

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 22, 2018

Station 91

6:00 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 6, 2018 Regular Board Meeting Minutes
2. Approval of February 6, 2018 Local BVFF&RO Meeting Minutes
3. Approval of February 8, 2018 Strategic Planning Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

Washougal Notification of Annexation
Fire Levy Lid Lift Proposal from Liz Loomis

STAFF REPORT:

Chief Swinhart
Deputy Chief Carnes
Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Snure Seminar

See Reverse

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:

ROUND TABLE:

Monthly Event Calendar

Need to Reschedule - Policy Review Meeting, Thursday, February 22, 2018, 6:00 PM

EXECUTIVE SESSION:

None

ADJOURNMENT:

Next Regular Board Meeting: March 6, 2018, Station 91, 6:30 PM



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 FEBRUARY 22, 2018**

1. Minutes –
 - February 6, 2018 Regular Meeting
 - February 6, 2018 Local BVFF&RO Meeting
 - February 8, 2018 Strategic Planning Meeting
2. Invoices
 - \$ 15,422.88
 - i. Check Nos.10550-10574 dated February 9, 2018
3. Approved Commissioner Stipends February 10 Pay Date

Name	For the Period Jan 16 thru Jan 31					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1		1			2
Gianatasio	1		1			2
Martin	1		1			2
Petty	1		1			2
Taggart	1		1			2

4. Voided/Destroyed Claims/Payroll Warrants
 - None
5. Payroll/Benefits
 - \$ 51,421.00 (Payroll/EFTs)

 Commissioner Mike Taggart – Chair

 Commissioner Martha Martin – Vice Chair

 Commissioner Mike Berg

 Commissioner Tom Gianatasio

 Commissioner Sherry Petty

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 6, 2018

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Tom Gianatasio
Mike Carnes
Alex Harrington
Tom Harrington
Jan Schmitt

Sherry Petty
Nick Swinhart
Robert Jacobs
Matt Harrington
Cindy Harrington

Mike Taggart
Danny Burch
Tad Crum
Camille Schmitt
Greg Schmitt

CALL TO ORDER: 18:30

Flag Salute

FULL TIME FIREFIGHTER OATH:

Alex Harrington took the Firefighter Oath.

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of January 16, 2018 Regular Board Meeting Minutes
2. Approval of January 16, 2018 Local BVFF&RO Meeting Minutes
3. Approval of January 26, 2018 Camas/Washougal Workshop Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s): Commissioner Berg was absent.

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

OPEN TO PUBLIC:

Captain Burch informed the Board of the recent passing of Arthur Bonenfant. Arthur was a past volunteer firefighter with Fire District 9 and then ECFR. Arthur's memorial will be February 17, 2018 between 3:00 pm and 7:00 pm at the Best Western Parkersville Inn in Washougal. ECFR is planning to attend with an ECFR Engine and crew.

CORRESPONDENCE:

None

STAFF REPORT:

Chief Swinhart: Chief Swinhart briefly discussed the recent planning meeting with Camas, Washougal and ECFR, he stated that the next step in the process for functional consolidation was to form a joint working group with representatives from both cities and the fire district, he hopes to get that organized and a meeting scheduled in the next couple of weeks. Chief Swinhart informed the Board that he will be out of town on Friday 2-9-18 and return on Tuesday 2-13-18.

Deputy Chief Carnes read his report; a copy is in the packet. Chief Carnes invited the Commissioners to the practice burn-to-learn scheduled for Saturday, 2-10-18 starting at 0800 hours.

Chief Jacobs read his report; a copy is in the packet. Chief Jacobs briefed the Commissioners on the final inspection trip to South Dakota for the new engine and stated that both he and Deputy Chief Carnes were very pleased with the new apparatus. He stated that we are waiting to hear from the vendor for an exact delivery date but should be in the next couple of weeks.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing

SAFETY REPORT:

Chief Jacobs shared one minor ankle injury that occurred when a firefighter was stepping off the porch of a residence on a medical call.

The next Safety Committee meeting will be March 29, 2018, 7:30PM at Station 91.

FIRE DISTRICT BUSINESS:

Snure Seminar:

Deputy Chief Carnes presented a class flyer for the upcoming Brian Snure Seminar scheduled for April 21, 2018 to be held at Station 91. The Board reviewed the flyer and asked that we send a copy to Brian for his approval.

Resolution #237-02062018 and Resolution #238-02062018:

These resolutions are for 2 Apparatus that were approved for surplus by the Board at the January 16th Board meeting. There was some discussion on sales price. Chief Carnes stated that he was planning to do some research to get some idea what these apparatuses are worth. Chief Carnes will come back to the Board with some recommendations before advertising them for sale.

Motion by Commissioner Martin to approve both resolutions, seconded by Commissioner Gianataiso. Motion passed unanimously.

C/W Port Water Connection Agreement:

Deputy Chief Carnes presented a document provided by the Port of Camas/Washougal that terminates the ILA for a fire line connection. The Port will not be able to use the fire district's fire line as proposed in the ILA.

Motion by Commissioner Gianatasio to terminate the ILA with the Port of C/W as presented, **seconded by Commissioner Petty. Motion passed unanimously.**

Consider Purchase Request for AVL Hardware and Fire Com Headsets for new Engine:

Chief Carnes asked the Board to approve a purchase request for AVL and Fire Com Headsets for the new Engine. Both of these are 2018 budgeted items. There was some discussion asking if staff had looked at utilizing the old Headsets off a backup Engine. Chief Carnes stated that staff had discussed all options and it was determined that it would be best and most convenient to leave the old Head Sets on the backup Engine.

Motion by Commissioner Martin to approve the purchase of AVL and Fire Com Headsets, **seconded by Commissioner Petty. Motion passed unanimously.**

COMMISSIONER COMMENTS:

Commissioner Petty discussed the "State of the District" article that was recently published in the Post Record. It was agreed that all commissioners will take part in preparing next year's document.

Commissioner Martin informed the Board that she and Commissioner Taggart will be a meeting with the Mayors of both Camas and Washougal to discuss ongoing communications on February 15th 2018. Commissioner Martin would like staff to purchase a consolidation workbook from Brian Snure to add to the district's library.

Commissioner Petty discussed her thoughts on the recent planning meeting that was held with Camas and Washougal in January.

Commissioner Taggart discussed the importance of looking for possible income revenues for this next year including looking for any grants that may be available. Staff will keep this request in the forefront as the year progresses.

OPEN TO PUBLIC:

Nothing

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

The Board reviewed the February 2018 events calendar.

The next policy workshop is scheduled for Feb. 22nd, 2018 at 6:00PM.

Strategic Planning Meeting, Thursday, February 8th, 2018 at 6:00PM.

EXECUTIVE SESSION:

Nothing

ADJOURNMENT:

Next Regular Board Meeting: February 20th, 2018, Station 91, 6:30PM

Motion by Commissioner Petty to adjourn at 1912 hours, seconded by Commissioner Gianatasio. Motion passed unanimously.

Mike Taggart, Chairperson

Martha Martin, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner (absent)

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Michael Carnes, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
February 6th, 2018

CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:10 at Station 91.

The following were in attendance:

Martha Martin
Tom Gianatasio
Mike Carnes

Sherry Petty
Nick Swinhart
Robert Jacobs

Mike Taggart
Tad Crum

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:11.

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

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

Michael Carnes, District Secretary
Bob Jacobs, Alternate

Mike Taggart, Chairperson
Marth Martin, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

Strategic Planning Meeting

February 8, 2018

Station 91

Draft Minutes

ATTENDANCE:

Martha Martin
Linda Durrett
Iliana Ortega

Mike Taggart
Sherry Petty
Robert Jacobs

Tom Gianatasio
Michael Carnes

CALL TO ORDER: 18:00

Commissioner Taggart called the meeting to order. Chief Carnes handed out information regarding Jurassic parliament Training with Ann MacFarlane, it was agreed that the District Secretary would look into cost and availability to hold a training session. Open discussion in regards to the upcoming Functional Consolidation. Chief Carnes handed out a revised version of the Strategic Plan Update. The Board Members reviewed it, and made some minor revisions and approved to finalize the plan. Chief Carnes handed out a current copy of the Levy Report to hold discussion on a potential future Fire Levy Lid Lift. Conversation started to contact the Professional that assist's the Fire District's achieve Fire Levy Lid Lifts, ECFR staff will assume responsibility of this assignment. In conclusion Chief Carnes asked for any input for the 2018 annual report, Linda gave feedback on this and requested that the report be named "Annual Fire District Report" vs what is has been named previously. Reason for the suggestion is that it would eliminate confusion with the Auditor's 2017 financial report, the Commissioners agreed to the change.

Meeting adjourned: 19:24

Respectfully Submitted,

Mike Taggart, Chairperson

Tom Gianatasio, Commissioner

Martha Martin, Commissioner

ABSENT

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Iliana Ortega, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/01/2018 To: 02/28/2018

Time: 09:59:33 Date: 02/15/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
171	02/09/2018	Claims	6291	10550	AMERICAN MESSAGING	57.59	Account # W4-102871
172	02/09/2018	Claims	6291	10551	BUSINESS CARD BANK OF AMERICA	2,955.14	Account Ending In 8515
173	02/09/2018	Claims	6291	10552	BI-MART CORPORATION	59.60	Account 930279
174	02/09/2018	Claims	6291	10553	CHEVRON AND TEXACO BUSINESS CARD SERVICE	835.76	Acct #: 7898808949
175	02/09/2018	Claims	6291	10554	CITY OF WASHOUGAL	251.56	Account #: 002819-00
176	02/09/2018	Claims	6291	10555	CLARK COUNTY AUTO & TRUCK SUPPLY INC	29.44	Acct #12400
177	02/09/2018	Claims	6291	10556	CLARK COUNTY FIRE TRAINING ASSOCIATION	200.00	2018 Annual Dues
178	02/09/2018	Claims	6291	10557	CLARK PUBLIC UTILITIES	272.17	7169-997-9; 7196-908-3
179	02/09/2018	Claims	6291	10558	COUNTRY RESTORATION	4,427.84	Job #3901
180	02/09/2018	Claims	6291	10559	Linda A Durrett	72.00	Durrett Per Diem For BIAS Rally
181	02/09/2018	Claims	6291	10560	GRAINGER	232.31	Account # 832220545; Account# 9673879418
182	02/09/2018	Claims	6291	10561	HI-WAY FUEL	186.09	Account # 710
183	02/09/2018	Claims	6291	10562	Michael C Hongel	750.00	2016 EMT Reimbursement Request
184	02/09/2018	Claims	6291	10563	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	24.20	Payer ID 908516
185	02/09/2018	Claims	6291	10564	LN CURTIS & SONS	1,405.87	C32870; C32870; C32870
186	02/09/2018	Claims	6291	10565	PALADIN BACKGROUND SCREENING	210.00	1107
187	02/09/2018	Claims	6291	10566	RESCUE SOURCE	584.00	Invoice #118756
188	02/09/2018	Claims	6291	10567	STANLEY CONVERGENT SECURITY SOLUTIONS, I	604.97	Account # 123127683400
189	02/09/2018	Claims	6291	10568	STAPLES ADVANTAGE	63.72	LA 113379872
190	02/09/2018	Claims	6291	10569	VERIZON WIRELESS	80.02	471176028-00001
191	02/09/2018	Claims	6291	10570	Joel VanNess	416.00	Summer 2017 Tuition Reimbursement
192	02/09/2018	Claims	6291	10571	WASHINGTON FIRE COMMISSIONERS ASSN	680.00	Invoice SM2018-087
193	02/09/2018	Claims	6291	10572	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	209.43	Account# 2010-458647; Account # 2010-975129; Account #2010-1022802
194	02/09/2018	Payroll	6291	10573	OPEIU Local 11	28.50	OPEIU Dues - Linda Durrett
195	02/09/2018	Payroll	6291	10574	TRUSTEED PLANS SERVICE CORPORATION	786.67	Pay Cycle(s) 08/01/2018 To 08/31/2018 - Disability - FF; Pay Cycle(s) 08/01/2018 To 08/31/2018 - Addtl Life

001 General Fund

15,422.88

	Claims:	14,607.71
15,422.88	Payroll:	815.17

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/01/2018 To: 02/10/2018

Time: 10:03:12 Date: 02/15/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
145	02/10/2018	Payroll	6291	EFT		2,210.93	
146	02/10/2018	Payroll	6291	EFT		203.15	
147	02/10/2018	Payroll	6291	EFT		3,763.70	
148	02/10/2018	Payroll	6291	EFT		2,319.27	
149	02/10/2018	Payroll	6291	EFT		828.93	
150	02/10/2018	Payroll	6291	EFT		801.11	
151	02/10/2018	Payroll	6291	EFT		2,412.58	
152	02/10/2018	Payroll	6291	EFT		3,347.53	
153	02/10/2018	Payroll	6291	EFT		210.55	
154	02/10/2018	Payroll	6291	EFT		629.20	
155	02/10/2018	Payroll	6291	EFT		278.50	
156	02/10/2018	Payroll	6291	EFT		1,906.15	
157	02/10/2018	Payroll	6291	EFT		3,010.12	
158	02/10/2018	Payroll	6291	EFT		210.55	
159	02/10/2018	Payroll	6291	EFT		210.55	
160	02/10/2018	Payroll	6291	EFT		3,148.23	
161	02/10/2018	Payroll	6291	EFT		864.56	
162	02/10/2018	Payroll	6291	EFT		203.15	
163	02/10/2018	Payroll	6291	EFT		2,582.27	
164	02/10/2018	Payroll	6291	EFT		1,814.06	
165	02/10/2018	Payroll	6291	EFT		1,199.89	
166	02/10/2018	Payroll	6291	EFT		2,045.37	
167	02/10/2018	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	10,332.75	Pay Cycle(s) 02/10/2018 To 02/10/2018 - DComp; Pay Cycle(s) 02/10/2018 To 02/10/2018 - PERS2; Pay Cycle(s) 02/10/2018 To 02/10/2018 - LEOFF2
168	02/10/2018	Payroll	6291	EFT	IAFF2444	522.34	Pay Cycle(s) 02/10/2018 To 02/10/2018 - IAFF Dues
169	02/10/2018	Payroll	6291	EFT	IRS	5,800.56	941 Deposit for Pay Cycle(s) 02/10/2018 - 02/10/2018
170	02/10/2018	Payroll	6291	EFT	OR Department of Revenue	565.00	Pay Cycle(s) for OR Tax02/10/2018 - 02/10/2018
001 General Fund						51,421.00	
						51,421.00	Payroll: 51,421.00

Ordinance # 1836

AN ORDINANCE annexing property to the City of Washougal, known as the “Stalnaker Annexation”.

WHEREAS, the property to be annexed is shown on the attached Exhibit “A” which is a map of area to be annexed and as more particularly described in Exhibit “B” which is a legal description of the area to be annexed, both of which are attached hereto and incorporated herein by this reference; and

WHEREAS, at the October 9, 2017 City Council meeting the Council:

- Modified the boundary of the annexation to be that as shown in Exhibit “A” and described in Exhibit “B”;
- Required the zoning identified in the preferred alternative plan to apply to the properties upon annexation;
- Required the assumption of all existing city indebtedness by the area to be annexed; and
- Authorized staff to develop a Petition for Annexation for the area and authorize its circulation.

WHEREAS, the City received the Petition for Annexation to initiate the proposed annexation and said Petition was signed by the owners of not less than sixty percent (60%) in value according to the assessed valuation for general taxation of the property described in Exhibit “B”; and

WHEREAS, the petition for annexation was submitted to the Clark County Assessor’s Office who certified the signatures on the Petition for Annexation; and

WHEREAS, notice of the hearing was published in the paper and the site was posted on February 2, 2018 consistent with RCW 35A.14.130; and

WHEREAS, notice of the hearing was mailed to all property owners within 500-feet consistent with WMC 18.94.080, and

WHEREAS, all statutory requirements for the annexation have been met; and

WHEREAS, a public hearing was held on February 12, 2018 to take public input on the proposed annexation.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHOUGAL, WASHINGTON as follows:

Section I

That the Petition for Annexation known as the "Stalnaker Annexation" shown on Exhibit "A" and more particularly described on Exhibit "B" is hereby approved and said property shall be annexed into the City of Washougal.

Section II

The annexed property will be assessed and taxed at the same rate and on the same basis as property within the City of Washougal for any now outstanding indebtedness of the city, including assessments or taxes in payment of any bonds issued or debts contracted, prior to or existing at the date of annexation.

Section III

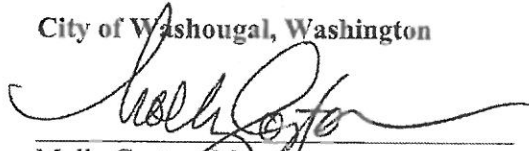
The zoning for the annexed properties shall be that which is identified in the City's preferred alternative plan.

Section IV

This ordinance shall take effect sixty-three (63) days after its passage and posting according to law.

PASSED by the Council for the City of Washougal at a regular meeting this 12th day of February, 2018.

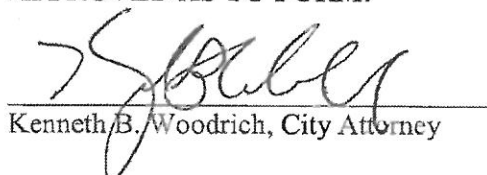
City of Washougal, Washington


Molly Coston, Mayor

ATTEST:


Jennifer Forsberg, Finance Director / City Clerk

APPROVED AS TO FORM:


Kenneth B. Woodrich, City Attorney

City of Washougal – Stalnaker Annexation**Legal Description**

That portion of the Northwest quarter of Section 8, Township 1 North, Range 4 East and the Southwest quarter Section 5, Township 1 North, Range 4 East of the Willamette Meridian all within Clark County, Washington, described as follows:

BEGINNING at a point on the north right-of-way line of N. T Street (SE 40th Street) that is 60' north of the northwest corner of the property described by survey in Book 65 of Surveys, Page 183; thence,

South across said right-of-way of N. T Street (SE 40th Street) and along the west property line of same surveyed property in Book 65 of Surveys, Page 183 approximately 480.21' to the southwest corner of said surveyed property; thence,

West 315' to the southwest corner of Lot 27 of the subdivision recorded in Book 311 of Plats, Page 675 (Colorado Ridge); thence,

S 01° 21' 49" W 543.43 feet more or less to a point along the south right-of-way of N Woodburn Road; thence,

Southwest along the south right-of-way of N Woodburn Road to a point on the northern line of the Richard Ough Donation Land Claim and within N 18th Street; thence,

East along the Richard Ough DLC 890.78 feet more or less to the northeast corner of Lot 15 of the subdivision recorded in Book 311 of Plats, Page 861 (River Road Place) thence,

S 01° 25' 49" W 117.31 feet more or less to a point on the north right-of-way line of N Washougal River Road; thence,

East along the north right-of-way line of N Washougal River Road to the southwest corner of the property surveyed in Book 55 of Surveys, Page 91; thence,

Moving along the western boundary of said surveyed property north 190.52' more or less, west approximately 118.77' more or less, thence north 149.51' more or less, then N 37° 48' 43" E 215.89' more or less, then north along the western property line of said surveyed property 524.26 feet more or less to a point along the northern right-of-way of N Woodburn Road and the south property line of Lot 2 of the Short Plat recorded in Book 1 of Plats, Page 878; thence,

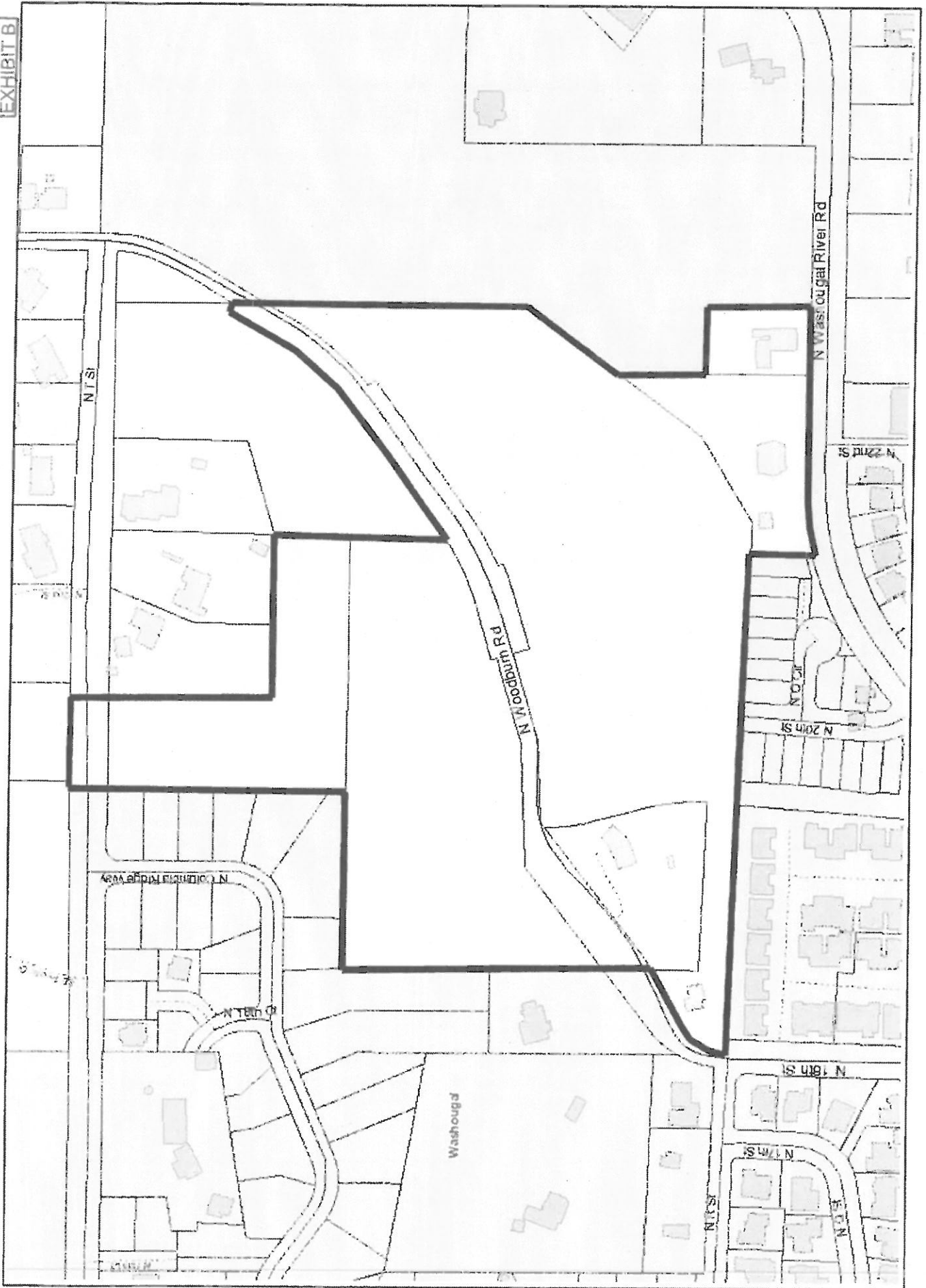
Southwest along the northern right-of-way of said N Woodburn Road to the southwest corner of Lot 2 of the Short Plat recorded in Book 1 of Plats, Page 878; thence,

N 02° 35' 36" E 302.36 feet more or less; thence,

N 88° 20' 52" W 283.25 feet more or less; thence,

N 01° 25' 46" W 348.38 feet more or less to a point along the northern right-of-way line of N. T Street (SE 40th Street); thence

West along said northern right-of-way line of N. T Street (SE 40th Street) 160.93' more or less to the TRUE POINT OF BEGINNING.



Date: February 21, 2018
Memo To: Deputy Chief Mike Carnes, East County Fire and Rescue
From: Liz Loomis
Re: Strategic Communications for Fire Levy Lid Lift

Thank you for talking with me about how we can help East County Fire and Rescue educate its community about a revenue request to support emergency services. This document serves as our proposal for strategic communication services for a November General Election.

On our call, we discussed the short and long-term goals of the fire district to maintain emergency service levels. In the short-term, it's imperative to return the fire levy to \$1.50 per \$1,000 of assessed property value. Long-term, it is important for the community to know that the fire district is looking at partnerships or consolidations to improve efficiencies and service. We anticipate educating the public about both issues as we move forward.

We also discussed the options available to educate our community about the proposal. The law says that you can share information about a potential ballot measure using communication methods already in place for the past calendar year. This means we can use a newsletter, one piece of direct mail, earned media, your web site and public outreach. With that in mind, this proposal outlines what we would do to best position East County Fire and Rescue for a positive outcome at the ballot box.

General Consulting

As part of this contract, we will develop a Scope of Work of communication projects to be completed that are outlined in this proposal. We also anticipate a monthly call (or calls as needed) to discuss strategy for the project with a select Communications Group once we are ready to move forward. Members of the Communications Group should be the chief his management team, a member of the labor union and volunteer groups, and a citizen supportive of the fire district.

During this project, issues could arise where East County Fire and Rescue requires strategic communications or public relations assistance. This could come in the form of something as simple as preparing responses to questions from the public, or managing opposition to the project. Or, it could be helping the fire district respond to an issue independent of the ballot measure that could impact the outcome of the election. We provide our clients with this type of public relations assistance 24-hours a day, 7-days a week for the length of our contract.

Message Development

Key messages are essential to any communication project. They drive your agenda with the public, and focus the attention of your audience. They make an organization proactive in its

communication efforts, as opposed to reactive. Most importantly, it helps keep your agency organized.

We will develop three to five key messages for the project that resonate with the public. These messages become the basis for all communication efforts with the public and news media. Once approved by the Communications Group, the information is shared with all emergency personnel (or associated staff) so message is consistent throughout the organization.

Strategies and Tactics for Message Delivery

There are three components that we can use to deliver our messages and reach as broad an audience as possible. These include:

Paid Communications – Paid communication pieces are important because we control timing, message and delivery of the information. These communication projects include anything that the fire district pays to produce.

For this project we are recommending two newsletters and one piece of direct mail about the ballot measure. These pieces must be sent to all households as required by law.

Earned Media Strategy – Earned media is the most cost-effective way to deliver key messages to an audience. Partnering with the local news media is a valuable way to share information with the public. Earned media projects we would complete for this project could include:

- Developing a media list to share information
- Designing an electronic news template
- Regular news releases
- Prepared media responses
- Letters to the editor
- Opinion-editorial pieces
- Editorial board visits
- Blog Posts, or content for electronic news boards

Owned Media – This category includes assets owned by the fire district that can be used to deliver key messages to the community. We anticipate providing text and materials for the fire district's web site.

Public Outreach – Public outreach is important for the community to see that the fire district is open, transparent and accessible to the community. Our goal is to identify the most effective public outreach efforts depending on available staff time. These could include:

- Developing a spokesperson for the project
- Designing a PowerPoint presentation to share with the community
- Providing direction for public meetings to share information and answer questions

Budget

The cost for us to manage a ballot measure and implement this plan is \$3,750 per month plus reasonable and approved expenses. We would start work no later than March 15, 2018 and continue through mid-November to manage the election outcome as needed.

In addition to labor, the fire district should anticipate expenses for printing, data, postage, and handling charges for the newsletters and direct mail piece. These would be billed directly to the fire district by our vendors or those of your choosing.

Conclusion

Since 1997, Liz Loomis Public Affairs has provided strategic communication services for fire, school and hospital districts, cities and public utilities. Our business helps local governments communicate more effectively with taxpayers to pass ballot measures for needed revenue or organizational changes.

We have a 97%-win record for elections, and are knowledgeable and aware of state law to maintain our clients' integrity with voters. New clients hire our firm because of our personalized service, accessibility, attention to detail, and the value they receive for the work that we do.

We would welcome being part of your team over the coming year. Thank you for the opportunity to submit a proposal, and feel free to contact me with questions at any time. The best way to reach me is by email liz@llpa.biz or cell phone (425) 308-6236.

Deputy Chief Report

2-20-18

Calls since last Commissioner meeting: **26**

EMS: **18**

Fire: **1**

Other: **7**

Calls YTD: 2018- **113**

Staff Overtime Numbers:

Budget Amount: **\$68,000.00**

Used YTD: **\$8644.88**

% Used: **12.71%**

- Brown outs since last meeting: **None**
- ECFR successfully completed a training burn exercise on Saturday, 2-10-18. The training burn was located on NE Stauffer Road. We had 24 members attend the training session and the drill went very well. All crews were challenged on every evolution and all performed well. There were no injuries reported. Special Thanks to FF/EMT Stephen Vera for organizing the training event. Multiple disciplines were practiced in live fire action that included apparatus operators as well as our Emergency response team (Rehab).
- ECFR's joint Volunteer Firefighter Academy with CWFD started on Saturday, 2-17-18 at Station 42. The academy is scheduled for classroom sessions on Wednesday evenings and "hands-on" practical on Saturdays. The academy is roughly 12 weeks long. ECFR will provide one instructor and Engine for the practical's.
- I have contacted Brian Snure and he has reviewed the class announcement for the seminar at Station 91 in April and he has given his blessing. Staff will begin the process of advertisement.
- Chief Swinhart wanted me to let you know that the "JPAC" committee is meeting tonight to discuss merger efforts with ECFR. Depending on what comes out of that, the Board can likely expect a future meeting involving our representatives.

AC Jacobs Report

2-20-18

Our new engine is in Spokane waiting for predelivery service then delivery to us.

February ACC/EOC training was 2-13-2018. Training will be going to bimonthly schedule soon.

February EST training 2-26-2018 Sta. 93 7PM.

The EST assisted with the training burn Feb. 10th.

Safety Report

Last safety committee meeting was 1-25-18

Next safety committee meeting, 3-29-18 Sta. 91 7:30 PM.

No accidents/ incidents since the last board meeting



East County Fire & Rescue

600 NE 267th Avenue Camas, WA 98607

Phone: 360.834.4908

Fax: 360.834.5454

SEMINAR PRESENTED BY ATTORNEY BRIAN SNURE

HOSTED BY
EAST COUNTY FIRE & RESCUE
Board of Commissioners

Seminar topics:

Attorney Brian Snure will be presenting a comprehensive seminar regarding the legal basics of governing a fire protection district or regional fire authority.

This class will provide the knowledge and background needed to understand and address the challenges involved in governing, leading and operating fire districts and regional fire authorities. Topics for this full-day program include the following:

- The relationships between fire commissioners and personnel.
- Powers, authority, duties and responsibilities of commissioners, chief and secretaries.
- Relationships with state and county offices.
- Open Public Meetings and executive sessions compliance.
- Open Public Records Act and record retention compliance.
- Ethics—conflicts of interest.
- Finances—revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.
- Bid law requirements.
- Fire Service Consolidation Options.

Other areas of law will also be addressed with an opportunity for class participants to ask questions. Attendees will receive a certificate of participation that documents compliance with the Open Public Meeting and Open Public Record training requirements.

Information:

Date: April 21, 2018

Time: 9:00 am to 4:00 pm

Location: Station 91 (main station), 600 NE 267th Ave., Camas, WA 98607

Cost: \$180 per person (includes lunch)

Registration: Contact Board Secretary Iliana Ortega at iortega@ECFR.us or 360-834-4908 to register.

Deadline to register is April 17, 2018. Space is limited, early registration is recommended.

Audience: This seminar is targeted for Fire District Commissioners, Fire Chiefs, and administration.

Prevent, Protect & Serve



East County Fire & Rescue

600 NE 267th Avenue Camas, WA 98607

Phone: 360.834.4908

Fax: 360.834.5454

About the Presenter:

SNURE LAW OFFICE, PSC

Snure Law Office, PSC is a full service law firm located in Des Moines, Washington. The firm was founded by Clark Snure in 1964 and has provided professional, efficient and economical legal representation to municipal clients throughout the State of Washington for over 50 years.

Our municipal clients range in size from small all volunteer fire districts located in rural areas to large urban districts and regional fire authorities. Although our offices are located in Des Moines we currently represent over 100 municipal clients throughout western and eastern Washington.

BRIAN K. SNURE

Brian Snure has represented fire protection districts, regional fire authorities and other special purpose districts including EMS Districts, water districts, sewer districts, metropolitan park districts and cemetery districts for twenty-five years. Brian also maintains a limited general practice emphasizing estate planning, probate and real estate. He has authored or co-authored numerous handbooks relating to fire districts and departments and has spoken at numerous Continuing Legal Education courses on a wide variety of issues affecting municipal governments. Brian frequently serves as a lecturer at seminars presented by the Washington Fire Commissioners Association, the Washington State Sewer and Water Association and presents the Snure Seminars annual series of seminars. Brian regularly conducts training for both management and personnel on a local and regional basis covering a wide range of topics affecting the operations of municipal corporations. Brian is a Past President and current board member of the Rotary Club of Des Moines and Normandy Park, serves as a Board Member for the Des Moines Legacy Foundation, the Des Moines Dollars for Scholars Community Scholarship Foundation, and previously served on the Board of the Des Moines Food Bank and the Des Moines Chamber of Commerce. Brian received a B.A. and M.A. from the University of Washington in History and received his Juris Doctor degree from the University Of Washington Law School where he served on the editorial board of the Washington Law Review. Brian is married to Leslie, and they have two wonderful daughters, Erika, a 2016 graduate of the University of Washington who is currently enrolled in the genetic counseling master's degree program at Stanford University and Emily, a senior at Washington State University.

Prevent, Protect & Serve

Feb 2018 Work Schedule for Iliana Ortega

Sun	Mon	Tue	Wed	Thur	Fri	Sat
28	29	30	31	Feb 1	2	3
					Ride-Along Kiley Enger 08:00 - 17:00	Pilot Ground School ST 91 Community... 09:00 - 12:00
4	5	6	7	8	9	10
		Commissioner Meeting Station 91 18:30 - 21:00		Strategic Planning Meetin... Station 91 18:00 - 19:30		Pilot Ground School ST 91 Community... 09:00 - 12:00
11	12	13	14	15	16	17
		ACC/EOC Station 91 19:00 - 21:00	OTEP Station 91 19:00 - 21:00			Allen at Training Salem Oregon 07:00 - 07:00 Pilot Ground Sc... 09:00 - 12:00
18	19	20	21	22	23	24
Allen at Training Salem Oregon 07:00 - 19:00				Commissioner Meeting Station 91 18:00 - 19:30		Pilot Ground School ST 91 Community... 09:00 - 12:00
25	26	27	28	Mar 1	2	3
	EST Meeting Station 93 19:00 - 21:00	Camas Instrument Support... Station 91 Trai... 19:00 - 21:00				