



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Regular Board of Fire Commissioners Meeting December 5, 2023

Station 91

6:30 PM

Agenda



This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: <https://us02web.zoom.us/j/81989244864>

Dial-In Telephone Number: (253) 215-8782

Meeting ID 819 8924 4864 and Passcode 549306

This meeting is being recorded, please silence or turn off your personal cell phones, pagers, etc.

Call to Order

Flag Salute

Agenda Adjustments

Consent Agenda

- Approval of November 21, 2023 Regular Board Meeting Minutes.
- Approval of November 21, 2023 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

1. Chief Hartin.
2. Assistant Chief Jacobs.
3. Volunteer Firefighters Association.
4. Safety Committee.

Fire District Business

1. Approve - FY2024 Board Assignments.
2. Approve - FY2024 Observed Holidays.
3. Resolution 336-12052023 FY2024 Board Meeting Dates.
4. Approve the purposed, scope and policies for the following SOG:
 - 1.2.27 Reporting Improper Government Action & Whistleblower Protection.
 - 1.3.5 Asset Management.
 - 4.2.6 Command Function 6 – Organization.
 - 4.2.7 Command Function 7 – Review, Evaluate, and Revise.
 - 4.2.8 Command Function 8 – Continue, Support, and Terminate Command.
5. Fire Chief Employment Agreement Renewal.
6. Diesel Exhaust Extraction Systems Bid Award.

Committee Meetings:

1. Communication with Neighboring Elected Officials.
 - City of Camas, TBA.
 - City of Washougal, TBA.
2. Risk Group, January 3, 2024 at 8:00 AM.
3. Revenue Exploratory Committee, TBA.
4. East County Ambulance Advisory Board (ECAAB), TBA.
5. Safety Meeting, TBA.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting will be held December 19, 2023 Station 91 at 6:30 PM – hybrid format.
- Next Strategic Planning Meeting December 06, 2023 Station 91 at 3:00 PM – hybrid format.

Executive Session

Adjournment



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Board of Fire Commissioners Consent Agenda

December 05, 2023

1. Approval of minutes:
 - November 21, 2023 Regular Board Meeting Minutes.
 - November 21, 2023 BVFF Meeting Minutes.
2. Invoices for \$21,143.74 check number 14916 dated November 21, 2023.
3. Invoices for \$10,302.76 check number 14917-14929 dated November 28, 2023.
4. Approved commissioner stipends for the period of November 16 through November 30 with a December 10, pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Hofmaster	1	1	0	0	0	2
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

5. Voided/Destroyed Claims/Payroll Warrants.
6. Payroll/Benefits/EFT's in the amount of \$68,219.06 (Payroll).

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner



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Regular Board of Fire Commissioners Meeting

November 21, 2023

Station 91

6:30 PM

Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Steve Hofmaster

Sherry Petty

Chief Ed Hartin

Assistant Chief Jacobs

Debbie Macias

Station 91 Duty Crew

Station 93 Duty Crew

Call to Order

Chairperson Martha Martin called the meeting to order at 18:30 via Hybrid Meeting. This meeting was conducted in hybrid in-person/video conference format.

Flag Salute

Commissioner Taggart led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of October 24, 2023 Special Meeting Budget Workshop Minutes.
- Approval of November 07, 2023 Regular Board Meeting Minutes.
- Approval of November 07, 2023 Local BVFF&RO Meeting Minutes.
- Approval of November 14, 2023 Strategic Planning Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

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

Public Input

No comments.

Correspondence

None

Staff Reports

1. Chief Hartin's report is in the meeting packet.
2. Chief Hartin read Assistant Chief Jacobs report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that the Volunteer Firefighter's Association had nothing new to report.
4. Assistant Chief Jacobs reported that per the safety committee there were no accidents/incidents since the last board meeting.

Fire District Business

1. Chief Hartin asked the Board to adopt the purpose, scope and policy for:
 - SOG 4.2.4 Command Function 4 – Strategy & Action Planning.
 - SOG 4.2.5 (Amended) Command Function 5 – Communications.

Motion by Commissioner Seeds to adopt the Purpose, Scope and Policy for SOG 4.2.4 and SOG 4.2.5 (Amended) Seconded by Commissioner Taggart. Motion passed unanimously.

2. Resolution #335-11212023 to approve surplus of equipment (Multiple Items – See Attachment A). **Motion by Commissioner Taggart to approve Resolution #335-11212023 to approve surplus of equipment (Multiple Items – See Attachment A). Seconded by Commissioner Hofmaster. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, TBA.
 - City of Washougal, TBA.
2. Risk Group, October 18, 2023 at 8:00 AM via Zoom.
3. Safety Meeting, November 22, 2023 at 7:30 PM at Station 91.
4. Revenue Exploratory Committee, TBA.
5. East County Ambulance Advisory Board (ECAAB), TBA.

Commissioners Comments

Commissioner Taggart shared he is available to deliver C.A.R.O.L. boxes this year.

Commissioner Seeds shared he is continuing to following the news regarding Columbia River Fire and Rescue. Discussion ensued.

Commissioner Hofmaster wished everyone a Happy Thanksgiving.

Commissioner Martin shared that she and Commissioner Seeds need to get their oath notarized by January because they won their election and they need to update their public workers training. As a new Commissioner, they have 90 days to do it.

Public Input

Debbie Macias shared that Captain Prasch will have his giving tree up by December 1st.

Local Board for Volunteer Firefighters and Reserve Officers

No new business.

Upcoming Meetings

- Review of the district's monthly event calendar.
- Regular board meeting will be December 05, 2023 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop December 06, 2023 Station 91 at 2:00 pm. – Hybrid format.

Both the strategic planning workshop and regular board meeting will be in hybrid format permitting in-person or video conference participation. The link for video conference participation is provided on the district's website (www.ecfr.us).

Executive Session

Adjournment

Motion by Commissioner Seeds to adjourn at 19:01, seconded by Commissioner Taggart. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting November 21, 2023

Station 91
Draft Minutes

Attendance

Martha Martin

Sherry Petty

Assistant Chief Jacobs

Station 93 Duty Crew

Mike Taggart

Steve Hofmaster

Debbie Macias

Joshua Seeds

Chief Ed Hartin

Station 91 Duty Crew

Call to Order

This meeting was conducted in hybrid in-person/video conference format.

Chairperson Martha Martin called the meeting to order at 19:00 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:00.

Martha Martin, Chairperson
Commissioner Joshua Seeds, Alternate

Tad Crum, Firefighters Association Liaison

Robert Jacobs, Assistant Chief
Ed Hartin, Chief (Alternate)

Michael Taggart, Commissioner
Sherry Petty, Commissioner (Alternate)

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)

CHECK REGISTER

East County Fire & Rescue

Time: 07:51:11 Date: 11/29/2023

11/16/2023 To: 11/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1242	11/21/2023	Claims	6291	14916	U.S. BANK (One Card)	21,143.74	Account ending in 3017 - October Statement.
		001 - 522 10 30 000 - Office Supplies				6.08	Amazon - White out - station 93
		001 - 522 10 30 000 - Office Supplies				52.81	Amazon - Toner cartridges for phaser 6510.
		001 - 522 10 30 000 - Office Supplies				16.48	Amazon - 9x12 Clasp envelopes (100 qty)
		001 - 522 10 30 000 - Office Supplies				49.30	Harland Clark/Costco - Restock Checks Qty (500)
		001 - 522 10 30 000 - Office Supplies				27.84	Harland Clark/Costco - Envelopes for checks Qty (250)
		001 - 522 10 30 000 - Office Supplies				35.85	Costco - Scotch tape 12 pack, post its 24 pack.
		001 - 522 10 30 001 - Postage				65.75	Costco - Stamps
		001 - 522 10 31 000 - Furniture/Appliances				140.13	Amazon - 32" Vivo Stand desk for report writing desk.
		001 - 522 10 32 000 - Cleaning and Sanitation				32.37	Amazon - Car wash brush. Station 91.
		001 - 522 10 32 000 - Cleaning and Sanitation				53.33	Amazon - OdoBan Floor cleaner 4qty. Station 91.
		001 - 522 10 33 000 - Computer/Software/Supplies				34.20	MX Guardian - Monthly fee spam filter.
		001 - 522 10 33 000 - Computer/Software/Supplies				17.24	Zoom - Video streaming service for board meetings.
		001 - 522 10 33 000 - Computer/Software/Supplies				70.53	CDW GOV - Adobe software renewal for accounting assistance computer (1year)
		007 - 522 10 33 050 - Computer Software (Other)				2,500.96	Fastspring - Software for simulations re: incident command.
		001 - 522 10 40 001 - Computer/Website Mtce & Rep				249.00	Streamline - Monthly maintenance of website.
		001 - 522 10 48 003 - Commissioner Lodging				411.96	Tulalip Resort - Lodging for WFCA Conference (Taggart)
		001 - 522 10 49 003 - Admin Training Lodging				411.96	Tulalip Resort - Lodging for WFCA Conference (Jensen)
		001 - 522 10 49 003 - Admin Training Lodging				411.96	Tulalip Resort- Lodging for WFCA Conference (Macias)
		001 - 522 20 25 001 - FF Uniforms				10.84	Imperial Cleaners - Sew (1) Patch on Uniform (Sorensen)
		001 - 522 20 32 001 - Other Operating Supplies				139.05	Amazon - Casters for welding cart.
		001 - 522 20 32 001 - Other Operating Supplies				22.67	Lowes - Air compressor fitting - Station 93.
		001 - 522 20 32 001 - Other Operating Supplies				301.71	Amazon - Extension cord for welder to reach the CFBT prop.
		001 - 522 20 32 002 - Equipment				383.43	Lowes - New pressure washer to replace OOS pressure washer.
		001 - 522 20 34 000 - Bldg Supplies/Facility Misc				141.98	Amazon - Shower Curtains (2) Shower liners (2) Mattress Pads (4)-Station 91.
		001 - 522 20 34 000 - Bldg Supplies/Facility Misc				34.71	Amazon - Flag pole part. Station 91.
		001 - 522 20 34 000 - Bldg Supplies/Facility Misc				161.69	Amazon - Washington State Flag - Station
		001 - 522 20 41 002 - Verizon MDC Cards				160.04	Verizon - MDC
		001 - 522 20 41 003 - Cell Phones E91 & E94				83.88	Verizon - Cell phones E91 and E94
		007 - 522 45 41 050 - Fire Training TLM (Travel)				1,058.15	Embassy Suites - Lodging for Blue card training Train the Trainer in Phoenix AZ 11/12/2023 -11/17/2023 (Burch)
		007 - 522 45 41 050 - Fire Training TLM (Travel)				322.80	Alaska Airlines - Airline ticket for blue card train the trainer (Burch)
		001 - 522 45 42 000 - Lodging				102.38	Hotels.com - Lodging for FF2, Fire Instructor 1 testing only 10/19/2023 (Sorensen)
		001 - 522 45 43 000 - Tuition				375.00	Fowler Fire - Registration for FF2 Testing only for (Sorensen)

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 45 43 000 - Tuition				75.00	WFC- Registration for EVIP train the trainer (Sorensen)
		001 - 522 50 40 000 - Bldg Repair & Maint				1,456.76	Conxwest - Roof panels to repair CFBT Trailer.
		001 - 522 50 40 000 - Bldg Repair & Maint				62.00	Mr. Plywood - Wood for concrete form
		001 - 522 50 42 091 - Comcast Tel/Internet (St 91)				356.20	Comcast - Telephone/internet service at station 91. Service period 09/19/2023-10/18/2023.
		001 - 522 50 42 093 - Comcast Tel/Internet (St 93)				328.09	Comcast - Telephone/Internet service at station 93. Service period 10/10/2023-11/9/2023.
		001 - 522 50 42 094 - Comcast Tel/Internet (St 94)				403.84	Comcast - Telephone/internet service at station 94. Service period 10/14/2023-11/13/2023.
		001 - 522 50 43 092 - Electrical & Heating (St 92)				30.24	Clark Public Utilities- Electric service at station 92 - Service period 8/21/2023-9/22/2023.
		001 - 522 50 43 093 - Electrical & Htg (St 93)				286.54	Clark Public Utilities - Electric service at station 93. Service period 9/8/2023-10/6/2023.
		001 - 522 50 43 094 - Electric & Heating (St 94)				179.00	Clark Public Utilities - Electric service at station 94. Service period 9/8/2023-10/6/2023.
		001 - 522 50 44 091 - Garbage (St 91)				156.34	Waste Connections - Trash service at station 91. Service period 9/1/2023-9/30/2023.
		001 - 522 50 44 093 - Garbage (St 93)				68.38	Waste Connections - Trash service at station 93- Service period - Temp pick up.
		001 - 522 50 44 094 - Garbage (St 94)				69.00	Waste Connections - Trash service at station 94. Service period 9/1/2023-9/30/2023.
		001 - 522 50 45 091 - Gas (St 91)				92.90	NW Natural - Gas service at station 91. Service period 9/14/2023-10/13/2023.
		001 - 594 22 61 000 - Computer Equip				1,400.32	Apple Government Store - Ipad Pro 12.9 WIFI 512GB (1 qty)
		001 - 594 22 61 000 - Computer Equip				8,293.05	Apple Government Store - Ipad Pro 12.9 WIFI 256GB (7 qty)
1248	11/28/2023	Claims	6291	14917	AIRGAS USA, LLC		927.17 Invoice # 9141649224 - Supplies for welding/fixing burn prop. at station 93.; Invoice # 9143280487 - Plasma cutter air fitter for the new plasma cutter.; Invoice # 9143280488 - Safety welding hood to
		001 - 522 20 32 000 - Expendable Equipment				138.32	Safety welding hood to be used when welding.
		001 - 522 20 32 001 - Other Operating Supplies				214.78	Plasma cutter air fitter for the new plasma cutter.
		001 - 522 20 32 002 - Equipment				574.07	Supplies for welding/fixing burn prop. at station 93.
1249	11/28/2023	Claims	6291	14918	CAMAS WASHOUGAL POST RECORD		22.99 Invoice # 44973 - Bid Ad #848370 -Diesel Exhaust SRC Cap System.
		001 - 522 20 42 000 - Advertising				22.99	Bid Ad #848370 -Diesel Exhaust SRC Cap System.

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East County Fire & Rescue

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1250	11/28/2023	Claims	6291	14919	CLARK CO. FIRE RESCUE RISK MGMT GROUP	512.40	Invoice # 2023-22 - ECFR share of risk group state audit costs. Accountability Audit 2020-2022. State Auditor's Office invoices totaling \$3,074.40 - 1/6 of total for each member district.
			001 - 522 10 41 000 - State Audit Costs			512.40	ECFR share of risk group state audit costs. Accountability Audit 2020-2022. State Auditor's Office invoices totaling \$3,074.40 - 1/6 of total for each member district.
1251	11/28/2023	Claims	6291	14920	CLARK PUBLIC UTILITIES	493.48	Acout 7200-239-7 - Electric/Heating service for station 91. Service period 10/06/2023-11/07/2023.
			001 - 522 50 43 091 - Electrical Service (St 91)			493.48	Electric/Heating service for station 91. Service period 10/06/2023-11/07/2023.
1252	11/28/2023	Claims	6291	14921	GENERAL FIRE APPARATUS, INC	769.76	Invoice # 17526 - Class 1 display enfo IV Class 1 VER. Hale Electronics for apparatus 916 (E95).
			001 - 522 60 48 916 - E95 (916)			769.76	Class 1 display enfo IV Class 1 VER. Hale Electronics for apparatus 916 (E95).
1253	11/28/2023	Claims	6291	14922	MOTOROLA	1,420.16	Invoice # 8281630940 - Batteries Qty (10) for portable radios.
			001 - 522 20 32 002 - Equipment			1,420.16	Batteries Qty (10) for portable radios.
1254	11/28/2023	Claims	6291	14923	RAY POLAND & SONS INC.	3,610.95	Invoice # RPS1123-1LC - Novacool Fire Fighting Foam 0.4% (UeF 0.4%)
			001 - 522 20 32 000 - Expendable Equipment			3,610.95	Novacool Fire Fighting Foam 0.4% (UeF 0.4%)
1255	11/28/2023	Claims	6291	14924	SECURITAS TECHNOLOGY CORPORATION	715.76	Invoice # 6001109642 - Station 91 Access control system quarterly maintenance. Service period 03/01/2021-05/31/2021. Last time received invoice was 11/30/2020 which covered 12/1/2020-2/28/2021.
			001 - 522 50 40 000 - Bldg Repair & Maint			715.76	Station 91 Access control system quarterly maintenance. Service period 03/01/2021-05/31/2021. Last time received invoice was 11/30/2020 which covered 12/1/2020-2/28/2021.
1256	11/28/2023	Claims	6291	14925	SECURITAS TECHNOLOGY CORPORATION	715.76	Invoice # 6001405293 - Station 91 Access control system quarterly maintenance. Service period 6/1/2021-8/31/2021. Station 91. Last time received invoice was 11/30/2020.
			001 - 522 50 40 000 - Bldg Repair & Maint			715.76	Station 91 Access control system quarterly maintenance. Service period 6/1/2021-8/31/2021. Station 91. Last time received invoice was 11/30/2020.
1257	11/28/2023	Claims	6291	14926	SECURITAS TECHNOLOGY CORPORATION	117.86	Invoice # 6003720185 - Monitoring at station 93. Service period 12/01/2023-02/29/2024.
			001 - 522 50 41 093 - Monitoring (St 93)			117.86	Monitoring at station 93. Service period 12/01/2023-02/29/2024.

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East County Fire & Rescue

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Time: 07:51:11 Date: 11/29/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1258	11/28/2023	Claims	6291	14927	URGENT MEDICAL CENTER SALMON CREEK	740.00	Invoice # 20485 - Drug Screen and PrePlacement for Volunteers (Kalinsky, Liehr, Pedersen, Schultz, Vaughn).
		001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati				150.00	Drug Screen PrePlacement (Kalinsky) Volunteer
		001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati				145.00	Drug Screen, Drivers Medical Questionnaire, Periodic Physical (Liehr) Volunteer
		001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati				150.00	Drug Screen, PrePlacement (Pedersen) Volunteer
		001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati				145.00	Drug Screen, Periodic Physical, Drivers Medical Questionnaire (Schultz) Volunteer
		001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati				150.00	Drug Screen, PrePlacement (Vaughn) Volunteer
1259	11/28/2023	Payroll	6291	14928	NC DEPARTMENT OF REVENUE	193.57	Pay Cycle(s) 11/25/2023 To 11/25/2023 - Garnishment Debbie S. Macias
		001 - 589 99 99 000 - Payroll Clearing				193.57	
1260	11/28/2023	Payroll	6291	14929	OPEIU Local 11	62.90	Pay Cycle(s) 11/25/2023 To 11/25/2023 - OPEIU Dues
		001 - 589 99 99 000 - Payroll Clearing				31.45	
		001 - 589 99 99 000 - Payroll Clearing				31.45	
						27,564.59	
001 General Fund						3,881.91	
007 Grants Management Fund						<u>31,446.50</u>	
						Claims:	31,190.03
						Payroll:	256.47

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East County Fire & Rescue

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1208	11/25/2023	Payroll	6291	EFT		3,170.90	
1209	11/25/2023	Payroll	6291	EFT		3,418.19	
1210	11/25/2023	Payroll	6291	EFT		2,660.19	
1211	11/25/2023	Payroll	6291	EFT		2,631.25	
1212	11/25/2023	Payroll	6291	EFT		2,402.03	
1213	11/25/2023	Payroll	6291	EFT		2,939.41	
1214	11/25/2023	Payroll	6291	EFT		1,600.79	
1215	11/25/2023	Payroll	6291	EFT		233.45	
1216	11/25/2023	Payroll	6291	EFT		1,991.03	
1217	11/25/2023	Payroll	6291	EFT		677.05	
1218	11/25/2023	Payroll	6291	EFT		1,264.11	
1219	11/25/2023	Payroll	6291	EFT		233.45	
1220	11/25/2023	Payroll	6291	EFT		2,193.74	
1221	11/25/2023	Payroll	6291	EFT		233.45	
1222	11/25/2023	Payroll	6291	EFT		3,423.47	
1223	11/25/2023	Payroll	6291	EFT		350.16	
1224	11/25/2023	Payroll	6291	EFT		4,035.25	
1225	11/25/2023	Payroll	6291	EFT		229.72	
1226	11/25/2023	Payroll	6291	EFT		1,968.13	
1227	11/25/2023	Payroll	6291	EFT		5,712.65	
1228	11/25/2023	Payroll	6291	EFT	IAFF2444	812.86	Pay Cycle(s) 11/25/2023 To 11/25/2023 - IAFF Dues
1229	11/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,306.00	Pay Cycle(s) 11/25/2023 To 11/25/2023 - DComp
1230	11/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	750.60	Pay Cycle(s) 11/25/2023 To 11/25/2023 - PERS2
1231	11/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	232.59	Pay Cycle(s) 11/25/2023 To 11/25/2023 - PERS3
1232	11/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	8,040.43	Pay Cycle(s) 11/25/2023 To 11/25/2023 - LEOFF2
1233	11/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	4,106.36	Pay Cycle(s) 11/25/2023 To 11/25/2023 - DComp Match
1234	11/25/2023	Payroll	6291	EFT	IRS	8,524.80	941 Deposit for Pay Cycle(s) 11/25/2023 - 11/25/2023
1235	11/25/2023	Payroll	6291	EFT	OR Department of Revenue	377.00	Pay Cycle(s) for OR Tax: 11/25/2023 - 11/25/2023
1236	11/25/2023	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 11/25/2023 To 11/25/2023 - WA Child Support
						67,309.39	
						909.67	
						68,219.06	Payroll:
							68,219.06



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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: December 5, 2023
Subject: Chief's Report

Important Milestone

East County Fire and Rescue is debt free for the first time in its history. In the first week of December the district paid off its remaining limited tax general obligation (LTGO) bond four years early resulting in significant savings in debt service cost. This early payment was accomplished by an interfund transfer from the apparatus replacement capital fund to the debt service fund along with the regularly budgeted payment from the general fund to the debt service fund. Funds will be repaid to the capital projects fund in 2024 and 2025.

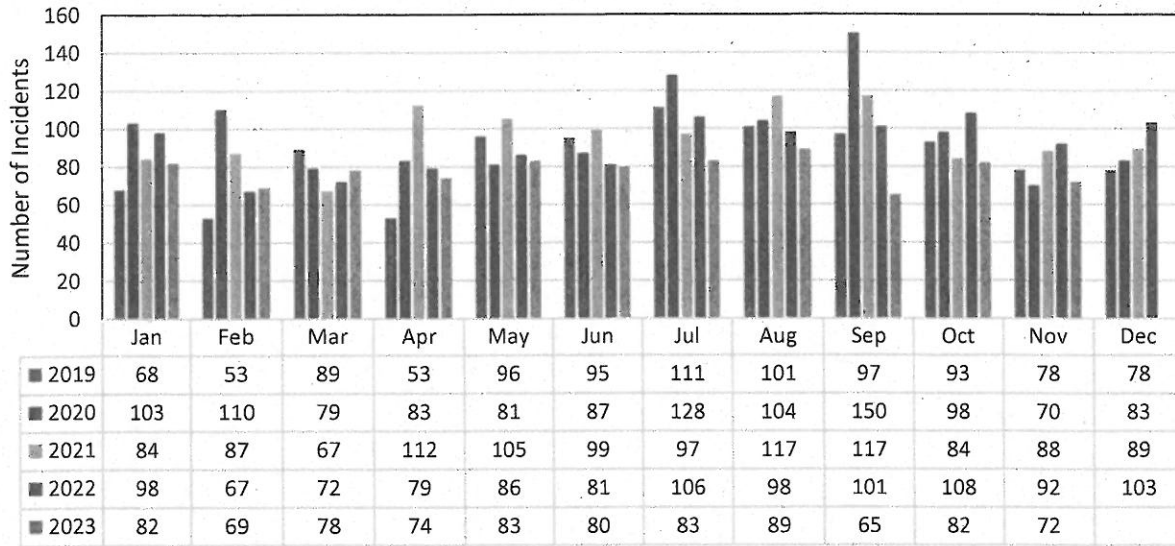
Response Activity

In November the district responded to 72 calls for service. Table 1 outlines the distribution of incidents by incident type series.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	3
3 - Rescue & Emergency Medical Service Incident	47
4 - Hazardous Condition (No Fire)	0
5 - Service Call	8
6 - Good Intent Call	11
7 - False Alarm & False Call	3
Total Responses	72

Figure 1. Incident Responses by Month 2019-2023

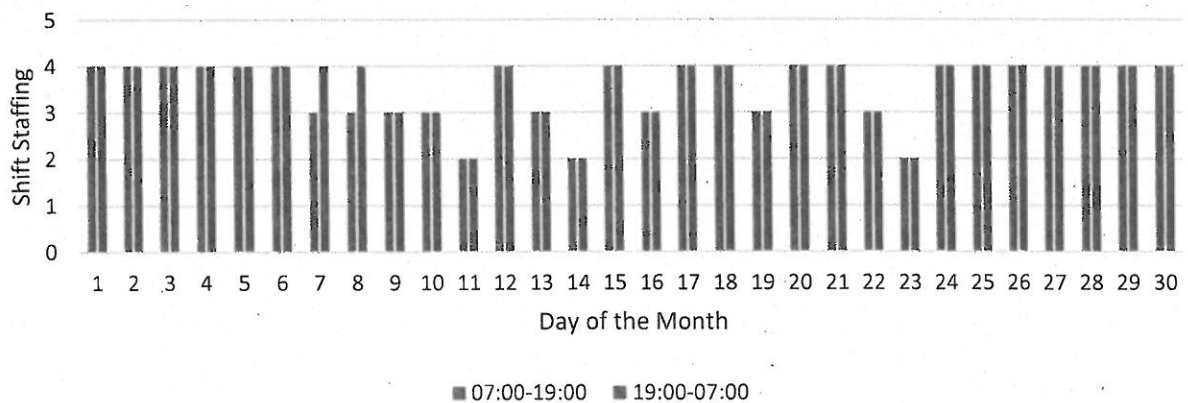


Staffing and Deployment

During the month of November maintained a 90th percentile¹ shift staffing level of 3 personnel during the day (07:00-19:00) and 3 personnel at night (19:00-07:00). Station 93 was unstaffed 9 times for a full shift and twice during the night during the month, and as such, its availability of response from this station was 66.67%.

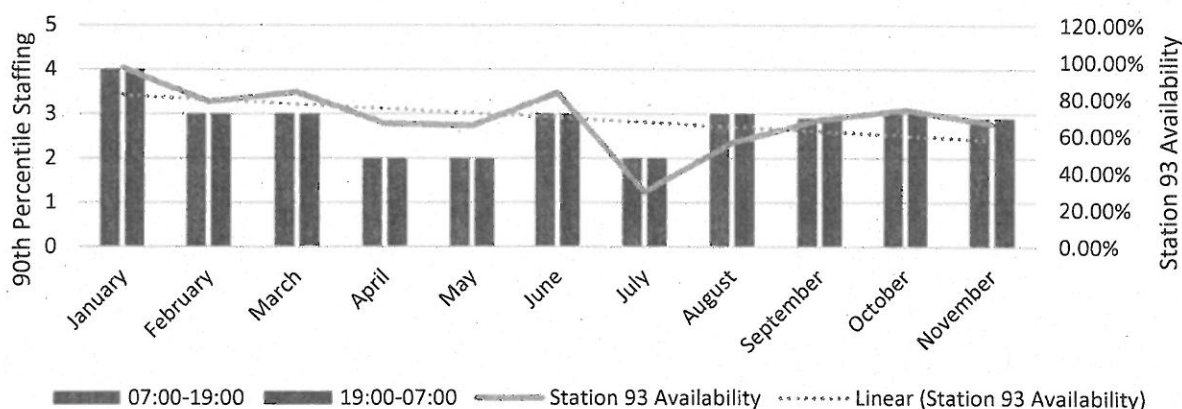
On Thursday, September 14, 2023, Engine, Water Tender, and Squad 94 were relocated to Station 93 for the duration of mold remediation and restoration at Station 94. Response from Station 93 will result in longer response times to fire management zones 94 and 95 and potentially dispatch of Engine 43 on high acuity calls in these areas even if Station 93 is staffed.

Figure 2. November Daily Shift Staffing



¹ Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

Figure 3. 90th Percentile Shift Staffing and Station 93 Availability for Response



Seven incidents were impacted by lack of staffing at Station 94/93 in November as illustrated in Table 2. Three of these incidents were high-acuity, priority two responses (all of which were handled with an extended response time by Camas Washougal Fire Department Engine 43).

Table 2. Incidents Impacted by Unavailability for Response from Station 94/93

Date	Time	FMZ	Priority	Event Type	First Due
11/7/23	14:45	95	3	TRAFFIC/TRANSPORTATION ACCIDENTS	E91
11/9/23	7:57	94	5	ELECTRICAL	C91
11/9/23	13:14	96	2	HEMORRHAGE/LACERATIONS	E43
11/11/23	12:33	94	2	BREATHING PROBLEMS	E43
11/14/23	3:50	94	2	STROKE	E43
11/19/23	7:47	94	3	FALLS	SQ91
11/19/23	14:56	94	5	OUTSIDE	E91

Shift Reports

A Shift/Training: District members have completed training on infectious diseases, initial company tactical operations, and fireground hydraulics during the first several weeks of November. Volunteer recruit training focused on donning personal protective equipment, self-contained breathing apparatus, forcible entry, and hoseline management.

B Shift/Facilities and Community Risk Reduction: Captain Sorensen selected new kitchen cabinets for Station 94, and we are awaiting delivery and installation (anticipated late December or early January). All shifts will be participating in a decluttering, identification of items that can be declared surplus, and deep cleaning at Station 94 prior to reoccupying the building.

C Shift/Apparatus and Equipment: Engine 92 and Tender 93 were declared surplus by the board of fire commissioners and were sent to auction. The auction will be held on December 28, 2023. Captain Prasch and Assistant Chief Jacobs completed preliminary design specifications for a new type one engine to replace Engine 94 with the target to gain board approval to order the apparatus at their regularly

scheduled meeting on December 19, 2023, due to an anticipated eight percent chassis cost increase in 2024.

Apparatus inspection has identified that the district's water tenders have tires that have exceeded their acceptable lifespan in accordance with National Fire Protection Association Standard 1911 NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles. Work is underway to replace these tires as continued use presents increased risk of tire failure.

Programs and Projects

2024 Budget Development: The 2024 proposed district budget was adopted by the board of fire commissioners on November 14, 2023, and has been submitted to Clark County. Work is underway to complete the application to submit the district's 2024 Adopted Budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program.

Strategic Plan: A "work in progress" draft of the district's revised strategic plan was provided to the board of fire commissioner on November 14, 2023. Between the 14th and the current meeting, Chief Hartin substantively revised the flow of the plan and added additional content to improve the clarity of the planning process and plan components as well as begin to document some of the proposed performance measures. Chief Hartin will provide the board with an update on progress at their December 6, 2023, strategic planning meeting.

Full-Time Firefighter Recruitment: Conditional offers of employment as a full-time firefighter have been provided to Firefighters David Lockwood (ECFR part-time firefighter) and Chris Miller (Depoe Bay, Oregon full-time firefighter). Anticipated start dates will be late December for Lockwood and early January for Miller based on scheduling of medical physicals and psychological evaluations.

Part-Time Recruitment: A conditional offer of employment as a part-time firefighter has been made to Carter Manley with an anticipated start date of late December or early January. Similar offers of part-time employment as a firefighter will be made to the two candidates not selected from the pool of qualified candidates for full-time firefighter.

Blue Card Command Training Center: Captain Burch attended the Blue Card Incident Command Train-the-Trainer course in Phoenix, AZ and is now certified as a Blue Card Incident Command instructor.

Chief Hartin conducted Fifth Thursday Tactics on November 30, 2023. This training program is held every month that has a fifth Thursday (quarterly) and focuses on developing incident commander's knowledge and skills, particularly for command officers. This program is delivered in hybrid format to allow broader participation, this month we had participants from ECFR and Camas Washougal Fire Department. This training qualifies as continuing education for recertification of Blue Card incident commanders.

The district's full-time firefighters continue progress in the Blue Card on-line training program with anticipated completion in January 2024. The district will conduct two grant funded certification labs in February. These labs will also be open to our neighboring agencies at no cost and for a fee to agencies that we do not have automatic or mutual aid agreements with.

Diesel Exhaust Extraction Systems: Bids were opened at 4:00 pm on Wednesday, November 29, 2023. The district had three bids ranging from \$189,976.93 to \$275,961. Chief Hartin and Captain Sorensen have completed an evaluation of the bids and options provided by the bidders and will make a recommendation to the board for a bid award at their regular meeting on December 5, 2023.

Check It and Crew Sense: Captain Prasch is working through the process of implementing the Check It electronic inventory, apparatus inspection, and station inspection system. Captain Sorensen is working through a similar process with the Crew Sense scheduling system. Both systems are integrated with Vector Solutions, our learning management system. This integration provides improved functionality and efficiency.

ESO Records Management System: Chief Hartin is in the final steps of ESO implementation and will be scheduling end-user training later this month to allow a January 1, 2024, go live date.

Training and Certification: Captain Cody Sorensen and Chief Ed Hartin completed S-131 Wildland Firefighter Type 1/Incident Command Type 5 training on November 7-8, 2023. Captain Prasch completed training and assessment for certification at the Instructor 2 level on the week of November 6th.

Professional Development Seminar: Chief Chad Michael of the Kennewick Fire Department delivered a professional development workshop on November 14, 2023, to a small, but engaged audience.

Assistance to Other Agencies: Chief Hartin served as an assessor at the Camas Washougal Fire Department battalion chief's assessment center on November 29, 2023. Components of the assessment center included a leaderless group discussion, tactical simulation, and panel interview.

Standard Operating Guidelines: Work has begun on integrating the district's policies and procedures in the new standard format as standard operating guideline. The board can anticipate that they will be presented with purpose, scope, and policies for new SOGs on an ongoing basis over the upcoming months as staff continues this process.



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: December 05, 2023
Subject: Assistant Chief's Report

Training

November DOC training was 11.14.2023.

November EST/Tender training was 11.27.2023.

No DOC training in December.

No EST/Tender training in December.

January DOC training will be 01.09.2024 Sta. 91 at 7 PM.

January EST/Tender training will be 01.22.2024 Sta. 91 at 7 PM.

C.A.R.O.L. box packing is 12.13.2023

C.A.R.O.L. box delivery is 12.16.2023

Apparatus

E95 has been completed. T94 annual is nearly completed. E94 is next.

Safety

Last safety committee meeting was 11.22.2023

Next safety committee meeting will be 01.25.2024 Sta. 91 7:30 PM.

No accidents/incidents since your last board meeting.

EAST COUNTY FIRE & RESCUE

BOARD ASSIGNMENTS FOR 2024

POSITION	ECFR BOARD
Chair	_____
Vice Chair	_____
ECAAB Committee	
Primary	_____
Alternate	_____
Chief's Rep	_____
Communication with Neighboring Elected Officials	
Primary	_____
Primary	_____
Alternate	_____
Risk Group	
Commissioner	_____
Alternate	_____
Safety Committee Representative	
Primary	_____
Alternate	_____

Revenue Exploratory Committee

**BOARD FOR VOLUNTEER FIRE FIGHTERS
& RESERVE OFFICERS FOR FY2024**

POSITION	ASSIGNMENT	ALTERNATE
Chair	<hr/>	<hr/>
Commissioner	<hr/>	<hr/>
Chief	<hr/>	<hr/>
Fire Fighter	<hr/>	<hr/>
Secretary	<hr/>	<hr/>

Adopted by the Board of Fire Commissioners at the December 5, 2023 Regular Meeting.



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FY 2024 Holidays

Legal Holidays Observed by the Fire District

New Year's Day	January 1, 2024
Martin Luther King Day	January 15, 2024
Presidents Day	February 19, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Veterans Day	November 11, 2024
Thanksgiving Day	November 28, 2024
Day after Thanksgiving	November 29, 2024
Christmas Day	December 25, 2024

Adopted by the Board of Fire Commissioners at the December 5, 2023 Regular Meeting.



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Resolution 336-12052023

A resolution adopting the district's 2024 Regular Commissioner Meeting Dates

WHEREAS, Chapter 42.30.070 RCW requires that the governing body of the District establish by resolution regular meeting location and dates; and,

WHEREAS, as the East County Fire & Rescue Board of Commissioners has agreed to hold regular meeting on the first and third Tuesday of every month; and,

WHEREAS, due to holidays and other unforeseen circumstances it may become necessary to hold a regular meeting on another day or day of the week; and,

WHEREAS, Chapter 42.30.080 allows special meetings to be called at any time.

NOW, THEREFORE, BE IT RESOLVED that the East County Fire and Rescue Board of Commissioner's regularly scheduled meeting will held at 6:30 P.M. as shown below and that such regular meeting will be held at Station 91, 600 NE 267 Ave., Camas, WA.

January 2, 2024	July 2, 2024
January 16, 2024	July 16, 2024
February 6, 2024	August 6, 2024
February 20, 2024	August 20, 2024
March 5, 2024	September 3, 2024
March 19, 2024	September 17, 2024
April 2, 2024	October 1, 2024
April 16, 2024	October 15, 2024
May 7, 2024	November 5, 2024
May 21, 2024	November 19, 2024
June 4, 2024	December 3, 2024
June 18, 2024	December 17, 2024

BE IT FURTHER RESOLVED that due to holidays and other unforeseen circumstances another day of the week may be substituted for any of the regularly scheduled meeting dates with proper public notice; and,

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue December 05, 2023, with the following Commissioners being present and voting:

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary



East County Fire and Rescue Standard Operating Guidelines

Title Reporting Improper Government Action & Whistleblower Protection	SOG # 1.2.27
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

The district's value of integrity requires that our members act in an ethical manner and consistent with the requirements of law and district policy and procedure. All members are encouraged to act in the best interest of the public to ensure that improper governmental actions of the district and its members are prevented and if they occur appropriate corrective action is taken. *Revised Code of Washington (RCW) 42.41 Local Government Whistleblower Protection* provides specific protections for members who report improper governmental actions. This standard operating guideline (SOG) defines the district's policy and procedures related to reporting improper governmental action and whistleblower protection.

Scope

This SOG addresses RCW 42.41.030(2) requiring local governments (inclusive of fire districts) to establish a policy on appropriate procedures for reporting improper governmental action. This SOG applies to the district, its commissioners, and members (employees and volunteers).

Policies

East County Fire and Rescue has adopted the following policies regarding reporting of improper governmental action and whistleblower protection:

- ECFR members have the right and responsibility to report information concerning and alleged improper governmental action in accordance with the procedures outlined in this SOG.
- The identify of members reporting alleged improper governmental action will be kept confidential to as great an extent possible under the law unless the member authorizes disclosure of his or her identity in writing.
- ECFR commissioners and members are prohibited from using their official authority or influence directly or indirectly to threaten, intimidate, or coerce any member for the purpose of interfering with the member's right to report improper governmental action in accordance with this SOG or state law.
- ECFR commissioners and members are prohibited from taking retaliatorily action against a member who has provided information regarding alleged improper governmental action in accordance with this SOG or state law.



East County Fire and Rescue Standard Operating Guidelines

Title Asset Management	SOG # 1.3.5
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

This standard operating guideline (SOG) defined the district’s policy and procedure to safeguard and manage the district’s major assets. It is the intent of this SOG to ensure accountability for the district’s assets, provide centralized documentation for insurance purposes, meet financial reporting needs and generate asset management information. This SOG is based on the requirements of Washington state law and best practices identified by the Washington State Auditor (SAO, n.d.) and Government Finance Officers Association (GFOA, 2019)

In addition, the Washington State Constitution prohibits a municipal corporation such as a fire district from giving away anything of value (WC Article VII Section 7), this SOG defines appropriate processes for disposal of assets that have been declared surplus by the Board of Fire Commissioners.

Scope

This SOG applies to inventory and management of the district’s assets which are defined as follows:

- **Capital Assets:** Tangible or intangible asset having an expected life in excess of one year and a cost of greater than or equal to \$5,000. Capital assets include, but are not limited to land, buildings, fire apparatus, and major equipment.
- **Small/Attractive Assets:** Tangible or intangible asset having an expected life of more than one year that are particularly at risk or vulnerable to loss. The district’s schedule of small and attractive assets is defined in Appendix A.
- **Assets with High Level Accountability Requirements:** Items that require special attention to ensure legal compliance. Legal or contractual provisions may require a higher than ordinary level of accountability over certain capital-type items (e.g., items acquired through grant contracts).

Small and attractive assets and other assets with high level accountability requirement are referred to as capital like assets (GFOA, 2019) and are inventoried and tracked using the same process as capital assets.

Title Asset Management	SOG # 1.3.5
---------------------------	----------------

Policies

East County Fire and Rescue has established the following policies to maintain accountability for its assets:

- The district shall maintain asset records for capital assets and capital like assets and verify those records by a physical inventory at least annually.
- Disposal of surplus property is accomplished through an efficient and appropriate process that is in compliance with applicable laws and regulations, and that achieves results that are in the best interest of the district and its taxpayers.



East County Fire and Rescue Standard Operating Guidelines

Title Command Function 6-Organization	SOG # 4.2.6
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Major Goal of Command Function 6 - Organization: To develop an effective incident organization using by subdividing the incident to decentralize & delegate tactical responsibilities using standard organizational elements. This function is focused primarily on managing and expanding the tactical level (hot/warm zone) of the organization.

Scope

This SOG applies to all members engaged in structural firefighting response and operations. Standard Operating Guidelines 4.2.1 through 4.2.8 address functions of command in the context of structural firefighting response and operations. While these SOGs specifically address a single incident type, ECFR applies the functions of command on an all-risk basis.

This SOG addresses in part the requirements of *Washington Administrative Code (WAC) 296-305-05000* (Section (1) through (4)). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Section 8.1) (NFPA, 2013).

Policy

East County Fire and Rescue has adopted the following policy related to emergency incident organization: Incident organization shall be used to provide quality supervision, improve communications, and enhance the safety of members working at emergency incidents.



East County Fire and Rescue Standard Operating Guidelines

Title Command Function 7-Review, Evaluate, & Revise	SOG # 4.2.7
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

To confirm the current Strategy and IAP meets the incident’s tactical requirements & adequately provides for worker safety. Ongoing evaluation of the incident’s critical factors is the basis for managing the current Strategy and IAP **and** keeping it current (positions always match conditions).

Scope

This SOG applies to all members engaged in structural firefighting response and operations. *Standard Operating Guidelines 4.2.1* through *4.2.8* address Functions of Command in the context of structural firefighting response and operations. While these SOGs specifically address a single incident type, ECFR applies the Functions of Command on an all-risk basis.

Related SOG: *ECFR Standard Operating Guidelines Section 4.2.1* through *4.2.8* addressing the eight functions of command.

This SOG addresses in part the requirements of *Washington Administrative Code (WAC) 296-305-05000* (Section (1) through (4)). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Section 8.1) (NFPA, 2013).

Policy

East County Fire and Rescue (ECFR) has adopted the following policy regarding review, evaluation, and revision of incident strategy and incident action plans: During emergency incident operations, the IC must continually review, evaluate and as necessary revise strategy and the incident action plan (IAP) to address incident critical factors and provide for the safety of responders operating at the incident.



East County Fire and Rescue Standard Operating Guidelines

Title Command Function 8-Continue, Support, & Terminate Command	SOG # 4.2.8
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Major Goal of Command Function 8: To provide enough command to manage the required units for the necessary length of time to achieve the tactical priorities and protect all the hazard zone workers.

The IC's ability to conduct command operations over this time determines the entire operation's overall effectiveness. Every tactical situation involves a different combination of elements that affect the operation's length and intensity.

Scope

This SOG applies to all members engaged in structural firefighting response and operations. *Standard Operating Guidelines 4.2.1 through 4.2.8* address Functions of Command in the context of structural firefighting response and operations. While these SOGs specifically address a single incident type, ECFR applies the Functions of Command on an all-risk basis.

Related SOG: *ECFR Standard Operating Guidelines Section 4.2.1 through 4.2.8* addressing the eight functions of command.

This SOG addresses in part the requirements of *Washington Administrative Code (WAC) 296-305-05000* (Section (1) through (4)). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Section 8.1) (NFPA, 2021).

Policies

East County Fire and Rescue (ECFR) has adopted the following policies related to continuation, support, and termination of command at emergency incidents:

- ECFR will support the Incident Commander to provide effective management of large or complex incidents.
- ECFR will endeavor to identify, capture, and share lessons learned from incident operations through a process of informal on-scene "hot wash" and for significant incidents a formal post incident analysis.



East County Fire and Rescue

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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: November 28, 2023
Subject: Fire Chief's Employment Agreement Renewal

I have attached a revision of the fire chief's employment agreement for the board of fire commissioner's consideration in advance of my anniversary date of January 1, 2024. Revisions to the fire chief's employment agreement were limited to the following:

- Reformatting on East County Fire and Rescue letterhead using standard formatting conventions.
- Revision of section three to reflect the fire chief's 2024 salary as established by the board of fire commissioners.
- Elimination of section six, probationary period (will have been completed as of December 31, 2023).
- Combining sections seven and eleven, both of which reference performance evaluations, but specify different dates. Performance evaluation is addressed in section five of the revised agreement with performance evaluation conducted in June, allowing this feedback to be incorporated into discussion of compensation prior to budget development.
- Revision of section eight to reflect the fire chief's 2024 salary as established by the board of fire commissioners.
- Editorial revisions to reflect integration of policies into standard operating guidelines.
- Editorial revisions to Addendum A with no changes in content or substance.

If you have any questions, I would be pleased to discuss these revisions at the board's regularly scheduled meeting on December 5, 2023.



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Fire Chief 2024-2025 Employment Agreement

This Agreement is entered into between the East County Fire & Rescue hereafter referred to as "Employer" and Edward E. Hartin hereafter referred to as "Employee".

The Employer hereby employs Edward E. Hartin as Fire Chief for the Employer who hereby accepts the employment on the terms and conditions set forth below.

1. Duties. The Employee shall perform the following duties:

1.1. Perform such services for the Employer as directed from time to time by the Board of Commissioners in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the Employer.

1.2. Perform all duties established by the job description of the position of Fire Chief which is incorporated into this Agreement by this reference. The Employer retains the right to modify the job description during the term of this Agreement.

2. Hours of Employment. The Employee is expected to devote a minimum of forty hours per week to perform the administrative and executive duties assigned to the position. The parties recognize that the Employee must devote time outside of normal office hours and the Employee shall determine the hours of work so as to be available to the public on a predictable and regular basis. The Employee is a salaried FLSA exempt executive position and is not entitled to overtime compensation unless authorized in writing in advance by the Board of Commissioners.

3. Compensation.

3.1. Salary. For all services rendered by the Employee under this Agreement, the Employer shall pay the Employee an annual salary of \$136,754 payable in accordance with the Employer's normal payroll process.

3.2. Fringe Benefits. The Employee shall receive the Fringe Benefits as set forth in Addendum A.

4. Review. Salary and benefits shall be reviewed annually by the Employer.

4.1. Term. This Agreement shall be effective on January 1, 2024 and shall continue in force until December 31, 2025 unless renewed or terminated as provided by this Agreement.

- 4.2. Extensions.** This Agreement shall automatically be renewed for additional two-year terms, subject to mutually agreed modifications of compensation, unless the Employer exercises its right of non-renewal in the manner specified in Paragraph 4.3.
- 4.3. Non-Renewal.** In the event the Employer does not intend to renew this Agreement or any renewals thereof, the Employer shall provide the Employee with written notice 90 days prior to the expiration of the term. Employee shall have no property rights to a renewal of this Agreement. The Decision of whether to renew the Agreement shall be in the sole discretion of the Board of Commissioners and may be made for any reason with or without cause. Renewal decisions shall be made on an employment at-will basis and shall not be subject to the provisions of Paragraph 6 or Paragraph 7.
- 5. Performance Evaluations.** Employer has agreed to provide employee an annual performance evaluation in June.
- 6. Termination Without Cause.** The Board may terminate Employee's employment under this Agreement without cause and without advance notice, provided that the Employer shall, upon the Employee's execution of a full and complete waiver and release of any and all claims against the District, its employees, agents, officers, and commissioners, in a form acceptable to the Employer, pay the Employee in a single lump sum payment, liquidated damages equivalent to the value of three months' salary and benefits. Salary for the purpose of this section shall be based on base wages of \$136,754. Benefits for the purpose of this section shall be the cash equivalent of health and dental care premiums. Employee shall also be paid in full for all accrued leave as defined as attached Addendum A but the liquidated damages shall not include any cash equivalent for future leave benefits. Liquidated damages shall be paid in a lump sum within thirty (30) days of the Employee's execution of the waiver and release.
- 7. Termination for Cause.** The Employer shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, all Compensation and Fringe Benefits described herein shall cease as of the termination date. "Cause" for discipline or termination includes but is not limited to:
- 7.1.** Incompetency, inefficiency or inattention to or dereliction of duty.
- 7.2.** Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
- 7.3.** Mental or physical unfitness for the position which the Employee holds.
- 7.4.** Dishonest, disgraceful, immoral or prejudicial conduct.

- 7.5. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position of Employee.
- 7.6. Conviction of a felony, or a misdemeanor involving moral turpitude.
- 7.7. Failure to perform the duties assigned to the position.
- 7.8. Any other act or failure to act which in the judgment of the Governing Board is sufficient to show the offender to be an unsuitable and unfit person to hold the position of Employee.
- 7.9. It is agreed that the employer shall reach out to the Fire District's attorney for direction on due process, just cause and the dispute resolution process.
8. **Termination by Employee.** Employee may voluntarily retire or resign his position as Employee with a minimum of 90-day advance written notice, unless such notice is waived in writing, by the Board. In the event of resignation, the Employee shall receive all Compensation earned prior to the resignation date together with benefits as specified in Addendum A, but shall not receive any further Compensation.
9. **General Expenses.** The Employer will reimburse the Employee for reasonable job related expenses consistent with the district's policies and standard operating guidelines. The Employee is authorized to expend Employer funds in the execution of Employer business and in representing the Employer at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of Employer business.
10. **Employment Attention.** The Employee agrees to devote full working time, attention, knowledge and skills during Employer working hours to the business and interests of the Employer and the Employer shall be entitled to all benefits and profits arising from work and services performed during Employer working hours by the Employee. Participation in community, business, and civic organizations is encouraged.
11. **Outside Employment.** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
12. **General Provisions:**
- 12.1. Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.

- 12.2. Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach nor a waiver of this provision.
- 12.3. No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
- 12.4. Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general directives.
- 12.5. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 12.6. The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 12.7. At all times, the Employer has been represented by its attorney. Employee acknowledges that Employee, at all times, had the right to and the availability of independent counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

Dated: _____, 2023.

East County Fire and Rescue

Employee

By: _____
Board Chairperson

By: _____

By _____
Board Secretary

Addendum A

Fringe Benefits-Employee

Employer Paid Deferred Compensation: 6.2% of base salary.

Sick Leave: The chief will accrue 8 hours per month (96 hours/year) with a maximum of 1040 accumulated.

Vacation: The chief will accrue 16.66 hours per month (200 hours/year).

The chief may carry over from year to year a maximum total of two times the annual allotment of vacation. Any vacation leave hours earned beyond the maximum carryover limit shall be transferred into employee's sick leave accrual.

Holidays: The chief will receive ten paid holidays plus two floating holidays.

Paid Bereavement Leave: Up to three days.

Uniform Clothing Allowance: Consistent with district standard operating guidelines for uniform clothing issue and replacement.

Medical/Dental Insurance: The employer purchases medical/dental insurance through the Washington Fire Commissioners Association "WFCA". The Employer agrees to pay full cost of employee insurance premiums. If employee desires to have medical, dental and vision coverage on family members, the employee may be required to pay the following monthly amount.

1. Spouse \$10/month.
2. Eligible Children \$25/month.
3. Spouse & Eligible Children \$35/month.

Voluntary Employee Beneficiary Association (VEBA) Account Contribution: \$1000 per year.

Long Term Disability Insurance Benefit: \$50,000.

Accidental Death and Disability Life Insurance: \$50,000.

LEOFF II Retirement.

Staff Vehicle and Fuel.



East County Fire and Rescue

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To: Board of Fire Commissioners
From: Chief Ed Hartin
Captain Cody Sorensen, Facilities Manager
Date: December 5, 2023
Subject: Bid Award Diesel Exhaust Source Capture Systems

The district received three bids for installation of diesel exhaust source capture systems at Stations 91, 93, and 94. Bids for the complete project ranged from \$189,976.93 to \$276,961 as outlined in Table 1.

Table 1. Bid Summary

	Benz Air Beaverton, OR Nederman	Air Exchange Fairfield, CA Plymovent	Technology International Lake Mary, FL Plymovent
Station 91	\$108,380.20	\$79,447.52	\$107,600.00
Station 93	\$89,658.80	\$63,189.72	\$92,000.00
Station 94	\$66,032.00	\$47,339.69	\$76,000.00
Total Project Cost	\$264,071.00	\$189,976.93	\$275,600.00

Based on assessment of the bids and supporting documentation, we recommend that the district award this project to Air Exchange for installation of a Plymovent diesel exhaust source capture systems at Stations 91, 93, and 94.

Dec 2023 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
3 C SHIFT	4 A SHIFT	5 B SHIFT	6 C SHIFT	7 A SHIFT	8 B SHIFT	9 C SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94 Allen working his Kell Commissioner Meetir Station 91 07:00 - 07:00 18:30 - 21:00	Events 10-Minute Training Stations 91 & 94 Strategic Planning Me Station 91 15:00 - 16:30		Events Tri Tech Heating - rep: 09:00 - 13:00 Station 91	
10 A SHIFT	11 B SHIFT	12 C SHIFT	13 A SHIFT	14 B SHIFT	15 C SHIFT	16 A SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94			
17 B SHIFT	18 C SHIFT	19 A SHIFT	20 B SHIFT	21 C SHIFT	22 A SHIFT	23 B SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94 Commissioner Meetir Station 91 18:30 - 21:00	Events 10-Minute Training Stations 91 & 94			
24 C SHIFT	25 A SHIFT	26 B SHIFT	27 C SHIFT	28 A SHIFT	29 B SHIFT	30 C SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94			
31 A SHIFT						

* Indicates time starts on following calendar day

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