

# **EAST COUNTY FIRE & RESCUE**

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

**March 21, 2017**

**Station 91**

**7 PM**

## **AGENDA**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

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

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

### **STAFF REPORT:**

Deputy Chief Carnes  
Budget Report  
Chief Swinhart

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

### **SAFETY REPORT:**

### **FIRE DISTRICT BUSINESS:**

Grove Field Fire System Upgrade  
Lexipol  
Tuition Reimbursement Proposal  
Clark County Auditor 2017 Signature Authorizations

(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:**

**ROUND TABLE:**

**EXECUTIVE SESSION:**

RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

**ADJOURNMENT:**

Next Regular Board Meeting: April 4, 2017, Station 91, 7 PM



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 March 21, 2017**

1. Minutes –
  - March 7, 2017 Regular Meeting
  - March 7, 2017 Local BVFF&RO Meeting
2. Invoices
  - \$3147.45
    - i. Check Nos.10068-10083 dated March 16 , 2017
3. Approved Commissioner Stipends March 24 Pay Date

Name	For the Period March 1 thru March 15					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1					
Gianatasio	1					
Martin	1					
Petty	1					
Taggart	1					

4. Voided/Destroyed Claims/Payroll Warrants
  - 10043 – 10067 (Voided Sample Check for Bank of America Positive Pay Test, Fraud Protection)

\_\_\_\_\_  
 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**

March 7, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin

Mike Carnes

Robert Jacobs

Kacie Jones

Mike Taggart

Mike Berg

Tad Crum

Danny Burch

Sherry Petty

Tom Gianatasio

Nick Swinhart

Karen Gianatasio

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

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

A new consent agenda has been introduced and the board provided feedback and suggestions including adding items to the actual agenda and providing more detail in the invoice reports.

**CONSENT AGENDA:**

1. Approval of February 21, 2017 Regular Board Meeting Minutes
2. Approval of February 21, 2017 Local BVFF&RO Meeting Minutes
3. Approval of February 23, 2017 Special Meeting Minutes
4. Excuse Absent Commissioner(s):

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

**Motion passed.**

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

None

**STAFF REPORT:**

Chief Swinhart gave an overview of the annual report provided to the board.

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:**

**2016 Year End Budget:**

Secretary Jones went over the finalized FY 2016 budget. Discussion was had about potential uses for some rollover funds and about procuring and retaining interns.

**Approve Desktop Computer Purchase:**

Chief Carnes explained that the Captain's computer failed to boot. The IT repair person advised the hard drive failed, and the computer would need to be replaced. Chief Carnes made an emergency purchase so as to not leave the Captains without a computer. Commissioner Taggart questioned why the hard drive was not replaced; Chief Carnes advised he will get a more comprehensive explanation from IT and provide it to the board. **Motion by Commissioner Berg to approve the computer purchase, seconded by Commissioner Martin. Motion Passed.**

**Lexipol:**

Commissioner Martin shared concern over the cost of Lexipol and would like to see the board look at some avenues for updating policies such as utilizing the WFCOA, the Commissioner's Handbook and having the board review current policies. Hiring someone specifically, such as the district's attorney, may be an option as well. Commissioner Taggart suggested a special meeting to review policies. The policy Review Workshop is scheduled for April 27<sup>th</sup>, 2017, 6:30PM at Station 91.

**Strategic Planning Meeting:**

Chief Carnes gave an overview of the topics discussed, including Commissioner Taggart's financial projection, the apparatus and station plans, the volunteer program and possible uses for Station 95. Commissioner Martin suggested making these meeting quarterly. The next strategic planning meeting is scheduled for June 15<sup>th</sup>, 2017, 6:30PM at Station 91.

**COMMISSIONER COMMENTS:**

Commissioner Martin commented that ESCI is conducting one on one meetings with committee members soon. Commissioner Berg asked Deputy Chief Carnes to include a used overtime percentage comparison to his report. The board continued discussions for attracting and retaining interns.

**OPEN TO PUBLIC:**

Karen Gianatasio shared that she recently watched a program that depicts falling volunteer numbers as a nationwide trend, not specific just to East County.

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

Nothing

**ROUND TABLE:**

Nothing

**EXECUTIVE SESSION:**

RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

After a 5 minute recess, the Board went into executive session at 20:25 for 20 minutes.

An extension was announced until 20:35.

An extension was announced until 20:40.

The board reconvened at 20:40

**The board takes no action.**

**Motion by Commissioner Martin to adjourn, seconded by Commissioner Gianatasio .  
Motion passed.**

**ADJOURNMENT:      20:40**

\_\_\_\_\_  
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

March 7, 2017

### CALL TO ORDER:

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

The following were in attendance:

Martha Martin

Mike Carnes

Robert Jacobs

Kacie Jones

Mike Taggart

Mike Berg

Tad Crum

Danny Burch

Sherry Petty

Tom Gianatasio

Nick Swinhart

Karen Gianatasio

### BUSINESS:

There is no business this evening.

### 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.

**ACCOUNTS PAYABLE PAID**

East County Fire & Rescue  
 MCAAG #: 1060

03/16/2017 To: 03/16/2017

Time: 13:04:38 Date: 03/17/2017

Page: 1

Accts Pay # Paid On Year Trans Vendor ID Vendor Amount Memo

112	03/16/2017	2017	73	15	CAMAS POWER EQUIPMENT	14.91	
	522	60	43	000	Small Engine Repair	14.91	Air Filter For PPV Fan
53	03/16/2017	2017	114	114	CLARK COUNTY RISK MGMT GI	171.00	Customer # C11360
	522	20	46	000	Bldgs/Liability/Equip Insuran	171.00	Premium To Add App #1019
48	03/16/2017	2017	74	28	COREY & STEWART	420.00	Invoice 2115
	522	10	43	000	Medical/Drug Screen/Vaccine	420.00	Webster Post-offer Evaluation
51	03/16/2017	2017	75	35	EMBROIDER IT	14.09	Invoice 29758
	522	20	25	001	FF Uniforms	14.09	Sew Name Patches On New FF Uniform (Webster)
52	03/16/2017	2017	76	46	KAREN'S SEW IT ALL	44.00	Invoice 7312
	522	20	25	001	FF Uniforms	44.00	Sew Patches On Uniform Shirts Aden, Troutman, Carnes, Reamer
46	03/16/2017	2017	77	48	LACROSSE FOOTWARE DANNEI	566.50	Invoice Account 10370109
	522	20	25	001	FF Uniforms	566.50	Boots: Burch & Prasch
47	03/16/2017	2017	78	53	MAGELLAN HEALTHCARE, Lock	292.25	Invoice 0031156746
	522	10	24	001	Magellan - EAP	292.25	Magellan EAP
54	03/16/2017	2017	79	56	METRO OVERHEAD DOOR	320.41	Invoice 145110
	522	50	40	000	Bldg Repair & Maint	320.41	Repair ST 94 Door, Broken Cable
57	03/16/2017	2017	80	58	MUNICIPAL EMERGENCY SERV	438.36	Invoice IN1112352
	522	20	25	001	FF Uniforms	438.36	Job Shirts, Class B's, Belt, Troutman, Reamer, Aden, Webster
45	03/16/2017	2017	81	109	PETTY CASH	146.00	Checks 3390 & 3391
	522	40	41	000	Meals (Training)	146.00	Per Diem Durrett & Jones Bias Rally
50	03/16/2017	2017	82	110	SIMPSON PLUMBING	64.57	Invoice 19450
	522	50	40	000	Bldg Repair & Maint	64.57	Plumbing Diagnosis St94 Service Fee
111	03/16/2017	2017	83	80	TIERNEY, ERIC	260.00	
	522	10	40	001	Computer/Website Mfcee & R	260.00	Install And Set Up Captain's Computer, Update And Reboot Server
56	03/16/2017	2017	84	84	URGENT MEDICAL CENTER	51.00	Tickets 084171, 084170, 084169



**ACCOUNTS PAYABLE PAID**

East County Fire & Rescue  
 MCAG #: 1060

03/16/2017 To: 03/16/2017

Time: 13:04:38 Date: 03/17/2017  
 Page: 2

Accts Pay # Paid On Year Trans Vendor ID Vendor Amount Memo

522 10 43 000	Medical/Drug Screen/Vaccin	001 100 220	General Fund	51.00	Respirator Forms Bonenfant, Horne, Vera
49 03/16/2017	2017 85 86	VERIZON WIRELESS	80.02	Account 471176028-00001	
522 20 41 000	Pagers	001 200 220	General Fund	80.02	Pager Service
55 03/16/2017	2017 87 111	WALSH AND COMPANY	204.63	Invoice 24308	
522 50 30 000	Grounds & Park	001 600 220	General Fund	204.63	ST 91 Irrigation Winterization
113 03/16/2017	2017 88 94	WASHOUCAL HARDWARE	59.71	Account #500331	
522 20 34 000	Bldg Supplies/Facility Misc	001 200 220	General Fund	59.71	Drywall Anchors, Grommet Kit, Paper Towl Dispenser, sink Nozzle

Total:	<u>3,147.45</u>
Fund	
001 General Fund	3,147.45

# Deputy Chief Report

**3-7-17**

Calls since last Commissioner meeting: **21**

EMS: **15**

Fire: **3**

Other: **3**

Calls YTD: 2017- **219**

**Staff Over-Time Numbers:**

Budget Amount: **\$48,000.00**

Used YTD: **\$10,402.24**

% Used: **21.67%**

- Brown outs since last meeting:

**None**

- Evaluated Fire Officer I test at CCFD#3 on 3-16-17.
- Met with WHS Admin. staff at Station 95, gave tour of station.
- Working on outside lighting issues at Stations 91 and 93.
- Finished proposal for the ECFR College Intern tuition reimbursement program.

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 1

001 General Fund

01/01/2017 To: 12/31/2017

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 80 00 001 Previous Year Rollover	100,000.00	0.00	100,000.00	0.0%
308 Beginning Balances	100,000.00	0.00	100,000.00	0.0%
<b>310 Taxes</b>				
311 10 00 000 Leasehold Excise Tax	3,300.00	2,592.95	707.05	78.6%
311 10 00 001 Property Tax Collected	2,045,901.00	18,774.18	2,027,126.82	0.9%
311 10 00 002 Property Tax - Delinquent	10,000.00	0.00	10,000.00	0.0%
311 10 00 003 Admin Refund (CC Treasurer)	1,000.00	15.66	984.34	1.6%
311 10 00 004 Timber Excise Tax	3,000.00	0.00	3,000.00	0.0%
310 Taxes	2,063,201.00	21,382.79	2,041,818.21	1.0%
<b>330 Intergovernmental Revenues</b>				
332 15 60 000 Steigerwald Wildlife Reserve	200.00	0.00	200.00	0.0%
334 01 30 000 WSP FF1 Reimbursement	2,500.00	0.00	2,500.00	0.0%
334 04 90 000 EMS Participation Grant	1,300.00	1,270.00	30.00	97.7%
330 Intergovernmental Revenues	4,000.00	1,270.00	2,730.00	31.8%
<b>340 Charges For Services</b>				
342 21 00 000 Fire Protection Services	500.00	0.00	500.00	0.0%
342 21 00 001 Wildland Firefighting-Personnel	5,100.00	0.00	5,100.00	0.0%
342 21 00 002 Wildland Firefighting-Equipment	5,000.00	0.00	5,000.00	0.0%
342 21 00 003 Ntnl Motocross Standby	2,500.00	0.00	2,500.00	0.0%
342 21 00 004 Jemtegaard State Fee	600.00	0.00	600.00	0.0%
340 Charges For Services	13,700.00	0.00	13,700.00	0.0%
<b>360 Misc Revenue</b>				
361 10 00 001 Earnings on Investments	6,000.00	1,347.58	4,652.42	22.5%
362 00 00 000 DNR Timber Rents	10,000.00	6,398.72	3,601.28	64.0%
367 00 00 000 Contributions & Donations	150.00	5.00	145.00	3.3%
369 10 00 000 Sale of Junk & Salvage	50.00	0.00	50.00	0.0%
369 91 00 000 Prior Year Refunds/Other Misc	200.00	222.00	(22.00)	111.0%
369 91 00 001 Other Misc. Revenue	50.00	0.00	50.00	0.0%
369 91 00 002 BVFF Refund for Vol Phys Exam	1,000.00	0.00	1,000.00	0.0%
360 Misc Revenue	17,450.00	7,973.30	9,476.70	45.7%
<b>390 Other Revenues</b>				
395 10 00 000 DNR Timber Sales	1,000.00	19,190.04	(18,190.04)	1919.0%
395 20 00 000 Insurance Claim	0.00	2,019.54	(2,019.54)	0.0%
390 Other Revenues	1,000.00	21,209.58	(20,209.58)	2121.0%
<b>Fund Revenues:</b>	<b>2,199,351.00</b>	<b>51,835.67</b>	<b>2,147,515.33</b>	<b>2.4%</b>
<b>Expenditures</b>	<b>Amt Budgeted</b>	<b>Expenditures</b>	<b>Remaining</b>	

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
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001 General Fund 01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 80 00 001 Ending Balance General Fund - Unreserved	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%

### 100 Administration

#### 110 Commissioners

522 10 11 001 Commissioner Wages	53,113.00	0.00	53,113.00	0.0%
522 10 21 001 Commissioner Payroll Benefits	4,350.00	0.00	4,350.00	0.0%
522 10 48 001 Commissioner Mileage	350.00	0.00	350.00	0.0%
522 10 48 002 Commissioner Meals	500.00	0.00	500.00	0.0%
522 10 48 003 Commissioner Lodging	1,200.00	0.00	1,200.00	0.0%
522 10 48 004 Commissioner Dues/Memberships	2,800.00	2,500.00	300.00	89.3%
522 10 48 005 Commissioner Tuition	1,000.00	0.00	1,000.00	0.0%
<b>110 Commissioners</b>	<b>63,313.00</b>	<b>2,500.00</b>	<b>60,813.00</b>	<b>3.9%</b>

#### 210 Wages & Benefits

522 10 10 001 Admin Salaries	178,093.00	0.00	178,093.00	0.0%
522 10 14 001 Admin Overtime	1,000.00	0.00	1,000.00	0.0%
522 10 19 001 Admin Deferred Comp	9,247.00	0.00	9,247.00	0.0%
522 10 20 001 Admin Unemployment/Medicare	3,028.00	0.00	3,028.00	0.0%
522 10 22 001 Admin Medical Insurance	30,974.00	5,278.53	25,695.47	17.0%
522 10 25 001 Admin Uniforms	300.00	215.04	84.96	71.7%
522 10 26 001 Admin Disability	2,097.00	1,563.00	534.00	74.5%
522 10 26 002 Admin Retirement PERS	10,554.00	0.00	10,554.00	0.0%
522 10 27 001 Admin VEBA	1,800.00	1,800.00	0.00	100.0%
522 10 28 001 Admin Retirement LEOFF	4,378.00	0.00	4,378.00	0.0%
522 10 29 001 Admin L&I	2,697.00	0.00	2,697.00	0.0%
<b>210 Wages &amp; Benefits</b>	<b>244,168.00</b>	<b>8,856.57</b>	<b>235,311.43</b>	<b>3.6%</b>

#### 220 Supplies & Services

522 10 24 001 Magellan - EAP	1,260.00	292.25	967.75	23.2%
522 10 30 000 Office Supplies	1,000.00	372.69	627.31	37.3%
522 10 30 001 Postage	400.00	16.90	383.10	4.2%
522 10 30 002 UPS/Federal Express	150.00	15.61	134.39	10.4%
522 10 31 000 Furniture/Appliances	8,300.00	530.33	7,769.67	6.4%
522 10 32 000 Cleaning and Sanitation	1,500.00	368.46	1,131.54	24.6%
522 10 33 000 Computer/Software/Supplies	3,000.00	0.00	3,000.00	0.0%
522 10 34 000 Incentives and Awards	1,500.00	0.00	1,500.00	0.0%
522 10 40 000 BIAS Financial Software	17,000.00	4,900.35	12,099.65	28.8%
522 10 40 001 Computer/Website Mtce & Repair	6,270.00	648.35	5,621.65	10.3%
522 10 40 002 Copier Mtce	900.00	41.89	858.11	4.7%
522 10 41 000 State Audit Costs	12,000.00	0.00	12,000.00	0.0%
522 10 42 000 Legal Services	8,000.00	230.00	7,770.00	2.9%
522 10 43 000 Medical/Drug Screen/Vaccinations	8,000.00	471.00	7,529.00	5.9%
522 10 44 000 Professional Services	8,550.00	1,900.75	6,649.25	22.2%
522 10 44 001 Chief Services (Camas)	36,000.00	9,000.00	27,000.00	25.0%
522 10 46 000 Taxes and Assessments	2,500.00	1,464.78	1,035.22	58.6%

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 3

001 General Fund

01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>220 Supplies &amp; Services</b>				
522 10 49 000 Tuition/Registration	500.00	0.00	500.00	0.0%
522 20 42 000 Advertising	1,500.00	280.00	1,220.00	18.7%
522 20 42 001 Legal Notices	200.00	0.00	200.00	0.0%
522 20 45 001 Election Fees	2,000.00	0.00	2,000.00	0.0%
522 20 46 000 Bldgs/Liability/Equip Insuranc	42,000.00	171.00	41,829.00	0.4%
522 20 46 001 Filing/Recording/Permit Fees	600.00	0.00	600.00	0.0%
522 20 49 000 NFIRS/Fire Manager/Bank Charge	6,500.00	6,405.01	94.99	98.5%
<b>220 Supplies &amp; Services</b>	<b>169,630.00</b>	<b>27,109.37</b>	<b>142,520.63</b>	<b>16.0%</b>
<b>100 Administration</b>	<b>477,111.00</b>	<b>38,465.94</b>	<b>438,645.06</b>	<b>8.1%</b>

**200 Operations**

**210 Wages & Benefits**

522 20 10 001 Firefighter Salaries	722,763.00	0.00	722,763.00	0.0%
522 20 10 002 Miscellaneous Salaries	6,500.00	0.00	6,500.00	0.0%
522 20 14 001 FF Overtime	47,000.00	0.00	47,000.00	0.0%
522 20 19 001 Capt Deferred Comp	15,005.00	0.00	15,005.00	0.0%
522 20 20 001 FF Unemployment/Medicare	15,475.00	0.00	15,475.00	0.0%
522 20 22 001 FF Medical Insurance	144,917.00	25,284.67	119,632.33	17.4%
522 20 25 001 FF Uniforms	3,700.00	1,573.21	2,126.79	42.5%
522 20 26 001 FF Disability	9,886.00	1,394.16	8,491.84	14.1%
522 20 26 002 FF Retirement PERS	14,482.00	0.00	14,482.00	0.0%
522 20 27 001 FF VEBA	8,100.00	7,200.00	900.00	88.9%
522 20 28 001 FF Retirement LEOFF	33,536.00	0.00	33,536.00	0.0%
522 20 29 001 FF L&I	44,575.00	0.00	44,575.00	0.0%
<b>210 Wages &amp; Benefits</b>	<b>1,065,939.00</b>	<b>35,452.04</b>	<b>1,030,486.96</b>	<b>3.3%</b>

**215 Volunteer Benefits**

522 20 11 001 Volunteer Stipends	30,000.00	0.00	30,000.00	0.0%
522 20 21 001 Medicare/SS Vol	2,295.00	0.00	2,295.00	0.0%
<b>215 Volunteer Benefits</b>	<b>32,295.00</b>	<b>0.00</b>	<b>32,295.00</b>	<b>0.0%</b>

**220 Supplies & Services**

522 20 30 000 Maps/Books/ Periodicals	200.00	84.00	116.00	42.0%
522 20 31 000 Food and Water	1,200.00	0.00	1,200.00	0.0%
522 20 32 000 Expendable Equipment	1,500.00	102.42	1,397.58	6.8%
522 20 32 001 Other Operating Supplies	1,500.00	168.44	1,331.56	11.2%
522 20 32 002 Equipment	15,500.00	47.49	15,452.51	0.3%
522 20 32 003 Tech Rescue Equipment	3,000.00	0.00	3,000.00	0.0%
522 20 32 004 Hose & Nozzles	2,000.00	0.00	2,000.00	0.0%
522 20 33 000 Volunteer Uniforms	500.00	0.00	500.00	0.0%
522 20 33 001 T-Shirts/Sweatshirts	1,500.00	0.00	1,500.00	0.0%
522 20 34 000 Bldg Supplies/Facility Misc	2,600.00	151.69	2,448.31	5.8%
522 20 35 000 Address Signs	150.00	0.00	150.00	0.0%
522 20 36 000 Diesel / Gas	30,000.00	1,763.33	28,236.67	5.9%
522 20 37 000 Exercise Equip	1,000.00	0.00	1,000.00	0.0%

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 4

001 General Fund 01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>220 Supplies &amp; Services</b>				
522 20 38 000 Turn-Outs	6,000.00	274.65	5,725.35	4.6%
522 20 38 001 PPE Accessories	4,000.00	0.00	4,000.00	0.0%
522 20 40 000 Radio Dispatch	60,200.00	10,900.00	49,300.00	18.1%
522 20 41 000 Pagers	636.00	185.36	450.64	29.1%
522 20 41 001 Satellite Phone	375.00	60.40	314.60	16.1%
522 20 41 002 Verizon MDC Cards	960.00	80.02	879.98	8.3%
522 20 43 000 Hydrant/Fireline	500.00	91.26	408.74	18.3%
522 20 44 001 Dues/Memberships	3,200.00	2,630.50	569.50	82.2%
522 20 45 000 Volunteer Pensions	1,500.00	1,230.00	270.00	82.0%
<b>220 Supplies &amp; Services</b>	<b>138,021.00</b>	<b>17,769.56</b>	<b>120,251.44</b>	<b>12.9%</b>
<b>240 Wildland Wages &amp; Benefits</b>				
522 20 11 002 Wildland Salaries & Benefits	2,500.00	0.00	2,500.00	0.0%
522 20 14 002 Wildland Overtime & Benefits	2,600.00	0.00	2,600.00	0.0%
<b>240 Wildland Wages &amp; Benefits</b>	<b>5,100.00</b>	<b>0.00</b>	<b>5,100.00</b>	<b>0.0%</b>
<b>200 Operations</b>	<b>1,241,355.00</b>	<b>53,221.60</b>	<b>1,188,133.40</b>	<b>4.3%</b>
<b>300 Public Education</b>				
<b>220 Supplies &amp; Services</b>				
522 30 30 000 Educational Supplies	500.00	0.00	500.00	0.0%
522 30 40 000 Printing/Newsletter	600.00	0.00	600.00	0.0%
522 30 41 000 Postage for Newsletter	1,300.00	0.00	1,300.00	0.0%
522 30 42 000 Advertising	300.00	0.00	300.00	0.0%
<b>220 Supplies &amp; Services</b>	<b>2,700.00</b>	<b>0.00</b>	<b>2,700.00</b>	<b>0.0%</b>
<b>300 Public Education</b>	<b>2,700.00</b>	<b>0.00</b>	<b>2,700.00</b>	<b>0.0%</b>
<b>400 Training</b>				
<b>220 Supplies &amp; Services</b>				
522 40 30 000 Books/Periodicals (Training)	2,000.00	0.00	2,000.00	0.0%
522 40 31 000 Office Supplies (Training)	100.00	0.00	100.00	0.0%
522 40 32 000 Food and Water (Training)	100.00	0.00	100.00	0.0%
522 40 33 000 Training Supplies	500.00	0.00	500.00	0.0%
522 40 40 000 Local/Long Distance Travel (Training)	500.00	115.94	384.06	23.2%
522 40 41 000 Meals (Training)	3,500.00	116.00	3,384.00	3.3%
522 40 42 000 Lodging	3,000.00	0.00	3,000.00	0.0%
522 40 43 000 Tuition	20,000.00	4,737.00	15,263.00	23.7%
<b>220 Supplies &amp; Services</b>	<b>29,700.00</b>	<b>4,968.94</b>	<b>24,731.06</b>	<b>16.7%</b>
<b>400 Training</b>	<b>29,700.00</b>	<b>4,968.94</b>	<b>24,731.06</b>	<b>16.7%</b>

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 5

001 General Fund

01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>500 Equipment Repair &amp; Maintenance</b>				
<b>220 Supplies &amp; Services</b>				
522 60 40 000 Fire Extinguisher Maint	1,100.00	0.00	1,100.00	0.0%
522 60 40 001 Exercise Equip Maint	1,000.00	0.00	1,000.00	0.0%
522 60 41 000 Hose & Nozzle Test/Mtce	400.00	0.00	400.00	0.0%
522 60 41 001 EMS Equipment Mtce	500.00	0.00	500.00	0.0%
522 60 41 002 Ladder Testing/Repair	1,500.00	0.00	1,500.00	0.0%
522 60 41 003 Hand Tool Maintenance	300.00	0.00	300.00	0.0%
522 60 41 004 SCBA Mtce	6,200.00	428.60	5,771.40	6.9%
522 60 42 000 Minitors/Radios Repair	4,000.00	0.00	4,000.00	0.0%
522 60 43 000 Small Engine Repair	4,000.00	14.91	3,985.09	0.4%
522 60 47 001 Emergency Generators Repair/Mtce.	500.00	0.00	500.00	0.0%
220 Supplies & Services	19,500.00	443.51	19,056.49	2.3%
<b>500 Equipment Repair &amp; Maintenance</b>	<b>19,500.00</b>	<b>443.51</b>	<b>19,056.49</b>	<b>2.3%</b>

### 525 Disaster Services

#### 525 Disaster Services

525 60 30 000 Disaster Preparedness	150.00	0.00	150.00	0.0%
525 Disaster Services	150.00	0.00	150.00	0.0%
<b>525 Disaster Services</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.0%</b>

### 550 Apparatus Repair & Maintenance

#### 220 Supplies & Services

522 60 48 000 Vehicle Repair & Maint	2,700.00	0.00	2,700.00	0.0%
522 60 48 001 T95	2,250.00	0.00	2,250.00	0.0%
522 60 48 009 E94	3,600.00	2,593.27	1,006.73	72.0%
522 60 48 010 T93	2,250.00	0.00	2,250.00	0.0%
522 60 48 011 S96	3,600.00	0.00	3,600.00	0.0%
522 60 48 012 U93	675.00	0.00	675.00	0.0%
522 60 48 013 S94	3,600.00	0.00	3,600.00	0.0%
522 60 48 014 E91	3,600.00	141.19	3,458.81	3.9%
522 60 48 016 U91	675.00	0.00	675.00	0.0%
522 60 48 018 U92	675.00	0.00	675.00	0.0%
522 60 48 905 A93	675.00	0.00	675.00	0.0%
522 60 48 909 E92	2,250.00	0.00	2,250.00	0.0%
522 60 48 911 E93	3,600.00	0.00	3,600.00	0.0%
522 60 48 912 R93	675.00	0.00	675.00	0.0%
522 60 48 914 T94	2,250.00	0.00	2,250.00	0.0%
522 60 48 915 U94	675.00	0.00	675.00	0.0%
522 60 48 916 E95	3,600.00	0.00	3,600.00	0.0%
522 60 48 917 S91	3,600.00	0.00	3,600.00	0.0%
522 60 48 918 S93	1,800.00	0.00	1,800.00	0.0%
522 60 48 919 T91	2,250.00	0.00	2,250.00	0.0%

## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 6

001 General Fund 01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 220 Supplies & Services

220 Supplies & Services	45,000.00	2,734.46	42,265.54	6.1%
<b>550 Apparatus Repair &amp; Maintenance</b>	<b>45,000.00</b>	<b>2,734.46</b>	<b>42,265.54</b>	<b>6.1%</b>

### 580 Non Expenditures

#### 580 Non Expenditures

589 99 99 000 Payroll Clearing	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

### 592 Debt Service

#### 597 Interfund Transfers

597 22 55 001 Transfer for Debt Service Payment	243,620.00	0.00	243,620.00	0.0%
597 Interfund Transfers	243,620.00	0.00	243,620.00	0.0%
<b>592 Debt Service</b>	<b>243,620.00</b>	<b>0.00</b>	<b>243,620.00</b>	<b>0.0%</b>

### 594 Capital Expenditures

#### 594 Capital Expenditures

594 22 60 000 Capital Purchases	4,600.00	2,500.00	2,100.00	54.3%
594 22 61 000 Computer Equip	5,500.00	0.00	5,500.00	0.0%
594 22 62 000 Offsets Over Est. Prop. Tax	50,000.00	0.00	50,000.00	0.0%
594 22 63 000 Offsets Est. Mob Equip. Rev	5,000.00	0.00	5,000.00	0.0%
594 Capital Expenditures	65,100.00	2,500.00	62,600.00	3.8%
<b>594 Capital Expenditures</b>	<b>65,100.00</b>	<b>2,500.00</b>	<b>62,600.00</b>	<b>3.8%</b>

### 600 Facilities

#### 220 Supplies & Services

522 50 30 000 Grounds & Park	4,000.00	204.63	3,795.37	5.1%
522 50 40 000 Bldg Repair & Maint	30,700.00	4,615.25	26,084.75	15.0%
220 Supplies & Services	34,700.00	4,819.88	29,880.12	13.9%

#### 691 Station 91

522 50 41 091 Monitoring (St 91)	540.00	108.00	432.00	20.0%
522 50 42 091 Comcast Tel/Internet (St 91)	4,000.00	307.20	3,692.80	7.7%
522 50 43 091 Electrical Service (St 91)	7,000.00	1,140.02	5,859.98	16.3%



## 2017 BUDGET POSITION

East County Fire & Rescue  
MCAG #: 1060

Time: 13:30:07 Date: 03/21/2017  
Page: 7

001 General Fund

01/01/2017 To: 12/31/2017

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>691 Station 91</b>				
522 50 44 091 Garbage (St 91)	1,400.00	108.65	1,291.35	7.8%
522 50 45 091 Gas (St 91)	3,500.00	619.90	2,880.10	17.7%
522 50 46 091 Water & Sewer (St 91)	1,000.00	584.05	415.95	58.4%
<b>691 Station 91</b>	<b>17,440.00</b>	<b>2,867.82</b>	<b>14,572.18</b>	<b>16.4%</b>
<b>692 Station 92</b>				
522 50 43 092 Electrical & Heating (St 92)	1,000.00	144.27	855.73	14.4%
<b>692 Station 92</b>	<b>1,000.00</b>	<b>144.27</b>	<b>855.73</b>	<b>14.4%</b>
<b>693 Station 93</b>				
522 50 41 093 Monitoring (St 93)	400.00	95.33	304.67	23.8%
522 50 42 093 Comcast Tel/Internet (St 93)	1,700.00	144.85	1,555.15	8.5%
522 50 43 093 Electrical & Htg (St 93)	5,000.00	1,158.32	3,841.68	23.2%
522 50 44 093 Garbage (St 93)	150.00	28.03	121.97	18.7%
<b>693 Station 93</b>	<b>7,250.00</b>	<b>1,426.53</b>	<b>5,823.47</b>	<b>19.7%</b>
<b>694 Station 94</b>				
522 50 41 094 Monitoring (St 94)	635.00	158.85	476.15	25.0%
522 50 42 094 Comcast Tel/Internet (St 94)	2,500.00	217.58	2,282.42	8.7%
522 50 43 094 Electric & Heating (St 94)	5,500.00	1,657.22	3,842.78	30.1%
522 50 44 094 Garbage (St 94)	650.00	75.37	574.63	11.6%
<b>694 Station 94</b>	<b>9,285.00</b>	<b>2,109.02</b>	<b>7,175.98</b>	<b>22.7%</b>
<b>695 Station 95</b>				
522 50 41 095 Monitoring (St 95)	540.00	0.00	540.00	0.0%
522 50 42 095 Telephone (St 95)	900.00	74.84	825.16	8.3%
522 50 43 095 Electrical & Heating (St 95)	1,500.00	298.83	1,201.17	19.9%
522 50 45 095 Gas (St 95)	1,000.00	283.48	716.52	28.3%
522 50 46 095 Water & Sewer (St 95)	1,500.00	0.00	1,500.00	0.0%
<b>695 Station 95</b>	<b>5,440.00</b>	<b>657.15</b>	<b>4,782.85</b>	<b>12.1%</b>
<b>600 Facilities</b>	<b>75,115.00</b>	<b>12,024.67</b>	<b>63,090.33</b>	<b>16.0%</b>
<b>Fund Expenditures:</b>	<b>2,199,351.00</b>	<b>114,359.12</b>	<b>2,084,991.88</b>	<b>5.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(62,523.45)</b>		

## Fire Chiefs Report for Board Meeting of March 21, 2017

- The Board will be hearing a presentation from a Mr. Damon Webster at tonight's meeting. I first spoke with Mr. Webster a few weeks ago when he called at Station 91 and explained that he is a consultant working with Grove Field to upgrade their fire control system. They are proposing to connect their new sprinkler system to a fire hydrant behind Station 91. Since the water for this hydrant comes from the City of Camas, they initially contacted the Camas Water Department. The City told them it wasn't up to them since the hydrant sits on District property and is owned by the District. Mr. Webster subsequently contacted me. To get some advice, I contacted County Fire Marshal Jon Dunaway. Jon said he also had no jurisdiction in the matter. He did offer his opinion, however, that since Camas is the "purveyor" of the water, their permission is still going to have to be solicited at some point. Actually accessing and connecting to the hydrant requires the permission of the Board. If the Board is supportive (as well as legal counsel, should their advice be necessary), I am also supportive. If we have the ability to help the airport perhaps avoid another catastrophe like they experienced a few years ago by simply connecting to one of our fire hydrants, I believe we should.
- Last week we got DC Carnes set up for attending the annual Washington Fire Chiefs Conference with me in Spokane from May 22 -25. While we'd prefer not to have both of us so far out of town at the same time, this is a great annual training and leadership opportunity. We'll make sure there is proper coverage of the District while we're gone and we'll never be farther away than a text message or phone call should the need arise. Also, since I have to attend a Monday morning Board of Directors meeting, I'll be flying over to Spokane Sunday evening. Thus I won't be farther away than a 45 minute flight should there be an emergency.
- A reminder that ESCI will be conducting a site visit on March 29-30 as part of their assessment of CWFD's EMS service delivery model. If any members of the board are not scheduled to attend or meet with ESCI reps, and they want to, please let me know ASAP so I can notify ESCI and we can see what availability they have. I would recommend the Board and interested attendees keep in mind commissioner attendance such that it might constitute a quorum. I imagine ESCI is not interested in having this initial site visit become a public meeting. Their findings, however, will be presented at public meetings.

# SOG 407

## East County Fire & Rescue Internship Program

Updated: 3-8-2017

The purpose of this guide is to define the term Intern and to provide reasonable and measurable requirements for attaining and maintaining the personnel status of Intern with East County Fire & Rescue (ECFR).

### **I. Definition**

Interns shall be considered student firefighters in an advanced program pursuing an emergency service oriented career or have completed the ECFR recruit academy.

### **II. District Statement**

It is the intent of the District to enter a mutually beneficial relationship between a limited number of qualifying individuals on an annual and ongoing basis creating an environment conducive to an internship program. Furthermore, it is recognized that by the establishment of said internship program, the District will be enhancing its current and future service level, by cooperating with other established advance training programs and respective institutions.

### **III. Requirements**

#### ***A. Intern Program***

1. Currently enrolled in a recognized, fire or EMS related educational program (e.g. pursuing a degree in Fire Protection, Para-medicine, etc.).
2. A written explanation of expectations from the appropriate educational program director must be provided (e.g. number of contact hours, planned objectives, etc.).
3. Provide the District assigned supervisor, any required documentation of compliance paperwork supplied by the educational program director.
4. Meet any requirements placed by the respective educational program/institution. Example: register at the college, return of supervisor's evaluation, etc.

#### ***B. Pre-assignment***

1. Possess a current Washington State EMT B Certificate.

2. NREMT Certification or Out-of-state Certifications will be considered. You will be required to show proof of EMT B certification. Reciprocity will need to be obtained within 90 days of the first day of Internship if not Washington State certified.
3. Provide documentation indicating completion of Firefighter I skills training or equivalent.

**C. Assignment**

1. Report for duty, as assigned (typically this will be 24 hour shift, one on - two off).
2. Function, as instructed, as an entry-level probationary firefighter.
3. The expectation will be for the Intern to carry out all commands as would be expected of any District at the probationary level. This would include emergency services (fire suppression, EMS, Hazardous Material Operations, etc.) and general service consistent with stated organizational goals and objectives (daily routine, training, public education, etc.), and other related areas assigned by your mentor/officer.

**D. Supervision**

1. The District will not assign/accept any interns in excess of the number of line personnel. This will ensure that a supervisor-to-intern ratio of 1:1 will not be exceeded. It is fully recognized that District career personnel may have other members under their respective command, considering nationally recognized span of control ratios. Ratios of supervision will be considered for both emergency and non-emergency operations.
2. Assigned supervisors will give special, personalized, one-on-one attention, as required, to assist the intern in obtaining and maintaining fire fighter skills.
3. The assigned Supervisor and Intern will jointly establish at least 8 Fire Fighter related objectives each quarter. The assigned Supervisor will review the Intern's career development in the form of a Personnel Performance Evaluation at the end of each quarter. A copy of the Evaluation shall go to the Training Officer. Correction of deficiencies will be at the discretion of the Training Officer and the Supervisor.
4. Interns are subject to disciplinary action up to and including termination for violation of any established rules and regulations, and/or District policies.

**E. Term**

1. The Intern is expected to serve a minimum of one year.

## ***F. Competency***

1. The Intern shall be expected to meet all training requirements common to volunteer and career firefighters.
3. The Intern will be expected to complete an ECFR Firefighter Task Book within six months of their start date.
4. Evaluation of firefighter knowledge, skills and ability will be on-going and non-optional for participation by the Intern.
5. The Intern will be expected to fulfill all duties and responsibilities, as described, in the District's written job description for firefighter.
6. Interns will be encouraged and expected to excel at an accelerated pace in becoming IFSAC Washington State Firefighter I certified.
7. The Intern will be required to pass the quarterly Performance Evaluation throughout the Internship.

## **IV. Insurance**

For the purpose of providing insurance coverage, interns will be covered under the State of Washington's Volunteer Firefighter Pension and Relief Act.

## **V. Financial Considerations**

### ***A. Uniform Allowance***

1. Protective clothing for structural firefighting, meeting NFPA standards, will be provided.
2. Dress uniform consisting of one pair of trousers, one dress shirt, one sweatshirt, and one T-shirts will be provided. Interns will be expected to wear black footwear and trouser belt at his/her own expense.

### ***B. Compensation***

Interns will participate in the volunteer reimbursement system per ECFR Operational Guide 401.

### ***C. College Tuition Reimbursement***

Interns are eligible to receive an educational incentive for tuition.

- The Intern must provide a receipt of college tuition costs and maintain a 2.5 or above grade point average (GPA).
- Upon receipt of the GPA and the tuition costs, the District will reimburse the student up to \$750 quarterly as the budget allows.
- The Intern must meet all activity requirements throughout the term that the reimbursement is requested.
- Up to \$3000 for tuition will be allotted for each Intern.
- Interns are encouraged to promote to shift volunteer after completion of Internship.

## **VI. Fire Fighter Intern Duties and Expectations**

Firefighter Interns are expected to assume the responsibility of a few basic duties when reporting for duty. These duties are as follows:

1. Report to appropriate post on time and in button up uniform. Dress down shall be at the discretion of the officer on duty after business hours. Late or no shows will not be tolerated. Direct contact with the shift supervisor is expected prior to being late or calling in sick.
2. PPE must be staged and ready to go immediately on arrival. If an apparatus is to be staffed that apparatus shall have crew passports installed.
3. Appropriate first out apparatus must be inspected prior to any other activities. Apparatus on the inspections schedule shall be inspected as part of the daily plan.
4. House chores (vacuum, mop, garbage, counters, kitchen, dishes, windows etc.

Further activities shall be coordinated with direct supervisor.

Each day shall have an objective set forth by the intern to pursue new learning of a planned subject. This should be in an outline format in writing. Interns shall keep a full size log book during the course of their internship.

At least one tangible drill shall be completed per shift.

Physical training/exercise shall be completed during each shift. PT is a priority.

Daily documentation of duties performed shall be completed and retained in a personal file.

## Intern Program Outline

### Pre-requisite Requirements:

Firefighter I knowledge level (LCC, PCC, Clark College, Cadet, ECFR Academy, Or other Recognized Programs)

Minimum EMS Training (Active Washington State EMT-B, Active NREMT)

Enrolled in a Recognized Fire Science, Paramedic, or related program

Successful Completion of the General Knowledge Exam

Successful Completion of the Physical Agility

Valid Drivers License

Medical Physical

**\* Need to have the respiratory program questionnaire filled out and returned to the Dr. office at the time of the physical.**

### Orientation:

Program Expectations

Command Structure

Administrative Guidelines:

Harassment

Uniform

Passport Accountability

Safety

Hazard Communication

Cleaning Procedures and Expectations

### Tasks to be Completed Prior to Shift Assignment:

Respiratory Clearance

SCBA Fit Test

TB Mask Fit Test

TB Documentation

HBV Documentation

Driving Record

**Tasks to be Completed within the first 30 Days:**

Apparatus Memorization

Maps

Radio Use

Understanding of 24 hour time reporting

SCBA Refill Procedure

Hydrant Operations

Advancing and Hose Reloading Operations

SCBA Practical Applications

Procedure for filling out proper Agency Documentation



Volunteer stipend Budget History:

2012-\$72,000

2013-\$91,500

2014-\$80,000

2015-\$80,000

2016-\$40,000

2017-\$30,000

Proposed ECFR Intern College Tuition Reimbursement Program

\$750.00 per quarter

\$3000.00 max per Intern

6 Interns per year \$18,000.00

2017 Stipend Budget      \$30,000

Proposed Tuition          \$18,000

Total                        \$48,000



proud past, promising future

**CLARK COUNTY**  
WASHINGTON

**AUDITOR**  
**GREG KIMSEY**

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March 14, 2017

**2017/2018 Signature Sheets (NON FMS Approval Groups)**

Attached, please find a copy of the 2017/2018 Signature Sheets.

These sheets are using prior year's format, so please complete as in years past – type/print the employee's name, have them sign and provide a sample of their initials, and mark the appropriate approval boxes.

Once the form is complete, obtain the Department Head's signature, and return by **March 31, 2017**.

Because many departments/agencies grant the approval authority for POs and invoices to non-financial staff members, we have split the JV/FT approval authority signature sheet into its own approval form. This form will be maintained by the General Ledger staff in the Auditor's Office. Look for these forms to be issued shortly.

Please let me know if you have any questions.

Thank you for your prompt attention to this biennial tradition.

Amanda Miller  
Financial Services

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