

# **EAST COUNTY FIRE & RESCUE**

## **REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

**February 21, 2017**

**Station 91**

**7 PM**

## **AGENDA**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

1. Approval of February 7, 2017 Regular Board Meeting Minutes
2. Approval of February 7, 2017 Local BVFF&RO Meeting Minutes
3. Approval of February 21, 2017 Financial Statement
4. Excuse Absent Commissioner(s):

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

### **STAFF REPORT:**

Chief Swinhart  
Deputy Chief Carnes  
Assistant Chief Jacobs

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

### **SAFETY REPORT:**

### **FIRE DISTRICT BUSINESS:**

Swear in New Full Time Firefighters  
Lexipol Information  
Bank of America Authorized Signatures

(See Reverse)

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**This Meeting is Being Recorded.**  
**Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.**  
Page # 1 of 2

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

CCFD 1 Volunteer, John Sampson, Retirement Document

**ROUND TABLE:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: March 7, 2017, Station 91, 7 PM

**EAST COUNTY FIRE & RESCUE**  
**REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

February 7, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Mike Carnes  
Kacie Jones  
Matt Hazlett

Mike Taggart  
Robert Jacobs  
Tad Crum

Sherry Petty  
Tom Gianatasio  
Richard Hamby

**CALL TO ORDER:** 19:00 PM

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of January 24, 2017 Regular Board Meeting Minutes
2. Approval of January 24, 2017 Local BVFF&RO Meeting Minutes
3. Approval of January 25, 2017 Special Board Meeting Minutes
4. Approval of February 7, 2017 Financial Statement
5. Excuse Absent Commissioner(s): Mike Berg

**Motion by Commissioner Martin** to approve the consent agenda, **seconded by Petty. Motion passed.**

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

Chief Carnes shared the letter from the Clark County Elections Department.

**STAFF REPORT:**

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

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

Chief Jacobs read his report. There have been no accidents since the last board meeting.

**FIRE DISTRICT BUSINESS:**

**Lexipol Information:**

Lexipol forwarded an overview of services and pricing information. The board asked that Lexipol be scheduled to give them a presentation at one of their next regular meetings.

**EMS Fire Partners Meeting in January:**

This meeting was held on January 25<sup>th</sup>, 2017. Commissioners Taggart, Martin and Berg attended. Commissioner Martin noted that the attendees were some of the elected officials from Camas and Washougal, and the discussion centered on the options available for EMS service, as Washougal missed the deadline for placing their EMS levy on the upcoming ballot. Commissioner Taggart relayed that the discussion centered on the quality of services, not solely the cost.

**Authorize Credit Card for Captain Hazlett (\$1,000 limit):**

**Motion by Commissioner Martin** to allow Captain Matt Hazlett to receive a district credit card with a \$1,000 limit, **seconded by Petty. Motion passed.**

**Annual Awards Banquet:**

Chief Carnes announced that planning for the Awards Banquet is beginning, and he offered possible dates. The board selected April 13<sup>th</sup>, 2017 as the date of the next banquet.

**COMMISSIONER COMMENTS:**

Commissioner Taggart reiterated that the next strategic planning meeting will be February 23<sup>rd</sup>, 2017, 6:00 PM at Station 91. Commissioner Martin would like discussion about Station 95 being used as a warming station to be added to the topics discussed at the strategic planning meeting. Commissioner Martin briefly recounted the topics at the recent Snure Seminar, including bid law, contracts and consolidations.

**OPEN TO PUBLIC:**

Nothing

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

Nothing

**ROUND TABLE:**

Nothing

**EXECUTIVE SESSION:**

None

**Motion by Commissioner Petty to adjourn, second by Martin. Motion passed.**

**ADJOURNMENT:      19:27**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

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

Draft Minutes  
February 7, 2017

### CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 20:00 PM at Station 91.

The following were in attendance:

Martha Martin  
Tom Gianatasio  
Kacie Jones  
Matt Hazlett

Mike Taggart  
Robert Jacobs  
Tad Crum

Sherry Petty  
Mike Carnes  
Richard Hamby

### BUSINESS:

None

### ADJOURNMENT:

The Local Board adjourned at 20:01 PM.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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**Tad Crum**, FF's Assoc. Liaison  
Paula Knapp, FF's Assoc. Liaison Alternate

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

### **DISTRICT SEAL:**

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**Bob Jacobs**, Chief's Rep.

**East County Fire Rescue**  
 January 31, 2017  
 2017 General Operating Budget

		Budget	Month Actual	YTD Actual	%
<b>Revenues</b>					
308800-001-0000	Beg Bal Previous Year Rollover	\$ 100,000	\$ 0.00	\$ 0.00	0.00
311100-000-0000	Property Tax Collected	2,045,901	3,811.80	3,811.80	0.19
311100-002-0000	Property Tax - Delinquent	10,000	0.00	0.00	0.00
311105-000-0000	Admin Refund	1,000	2.53	2.53	0.25
317200-000-0000	Leasehold Excise Tax	3,300	0.00	0.00	0.00
317400-000-0000	Timber Excise Tax	3,000	0.00	0.00	0.00
332156-000-0000	Wildlife-In Lieu of Taxes	200	0.00	0.00	0.00
334013-000-0000	WSP FF1 Reimbursement	2,500	0.00	0.00	0.00
334049-000-0000	Grants State/DOH	1,300	0.00	0.00	0.00
342202-002-0000	Budget Reimb/Accts Receivable	200	0.00	0.00	0.00
342202-003-0000	BVFF	1,000	800.00	800.00	80.00
342210-000-000	Fire Protection Services	500	0.00	0.00	0.00
342210-001-0000	Fire Services MOB-Personnel	5,100	0.00	0.00	0.00
342210-002-0000	Fire Services MOB-Equipment	5,000	0.00	0.00	0.00
342210-003-0000	WMX	2,500	0.00	0.00	0.00
342210-004-0000	Jemtegaard	600	0.00	0.00	0.00
361109-000-0000	Interest Earnings	6,000	1,347.58	1,347.58	22.46
362501-000-0000	DNR Timber Rents	10,000	4,632.61	4,632.61	46.33
367000-000-0000	Contributions & Donations	150	0.00	0.00	0.00
369100-000-0000	Sale of Junk & Salvage	50	0.00	0.00	0.00
369910-000-0000	Other Misc. Revenue	50	0.00	0.00	0.00
395100-000-000	DNR Timber Sales	1,000	7.16	7.16	0.72
	<b>Total Revenues</b>	<b>2,199,351</b>	<b>10,601.68</b>	<b>10,601.68</b>	<b>0.48</b>

**East County Fire Rescue**  
**January 31, 2017**  
**2017 General Operating Budget**

		<u>Budget</u>	<u>Month Actual</u>	<u>YTD Actual</u>	<u>%</u>
<b>Expenses</b>					
511600-110	Legislative Salaries	53,113	1,710.00	1,710.00	3.22
511600-210	Commissioner Benefits	4,350	135.08	135.08	3.11
511600-433	Commissioner Mileage	350	0.00	0.00	0.00
511600-435	Commissioner Meals	500	0.00	0.00	0.00
511600-438	Commissioner Lodging	1,200	0.00	0.00	0.00
511600-491	Commissioner Dues/Membership	2,800	2,500.00	2,500.00	89.29
511600-496	Commissioner Tuition	1,000	375.00	375.00	37.50
522100-110	Miscellaneous Salaries	6,500	0.00	0.00	0.00
522100-110-FT	Salaries Full-time	742,363	59,432.70	59,432.70	8.01
522100-110-PT	Salaries Part-time	158,493	12,451.59	12,451.59	7.86
522100-120	Volunteer Pay	30,000	6,950.45	6,950.45	23.17
522100-140	Overtime	48,000	5,542.14	5,542.14	11.55
522100-206-FT	PERS FT	7,316	657.41	657.41	8.99
522100-206-PT	PERS PT	17,720	644.03	644.03	3.63
522100-208-FT	LEOFF	37,914	3,956.33	3,956.33	10.44
522100-210-001	Magellan - EAP	1,260	0.00	0.00	0.00
522100-210-002	Unemployment/Medicare FT	15,412	1,132.66	1,132.66	7.35
522100-210-003	Unemployment/Medicare PT	3,091	212.38	212.38	6.87
522100-210-004	Medicare/SS Vol	2,295	0.00	0.00	0.00
522100-211	Disability	11,983	1,370.43	1,370.43	11.44
522100-213	Deferred Comp	24,252	2,202.13	2,202.13	9.08
522100-221	Medical Insurance	175,891	12,039.56	12,039.56	6.84
522100-221-001	VEBA	9,900	9,000.00	9,000.00	90.91
522100-222-FT	Labor & Industries FT	35,581	2,320.26	2,320.26	6.52
522100-222-PT	Labor & Industries PT	11,691	828.44	828.44	7.09
522100-251	Uniforms LD	4,000	626.76	626.76	15.67
522200-110	Wildland Salaries	2,500	0.00	0.00	0.00
522200-140	Wildland Overtime	2,600	0.00	0.00	0.00
522200-314	Maps/Books/ Periodicals JT	200	84.00	84.00	42.00
522200-315	Office Supplies	1,000	78.01	78.01	7.80
522200-318	Furniture/Appliances	8,300	0.00	0.00	0.00
522200-322	Cleaning and Sanitation	1,500	6.43	6.43	0.43
522200-324	Food and Water	1,200	39.96	39.96	3.33
522200-326	Expendable Equipment	1,500	0.00	0.00	0.00
522200-327	Computer/Software/Supplies	1,800	0.00	0.00	0.00



**East County Fire Rescue**  
**January 31, 2017**  
**2017 General Operating Budget**

		<b>Budget</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>%</b>
522200-328	Turn-Outs JT	5,500	0.00	0.00	0.00
522200-328-001	PPE Accessories JT	4,000	0.00	0.00	0.00
522200-328-002	Volunteer Uniforms LD	500	0.00	0.00	0.00
522200-328-003	T-Shirts/Sweatshirts LD	1,500	0.00	0.00	0.00
522200-329	Other Operating Supplies	1,500	105.12	105.12	7.01
522200-329-001	Address Signs ZA	150	0.00	0.00	0.00
522200-339	Bldg Supplies/Facility Misc	2,600	39.00	39.00	1.50
522200-359	Other Equipment	15,500	15.80	15.80	0.10
522200-359-001	Tech Rescue Equipment DB	3,000	0.00	0.00	0.00
522200-359-003	Hose & Nozzles DB	2,000	0.00	0.00	0.00
522200-359-004	Exercise Equipment JT	1,000	0.00	0.00	0.00
522200-364	Diesel / Gas	30,000	249.10	249.10	0.83
522200-410	BIAS Financial Software	17,000	0.00	0.00	0.00
522200-411	State Audit Costs	12,000	0.00	0.00	0.00
522200-412	Legal Services	8,000	168.75	168.75	2.11
522200-414	Medical/Drug Screen/Consortium	8,000	0.00	0.00	0.00
522200-419	Professional Services	8,550	0.00	0.00	0.00
522200-419-001	Chief Services	36,000	6,000.00	6,000.00	16.67
522200-422	Postage	400	17.23	17.23	4.31
522200-423	Radio Dispatch	60,200	10,900.00	10,900.00	18.11
522200-426	UPS/Federal Express	150	0.00	0.00	0.00
522200-427	Incentives and Awards	1,500	0.00	0.00	0.00
522200-429-001	Pagers	636	52.67	52.67	8.28
522200-429-002	Satellite Phone	375	30.20	30.20	8.05
522200-429-003	Verizon MDC Cards	960	80.02	80.02	100.03
522200-441	Advertising	1,500	280.00	280.00	18.67
522200-442	Legal Notices	200	0.00	0.00	0.00
522200-446	Taxes and Assesments	2,500	0.00	0.00	0.00
522200-453	Hydrant/Fireline	500	86.92	86.92	17.38
522200-462	Bldgs/Liability/Equip Insuranc	42,000	0.00	0.00	0.00
522200-465	Volunteer Pensions	1,500	1,230.00	1,230.00	82.00
522200-482-002	Fire Extinguisher Maint ZA	1,100	0.00	0.00	0.00
522200-482-003	Exercise Equip Maint JT	1,000	0.00	0.00	0.00
522200-482-004	Hose & Nozzle Mtce DB	400	0.00	0.00	0.00
522200-482-006	EMS Equipment Mtce DT	500	0.00	0.00	0.00
522200-482-007	Copier Mtce	900	23.97	23.97	2.66
522200-482-008	Ladder Testing/Repair JP	1,500	0.00	0.00	0.00
522200-482-009	Emergency Generators	500	0.00	0.00	0.00

**East County Fire Rescue**  
**January 31, 2017**  
**2017 General Operating Budget**

		<b>Budget</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>%</b>
522200-482-010	Hand Tool Maintenance MH	300	0.00	0.00	0.00
522200-484-002	SCBA Mtce JP	6,200	428.60	428.60	6.91
522200-484-003	Minitors/Radios WL	4,000	0.00	0.00	0.00
522200-485-000	Vehicle Repair & Maint DT	2,700	1,055.18	1,055.18	39.08
522200-485-001	T93	2,250	0.00	0.00	0.00
522200-485-009	E94	3,600	0.00	0.00	0.00
522200-485-010	T95	2,250	0.00	0.00	0.00
522200-485-011	S96	3,600	0.00	0.00	0.00
522200-485-012	U93	675	0.00	0.00	0.00
522200-485-013	S94	3,600	0.00	0.00	0.00
522200-485-014	E91	3,600	141.19	141.19	3.92
522200-485-016	U91	675	0.00	0.00	0.00
522200-485-018	U92	675	0.00	0.00	0.00
522200-485-905	A93	675	0.00	0.00	0.00
522200-485-909	E92	2,250	0.00	0.00	0.00
522200-485-911	E93	3,600	0.00	0.00	0.00
522200-485-912	R93	675	0.00	0.00	0.00
522200-485-914	T94	2,250	0.00	0.00	0.00
522200-485-915	U94	675	0.00	0.00	0.00
522200-485-916	E95	3,600	0.00	0.00	0.00
522200-485-917	S91	3,600	0.00	0.00	0.00
522200-485-918	S93	1,800	0.00	0.00	0.00
522200-485-919	T91	2,250	0.00	0.00	0.00
522200-485-999	Small Engine Repair MH	4,000	0.00	0.00	0.00
522200-487	Computer Maint & Repair LD	6,270	150.00	150.00	2.39
522200-491	Dues/Memberships	3,200	2,630.50	2,630.50	82.20
522200-492	Election Fees	2,000	0.00	0.00	0.00
522200-493	Filing/Recording/Permit Fees	600	0.00	0.00	0.00
522200-496	Tuition/Registration	500	0.00	0.00	0.00
522200-499	NFIRS/Fire Manager/Bank Charge	6,500	6,405.01	6,405.01	98.54
522300-313	Educational Supplies	500	0.00	0.00	0.00
522300-415	Printing/Newsletter	600	0.00	0.00	0.00
522300-422	Postage for Newsletter	1,300	0.00	0.00	0.00
522300-440	Advertising	300	0.00	0.00	0.00
522400-314	Books/Periodicals	2,000	0.00	0.00	0.00
522400-315	Office Supplies	100	0.00	0.00	0.00
522400-324	Food and Water	100	0.00	0.00	0.00
522400-329	Training Supplies	500	0.00	0.00	0.00

**East County Fire Rescue**  
**January 31, 2017**  
**2017 General Operating Budget**

		<b>Budget</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>%</b>
522400-433	Travel	500	0.00	0.00	0.00
522400-435	Meals	3,500	0.00	0.00	0.00
522400-438	Lodging	3,000	0.00	0.00	0.00
522400-496	Tuition	20,000	5,037.00	5,037.00	25.19
522590-337	Grounds & Park	4,000	0.00	0.00	0.00
522590-481	Bldg Repair & Maint	30,700	1,243.08	1,243.08	4.05
522591-419	Monitoring (St 91)	540	108.00	108.00	20.00
522591-421	Comcast Tel/Internet (St 91)	4,000	307.57	307.57	7.69
522591-471	Electrical & Heating (St 91)	7,000	1,185.19	1,185.19	16.93
522591-472	Garbage (St 91)	1,400	109.93	109.93	7.85
522591-473	Gas (St 91)	3,500	1,159.97	1,159.97	33.14
522591-476	Water & Sewer (St 91)	1,000	214.17	214.17	21.42
522592-471	Electrical & Heating (St 92)	1,000	0.00	0.00	0.00
522593-419	Monitoring (St 93)	400	0.00	0.00	0.00
522593-421	Comcast Tel/Internet (St 93)	1,700	144.94	144.94	8.53
522593-471	Electrical & Htg (St 93)	5,000	1,377.40	1,377.40	27.55
522593-472	Garbage (St 93)	150	0.00	0.00	0.00
522594-419	Monitoring (St 94)	635	158.85	158.85	25.02
522594-421	Comcast Tel/Internet (St 94)	2,500	217.73	217.73	8.71
522594-471	Electric & Heating (St 94)	5,500	2,034.29	2,034.29	36.99
522594-472	Garbage (St 94)	650	57.92	57.92	8.91
522595-419	Monitoring (St 95)	540	0.00	0.00	0.00
522595-421	Comcast Telephone (St 95)	900	74.89	74.89	8.32
522595-471	Electrical & Heating (St 95)	1,500	0.00	0.00	0.00
522595-473	Gas (St 95)	1,000	101.05	101.05	10.11
522595-476	Water & Sewer (St 95)	1,500	0.00	0.00	0.00
525600-359	Disaster Preparedness SK	150	0.00	0.00	0.00
594220-649	Capital Purchases	4,600	2,500.00	2,500.00	54.35
594220-649-002	Computer Equip LD	5,500	0.00	0.00	0.00
594220-649-003	Virtual Reserve Capital	50,000	0.00	0.00	0.00
594220-649-004	Wildland Capital	5,000	0.00	0.00	0.00
597248-550	Fund Transfer to 6248	243,620	0.00	0.00	0.00
	<b>Total Expenses</b>	<b>2,197,651</b>	<b>170,416.99</b>	<b>170,416.99</b>	<b>7.75</b>

# Deputy Chief Report

**2-21-17**

Calls since last Commissioner meeting: **37**

EMS: **24**

Fire: **2**

Other: **11**

Calls YTD: 2017- **152**

- Brown outs since last meeting:

None

- Structure fire on the Washougal River Road on Friday 2-9-17
- Continue work on 2016 annual report
- Worked on program management assignments and distributed to captains

## AC Jacobs Report

2-21-2017

February ACC/EOC training was 2-15-17 joint training with the ARES/RACES group, this was the first test of their digital packet system with the ability to send documents via amateur radio. The test was very successful, another test will be scheduled soon.

We will have an extra EST event soon to move equipment from the current RH-93 to the new unit.

February EST training 2-27-17 Sta. 93.

March ACC/EOC training 3-14-17 Sta. 91 7 PM.

## Safety Report

Safety Committee meeting was held 1-25-17

Next safety committee meeting, 3-29-17 location TBD  
7:30 PM

No reported injuries/incidents since the last board meeting