REGULAR BOARD OF FIRE COMMISSIONERS MEETING May 03, 2022

Station 91 6:30 PM

#### **AGENDA**

#### \*Held virtually due to COVID-19\*

Dial 1-253-215-8782; Meeting ID 830 1567 8293 Passcode 211682

#### **CALL TO ORDER:**

Flag Salute

#### **AGENDA ADJUSTMENTS:**

#### **CONSENT AGENDA:**

- 1. Approval of April 19, 2022 Regular Board Meeting Minutes.
- 2. Approval of April 19, 2022 Local BVFF Meeting Minutes.
- 3. Approval of April 12, 2022 Strategic Planning Meeting Minutes.
- 4. Approval of April 21, 2022 Strategic Planning Meeting Minutes.
- 5. Approval of Financial Transactions.
- 6. Excuse Absent Commissioner(s):

#### **OPEN TO PUBLIC:**

#### **CORRESPONDENCE:**

#### **STAFF REPORT:**

Chief Carnes Assistant Chief Jacobs

#### **VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

#### **SAFETY REPORT:**

#### **FIRE DISTRICT BUSINESS:**

- o Annual Report Update
- o Newsletter Suggestions
- o Port of Camas Washougal Meeting Clarification

#### **COMMITTEE MEETINGS:**

- o Communication with Neighboring Elected Officials
  - o Camas TBA
  - O City of Washougal May 18, 2022 2:00 PM at City Hall.
- o Risk Group July 6, 2022 at 8:00 AM at Station 61.
- o Safety Meeting June 30, 2022 7:30 PM at Station 91.
- o Revenue Exploratory Committee TBA
- o ECAAB TBA

#### **COMMISSIONER COMMENTS:**

#### **OPEN TO PUBLIC:**

#### **LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

#### **ROUND TABLE:**

Monthly Event Calendar.

Strategic Planning Meeting May 4, 2022, at 3:00 PM via Zoom.

#### **EXECUTIVE SESSION:**

RCW 42.30.110 (1)(g) To evaluate the qualifications of an applicant for public employment.

#### ADJOURNMENT:

Next Regular Board Meeting: May 17, 2022 at 6:30 PM via Zoom.



# EAST COUNTY FIRE & RESCUE CONSENT AGENDA May 03, 2022

#### 1. Minutes -

- · April 19, 2022 Regular Board Meeting
- April 19, 2022 Local BVFF Meeting
- April 12, 2022 Strategic Planning Meeting
- April 21, 2022 Strategic Planning Meeting

#### 2. Invoices

- \$3,334.04
  - i. Check Nos. 14131-14240 dated April 26, 2022
  - ii. Check Nos. 14241-14242 dated April 28, 2022
- 3. Approved Commissioner Stipends May 10th Pay Date

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Name	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	Total
Hofmaster	1	1	1	0	2	5
Martin	1	0	1	0	1	3
Petty	1	0	1	0	0	2
Seeds	1	0	1	0	0	2
Taggart	1	0	1	0	0	2

- 4. Voided/Destroyed Claims/Payroll Warrants
- 5. Payroll/Benefits/EFT's
  - \$ 68,563.70 (Payroll)
  - \$ 96.81 (Use Tax)

**Commissioner Steve Hofmaster** 

Commissioner Martha Martin – Chair	Commissioner Mike Taggart – Vice Chair
Commissioner Joshua Seeds	Commissioner Sherry Petty

#### REGULAR BOARD OF FIRE COMMISSIONERS MEETING

April 19, 2022 Station 91 6:30 PM

#### **Draft Minutes**

ATTENDANCE:

Martha Martin

Sherry Petty

Robert Jacobs

Maddox Rodocker -Cummings

Mike Taggart

Steve Hofmaster

Debbie Macias

Joshua Seeds

Chief Carnes

Station 91 Duty Crew

#### CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 18:32 via Zoom Meeting. Chairperson Martha Martin led the Flag salute.

#### **AGENDA ADJUSTMENTS:**

None.

#### **CONSENT AGENDA:**

Approval of April 05, 2022 Regular Board Meeting Minutes.

Approval of April 05, 2022 Local BVFF&RO Meeting Minutes.

Approval of Financial Transactions.

Excuse Absent Commissioner(s):

Motion by Commissioner Taggart to approve the consent agenda seconded by Commissioner Hofmaster. Motion passed unanimously.

#### **OPEN TO PUBLIC:**

No Comments.

#### **CORRESPONDENCE:**

None.

#### **STAFF REPORT:**

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

Commissioner Seeds thanked Chief Carnes for keeping him in the loop about the impact fees regarding the County.

Commissioner Martin asked Chief Carnes to explain what the canary program is since we had a young listener on the call. Discussion ensued.

Assistant Chief Jacobs gave his report as follows:

DOC training postponed until allowed by state mandate guidelines.

April EST/Tender training was held on April 18, 2022 at Station 93 at 7 PM.

May EST/Tender training will be May 24, 2022 at 7 PM Station 93.

Annual inspections are underway. We have completed engine 95, tender 93 and currently working on squad 93. Will get to as many as possible before summer and do the rest in the fall.

#### **VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing new to report. Will try to get the group together to help with the open house in August.

#### **SAFETY REPORT:**

- Last Safety Committee meeting held on February 24, 2022.
- Next Safety Committee will be April 25, 2022 at Station 91 at 7:30 PM
- No reported accidents/incidents since the last board meeting.

#### FIRE DISTRICT BUSINESS:

Chief Carnes updated the Board that last time we met, he had three vendors he was looking at to help us, with the Facilities and Financial Analyst planning, two out of the three have agreed to help us with it. One is Makers and the other one is TCA. He is expecting to receive a rough draft of what they are going to propose to do for us. Once he receives it, he will share that with the board. We can look at it, modify and make corrections, make sure it has everything we want to cover and then talk about making a decision on whether or not we want to hire one of them.

<u>Resolution #299-04192022 Surplus Kitchen Appliance –Refrigerator OOS (See Attachment A)</u> The Purpose of this resolution is to Surplus Kitchen Appliance – Refrigerator OOS.

Motion by Commissioner Taggart to approve Resolution No. #299-04192022 to Surplus Kitchen Appliance Refrigerator OOS seconded by Commissioner Hofmaster. Motion passed unanimously.

#### **COMMITTEE MEETINGS:**

Communication with Neighboring Elected Officials
City of Camas – TBA
City of Washougal –May 18, 2022 at 2:00 PM at City Hall

#### Risk Group

Was held on April 6, 2022 at 9:00 AM

Commissioner Seeds commented on some changes that may be taking place on submitting insurance claims on vehicle damage. Discussion ensued.

Next Risk Group Meeting will be July 6, 2022 8:00 AM at Station 61.

<u>Safety Committee Representative</u> April 25, 2022 Station 91 at 7:30 PM

Revenue Exploratory Committee TBA

ECAAB TBA

#### **COMMISSIONER COMMENTS:**

Commissioner Hofmaster complimented the duty crew at Station 91 on how they treated a neighbor whose son ingested a coin. They were very pleased on how they were treated.

Commissioner Martin asked what we would be discussing at the Strategic Planning Meeting. She want
an update on the open house. Also mentioned that the Port will be having a meeting on what the plans for
their future holds if anyone wants to attend that so we can discuss it at our Strategic Planning Meeting.

<b>OPEN</b>	TO	<b>PUBI</b>	IC:
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None

#### **LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

No New Business.

#### **ROUND TABLE:**

Monthly Event Calendar.

Strategic Planning Workshop Meeting changed to May 4, 2022 3:00 PM.

#### **EXECUTIVE SESSION:**

RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment.

The Board went into executive session at 19:05 for 25 minutes.

The Board reconvened at 19:30.

#### **ADJOURNMENT:**

Next Regular Board Meeting: May 3, 2022 Station 91, 6:30 PM via Zoom.

Motion by Commissioner Taggart to adjourn at 19:32 hours, seconded by Commissioner Hofmaster. Motion passed unanimously.

Martha Martin, Chairperson	Joshua Seeds, Vice Chair
Sherry Petty, Commissioner	Steve Hofmaster, Commissioner
Michael Taggart, Commissioner	
ATTEST:	DISTRICT SEAL:
Debbie Macias, District Secretary	

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes April 19, 2022

CALL	TO	ORD	ER:
CILLIA		UILD	

Chairperson Martha Martin called the meeting to order at 19:03 at Station 91.

The following were in attendance:

Martha Martin

Sherry Petty

Robert Jacobs

Maddox Rodocker-Cummings

Mike Taggart

Steve Hofmaster

Debbie Macias

Joshua Seeds

Chief Carnes

Station 94 Duty Crew

#### **BUSINESS:**

No new business.

#### ADJOURNMENT:

The Local Board adjourned at 19:03.

Respectfully Submitted,

Mike Taggart, Commissioner, Sherry Petty, Alternate

**Bob Jacobs**, Chief is Rep. Mike Carnes, Alternate

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

Martha Martin, Chairperson Joshua Seeds, Alternate

DISTRICT SEAL:

**Debbie Macias**, District Secretary Mike Carnes, Alternate

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING
April 12, 2022
Station 91

#### **Draft Minutes**

#### ATTENDANCE:

Martha Martin Steve Hofmaster Chief Jacobs Mike Taggart Pam Jensen

Sherry Petty Debbie Macias

#### \*Held virtually due to COVID-19\*

#### CALL TO ORDER: 15:00

Chairperson Martha Martin called the meeting to order for the Strategic Planning Workshop Debbie Macias let the board know that Chief Carnes was called out to a house fire and would be gone a while.

Commissioner Seeds – excused absence.

Chief Jacobs received an update that confirmed Chief Carnes would be gone for a while.

Commissioner Martin suggested that we re-schedule the meeting for another day and it was agreed by everyone that April 21, 2022 at 10:00 AM would work.

#### **Public Comment:**

No comments.

#### Meeting adjourned 15:21

Respectfully Submitted,	
Martha Martin, Chairperson	Steve Hofmaster, Commissioner
Michael Taggart, Commissioner	Sherry Petty, Commissioner
Joshua Seeds, Commissioner	
ATTEST:	DISTRICT SEAL:
Debbie Macias, District Secretary	

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING
April 21, 2022
Station 91

#### **Draft Minutes**

#### **ATTENDANCE:**

Martha Martin Joshua Seeds Pam Jensen Station 94 Duty Crew Mike Taggart Steve Hofmaster Debbie Macias

Sherry Petty Chief Carnes Station 91 Duty Crew

#### \*Held virtually due to COVID-19\*

CALL TO ORDER: 10:02

**Public Comment:** 

Chairperson Martin Called the meeting to order for the Strategic Planning Workshop

Debbie Macias updated the board on the Open House plans. Confirmed the date of August 27, 2022 with everyone to make sure it is in everyone's calendar and confirmed the time as well. She updated everyone on all the vendors who have said yes and listed off the names of all the vendors as well. As we get closer to the event, we will see how many volunteers we will need to man tables. She let the board know that they can let her know what they would like to help with as well.

Chief Carnes shared information he received from attending the Port of Camas-Washougal airport meeting on their plans for the future. Discussion ensued.

No comments.								¥5
							6	
Meeting adjourned 10:36							8	
Respectfully Submitted,								
Martha Martin, Chairperson	Ste	eve Hofma	aster, (	Comn	nission	ner		

Michael Taggart, Commissioner	Sherry Petty, Commissioner
Joshua Seeds, Commissioner	
ATTEST:	DISTRICT SEAL:
Debbie Macias, District Secretary	

#### **CHECK REGISTER**

East County	Fire 8	શ્ર	Rescue
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04/16/2022 To: 04/30/2022

Time: 08:36:35 Date: 04/29/2022

Page:

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Trans	Date	Туре	Acct #	Chk #	Claimant		Amount Memo
415	04/26/2022	Claims	6291	14231	CLARK COUNTY TREAS	URER	247.68 Invoice # CI038785
		001 - 522 20	0 40 000 -	Radio Dis	patch	247.68	2022 Qtr 1 NetMotion Support (Jan-Mar)
416	04/26/2022	Claims	6291	14232	EMBROIDER IT		23.60 Invoice # 010625NI
		001 - 522 20	25 001 -	FF Unifor	ms	23.60	Nametapes Gustafson Qty (2) Troutman Qty (1)
417	04/26/2022	Claims	6291	14233	GRAINGER		97.08 Invoice # 9285866050 - Paper towel roll continous white (EnMotion) - Station 94
		001 - 522 10	32 000 -	Cleaning	and Sanitation	97.08	Paper towel roll continous white (EnMotion) Station 94
418	04/26/2022	Claims	6291	14234	NI GOVERNMENT SERV	ICES,	30.28 Invoice # 22032952081
		001 - 522 20	41 001 -	Satellite P	hone	30.28	Satellite Phone March Billing Cycle
419	04/26/2022	Claims	6291	14235	PACIFIC TRUCK & TRAIN SERVICE, INC		898.58 Invoice # 2022-33471 - Perform annual emergency vehicle inspection and service. App #919. Repaired rt door latch switch, reconnect wiring to switch, repaired rt rear outside tire, repair suction hose.
		001 - 522 60	1 /8 010 _	TQ1 (Q1Q)		909 50	Po fee
		001 - 322 00	740 919 -	191 (919)	ats.	. 898.58	Perform annual emergency vehicle inspection and service. App #919. Repaired rt door latch switch, reconnect wiring to switch, repaired rt rear outside tire, repair suction hose.
420	04/26/2022	Claims	6291	14236	SOHA SIGN COMPANY		753.39 Invoice # 69649 - ECFR Decals on New App #1022
		001 - 594 22	64 000 -	New Appa	aratus	753.39	ECFR Decals on New App #1022
421	04/26/2022	Claims	6291	14237	URGENT MEDICAL CENT SALMON CREEK	ΓER	100.00 Statement # 18713 - Respirator and Medical Questionnaire Gustafson and Vera
		001 - 522 10	43 000 -	Medical/[	Orug Screen/Vaccinati	100.00	Respirator and Medical Questionnaire Gustafson and Vera
422	04/26/2022	Claims	6291	14238	WASHOUGAL HARDWA	RE	88.86 Account # 500331 Statement 04.2022
					olies/Facility Misc		Seal for gutter at Station 94 Garden hose for truck bay at Station 94
423	04/26/2022	Payroll	6291	., ,,	OPEIU Local 11		59.90 Pay Cycle(s) 04/25/2022 To 04/25/2022 - OPEIU Dues
* 1		001 - 589 99 001 - 589 99				29.95 29.95	
424	04/26/2022		6291	3	TRUSTEED PLANS SERV CORPORATION		930.54 Pay Cycle(s) 04/10/2022 To 04/25/2022 - Disability - FF
		001 - 522 20 001 - 522 20	26 001 -   26 001 -	FF Disabil FF Disabil FF Disabil FF Disabil FF Disabil FF Disabil FF Disabil	ity ity ity ity ity ity	90.05 103.20 65.63 85.66 111.96 94.44 83.15 111.96	
		001 - 522 20	26 001 - 1	FF Disabil	ity	90.05	
426	04/28/2022	Claims	6291	14241	GRAINGER		39.13 Invoice # 9287959630

#### **CHECK REGISTER**

East County Fire & Rescue

04/16/2022 To: 04/30/2022

Time: 08:36:35 Date: 04/29/2022

Page:

2

Trans Date Chk# Claimant Type Acct # Amount Memo 001 - 522 10 32 000 - Cleaning and Sanitation 39.13 Floor Cleaner - Station 91 427 04/28/2022 Claims 6291 14242 Debbie Macias 65.00 Per Diem - 2022 WFCA Commissioner Conference Suquamish WA 4/30/2022 001 - 522 10 49 002 - Admin Training Meals 65.00 Per Diem - 2022 WFCA Commissioner Conference Suguamish WA 4/30/2022 3,334.04

001 General Fund

- Claims:

2,343.60

3,334.04 Payroll:

990.44

#### **CHECK REGISTER**

East County Fire & Rescue

04/16/2022 To: 04/30/2022

Time: 15:45:09 Date: 05/03/2022

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405	Trans	Date	Туре	Acct #	Chk #	Claimant	Amoun	t Memo
382 04/25/2022 Payroll 6291 EFT 3,886.68  384 04/25/2022 Payroll 6291 EFT 3,486.02  385 04/25/2022 Payroll 6291 EFT 3,486.02  386 04/25/2022 Payroll 6291 EFT 5,546.55  387 04/25/2022 Payroll 6291 EFT 20,77  388 04/25/2022 Payroll 6291 EFT 69.26  389 04/25/2022 Payroll 6291 EFT 363.64  389 04/25/2022 Payroll 6291 EFT 3,721.86  389 04/25/2022 Payroll 6291 EFT 3,721.86  389 04/25/2022 Payroll 6291 EFT 3,721.86  391 04/25/2022 Payroll 6291 EFT 3,721.86  391 04/25/2022 Payroll 6291 EFT 3,721.86  392 04/25/2022 Payroll 6291 EFT 3,721.86  393 04/25/2022 Payroll 6291 EFT 7,720.70  394 04/25/2022 Payroll 6291 EFT 7,720.70  395 04/25/2022 Payroll 6291 EFT 7,720.70  396 04/25/2022 Payroll 6291 EFT 7,720.70  397 04/25/2022 Payroll 6291 EFT 7,720.70  398 04/25/2022 Payroll 6291 EFT 7,720.70  399 04/25/2022 Payroll 6291 EFT 7,720.70  390 04/25/2022 Payroll 6291 EFT 7,720.	381	04/25/2022	Claims	6291	EFT		96.8	1 Written From Use Tax Report
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391 04/25/2022   Payroll   6291   EFT   3,990.85     392 04/25/2022   Payroll   6291   EFT   352.93     393 04/25/2022   Payroll   6291   EFT   2,770     394 04/25/2022   Payroll   6291   EFT   1,735.75     395 04/25/2022   Payroll   6291   EFT   891.67     396 04/25/2022   Payroll   6291   EFT   891.67     397 04/25/2022   Payroll   6291   EFT   1,410.99     398 04/25/2022   Payroll   6291   EFT   352.93     399 04/25/2022   Payroll   6291   EFT   1,40.11     04/25/2022   Payroll   6291   EFT   1,40.11     04/25/2022   Payroll   6291   EFT   1,40.11     04/25/2022   Payroll   6291   EFT   1,916.99     04/25/2022   Payroll   6291   EFT   1,916.99     04/25/2022   Payroll   6291   EFT   1,916.99     04/25/2022   Payroll   6291   EFT   3,52.33     04/25/2022   Payroll   6291   EFT   3,52.33     04/25/2022   Payroll   6291   EFT   3,52.33     04/25/2022   Payroll   6291   EFT   3,50.74     04/25/2022   Payroll   6291   EFT   3,50.74     04/25/2022   Payroll   6291   EFT   3,50.74     04/25/2022   Payroll   6291   EFT   3,50.79     04/25/2022   Payroll   6291   EFT   3,50.19     04/25/2022   Payroll   6291   EFT   1,510.17     04/25/2022   Payroll   629			7					
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### Chief's Report

#### 4-19-2022

Calls since last Commissioner meeting, 30

EMS: 18

Fire: 2

Other: 10

Calls YTD: 2022-293

Mutual and Auto aid – 26%

2022, Year-to-date - 24%, 71 calls

FY2021 = 244, 23% of total calls

FY2020 = 251, 23% of total calls

Staff Overtime Numbers:

Budget Amount: \$230,000

Used YTD:

\$84,735

Percent Used:

36.84 %

Brown outs since last meeting: 1 (24 hour shifts)

11 callback shifts (2-Sick, 3-Vac, 4- PFMLA, 2- short staff) Covered by 10 OT Shifts

- The old Squad 94 chassis sold at auction on Friday for \$18,000 minus 10% fee for a net of \$16,200. This is exactly the same amount as the old Squad 91 sale 2 years ago.
- Our District Secretary/Accounting assistant, Debbie Macias has successfully completed her probation requirements on Monday, April 25. Congratulations Debbie!
- I attended an Op's Chiefs meeting on Tuesday, April 26. Topics of discussion were implementing some new EMS protocols and scheduling a Clark County EOC drill at CRESA. I will be attending that drill once at date has been set. There was also some discussion on the RDPO WUI project.
- Debbie Macias attended the Commissioners conference up north this past weekend.
- One of our new PT FF resigned this past week. I will be working on getting a replacement as soon as possible.

## **AC Jacobs Report**

5-3-22

DOC training continues to be postponed until allowed by guidelines.

April EST/Tender training was 4-18-22.

May EST/Tender training 5-24-22 Sta. 93 7 PM.

Annual inspections are continuing, E95, T93, T91, & SQ93 completed RH93 & E94 are next. GPS antenna and MDC docking station installed in SQ93.

## Safety Report

Last safety committee meeting was 4-25-2022.

Next safety committee meeting will be 6-30-22. Sta. 91 7:30 PM.

No reported accidents/incidents since the last board meeting.

## Safety Committee Meeting Minutes 4-25-2022

Reviewed shift safety meeting minutes.

There were no near miss reports to review.

There were no accident or incident reports to review.

Thanks to all for working safely! We have now gone nearly a year and a half without a reported accident.

Reviewed station safety inspections, some lighting issues are scheduled for repair. Some items have been repaired by on duty crews.

Warmer weather will be here soon, be prepared!! Stay hydrated.

School will be out soon, watch for pedestrians.

Next safety committee meeting 6-30-22 Sta. 91 7:30 PM.

	Ñ	Sun	Mon	Tue		ToM	7
May ASH	2 B SHIFT	3 CSHIFT	4 A SHIFT	5 BSHIFT	6 CSHIFT	7 A SHIFT	3
-		Events Swift Water Rescue 08:00 - 12:30 Station 42 Commissioner Meetir 18:30 - 21:00 Station 91	Events Strategic Planning Me 15:00 - 16:30 Station 91				
S B SHIFT	9 CSHIFT	10 ASHIFT	11 BSHIFT	12 CSHIFT	13 A SHIFT	14 BSHIFT	
				Events Scott demonstration 14:30 - 16:00			
					2		
15 cshift	16 A SHIFT	17 B SHIFT	18 CSHIFT	19 ASHIFT	20 B SHIFT	21 CSHIFT	
1	•	Events Commissioner Meetir 18:30 - 21:00 Station 91				Events Sunnyside Road Asso 16:30 - 18:00 Station 93	8:00
22 A SHIFT	23 BSHIFT	24 CSHIFT	25 ASHIFT	26 BSHIFT	27 CSHIFT	28 ASHIFT	***
29 B SHIFT	30 CSHIFT	31 A SHIFT					
* Indicates t	ime starts on	* Indicates time starts on following calendar day		and the second s		AND	

Indicates time starts on ronowing calendar day
 Events and Time Off follow default Split Time of Day of 07:00

https://secure13.aladtec.com/eastcountyfr/index.php?action=manage\_schedule\_view\_schedule&lid=172