000.00**

Used YTD: **\$32,240.54**

% Used: **37.06%**

- Brown outs since last meeting: **0**

8 callback shifts (5-Vac, 1-Sick, 2 training)
Covered by 8 OT Shifts

- Attended the Clark County Fire Op's Chiefs meeting on Tuesday, February 25th in Ridgefield.
- We had an ECFR Officers meeting on Wednesday, February 19th at Station 91. Discussed several projects and in-depth discussion on the Strategic Plan.
- Two firefighters attended an IFSAC Fire Instructor 1 class up in Sunnyside WA this past week.
- Testing is in progress for the Volunteer Academy.
- Crews attended a job fair at Jemtegaard Middle School on Thursday, February 27th.
- Overall calls this year are up by 70%. Calls into CWFD are up by 50%.

AC Jacobs Report

3-3-2020

February EST training was 2-24-20.

March DOC training will be 3-9-20 Sta. 91 7 PM.

March EST training will be 3-23-20 Sta. 93 7 PM.

The new squad chassis is scheduled to be assembled the week of March 23rd in Kansas City. It should arrive here about 21 days later. Estimated in service time approximately one month later depending on radio installation.

Safety Report

Last safety committee meeting was 1-15-2020.

Next safety committee meeting 3-24-2020 Sta. 91 7:30 PM.

No incidents/ accidents reported since the last board meeting.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Cyber Security

PPG NUMBER: 00.3.1

Page 1 of 3

DATE OF ISSUE: 03-03-2020

APPROVED BY: _____

Board Chair

POLICY:

This policy outlines our guidelines and provisions for preserving the security of our data and technology infrastructure.

The more we rely on technology to collect, store and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardize our District's reputation.

For this reason, we have implemented a number of security measures. We have also prepared instructions that may help mitigate security risks. We have outlined both provisions in this policy.

SCOPE:

This policy applies to all employees, contractors, volunteers and anyone who has permanent or temporary access to our systems and hardware.

ACCESS TO DATA ON DISTRICT SERVER:

District members are granted access to their District email and other data stored on the District's server. All access is password protected

The District's server and workstations are monitored and maintained by a professional IT company. The District maintains anti-virus/anti-malware protection on all devices.

KEEPING EMAILS SAFE:

Emails often host scams and malicious software (e.g. worms.) To avoid virus infection or data theft, we instruct employees to:

- Avoid opening attachments and clicking on links when the content is not adequately explained (e.g. "watch this video, it's amazing.")
- Be suspicious of clickbait titles (e.g. offering prizes, advice.)
- Check email and names of people they received a message from to ensure they are legitimate.
- Look for inconsistencies or give-aways (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)

If an employee isn't sure that an email they received is safe, they can refer to our IT Specialist.

MANAGE PASSWORDS PROPERLY:

Password leaks are dangerous since they can compromise our entire infrastructure. Not only should passwords be secure so they won't be easily hacked, but they should also remain secret. For this reason, we advise our members to:

- Choose passwords with at least eight characters (including capital and lower-case letters, numbers and symbols) and avoid information that can be easily guessed (e.g. birthdays.)
- Remember passwords instead of writing them down. If employees need to write their passwords, they are obliged to keep the paper or digital document confidential and destroy it when their work is done.
- Exchange credentials only when absolutely necessary. When exchanging them in-person isn't possible, employees should prefer the phone instead of email, and only if they personally recognize the person they are talking to.
- Change their passwords every six months.

TRANSFER DATA SECURELY:

Transferring data introduces security risk. Employees must:

- Avoid transferring sensitive data to other devices or accounts unless absolutely necessary.
- Share confidential data over the company network/ system and not over public Wi-Fi or private connection.
- Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.
- Report scams, privacy breaches and hacking attempts

Our IT Specialists need to know about scams, breaches and malware so they can better protect our infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails or phishing attempts as soon as possible to our specialists. Our IT Specialists must investigate promptly, resolve the issue and send a companywide alert when necessary.

IN THE EVENT OF A CYBER ATTACK

- Personnel shall notify the Fire Chief, or designee.
- It may be necessary to retain an expert Cyber Self Defense corporation.
- All network computers shall be powered down and ethernet cables disconnected.
- The Fire Chief, or designee shall assure that the District's IT consultant is contacted.
- Depending on the severity of the attack the Fire Chief may also contact the District's attorney and insurance broker.
- The Board of Commissioners shall be notified of the attack.

- Determine if there has been a release of “personal information” as defined in RCW 19.255.010. Examples include Employee data and/or Public/Patient data. This will require notification. Personal Information, per this RCW, includes the first name or first initial, and last name and any one of the following: Social Security Number; or drivers license number or Washington Identification card number; or account number or credit or debit card in combination with any required security code, access code or password that would permit access.
- A “security breach” requires notification where immediately following discovery, if the personal information was, or is reasonably believed to have been, acquired by an unauthorized person. This notification should be directed by the Chief or their designee.”

ADDITIONAL MEASURES:

To reduce the likelihood of security breaches, we also instruct our employees to:

- Turn off their screens and lock their devices when leaving their desks.
- Report a perceived threat or possible security weakness in company systems.
- Refrain from downloading suspicious, unauthorized or illegal software on their company equipment.
- Avoid accessing suspicious websites.

We also expect our employees to comply with our electronic media and internet and computer usage policy. Our IT Specialists shall:

- Install and maintain firewalls, anti malware software and access authentication systems.
- Investigate security breaches thoroughly.



East County Fire & Rescue
600 NE 267th Avenue Camas, WA 98607

Phone: 360.834.4908
Fax: 360.834.5454

February 26, 2020

To Whom it May Concern:

This letter is to verify that East County Fire and Rescue is a certified agency as recognized by the State of Washington. East County Fire and Rescue was officially incorporated on May 26, 2006, as the result of a successful merger between Clark County Fire District #1 and Clark County Fire District #9. East County Fire and Rescue is authorized by the Board of Commissioners to request funding.

I authorize East County Fire and Rescue to apply for funding from Walmart and the Walmart Foundation for the betterment of the community.

Sincerely,

Martha Martin, Chairperson
East County Fire and Rescue
Board of Commissioners

Prevent, Protect & Serve

www.ECFR.us

Clark Regional Emergency Operations Center

SITUATION REPORT #1

Incident Name: COVID-19

Reporting Period: 03-02-2020 14:00

EOC Manager: Brian Landreth	State Mission #: 20-0265
Date: 03-02-2020	Time: 14:00
Prepared by: Tamie Cody	EOC Phone: (360) 992-9229 eoc.plannig@cresa911.org

Situation Overview:

The Clark Regional EOC has activated to the Partial Activation Level for the COVID 19 (Coronavirus Disease). A partial or limited activation of the EOC is typically used for establishing specific functions without activating the entire response organization. We are coordinating with and supporting Clark County Public Health.

- CRESA Emergency Management is coordinating regional messaging within the Portland/Vancouver Metro Region and within Washington State.
- Currently there are no reported cases in Clark County.
- The Governor of Washington State has released an Emergency Proclamation

Community Impacts

# Patients Supervised (Clark County):	9	# Confirmed Dead (Clark County):	0
Transportation Status	None reported		
Secondary Incidents	None reported		

Response Operations

Incident Management	Clark County Public Health has not activated their DOC at this time
Hospital Status	None reported
Resource Status	Working on Call Center options
Emergency Operations Support	CREOC at Partial Activation
Business Continuity Activities	None
Future Outlook / Planned Actions	Monitoring situation, provide support to Clark County Dept. of Health

Public Information

<p>Public Information</p>	<ul style="list-style-type: none"> • COVID-19 is spreading globally and we can expect to see more cases locally. However, transmission of the virus is not occurring on a widespread basis. • Most coronavirus illnesses are mild with fever and cough. The majority do not require hospital care. A much smaller percentage of cases are severe and may include pneumonia, particularly in elderly people and people with underlying medical conditions. • While it's understandable that people are concerned, there are specific actions they can take to reduce their risks:
<p>Issued Advisories and Guidance</p>	<p>Non-Pharmaceutical Interventions:</p> <ol style="list-style-type: none"> 1. Increase hand washing and use of alcohol-based sanitizer 2. Respiratory hygiene/cough etiquette (Cover your Cough, tissue, elbow) 3. Social Distancing (>6 feet) 4. Frequently clean and disinfect personal surfaces 5. Remain home through the duration of respiratory illness
<p>Reference Information</p>	<p>https://www.clark.wa.gov/public-health/novel-coronavirus?fbclid=IwAR1vrSJqLsystt_gzdUNvKOYND80dzxa1G6miAtqYxD-Lhaczw7hZ0myqwc</p>

Clark Regional Emergency Operations Center

SITUATION REPORT #2

Incident Name: COVID-19

Reporting Period: 03-03-2020 Time:1400

EOC Manager: Brian Landreth
Date: 03/03/2020

Prepared by: Tamie Cody

State Mission #: 20-0265
Time: 1400

EOC Phone: (360) 992-9229
eoc.plannig@cresa911.org

Situation Overview:	
<p>The Clark Regional EOC has activated to the Partial Activation Level for the COVID 19 (Coronavirus Disease). A partial or limited activation of the EOC is typically used for establishing specific functions without activating the entire response organization. We are coordinating with and supporting Clark County Public Health.</p> <ul style="list-style-type: none"> • No reported and/or confirmed cases in Clark County, WA • Statewide elected officials conference call scheduled for tomorrow, 3/4/20 at 10:00 • Coordinating regional messaging within the Portland/Vancouver Metro Region and within Washington State continues to be a priority 	
Community Impacts	
# Patients Supervised: 8	# Confirmed Deceased: 0
Secondary Incidents	None reported
Response Operations	
Incident Management	Clark County Public Health is in modified Incident Command
Evacuation Status	None reported
Shelter Status	None reported
Hospital Status	None reported
Resource Status	No active requests
Emergency Operations Support	CREOC on Partial Activation
Business Continuity Activities	None reported
Future Outlook / Planned Actions	Monitoring Situation, providing support to Clark County Public Health
Public Information	

Public Information	<p>Main message has been working on tools to the public about not calling 9-1-1 or 3-1-1, instead calling the state hotline. 800-525-0127</p> <p>Have also been working on tools for 9-1-1 dispatch staff.</p> <p>Working on glossary of terms tool for key stakeholders</p> <p>Working on collecting hashtags and information for rumor control</p> <p>Connecting with county departments regarding reminders of handwashing. Many are putting up additional signs.</p>
Issued Advisories and Guidance	<p>Connected with Council for the Homeless regarding individuals who are unhoused, visiting shelters and day centers. Working to see if possibly like Cruise Ships we can request hand washing reminders as they enter, move throughout the center.</p>
Reference Information	<p>https://www.clark.wa.gov/public-health/novel-coronavirus</p> <p>https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/FactSheet</p>

Mar 2020 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
Mar 1 BS	2 C SHIFT	3 A SHIFT Events Commissioner Meeting Station 91 18:30 - 21:00	4 B SHIFT Events Strategic Planning Meetin... Station 91 14:00 - 16:00	5 C SHIFT	6 A SHIFT Events Asnift training 42 09:00 - 12:00	7 B SHIFT Events Commissioner Training - B Station 91 09:00 - 15:00
8 † C SHIFT	9 A SHIFT	10 B SHIFT	11 C SHIFT	12 A SHIFT	13 B SHIFT	14 C SHIFT
15 A SHIFT	16 B SHIFT	17 C SHIFT Events Commissioner Meeting Station 91 18:30 - 21:00	18 A SHIFT Events Summit of Autumn Hills HO... Station 91 19:00 - 21:00	19 B SHIFT	20 C SHIFT Events New Ruiz Gettogether Station 91 16:00 - 20:00	21 A SHIFT
22 B SHIFT	23 C SHIFT	24 A SHIFT Events A-Shift training 42 09:00 - 12:00	25 B SHIFT	26 C SHIFT	27 A SHIFT	28 B SHIFT Events Washington Pilots Assoc. Station 91 08:30 - 13:00
29 C SHIFT	30 A SHIFT Events POV/MIA Flag 07:00 - 07:00	31 B SHIFT				

‡ Indicates time starts on following calendar day

* Events and Time Off follow default Split Time of Day of 07:00

† The hour from 02:00 to 03:00 on March 8 does not exist due to Daylight Saving Time.