



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 May 02, 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/86261268415>

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

Meeting ID 836 3718 8242 and Passcode 795634

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 April 18, 2023 Regular Board Meeting Minutes
- Approval of April 18, 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. Resolution #317-05022023 – Surplus Equipment (See Attachment A)
2. Resolution #318-05022023 – Surplus Apparatus (See Attachment A)
3. Discussion of Policies and Standard Operating Guidelines.

Committee Meetings:

1. Communication with Neighboring Elected Officials
 - City of Camas, July 25, 2023 2:00 PM at City Hall
 - City of Washougal, TBA
2. Risk Group, July 12, 2023 at 8:00 AM via Zoom
3. Revenue Exploratory Committee, TBA
4. East County Ambulance Advisory Board (ECAAB), TBA
5. Safety Meeting May 23, 2023 7:30 PM at station 91

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar
- Regular Board Meeting will be held May 16, 2023 Station 91 at 6:30 pm – hybrid format.
- Strategic planning workshop May 03, 2023 Station 91 at 3:00 pm – hybrid format.

Executive Session

Adjournment



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Board of Fire Commissioners Consent Agenda

May 02, 2023

1. Approval of minutes:
 - April 18, 2023 Regular Board Meeting
 - April 18, 2023 Local BVFF Meeting
2. Invoices in the amount of, \$18,671.82 check numbers 14661-14673 dated April 25, 2023.
3. Approved commissioner stipends for the period of April 16 through April 30 with a May 10th pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Hofmaster	1	0	0	1	0	2
Martin	1	0	0	2	0	3
Petty	1	0	0	1	0	2
Seeds	1	0	0	3	0	4
Taggart	1	0	0	0	0	1

4. Voided/Destroyed Claims/Payroll Warrants
5. Payroll/Benefits/EFT's in the amount of \$69,871.64 (Payroll)
6. Use Sales Tax in the amount of \$128.27 (EFT)

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

April 18, 2023

Station 91

6:32 PM

Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Sherry Petty

Steve Hofmaster

Ed Hartin

Robert Jacobs

Zach Allen

Debbie Macias

Station 94 Duty Crew

Alex Fregoso-Vazquez

David Lockwood

Nathaniel Seacat

Kyle Brosius

Amanda Holm

Call to Order

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

Chairperson Martha Martin called the meeting to order at 18:32 via Hybrid Meeting. Commissioner Seeds led the flag salute.

Agenda Adjustments

None

Consent Agenda

- Approval of April 04, 2023 Regular Board Meeting Minutes.
- Approval of April 04, 2023 Local BVFF&RO Meeting Minutes.
- Approval of April 05, 2023 Strategic Planning Meeting Minutes.
- Approval of Financial Transactions.
- Excuse Absent Commissioner(s):

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

Public Input

No Comments

Correspondence

Debbie Macias shared an invitation to the spring Southwest Fire Commissioners meeting from the WFCFA. Commissioner Martin asked the board members to let Debbie Macias know if any of them would like to attend this meeting.

Staff Reports

1. Chief Hartin read his report; a copy is in the meeting packet.
2. Assistant Chief Jacobs gave his 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 the safety committee reported that there were no accidents/incidents since the last board meeting. The next safety committee meeting will be on May 23, 2023 at 7:30 pm at Station 91.

Fire District Business

1. Chief Hartin asked the board to adopt the new Mission, Vision and Values that the district worked on. **Motion by Commissioner Taggart to adopt the new Mission, Vision and Values seconded by Commissioner Seeds. Motion passed unanimously**
2. Chief Hartin shared how the hiring process works when hiring new firefighters. Discussion ensued.
3. Chief Hartin had the new volunteers come into the meeting so that they could introduce themselves to the board. Introductions occurred.

Committee Meetings

1. Communication with neighboring elected officials
 - City of Camas, April 25, 2023 2:00 PM at City Hall (Commissioner Martin gave us the correct date the July 25, 2023 is still good but April is first).
 - City of Washougal, TBA
2. Risk Group held on April 12, 2023 at 8:00 AM via Zoom – Commissioner Seeds said the meeting was brief. No major items to report. Discussion ensued. Next meeting will be July 12, 2023 at 8:00 AM via Zoom.
3. Safety Meeting, May 23, 2023 at 7:30 PM at Station 91.
4. Revenue Exploratory Committee, TBA – Chief Hartin wanted to say thank you to the Moose Lodge, as they will be buying an AED for the office staff.
5. East County Ambulance Advisory Board (ECAAB), TBA

Commissioners Comments

1. Commissioner Petty said thank you for getting the downspout by the chief's office repaired.
2. Commissioner Taggart wanted to mention his gratitude to the chief on all of his hard work. The organization and standardization that he has implemented.
3. Commissioner Seeds also wanted to express his gratitude for the standardization and repeatability of the full time firefighter assessment. It is great. He likes that everyone is getting the same treatment. Discussion ensued.
4. Commissioner Hofmaster appreciated meeting the volunteers, he said that it is important to him.
5. Commissioner Martin re-iterated on what a great job Chief Hartin is doing. Commissioner Martin asked who went to the Snure Seminars. There was a show of hands. She mentioned that due to those seminars, some updates to our policies are required. Discussion ensued.

Public Input

Debbie Macias asked if August 26 would be a good date for everyone for the Open House. This date was acceptable and she will be making the arrangements.

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 held May 02, 2023 Station 91 at 6:30 pm.
- Strategic planning workshop May 03, 2023 Station 91 at 3:00 pm.

Both the regular board meeting and strategic planning workshop 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).

Adjournment

Motion by Commissioner Taggart to adjourn at 19:44, seconded by Commissioner Seeds. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting April 18, 2023

Station 91
Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Sherry Petty

Steve Hofmaster

Ed Hartin

Robert Jacobs

Zach Allen

Debbie Macias

Station 94 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 19:43 via Hybrid Meeting.

Business

No new business

Adjournment

The local board adjourned at 19:43.

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

CHECK REGISTER

East County Fire & Rescue

Time: 15:04:11 Date: 05/02/2023

04/16/2023 To: 04/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
449	04/25/2023	Claims	6291	14661	ADVENTIST HEALTH MEDICAL GROUP	647.00	Invoice # 95733 - NFPA 1582 Physical exam (Prasch); Invoice # 96622 - NFPA 1582 Physical exam (Wyman)
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	332.00	NFPA 1582 Physical exam (Prasch)
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	315.00	NFPA 1582 Physical exam (Wyman)
450	04/25/2023	Claims	6291	14662	ANNAS CONSULTANTS, INC	856.29	Invoice # 3262 - Annual preventative maintenance to breathing air compressor. Valve repair kit on bank 4 of fill station.
					001 - 522 60 41 004 - SCBA Mtce	856.29	Annual preventative maintenance to breathing air compressor. Valve repair kit on bank 4 of fill station.
451	04/25/2023	Claims	6291	14663	CLARK COUNTY AUTO & TRUCK SUPPLY INC	13.90	Invoice # 523643 - Light bulbs (1157-N) 10 qty for trailer.
					001 - 522 20 32 001 - Other Operating Supplies	13.90	Light bulbs (1157-N) 10 qty for trailer.
452	04/25/2023	Claims	6291	14664	CLARK PUBLIC UTILITIES	416.70	Acct # 7200-239-7 - Electrical/Heating Service for Station 91. Service period 03/07/2023-04/07/2023.
					001 - 522 50 43 091 - Electrical Service (St 91)	416.70	Electrical/Heating Service for Station 91. Service period 03/07/2023-04/07/2023.
453	04/25/2023	Claims	6291	14665	COLUMBIA DRAIN CO.	406.50	Invoice #689749 - Station 91 - Found west down spout plugged at gutter. East down spout was plugged. Cleared both. Gutters need cleaning.
					001 - 522 50 40 000 - Bldg Repair & Maint	406.50	Station 91 - Found west down spout plugged at gutter. East down spout was plugged. Cleared both. Gutters need cleaning.
454	04/25/2023	Claims	6291	14666	Chuck's Towing and Recovery	540.37	Invoice # 4.13.2023- Towed Apparatus #1013 from Pacific Truck and Trailer to Westlie Ford.; Invoice # 4.21.2023- Tow Apparatus 1013 from Westlie Ford to Station 93.
					001 - 522 60 48 013 - S93 (1013)	323.03	Towed Apparatus #1013 from Pacific Truck and Trailer to Westlie Ford.
					001 - 522 60 48 013 - S93 (1013)	217.34	Tow Apparatus 1013 from Westlie Ford to Station 93.
455	04/25/2023	Claims	6291	14667	LN CURTIS & SONS	221.20	Invoice # INV694342 - Job shirt 1/4 zip large (Wyman); Invoice # INV695539 - midnight navy nomex 4.5 FF long sleeve shirt. Class B. (Allen)
					001 - 522 20 25 001 - FF Uniforms	64.15	Job shirt 1/4 zip large (Wyman)
					001 - 522 20 25 001 - FF Uniforms	157.05	midnight navy nomex 4.5 FF long sleeve shirt. Class B. (Allen)
456	04/25/2023	Claims	6291	14668	NI GOVERNMENT SERVICES, INC	34.24	Invoice # 23032952081 - Satellite phone service. Service period. 3/1/2023-3/31/2023.
					001 - 522 20 41 001 - Satellite Phone	34.24	Satellite phone service. Service period. 3/1/2023-3/31/2023.

CHECK REGISTER

East County Fire & Rescue

Time: 15:04:11 Date: 05/02/2023

04/16/2023 To: 04/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
457	04/25/2023	Claims	6291	14669	SEAWESTERN	1,020.22	Invoice # INV22754 -PPE Structural gloves L & XL, kangaroo skin gauntlet style structural glove 2qty (Harrington and Sorensen); Invoice # INV22853 - Pull on 14" Rubber Structural Boots for Volunteer (
			001 - 522 20 38 000 - Turn-Outs			218.40	Pull on 14" Rubber Structural Boots for Volunteer (Seacat) Size 13 M
			001 - 522 20 38 000 - Turn-Outs			218.40	Pull On 14" Rubber Structural Boot Size 10.5 M for new volunteer.
			001 - 522 20 38 001 - PPE Accessories			293.22	PPE Structural gloves L & XL, kangaroo skin gauntlet style structural glove 2qty (Harrington and Sorensen)
			001 - 522 20 38 001 - PPE Accessories			290.20	Kangaroo skin gauntlet style structural glove XL Qty (2) for new volunteers.
458	04/25/2023	Claims	6291	14670	WASHOUGAL HARDWARE	155.69	Account # 500331 - March Statement
			001 - 522 10 31 000 - Furniture/Appliances			70.51	Inv#A546014 Wet/dry shop vac for Station 91.
			001 - 522 20 32 000 - Expendable Equipment			9.30	Inv#A541835 Cut off discs 2 qty.
			001 - 522 50 40 000 - Bldg Repair & Maint			10.84	Inv#546015 Spackling Station 94.
			001 - 522 50 40 000 - Bldg Repair & Maint			8.67	Inv#B130613 Gorilla epoxy - station maintenance.
			001 - 522 60 48 000 - Vehicle Repair & Maint			8.66	Inv#A541835 Red paint pen.
			001 - 522 60 48 000 - Vehicle Repair & Maint			46.64	Inv#A546015 Heat gun.
			001 - 522 60 48 020 - E91 (1020)			1.07	Inv#A542896 Screw and allen wrench for E91 App 1020 (for gas meter).
459	04/25/2023	Payroll	6291	14671	OPEIU Local 11	60.90	Pay Cycle(s) 04/25/2023 To 04/25/2023 - OPEIU Dues
			001 - 589 99 99 000 - Payroll Clearing			30.45	
			001 - 589 99 99 000 - Payroll Clearing			30.45	
460	04/25/2023	Payroll	6291	14672	TRUSTEED PLANS SERVICE CORPORATION	815.11	Pay Cycle(s) 04/10/2023 To 04/25/2023 - Disability - FF (Case#37014)
			001 - 522 20 26 001 - FF Disability			90.05	
			001 - 522 20 26 001 - FF Disability			103.20	
			001 - 522 20 26 001 - FF Disability			65.63	
			001 - 522 20 26 001 - FF Disability			85.66	
			001 - 522 20 26 001 - FF Disability			94.44	
			001 - 522 20 26 001 - FF Disability			83.15	
			001 - 522 20 26 001 - FF Disability			111.96	
			001 - 522 20 26 001 - FF Disability			94.44	
			001 - 522 20 26 001 - FF Disability			86.58	
461	04/25/2023	Payroll	6291	14673	TRUSTEED PLANS SERVICE CORPORATION	13,483.70	Pay Cycle(s) 04/10/2023 To 04/25/2023 - PPO-100 (Case#69106); Pay Cycle(s) 04/10/2023 To 04/25/2023 - Dental; Pay Cycle(s) 04/10/2023 To 04/25/2023 - Kaiser (Case#69106)
			001 - 522 10 22 001 - Admin Medical Insurance			1,397.85	
			001 - 522 10 22 001 - Admin Medical Insurance			92.83	
			001 - 522 10 22 001 - Admin Medical Insurance			92.83	
			001 - 522 10 22 001 - Admin Medical Insurance			53.54	
			001 - 522 10 22 001 - Admin Medical Insurance			1,512.18	
			001 - 522 10 22 001 - Admin Medical Insurance			688.93	
			001 - 522 20 22 001 - FF Medical Insurance			639.27	
			001 - 522 20 22 001 - FF Medical Insurance			147.40	

CHECK REGISTER

East County Fire & Rescue

Time: 15:13:04 Date: 04/27/2023

04/16/2023 To: 04/30/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
412	04/18/2023	Claims	6291	EFT	STATE OF WASHINGTON DEPARTMENT OF REVENUE	128.27	Written From Use Tax Report
413	04/25/2023	Payroll	6291	EFT		3,336.33	
414	04/25/2023	Payroll	6291	EFT		20.77	
415	04/25/2023	Payroll	6291	EFT		4,139.10	
416	04/25/2023	Payroll	6291	EFT		6.92	
417	04/25/2023	Payroll	6291	EFT		34.63	
418	04/25/2023	Payroll	6291	EFT		1,640.63	
419	04/25/2023	Payroll	6291	EFT		2,633.33	
420	04/25/2023	Payroll	6291	EFT		1,177.76	
421	04/25/2023	Payroll	6291	EFT		3,499.99	
422	04/25/2023	Payroll	6291	EFT		2,971.07	
423	04/25/2023	Payroll	6291	EFT		352.39	
424	04/25/2023	Payroll	6291	EFT		117.74	
425	04/25/2023	Payroll	6291	EFT		1,806.14	
426	04/25/2023	Payroll	6291	EFT		6.92	
427	04/25/2023	Payroll	6291	EFT		1,285.19	
428	04/25/2023	Payroll	6291	EFT		352.39	
429	04/25/2023	Payroll	6291	EFT		13.85	
430	04/25/2023	Payroll	6291	EFT		1,204.03	
431	04/25/2023	Payroll	6291	EFT		234.93	
432	04/25/2023	Payroll	6291	EFT		3,099.37	
433	04/25/2023	Payroll	6291	EFT		6.92	
434	04/25/2023	Payroll	6291	EFT		469.86	
435	04/25/2023	Payroll	6291	EFT		472.99	
436	04/25/2023	Payroll	6291	EFT		3,751.14	
437	04/25/2023	Payroll	6291	EFT		335.86	
438	04/25/2023	Payroll	6291	EFT		3,180.38	
439	04/25/2023	Payroll	6291	EFT		4,468.79	
440	04/25/2023	Payroll	6291	EFT		2,525.81	
441	04/25/2023	Payroll	6291	EFT	IAFF2444	668.96	Pay Cycle(s) 04/25/2023 To 04/25/2023 - IAFF Dues
442	04/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	7,417.24	Pay Cycle(s) 04/25/2023 To 04/25/2023 - LEOFF2
443	04/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,683.19	Pay Cycle(s) 04/25/2023 To 04/25/2023 - PERS2
444	04/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,501.97	Pay Cycle(s) 04/25/2023 To 04/25/2023 - DComp
445	04/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	2,496.79	Pay Cycle(s) 04/25/2023 To 04/25/2023 - DComp Match
446	04/25/2023	Payroll	6291	EFT	IRS	9,901.26	941 Deposit for Pay Cycle(s) 04/25/2023 - 04/25/2023
447	04/25/2023	Payroll	6291	EFT	OR Department of Revenue	357.00	Pay Cycle(s) for OR Tax: 04/25/2023 - 04/25/2023
448	04/25/2023	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 04/25/2023 To 04/25/2023 - WA Child Support
001 General Fund						69,999.91	
						69,999.91	Claims: 128.27 Payroll: 69,871.64



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To: Board of Fire Commissioners
 From: Chief Ed Hartin
 Date: May 2, 2023
 Subject: Chief's Report

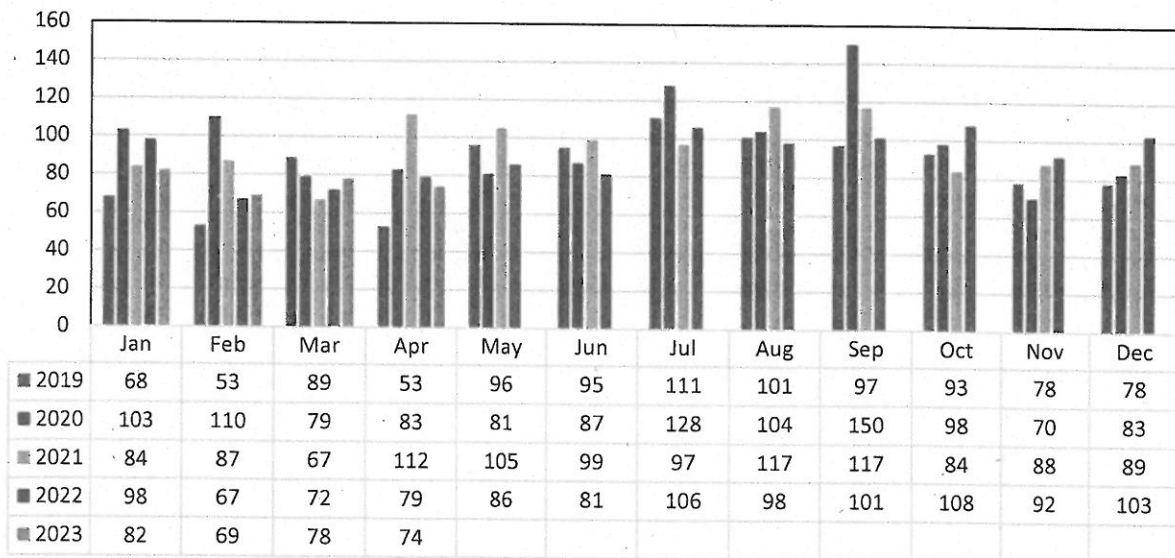
Response Activity

In April, the district responded to 74 calls for service. Table 1 outlines the distribution of incidents by incident type series.

Table 1. April Response Activity

Incident Type Series	Number
1 - Fire	6
3 - Rescue & Emergency Medical Service Incident	46
4 - Hazardous Condition (No Fire)	0
5 - Service Call	0
6 - Good Intent Call	21
7 - False Alarm & False Call	1
Total Responses	74

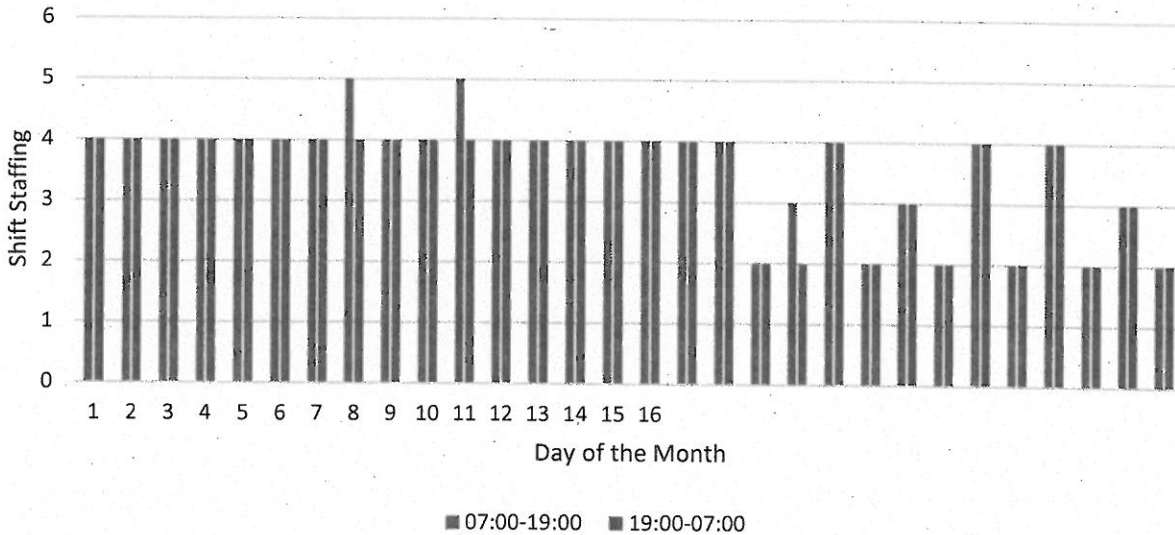
Figure 1. Incident Responses by Month 2019-2023



Staffing and Deployment

During the month of April ECFR maintained a 90th percentile¹ shift staffing level of 2 personnel during the day (07:00-19:00) and 2 personnel at night (19:00-07:00). Station 94 was unstaffed four times for a full shift (07:00-07:00) and twice during the day (07:00-19:00) during the month and as such, its availability of response from this station was 66.67% (in comparison with 100% availability from Station 91). Daily shift staffing is illustrated in Figure 2.

Figure 2. April Daily Shift Staffing



Lack of staffing impacted six incidents as illustrated in Table 2. In three of these incidents, Camas Washougal Fire Department resources were first due and in the other three Engine or Squad 91 was first due. Incidents occurring within fire management zone (FMZ) 95 would normally see a CWFD first due on priority 1 and 2 calls due to the location of this FMZ and the proximity of Station 43.

Table 2. Incidents Impacted by Lack of Staffing at Station 94

Date & Time	FMZ	Priority	Event Type	First Due
4/22/2023 05:31:30 PM	94	5	TRAFFIC/TRANSPORTATION ACCIDENTS	E91
4/23/2023 05:29:26 PM	95	2	UNKNOWN PROBLEM	E43
4/26/2023 10:14:51 AM	95	1	UNCONSCIOUS / FAINTING EPISODE	E43
4/28/2023 09:01:39 AM	94	5	ALARMS	E91
4/28/2023 12:15:37 PM	94	5	OUTSIDE [Fire]	E91
4/28/2023 07:38:29 PM	95	2	OUTSIDE [Fire]	E43
4/30/2023 11:39:20 AM	94	3	FALLS	SQ91
4/30/2023 11:56:40 PM	94	3	SEIZURE	SQ91

¹ Calculation of the 90th percentile has been adjusted to accurately reflect the staffing that is available 90% of the time.

Lack of staffing and resulting closure of Station 94 has resulted from reduced part-time staffing (two vacancies and one part-time member in training and not available for shift coverage until later this month). Promotion of Part-Time Firefighter Jacob Dobbins to fill the full-time vacancy on May 1, 2023 will positively impact full-time staffing, but creates another part-time vacancy. This leaves the district with three part-time firefighters. It is unlikely that the shift vacancies created by lack of part-time staff can be completely filled with overtime, but will result in increased expense for the shifts that can be filled.

Shift Reports

The captains will provide shift reports to the board at the second regular board meeting in May.

Programs and Projects

Personnel Changes: Part-Time Firefighter Jacob Dobbins has been promoted to fill the full-time vacancy created by Captain Hazlett's departure. Jacob has been assigned to C Shift, returning the district to 100% of its authorized full-time strength. However, as previously noted, our part-time staffing is at 50% strength with Part-Time Firefighter Greta Smith in training with anticipated completion no later than the end of May.

Promotional Process: The district posted the promotional process for captain and an assessment center scheduled Tuesday, May 9, 2023. As evaluation of technical, management, and leadership skill is complex. This promotional process consists of a graded application, personnel management and training role-plays, incident management simulation, and technical and leadership panel interview to ensure a comprehensive evaluation of individual knowledge, skill, and demonstrated work performance. This week I completed the assessment center documentation and computerized incident simulation and distributed assessment packets to the external assessors.

Part-Time Firefighter Recruitment: Recruitment to fill the remaining two part-time firefighter positions is ongoing. We have had one inquiry regarding this position and anticipate receiving an application within the next several days. In addition, I intend to staff a part-time floating firefighter position (not assigned to the regular shift rotation) to temporarily fill some of the part-time vacant shifts. This will not increase the total number of part-time hours funded within the budget, but will minimize the overtime impact of part-time vacancies. Mr. Kevin Hawkey, one of the full-time firefighter candidates will be hired to fill this position.

Volunteer Recruitment and Training: Six volunteers started training to become certified at the Firefighter I and Hazardous Materials First Responder. This has increased the strength of our volunteer ranks from four to ten. Four of the six volunteer members in training worked partial shifts in April. Shift assignments are an integral part of the volunteer recruit training program.

Strategic Planning: The board adopted the districts redefined mission, vision for the future, and organizational values on April 18, 2023. Posters have been created to display the mission, vision, and values at district fire stations.

Professional Development: Washougal Mayor Dave Stuebe (COL USMC, Ret.) and Tualatin Valley Fire and Rescue Battalion Chief Matt Leech conducted professional development workshops on April 24th and 28th. These presentations generated a great deal of discussion and will be an ongoing component of our professional development program.

Apparatus and Equipment: As previously communicated to the board by memorandum on April 20, 2023, Squad 93 experienced major engine failure during its annual inspection and the cost of repair was estimated by Westlie Ford to be \$8,000. Given the age of the vehicle and common problems encountered with Ford 6.0-liter diesel engine, cost of repair, and extremely limited use of this apparatus by the district, I am asking the board to declare this apparatus surplus. The chassis and fire apparatus body, pump, and tank will be sold separately to maximize financial return to the district.

Apparatus 1018 (Ford Expedition) has just passed 100,000 miles which is well in excess of normal replacement mileage for an emergency response vehicle. However, as the district has other, more pressing apparatus replacement needs, it has had its struts and shock absorbers replaced to maintain safe operation and extend its useful life.

Facilities: The generator at Station 93 remains out of service, Pacific Power (Caterpillar) has identified multiple issues including battery failure and multiple cooling system leaks. The district will be receiving an estimate on the cost of repair shortly.

ESO Implementation: Work continues on implementation of the district's new records management system. Prior to implementation it is essential to prepare the current system (Emergency Reporting) to export data to ESO and to ensure alignment between the records management system and the computer aided dispatch (CAD) system to allow CAD integration.

Command Officer Coverage: I had a meeting with Camas Washougal Fire Department Fire Chief Cliff Free to discuss command officer coverage when I am on leave or during the day when Assistant Chief Jacobs is at his full-time job. As I have been responding with our resources into Camas and Washougal, providing a second chief officer on fires and other major incidents, he was agreeable to have Battalion 41 provide coverage when Assistant Chief Jacobs or I are unavailable. We also discussed revision of the response plans to include chief command officers and strategized how to most effectively accomplish mutual command officer coverage.

Probationary Firefighter Field Training and Evaluation Program (FTEP): Captains Burch, Prasch, and I have revised and implemented a system for evaluation and feedback for probationary firefighters (full- and part-time). Timely, objective feedback will assist our new employees in being successful in their new roles. In addition, the captains and I are working on development of a new firefighter/emergency medical technician/apparatus operator integrated task book to provide consistency to on-the-job training and evaluation for full- and part-time probationary firefighters. I anticipate that a variation of this system will also be adapted to our new volunteers in the future.

Congressional Contact: I met with Ms. Emma Montague, from Congresswoman Perez's office to provide her with an overview of the district and our challenges. We discussed next year's community project

funding and she committed to keeping us in the loop as soon as information became available. She also identified options to increase the districts chances of success in obtaining project funding. As we move forward with apparatus, equipment, and facilities assessments it will be important to identify potential projects that may meet funding guidelines.



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: May 02, 2023
Subject: Assistant Chief's Report

Training

May DOC training will be 5-9-23 Sta. 91 7 PM.

April EST/Tender training was 4-25-2023 Sta. 93 7 PM.

May EST/Tender training will be 5-24-2023 Sta. 93 7 PM.

Apparatus Maintenance

T93 is in for its annual and water leak repair now. E95 will be next.

Safety

Last safety committee meeting was 3-29-23.

Next safety committee meeting will be 5-23-2023 Sta. 91 7:30 PM.

No reported accidents/incidents since your last board meeting.



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Resolution 317-05022023

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, the equipment shown in Attachment A, (multiple items) belonging to East County Fire & Rescue is obsolete and no longer needed by the district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 02, 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



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Property Salvage Report

Tag Number	Description of Asset	Serial Number	Status of Asset: Choose One				Comments
			Lost	Stolen	Sell	Recycle/Scrap	
0097	Porter Cable 7500w Generator		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0750	Kerosene Heater	0984355	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Eaton Transfer switch		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hurst Hydraulic ram		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Hurst Hydraulic ram		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Hurst Hydraulic ram		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Hurst Hydraulic Combitool		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Hurst Hydraulic Combitool		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0054	Laerdal suction unit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Booster reel		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Mako Compair fill station		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Motorola Mobile Radioi	624CJD1415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	obsolete
	Motorola Mobile Radio	500CFZ3834	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	obsolete
	Motorola Mobile Radio	500CGF0936	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	obsolete
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signature _____ Date _____



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

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Resolution 318-05022023

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, Apparatus #1013 (Squad 93) a 2005 Ford F550 4x4 (VIN 1FDAF57P65ED08573) shown in Attachment A, belonging to East County Fire & Rescue is obsolete and no longer used by the district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 02, 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

Property Salvage Report

Tag Number	Description of Asset	Serial Number	Status of Asset Chose One				Comments
			Lost	Stolen	Sold	Recycle/Scrap	
77307C	S93 - 2005 Ford F550 4x4	1FDAF57P65ED08573	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Edward E. Hartin

From: Brian Snure <Brian@snurelaw.com>
Sent: Monday, April 24, 2023 12:32 PM
To: Edward E. Hartin
Subject: Re: Policy & Guideline/Procedure Question

Ed,

Welcome to ECFR.

As you have noted, policies and procedures are more art than science and they are approached from many different perspectives in the fire service.

I generally define the two terms as follows:

Policy. The general principles by which a fire protection district is guided in its management of public affairs.

Procedure. That which regulates the formal steps in an action or proceeding. The machinery for carrying out the legislative policy.

With this in mind, I think the approach you had at CWIFR makes sense as it allows a more streamlined approach and keeps policies and procedures in a single location while serving both purposes and minimizing confusion.

By way of example, the Board adopts the District level of service as a policy but then presumably delegates to the Fire Chief the authority to adopt the operational procedures necessary to provide the level of service.

While this can be structured with a separate set of Board policies and a separate set of SOGs or procedures, if you are looking to revamp the structure, I think having the general level of service policy as a preface to the operating procedures that follows makes sense. Bottom line, you can use whatever structure that makes most sense, but I think having a single document minimizes conflict between policies and procedures.

Not sure how helpful the above comments are, but let me know if you would like to further discuss or if you have any specific questions.

Thanks.

Sincerely,

Brian Snure
Snure Law Office, PSC • 612 S. 227th St. • Des Moines, WA 98198
Phone: 206-824-5630 • Toll-free: 800-486-9484 • Cell: 206-276-8742
snurelaw.com • Email: Brian@snurelaw.com



COMMISSIONER'S HANDBOOK

Washington Fire Commissioners Association

JANUARY 2023

receive the same benefits provided to all volunteers but is not entitled to the commissioner per diem for time spent serving as a volunteer.

POLICY MAKING

SCOPE OF POLICIES.

Policymaking is one of the primary roles of the board of commissioners. Policymaking is simply the development of high-level broad plans that embrace the board's general level of service and operational goals.

Procedures include the details of the implementation of policies in specific situations. Care must be taken to insure that existing contract rights are not adversely affected or impaired. Another concern of the board in the adoption of policies and procedures is to firmly establish that the policies and procedures are within the statutory authority of the district and the board and that they do not violate any applicable statutory or regulatory provision.

ADOPTION AND ORGANIZATION.

The board of commissioners should formally adopt general policies in an open public meeting by a majority vote of the board. Responsibility for adopting operational procedures addressing the day-to-day operations of the services provided may be delegated to the Chief. Regardless of the method of adoption, a policy that is adopted and then buried in a file cabinet is no policy at all. Policies can be organized in many ways but the goal should be a system that is 1) easy to use, update and maintain and 2) accessible to all members of the District.

POLICY MANUALS.

Policy manuals or employee handbooks are an effective and often used method to educate employees regarding District policies. Manuals and handbook should include a disclaimer stating that the handbook does not constitute a contract of employment and that the board may revise the policies and procedures included at any time without prior notice.

SUSPENSION AND AMENDMENT OF POLICIES.

Policies may be amended or suspended only by a majority vote of the board of commissioners.

RECOMMENDED POLICIES.

As a commissioner you should work with the board to make sure the district has the following policies and procedures in place and up to date.

Board of Commissioners:
Commissioner Conduct Policy

Compensation Policy
Rules of Procedure
Ethics Policy

District Services:

Level of Services (specifics will be established through operational procedures)
Services outside of District
Burning Permits (if board chooses to take on responsibility)
Comprehensive Plan
Capital Facilities Plan
Growth Management and Level of Service Contribution

Fiscal Management:

Voucher Preparation and Approval
Budget Process
Credit Cards
Travel Expenses
Petty Cash
Service Charges
Volunteer Reimbursements
Resource Use
Electronic Signatures

Equipment:

Cell Phone
Vehicle Use
Inventory control
Procurement State and Federal
Surplus Property
Small Works Roster
Vendor List Procedures
Small and Attractive Asset/Inventory

Personnel:

Selection and Hiring
Employment Standards
Appearance
Education and Training
Drill and Response Requirements
Non-Discrimination
Employment Benefits
Discipline and Termination
Litigation Defense
Whistleblower
Military Leave

Community Relations:
Public Records Policy
Medical Records Policy
Privacy Policy
Civic Organization Membership
Community Use of Stations
Public Information
Social Media Policy

CONFLICTS OF INTEREST/ETHICS

Chapter 42.23 RCW establishes a limited code of ethics for municipal officers. The code focuses primarily on prohibited financial conflicts of interest. The chapter applies to the board of commissioners of the fire protection district and could apply to the chief and other employees of a district if they have been delegated certain decision-making authority.

PROHIBITED FINANCIAL CONFLICTS.

If any member of the board of commissioners has a prohibited contractual conflict of interest, the board is prohibited from entering the contract. Abstention by the conflicted commissioner does not remove the conflict.

1. You may not have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity or incur an obligation of any nature that conflicts with the proper discharge of the commissioner's duties.
2. You may not have a beneficial interest, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under your supervision in whole or in part. This prevents a paid employee from serving as a commissioner for the same district and, under the Washington community property law, generally prevents the husband or wife of a paid employee (except in the capacity of a District Secretary) from serving as a commissioner of a district.
3. You may not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant.
4. You may not give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the fire district, for a matter connected with or related to your services as a commissioner unless provided for by law.
5. You may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence your vote, action, or judgment or be considered as part of a reward for action or inaction.

May 2023 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	May 1 C SHIFT	2 A SHIFT	3 B SHIFT	4 C SHIFT	5 A SHIFT	6 B SHIFT
	Events Rope Rescue Refresh St42 09:00 - 12:00	Events Rope Rescue Refresh St42 09:00 - 12:00 Commissioner Meetir Station 91 18:30 - 21:00	Events Rope Rescue Refresh St42 09:00 - 12:00 Strategic Planning Me Station 91 15:00 - 16:30			
7 C SHIFT	8 A SHIFT	9 B SHIFT	10 C SHIFT	11 A SHIFT	12 B SHIFT	13 C SHIFT
	15 B SHIFT	16 C SHIFT	17 A SHIFT	18 B SHIFT	19 C SHIFT	20 A SHIFT
	Events Rope Rescue Pot Holes 08:00 - 12:00	Events Rope Rescue Pot Holes Commissioner Meetir Station 91 18:30 - 21:00	Events Rope Rescue Pot Holes 08:00 - 12:00			
14 A SHIFT	15 B SHIFT	16 C SHIFT	17 A SHIFT	18 B SHIFT	19 C SHIFT	20 A SHIFT
21 B SHIFT	22 C SHIFT	23 A SHIFT	24 B SHIFT	25 C SHIFT	26 A SHIFT	27 B SHIFT
	28 C SHIFT	29 A SHIFT	30 B SHIFT	31 C SHIFT		

* Indicates time starts on following calendar day

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