



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 January 02, 2024

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/84991944289>

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

Meeting ID 849 9194 4289 and Passcode 866524

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

Call to Order

Flag Salute

Swearing In

Greg Kimsey will swear in Commissioner Seeds and Commissioner Martin.

Agenda Adjustments

Consent Agenda

- Approval of December 19, 2023 Regular Board Meeting Minutes.
- Approval of December 19, 2023 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

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

Fire District Business

1. Approve the purposed, scope and policies for the following SOG:
 - 1.2.2 Anti-Harassment.
 - 1.2.3 Respectful Workplace.
 - 1.4.1 Integrated Comprehensive Plan.
 - 3.3.1 Vehicle Driving Operation.
 - 3.3.2 Seatbelt Use.
 - 3.4.2 PPE The Basic Rule
2. Resolution #340-01022024 – Dedicating revenue from sale of surplus capital assets to the capital projects fund.

Committee Meetings:

1. Communication with Neighboring Elected Officials.
 - City of Camas, TBA.
 - City of Washougal, TBA.
2. Risk Group, January 3, 2024 at 8:00 AM.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting, January 22, 2024 Sta. 91 7:30 PM.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting will be held January 16, 2024 Station 91 at 6:30 PM – hybrid format.
- Next Strategic Planning Meeting will be held January 3, 2024 Station 91 at 3:00 PM – hybrid format.

Executive Session

Adjournment



East County Fire and Rescue

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Board of Fire Commissioners Consent Agenda

January 02, 2024

1. Approval of minutes:
 - December 19, 2023 Regular Board Meeting Minutes.
 - December 19, 2023 BVFF Meeting Minutes.
2. Invoices for \$12,969.40 check number 14948 through 14959 dated December 21, 2023.
3. Invoices for \$7,726.08 check number 14960 through 14963 dated December 28, 2023.
4. Approved commissioner stipends for the period of December 16 through December 31 with a January 10, pay date.

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

5. Voided/Destroyed Claims/Payroll Warrants.
6. Excuse absent Commissioner(s).
7. Payroll/Benefits/EFT's in the amount of \$59,892.34 (Payroll).

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner



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Regular Board of Fire Commissioners Meeting

December 19, 2023

Station 91

6:30 PM

Draft Minutes

Attendance

Martha Martin

Steve Hofmaster

Debbie Macias

Mike Taggart

Chief Ed Hartin

Nollan Charles

Joshua Seeds

Assistant Chief Jacobs

Call to Order

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

Flag Salute

Commissioner Seeds led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of December 05, 2023 Regular Board Meeting Minutes.
- Approval of December 05, 2023 Local BVFF&RO Meeting Minutes.
- Approval of December 6, 2023 Strategic Planning Meeting Minutes
- Approval of Financial Transactions.
- Excuse absent Commissioner(s). Commissioner Petty

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

Public Input

No comments.

Correspondence

None

Staff Reports

1. Chief Hartin's report 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 per the safety committee there were no accidents/incidents since the last board meeting.

Fire District Business

1. Resolution #337-12192023 Surplus equipment multiple items (See attachment A). The purpose of this resolution is to surplus equipment multiple items (See attachment A). **Motion by Commissioner Seeds to approve** Resolution #337-12192023 Surplus equipment – Multiple items (See Attachment A). **Seconded by Commissioner Hofmaster. Motion passed unanimously.**
2. Resolution #338-12192023 Purchase of a type one fire engine to replace Apparatus 1014, currently in service as Engine 94. The purpose of this resolution is to purchase a type one fire engine to replace Apparatus 1014, currently in service as Engine 94. **Motion by Commissioner Martin to approve** Resolution #338-12192023 to purchase a type one fire engine to replace Apparatus 1014, currently in service as Engine 94. **Seconded by Commissioner Hofmaster. Motion passed unanimously.**
3. Resolution #339-12192023 Transfer funds from the general fund to the grants management fund to meet our requirement of a 5% match for Assistance to Firefighter Grant (AFG) EMW-2022-FG-01031. **Motion by Commissioner Seeds to approve** Resolution #339-12192023 to transfer funds from the general fund to the grants management fund to meet our requirement of a 5% match for Assistance to Firefighter Grant (AFG) EMW-2022-FG-01031. **Seconded by Commissioner Taggart. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, TBA.
 - City of Washougal, TBA.

2. Risk Group, January 03, 2024 at 8:00 AM.
3. Safety Meeting, January 25, 2024 at 7:30 PM at Station 91.
4. East County Ambulance Advisory Board (ECAAB), TBA.

Commissioners Comments

Commissioner Seeds shared that he hopes everyone has a good holiday.

Commissioner Hofmaster also shared he hopes everyone has a good holiday.

Commissioner Martin reminded everyone that she, and Commissioner Seeds need to do their oath. She also said that she will be working on the State of the District letter and will send out some information on it to get feedback from all Commissioners and from Chief Hartin.

Public Input

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 January 02, 2024 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop January 03, 2024 Station 91 at 3:00 pm. – Hybrid format.

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

Executive Session

RCW 42.30.110 (1)(g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board went into executive session at 19:34 for 30 minutes to return at 19:42.
The Board reconvened at 20:03.

No action taken.

Adjournment

Motion by Commissioner Taggart to adjourn at 20:05, seconded by Commissioner Hofmaster. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Joshua Seeds, Commissioner

Steve Hofmaster, Commissioner

Sherry Petty, Commissioner

Attest

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



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting December 19, 2023

Station 91
Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Joshua Seeds

Steve Hofmaster

Chief Ed Hartin

Assistant Chief Jacobs

Nollan Charles

Call to Order

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

Chairperson Martha Martin called the meeting to order at 19:32 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:32.

Martha Martin, Commissioner Chairperson
Commissioner Joshua Seeds, (Alternate)

Tad Crum, Firefighters Association Liaison

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

Michael Taggart, Commissioner
Sherry Petty, Commissioner (Alternate)

Attest

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

CHECK REGISTER

East County Fire & Rescue

Time: 11:44:35 Date: 12/29/2023

12/16/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1350	12/21/2023	Claims	6291	14948	ADVENTIST HEALTH MEDICAL GROUP	687.00	Invoice # 98493 -NFPA 1582 Physical Exam (Allen).
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	687.00	NFPA 1582 Physical Exam (Allen).
1351	12/21/2023	Claims	6291	14949	BOARD FOR VOLUNTEER FIREFIGHTERS	180.00	Invoice 12.19.2023 - Board of Volunteers and Reserve Officers Relief and Pension Fund. (Gard) and (Kalinsky).
					001 - 522 20 45 000 - Volunteer Pensions	180.00	Board of Volunteers and Reserve Officers Relief and Pension Fund. (Gard) and (Kalinsky).
1352	12/21/2023	Claims	6291	14950	CLARK PUBLIC UTILITIES	454.61	Invoice # 12.12.2023 - Monthly electric/heating service for station 91. Service period 11/7/2023-12/7/2023.
					001 - 522 50 43 091 - Electrical Service (St 91)	454.61	Monthly electric/heating service for station 91. Service period 11/7/2023-12/7/2023.
1353	12/21/2023	Claims	6291	14951	EMBROIDER IT	23.45	Invoice # 19285 - Nametape Qty. (3) (Lockwood).
					001 - 522 20 25 001 - FF Uniforms	23.45	Nametape Qty. (3) (Lockwood).
1354	12/21/2023	Claims	6291	14952	LES SCHWAB	3,507.60	Invoice # 71400586452 - Traction tubeless tires Qty (6) 11R-22.5/16 M-647 for Apparatus #919. Replace expired tires.
					001 - 522 60 48 919 - T91 (919)	3,507.60	Traction tubeless tires Qty (6) 11R-22.5/16 M-647 for Apparatus #919. Replace expired tires.
1355	12/21/2023	Claims	6291	14953	LES SCHWAB	1,560.13	Invoice # 71400586420 - Traction on/off road tubeless tires. Qty (2) for Apparatus #919. 385/65R-22.5/18 M-320. Replace expired tires.
					001 - 522 60 48 919 - T91 (919)	1,560.13	Traction on/off road tubeless tires. Qty (2) for Apparatus #919. 385/65R-22.5/18 M-320. Replace expired tires.
1356	12/21/2023	Claims	6291	14954	MUNICIPAL EMERGENCY SERVICES	1,743.09	Invoice # IN1977948 - FirePro X Qty (3) & Seek TIC gear keeper with aluminum carabiner to outfit all SCBA packs S91. Qty (3)
					001 - 522 20 32 002 - Equipment	1,743.09	Invoice # IN1977948 - FirePro X Qty (3) & Seek TIC gear keeper with aluminum carabiner to outfit all SCBA packs S91. Qty (3)
1357	12/21/2023	Claims	6291	14955	PACIFIC TRUCK & TRAILER SERVICE, INC	4,439.46	Invoice # 2023-35133 - Apparatus 1020. Replaced all 6 batteries and cleaned connections.; Invoice # 2E023-35140 - Apparatus 914 - Perform annual emergency inspection. Tied up loose rear brake hose. Fa
					001 - 522 60 48 018 - C91 (1018) U92	264.30	Apparatus 1018. Check for washer fluid leak. Found resevoir cracked. Replaced resevoir and battery tray assembly. Found rear window washer liner leaking inside body. Repaired.
					001 - 522 60 48 020 - E91 (1020)	1,277.37	Apparatus 1020. Replaced all 6 batteries and cleaned connections.

CHECK REGISTER

East County Fire & Rescue

Time: 11:44:35 Date: 12/29/2023

12/16/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 60 48 914		T94 (914)	2,897.79	Apparatus 914 - Perform annual emergency inspection. Tied up loose rear brake hose. Fabricated mounting bracket for quick disconnect. Drill and mount test parts in fire pump.
1358	12/21/2023	Claims	6291	14956	WASHOUGAL HARDWARE	57.90	Account # 500331 - November Statement.
			001 - 522 50 40 000		Bldg Repair & Maint	57.90	Water heater blanket, concrete, pipe wrap fiberglass, concrete sealant - items to do station maintenance and repairs at station 93.
1359	12/21/2023	Claims	6291	14957	WASHOUGAL LUMBER CO. INC.	71.48	Invoice # 90932 - 7 bags of premix concrete, 2 3/8 rebar and (1) tie wire to repair well head at station 94.
			001 - 522 50 40 000		Bldg Repair & Maint	71.48	7 bags of premix concrete, 2 3/8 rebar and (1) tie wire to repair well head at station 94.
1360	12/21/2023	Payroll	6291	14958	NC DEPARTMENT OF REVENUE	182.78	Pay Cycle(s) 12/25/2023 To 12/25/2023 - Garnishment
			001 - 589 99 99 000		Payroll Clearing	182.78	
1361	12/21/2023	Payroll	6291	14959	OPEIU Local 11	61.90	Pay Cycle(s) 12/25/2023 To 12/25/2023 - OPEIU Dues
			001 - 589 99 99 000		Payroll Clearing	30.95	
			001 - 589 99 99 000		Payroll Clearing	30.95	
1368	12/28/2023	Claims	6291	14960	CDW Government	3,313.13	Invoice # NR22145 - Getac/Havis A140 G2 I5-10210U 256/16 W11. MDC for Chief Hartin Apparatus 1018.
			001 - 594 22 61 000		Computer Equip	3,313.13	Getac/Havis A140 G2 I5-10210U 256/16 W11. MDC for Chief Hartin Apparatus 1018.
1369	12/28/2023	Claims	6291	14961	PACIFIC TRUCK & TRAILER SERVICE, INC	3,702.95	Invoice # 2023-35173 - Apparatus 1014 - Perform annual emergency vehicle inspection and service. Installed packing pellets in pump. Installed new trident air prim kit. Rebuild one control valve.
			001 - 522 60 48 014		E94 (1014)	3,702.95	- Apparatus 1014 - Perform annual emergency vehicle inspection and service. Installed packing pellets in pump. Installed new trident air prim kit. Rebuild one control valve.
1370	12/28/2023	Claims	6291	14962	URGENT MEDICAL CENTER SALMON CREEK	160.00	Invoice # 20571 - Drug Screen, Preplacement/Volunteer FF, Drivers Medical Questionnaire. (Gard)
			001 - 522 10 43 000		Medical/Drug Screen/Vaccinati	160.00	Drug Screen, Preplacement/Volunteer FF, Drivers Medical Questionnaire. (Gard)
1371	12/28/2023	Claims	6291	14963	WASHINGTON FIRE CHIEFS	100.00	Invoice # 1681 - Evip 3.0 Virtual Training - Train the trainer. (Hartin and Burch)
			001 - 522 45 43 000		Tuition	50.00	EVIP 3.0 Virtual Training - Train the trainer. (Burch)
			001 - 522 45 43 000		Tuition	50.00	EVIP 3.0 Virtual Training - Train the trainer. (Hartin)
001 General Fund						20,245.48	

CHECK REGISTER

East County Fire & Rescue

Time: 11:44:35 Date: 12/29/2023

12/16/2023 To: 12/31/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
							Claims: 20,000.80
						20,245.48	Payroll: 244.68

CHECK REGISTER

East County Fire & Rescue

Time: 11:44:13 Date: 12/29/2023

12/01/2023 To: 12/15/2023

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1262	12/10/2023	Payroll	6291	EFT		1,275.34	
1263	12/10/2023	Payroll	6291	EFT		2,372.40	
1264	12/10/2023	Payroll	6291	EFT		3,532.07	
1265	12/10/2023	Payroll	6291	EFT		2,294.12	
1266	12/10/2023	Payroll	6291	EFT		2,150.78	
1267	12/10/2023	Payroll	6291	EFT		2,942.91	
1268	12/10/2023	Payroll	6291	EFT		1,062.15	
1269	12/10/2023	Payroll	6291	EFT		233.45	
1270	12/10/2023	Payroll	6291	EFT		1,941.63	
1271	12/10/2023	Payroll	6291	EFT		1,054.55	
1272	12/10/2023	Payroll	6291	EFT		1,191.75	
1273	12/10/2023	Payroll	6291	EFT		116.72	
1274	12/10/2023	Payroll	6291	EFT		2,215.18	
1275	12/10/2023	Payroll	6291	EFT		116.72	
1276	12/10/2023	Payroll	6291	EFT		3,292.54	
1277	12/10/2023	Payroll	6291	EFT		116.72	
1278	12/10/2023	Payroll	6291	EFT		3,886.12	
1279	12/10/2023	Payroll	6291	EFT		116.72	
1280	12/10/2023	Payroll	6291	EFT		6,306.49	
1281	12/10/2023	Payroll	6291	EFT	IAFF2444	807.60	Pay Cycle(s) 12/10/2023 To 12/10/2023 - IAFF Dues
1282	12/10/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	6,920.44	Pay Cycle(s) 12/10/2023 To 12/10/2023 - LEOFF2
1283	12/10/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	719.81	Pay Cycle(s) 12/10/2023 To 12/10/2023 - PERS2
1284	12/10/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	376.37	Pay Cycle(s) 12/10/2023 To 12/10/2023 - PERS3
1285	12/10/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,004.80	Pay Cycle(s) 12/10/2023 To 12/10/2023 - DComp
1286	12/10/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,490.43	Pay Cycle(s) 12/10/2023 To 12/10/2023 - DComp Match
1287	12/10/2023	Payroll	6291	EFT	IRS	7,296.53	941 Deposit for Pay Cycle(s) 12/10/2023 - 12/10/2023
1288	12/10/2023	Payroll	6291	EFT	OR Department of Revenue	358.00	Pay Cycle(s) for OR Tax: 12/10/2023 - 12/10/2023
1289	12/10/2023	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 12/10/2023 To 12/10/2023 - WA Child Support
						59,705.05	
						187.29	
						59,892.34	Payroll:
							59,892.34



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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: January 2, 2024
Subject: Chief's Report

Response Activity

In December the district responded to 45 calls for service in December and 953 calls for service during 2023. Table 1 outlines the distribution of incidents by incident type series.

Table 1. Response Activity

Incident Type Series	December	2023
1 - Fire	4	72
3 - Rescue & Emergency Medical Service Incident	25	581
4 - Hazardous Condition (No Fire)	4	16
5 - Service Call	3	56
6 - Good Intent Call	9	199
7 - False Alarm & False Call	0	28
9 - Special Incident Type	0	1
Total Responses	45	953

Call volume in December was the lowest of any month in the last five years. The cause of lower than normal call volume in the past month is unknown.

Figure 1. Incident Responses by Month 2019-2023

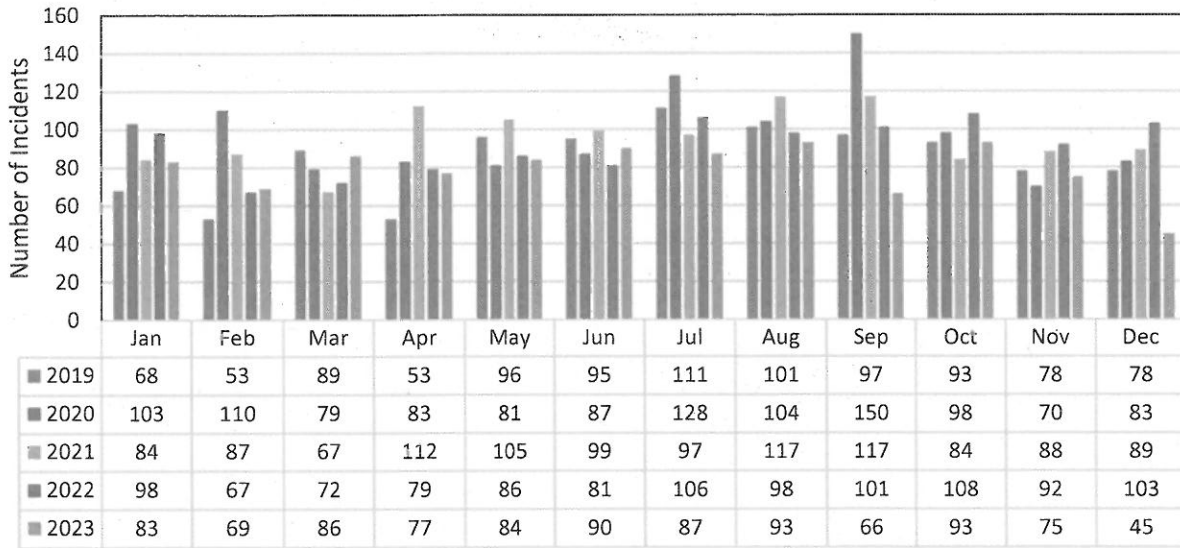
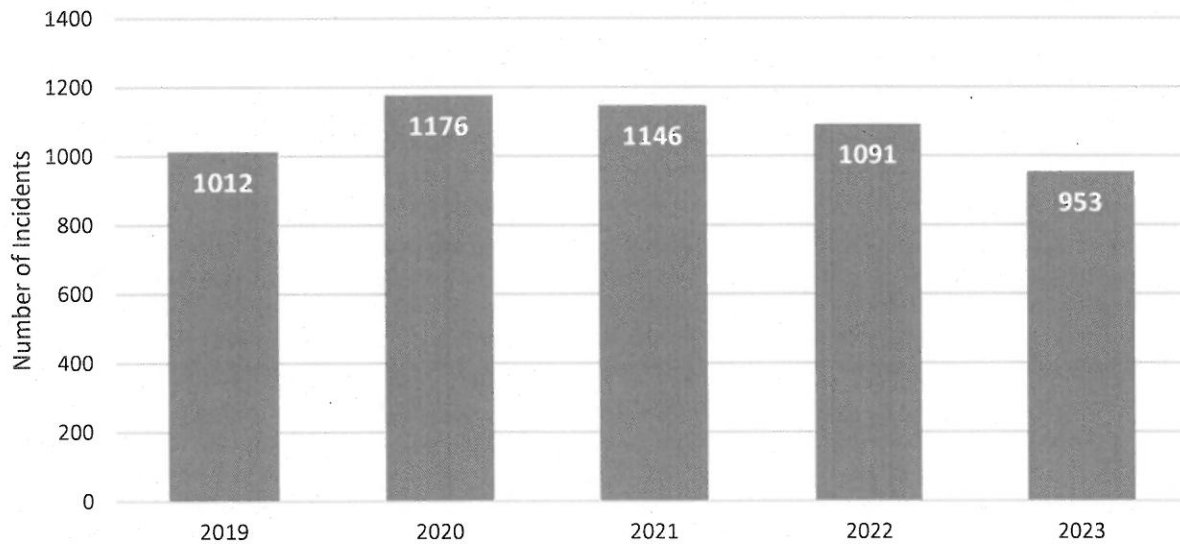


Figure 2. 5-Year Incident Volume

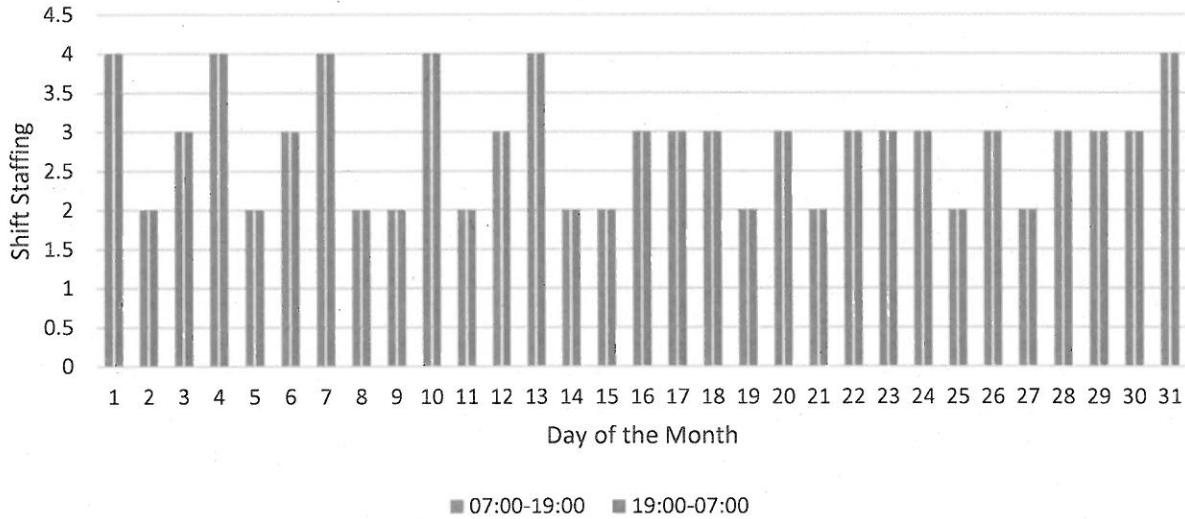


Staffing and Deployment

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

During the month of December, the district 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 93 was unstaffed 25 times for a full shift (07:00-07:00) during the month to date and as such, its availability of response from this station was 19.35%. Daily shift staffing is illustrated in Figure 3.

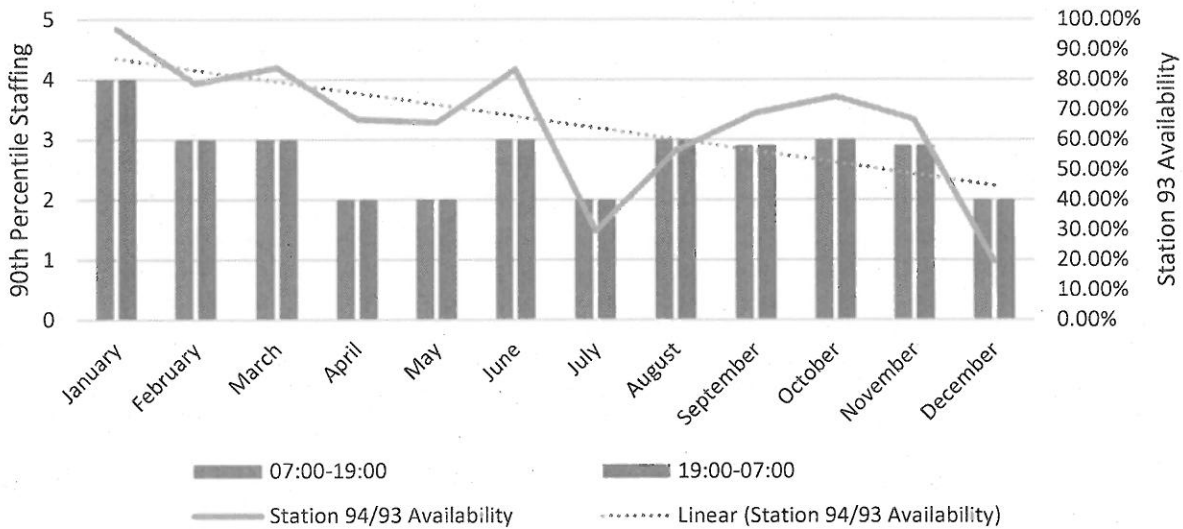
Figure 3. December Daily Shift Staffing



Staffing during the month of December was impacted by the large number of vacancies and despite the mid-year budget amendment, limited funding in the overtime line as well as limited staff availability. Due to limited overtime funds, callback during the month of December was limited to maintaining a minimum of two person staffing at Station 91. Figure 4 illustrates staffing and availability.

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

Figure 4. 90th Percentile Shift Staffing and Station 94/93 Availability for Response



During the month of December, 22 incidents were impacted by lack of staffing at Station 94/93 as illustrated in Table 2. Fifteen of these incidents were high-acuity, priority one and two responses (all of which were handled with an extended response time by Camas Washougal Fire Department Engine 43).

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

Date	Time	FMZ	Priority	Event Type	First Due
12/6/2023	7:21	95	3	FALLS	SQ91
12/8/2023	14:09	94	5	SICK PERSON	SQ91
12/9/2023	9:59	94	1	CHEST PAIN	E43
12/11/2023	7:42	94	3	TRAFFIC/TRANSPORTATION ACCIDENTS	E91
12/14/2023	21:18	95	1	CHEST PAIN	E43
12/15/2023	13:20	94	1	CHEST PAIN	E43
12/16/2023	2:42	94	2	BREATHING PROBLEMS	E43
12/17/2023	0:00	95	6	PUBLIC ASSIST/SERVICE CALL	M43
12/18/2023	3:03	94	2	FALLS	E43
12/18/2023	11:35	94	1	STAB/GUNSHOT/PENETRATING TRAUMA	E43
12/21/2023	11:08	94	2	BREATHING PROBLEMS	E43
12/22/2023	7:24	94	2	TRAFFIC/TRANSPORTATION ACCIDENTS	E43
12/22/2023	12:20	94	2	SEIZURE	E43
12/24/2023	17:16	94	2	BREATHING PROBLEMS	E43
12/25/2023	13:36	95	5	ELECTRICAL	E91
12/26/2023	15:54	94	2	OUTSIDE	E43
12/27/2023	12:16	95	3	ABDOMINAL PAIN	SQ91

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

Date	Time	FMZ	Priority	Event Type	First Due
12/28/2023	16:45	94	2	BREATHING PROBLEMS	E43
12/28/2023	21:34	94	2	BREATHING PROBLEMS	E43
12/29/2023	17:52	94	5	PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	SQ91
12/30/2023	11:55	94	2	TRAFFIC/TRANSPORTATION ACCIDENTS	E43
12/30/2023	23:28	94	1	CHEST PAIN	E43

Shift Reports

A Shift/Training: Training this month has included emergency medical service ongoing training and evaluation on advanced airway management, Blue Card on-line training, fireground hydraulics, and hazmat and incident management training on flammable gas incidents.

B Shift/Facilities and Community Risk Reduction: A major decluttering and clean-up project is underway at Station 94 and three of the day room chairs at Station 91 have been replaced. Captain Sorensen is working on multiple facilities issues inclusive of exterior lighting at Station 91 that has failed (after replacement in 2023).

Captain Sorensen is keeping continued pressure on Paul Davis to finish the work at Station 94. We are currently waiting on delivery and installation of kitchen cabinets.

C Shift/Apparatus and Equipment: The mobile data computer for C91 has been delivered and Captain Prash is working with CRESA on programming and will coordinate installation with AC Jacobs. Engine 94 has returned from its annual service and repair inclusive of replacement of the rotary vane priming pump with a Trident Air Primer, repair of valves, replacement of defective gages, and replaced all four batteries. Water Tender 91 is now in for annual service and replacement of six drive tires and two steer tires.

Programs and Projects

Captains Promotional Process: Applications for promotional process close on Friday, January 5th and the assessment center is scheduled for Tuesday January 23rd.

Auction of Surplus Engine and Water Tender: Water Tender 93 (Apparatus 1001) and Engine 92 (Apparatus 909) which were declared surplus by the board of fire commissioners were sold at auction on December 28, 2023. The sale prices were \$24,000 for Engine 92 and \$20,000 for Water Tender 93. At this evening's regular meeting, the board will be requested to pass a resolution dedicating revenue from sale of surplus capital assets to the capital projects fund.

Type One Engine Purchase: On December 19, 2023, the board authorized the fire chief to enter a contract for purchase of a type one engine using a Soucewell joint purchase contract with Rosenbauer America. Due to an impending 6% price increase, the specifications used for this purchase were identical to Engine 91 with revisions to be addressed at the pre-construction meeting the first week of February

2024. Captain John Prasch and Assistant Chief Robert Jacobs will be traveling to the Rosenbauer manufacturing plant for this meeting.

Public Communications: A preliminary schedule and draft content for public communications related to the potential lid lift later in 2024 have been developed and will be discussed with the board at their strategic planning workshop on January 3rd.

GFOA Distinguished Budget Presentation Award Program: Work is underway to complete the application to submit the district's 2024 Adopted Budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program.

Full-Time Firefighter Recruitment: Conditional offers of employment as a full-time firefighter have been provided to Firefighters David Lockwood (ECFR part-time firefighter) and Chris Miller (Depoe Bay, Oregon full-time firefighter). Both individuals have completed all –re-hire requirements with the exception of their medical physical. Anticipated start dates will be mid-January based on scheduled dates of their medical physicals.

Part-Time Recruitment: Carter Manley began work as a part-time firefighter on C Shift this morning, January 2nd. Similar offers of part-time employment as a firefighter were made to Kalvi Sock and Ethan Gilbert (participants in the full-time recruitment process). They are in the process of completing pre-hire requirements.

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

Check It and Crew Sense: The district is on schedule to have both the Check It inventory and apparatus inspection system and Crew Sense scheduling system went live January 1st.

ESO Records Management System: ESO is completing integration with the computer aided dispatch (CAD) system and end user training is scheduled for early January. As such the district will miss our target of implementation by January 1st but should have the new records management system in place by mid-February.

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



East County Fire and Rescue

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To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: January 02, 2024
Subject: Assistant Chief's Report

Training

No DOC training in December.

No EST/Tender Training in December.

January DOC training will be 1-9-2024 Station 91 7 PM.

January EST/Tender training will be 1-22-2024 Station 91 7 PM.

Apparatus

E94 annual and new primer pump installation completed.

T91 is in for it's annual, pump leak repair and tire replacement.

Safety

Last safety committee meeting was 11-22-2023.

Next safety committee meeting will be 01-25-2024 Station 91 7:30 PM.

No reported accidents/incidents since your last board meeting.



East County Fire and Rescue Standard Operating Guidelines

Title	SOG #
Workplace Anti-Harassment	1.2.2
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

The purpose of this Policy is to clearly establish East County Fire and Rescue's (ECFR's) commitment to provide a work environment free from harassment and discrimination, to define discriminatory workplace harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. ECFR takes a zero-tolerance approach to workplace harassment and discrimination. ECFR believes everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Because harassment and discrimination are illegal, this policy and standard operating guideline (SOG) focuses exclusively on behavior that is prohibited by law. However, ECFR expects its members to adhere to a higher standard of behavior in accordance with the *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a).

Scope

This SOG applies to all elected and appointed (volunteer, part-time, and full-time) members of ECFR.

Policy

East County Fire and Rescue (ECFR) has established the following policies related to ensure equitable treatment of all members and ensure compliance with state and federal laws prohibiting workplace harassment (ECFR, 2024b).

- East County Fire and Rescue provides equal employment opportunity without discrimination or harassment based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law.
- ECFR encourages members to report all perceived incidents of discrimination or harassment. Reports will be promptly and thoroughly investigated. ECFR prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports.
- Members found to be engaging in any form of harassment, discrimination, or retaliating against another member for reporting such behavior, shall be subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers).



East County Fire and Rescue Standard Operating Guidelines

Title Respectful Workplace	SOG # 1.2.3
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

East County Fire and Rescue's (ECFR's) core values of integrity, compassion, professionalism, and equity creates a responsibility to build and maintain a diverse, respectful workplace, where all employees enjoy an environment in which the dignity and self-respect of every person is valued, and which is free of offensive remarks, material, or behavior. ECFR has policies and standard operating guidelines (SOGs) which speak to legal requirements of maintaining a work environment free of illegal harassment and discrimination. This policy and SOG, however, goes beyond the legal requirements for conduct and focuses on the principles of fair and respectful treatment.

ECFR recognizes that workplace conflicts and disrespectful behavior can jeopardize an individual's dignity, self-esteem and well-being and possibly undermine work relationships, friendships, and productivity. A truly respectful workplace requires the cooperation and support from each member in the organization. Everyone has a responsibility to set a positive example and behave in a manner which will not offend, embarrass, or humiliate others, whether deliberate or unintentional.

This commitment to a respectful workplace must come from our members who are always personally responsible for their behavior and conduct. Together, we can ensure that every individual is treated respectfully and courteously.

Scope

This SOG applies to all elected and appointed (volunteer, part-time, and full-time) members of ECFR.

Policies

East County Fire and Rescue (ECFR) has established the following policies regarding maintenance of a respectful workplace (ECFR, 2024a):

- Members exemplifying East County Fire and Rescue's values of integrity, compassion, professionalism, and equity, treat one another and those that we serve with respect and do not tolerate disrespectful behavior.
- Every employee can expect to be treated respectfully in the workplace and has the responsibility to refrain from participating in behavior that is, or could be perceived to be, disrespectful in nature.

Title Respectful Workplace	SOG # 1.2.3
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- Inadvertent disrespectful or otherwise inappropriate behavior is an opportunity for learning and helping our members apply ECFR's values in a practical way on a day-to-day basis.
- Deliberate, egregious, or repeated disrespectful or inappropriate behavior requires swift, certain, and fair corrective action through the district's disciplinary processes.

This SOG sets expectations for respectful behavior and addresses disrespectful behavior and bullying which are not prohibited by state and federal law, but which are inconsistent with the districts organizational values and prohibited by district policy and guidelines.



East County Fire and Rescue Standard Operating Guidelines

Title Vehicle Driving and Operation	SOG # 3.3.1
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Vehicle accidents result in a significant number of firefighter line-of-duty deaths each year (second only to heart attacks and stress). The primary line of defense in preventing injuries and fatalities because of vehicle accidents is not getting in the accident in the first place. This standard operating guideline (SOG) serves to define department expectations regarding vehicle operation and safe driving practices.

Scope

This SOG applies to members driving and riding in district vehicles during both emergency and non-emergency operations and operating and riding in personally owned vehicles (POV) when responding to emergency incidents (i.e., district stations or incident location). (WAC 296-305-04505).

Operation of authorized emergency vehicles (district vehicles equipped with warning lights and siren) is governed by *Revised Code of Washington (RCW) 46.61.035 Authorized Emergency Vehicles*. This SOG specifies additional requirements beyond RCW 46.61.035 with regards to vehicle speed and stop lights/signs.

ECFR has classified vehicles and apparatus based on their gross vehicle weight (WFC, 2017):

- Command and utility vehicles
- Light apparatus such as a squad (type six engine) or rehab unit with a GVW under 26,000 lbs.
- Engines with a single rear axle and GVW between 26,000 lbs. and 36,000 lbs
- Water Tenders with tandem rear axles and GVW over 36,000 lbs.

Related SOG: *ECFR Standard Operating Guidelines 3.3.1 Seatbelt Use (ECFR, 2023a)*, *3.3.4 Apparatus Operational Readiness Inspection (ECFR, UNDER DEVELOPMENT)*, *4.1.1 Roadway Incidents/Traffic Control (ECFR, UNDER DEVELOPMENT)*, *4.2.1 Functions of Command-Deployment (ECFR, 2023b)*, *5.3.1 Apparatus Operator Requisite Qualifications (ECFR, UNDER DEVELOPMENT)*, and *5.3.2 Apparatus Operator Training (ECFR, UNDER DEVELOPMENT)*.

Title Vehicle Driving and Operation	SOG # 3.3.1
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Policies

East County Fire and Rescue has adopted the following policies related to vehicle driving and operation:

- East County Fire and Rescue (ECFR) drivers and apparatus operators must drive proactively, adjusting their driving to avoid collisions triggered by other drivers, traffic, and environmental conditions. All members must work together as a team to ensure safe and effective apparatus operation.
- Drivers and apparatus operators shall comply with all traffic laws when operating district vehicles under non-emergency conditions. In addition, members shall also comply with all traffic laws when responding to the station or incident location in a personally owned vehicle.
- Members operating district vehicles for emergency response must have completed the *Emergency Vehicle Incident Prevention Program (EVIP)* (WFC, 2017) and be qualified for the type of apparatus operated. The district's requirement for EVIP qualification applies to members with all classes of driver's license including a Commercial Driver's License (CDL)¹. All members must carry proof of (EVIP) certification during operation of fire apparatus. (RCW 46.25.050).
- Members can drive staff vehicles non-emergency without completing (EVIP). Members driving any district vehicle with a GVW over 26,000 lbs. must have completed (EVIP),

¹ While not required by state law, the district requires members with a CDL and members who will operate vehicles with a GVW below 26,001 lbs. to complete EVIP as there are topics addressed in this training that relate specifically to emergency vehicles and laws pertaining to emergency vehicle operations.



East County Fire and Rescue Standard Operating Guidelines

Title Seat Belt Use	SOG # 3.3.2
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Vehicle accidents result in a significant number of firefighter line-of-duty deaths each year (second only to heart attacks and stress). In many cases, the firefighters who died were not wearing seat belts. Seatbelts are the last line of defense in preventing firefighter fatalities due to vehicle accidents, first is not getting in the accident in the first place (see *Standard Operating Guideline (SOG) 3.3.1 Vehicle Driving and Operation (ECFR, 2023)*).

Scope

This SOG applies to anyone (member or civilian) driving or riding in district vehicles during both non-emergency and emergency operations.

The Revised Code of Washington (RCW) Section 46.61.688 requires that all persons 16 years of age or older operating or riding in a motor vehicle wear a seat belt. Persons younger than 16 riding in a motor vehicle must wear a seat belt or be fastened into an approved child restraint device. *No exemption is specified for firefighters or civilians riding in or driving fire apparatus, aid units, or ambulances.*

Policies

East County Fire and Rescue has adopted the following policies related to seat belt use:

- All occupants of district vehicles are required to be seated and wear seat belts when the vehicles are in motion (NFPA, 2021, section 6.3.1)
- Apparatus operators and drivers shall not move fire apparatus or other district vehicles until all persons on the vehicle are seated and secured with seat belts in approved riding positions, other than as specifically allowed in this chapter (NFPA, 2021, section 6.2.5)
- Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a vehicle safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency medical care (NFPA, 2021, 6.3.4).



East County Fire and Rescue Standard Operating Guidelines

Title	SOG #
Personal Protective Equipment-The Basic Rule	3.4.1
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Emergency operations often require members to operate in an environment which presents a hazard of injury. Personal protective equipment is the last line of defense against these hazards. The Safety Standards for Firefighters specified in the Washington Administrative Code ((WAC 296-305) requires the District to provide personal protective equipment and training to recognize its capabilities, limitations, and when it should or must be used. This standard also requires members to apply the principles of accident prevention in their work and to use all required safety devices, protective equipment, and safety practices, as provided and/or developed by the district.

This Standard Operating Guideline (SOG) is intended to define the basic rule for use of personal protective equipment (PPE) and to provide specific examples of when PPE is required.

Scope

This SOG applies to all members in both emergency and non-emergency operations and activities.

Policy

It is the policy of East County Fire and Rescue that members select and use personal protective equipment (PPE) based on observed and anticipated hazards (the basic rule).



East County Fire and Rescue Standard Operating Guidelines

Title Integrated Comprehensive Planning	SOG # 1.4.1
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Alice asked the Cheshire Cat:

Would you tell me please, which way I ought to go from here?

That depends a good deal on where you want to get to said the Cat.

I don't much care where – said Alice.

Then it doesn't matter which way you go, said the Cat.

—so long as I get *somewhere*, Alice added as an explanation.

Oh, you're sure to do that, said the Cat, if only you walk long enough (Carroll, L. 1998, p. 56)

Like Alice, organizations are sure to get somewhere. However, getting somewhere in particular requires an intended destination and a plan of action to reach it. While having a plan is important, the process of developing the plan provides organizational focus and is essential to the process of continuous improvement. General Dwight David Eisenhower once said, "plans are nothing, planning is everything" (Eisenhower, 1958, p. 818).

The elements of East County Fire and Rescue's Integrated Comprehensive Plan are an integral part of district management and operations and not simply *shelf art* due to the commitment of the board of fire commissioners and members of the district to our vision of *continuous improvement* (ECFR, 2023).

Scope

This Standard Operating Guideline (SOG) applies to all elements of the district's integrated comprehensive planning process.

Policies

The ECFR Board of Fire Commissioners have adopted the following policies related to the district's integrated comprehensive planning process:

- East County Fire and Rescue will develop and maintain an integrated comprehensive plan (ICP) to serve as a guide and foundation for continuous improvement in service delivery to the community.
- Components of East County Fire and Rescue's ICP will be reviewed and revised on a regular schedule to ensure that they remain current and relevant.

Jan 2024 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	Jan 1 B SHIFT	2 C SHIFT	3 A SHIFT	4 B SHIFT	5 C SHIFT	6 A SHIFT
	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 Commissioner Meetir 18:30 - 20:00 Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94 Strategic Planning Me 15:00 - 16:30 Station 91			
	8 C SHIFT	9 A SHIFT	10 B SHIFT	11 C SHIFT	12 A SHIFT	13 B SHIFT
	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94 Burch-IFSAC Proctor 10:00 - 12:00			
	15 A SHIFT	16 B SHIFT	17 C SHIFT	18 A SHIFT	19 B SHIFT	20 C SHIFT
	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94 Commissioner Meetir 18:30 - 20:00 Station 91	<u>Events</u> 10 - Minute Training Station 91 and 94 07:00 - 07:00			
	22 B SHIFT	23 C SHIFT	24 A SHIFT	25 B SHIFT	26 C SHIFT	27 A SHIFT
	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94			
	29 C SHIFT	30 A SHIFT	31 B SHIFT			
	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94	<u>Events</u> 10 - Minute Training Station 91 and 94			

* Indicates time starts on following calendar day

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