

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 6, 2018

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 22, 2018 Regular Board Meeting Minutes
2. Approval of February 22, 2018 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Swinhart
Deputy Chief Carnes
Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Fire Levy Lid Lift Proposal from Liz Loomis & Expense Break Down Sheet

See Reverse

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

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar
Policy Review Meeting, Thursday, April 5, 2018, 6:00 PM

EXECUTIVE SESSION:

None

ADJOURNMENT:

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



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 March 6, 2018**

1. Minutes –

- February 22, 2018 Regular Meeting
- February 22, 2018 Local BVFF&RO Meeting

2. Invoices

- \$ 27,931.06
 - i. Check Nos.10575-10596 dated February 23, 2018

3. Approved Commissioner Stipends March 10 Pay Date

Name	For the Period Feb 16 thru Feb 28					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1		0			1
Gianatasio	0		0			0
Martin	1		0			1
Petty	1		0			1
Taggart	1		0			1

4. Voided/Destroyed Claims/Payroll Warrants

- None

5. Payroll/Benefits

- \$ 50,345.64 (Payroll/EFTs)

 Commissioner Mike Taggart – Chair

 Commissioner Martha Martin – Vice Chair

 Commissioner Mike Berg

 Commissioner Tom Gianatasio

 Commissioner Sherry Petty

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 22, 2018

Station 91

6:00 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Carnes

Mike Berg

Iliana Ortega

Sherry Petty

Robert Jacobs

James Troutman

Mike Taggart

Tad Crum

Ryan Gonzalez

CALL TO ORDER: 18:00

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 6, 2018 Regular Board Meeting Minutes
2. Approval of February 6, 2018 Local BVFF&RO Meeting Minutes
3. Approval of February 8, 2018 Camas/Washougal Workshop Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s): Commissioner Gianatasio was absent.

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

OPEN TO PUBLIC:

None

CORRESPONDENCE:

Washougal Notification of Annexation

Chief Carnes provided copies of the ordinance in the meeting packet, and informed the Board of Commissioners regarding the location of the annexation.

Fire Levy Lid Lift Proposal from Liz Loomis

Chief Carnes provided copies of the Fire Levy Lid Lift proposal prepared by Liz Loomis. The Board agreed that they would review the proposal, but in addition would like Staff to request a detailed breakdown of services that are included in the fee quoted. Staff will report back to the Board once the supplementary information has been received.

Also, they would like to look into making a public records request from other districts that have used her services in the past to see overall cost and services provided by her professional business.

STAFF REPORT:

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

- Chief Carnes reported that the training burn exercise that took place on 2/10/18 off Stauffer Rd was successfully completed and it provided multiple training opportunities during live fire that included apparatus operators as well as our Emergency Response team (Rehab). No injuries to report with a 24 member participation. Special thanks to Stephen Vera for organizing the training event.
- Chief Carnes reported that ECFR and CWFD Joint Volunteer Firefighter Academy has started as of 2/17/18. The academy attendees are scheduled for classroom sessions on Wednesdays and “hands-on” practical on Saturdays, for about 12 weeks.
- Per Chief Swinhart- the JPAC committee is meeting on 2/22/18 to discuss merger efforts. *Commissioners added notes that coincide with Chief Swinhart’s report. After meeting with the Mayor of Camas they have been advised that there is a concern for the consolidation that pertains to financial reasons. Further discussion was held on the subject.

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

- Chief Jacobs briefed the Commissioners that our new engine is currently in Spokane, WA waiting for pre-delivery service to be performed before it is delivered to us. This will most likely take place in the next week to come.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

- Per Tad Crum, a \$100 donation in Arthur Bonenfant’s name was made to the BURN foundation by the Volunteer Fire Fighters Association.

SAFETY REPORT:

- Chief Jacobs reported that no accidents or injuries have taken place since the last committee meeting.
- The next Safety Committee meeting will be March 29, 2018, 7:30PM at Station 91.

FIRE DISTRICT BUSINESS:

Snure Seminar:

At the last Board Meeting Deputy Chief Carnes presented a class flyer for the upcoming Brian Snure Seminar scheduled for April 21, 2018 to be held at Station 91. The Board reviewed the flyer and asked that we send a copy to Brian for his approval. Chief Carnes followed through with the request of the board, and has included an updated copy of the flyer.

The District Secretary has also reached out to WFCA and they have sent the notice to Clark, Klickitat, and Skamania counties as well as advertised on their websites calendar of events.

COMMISSIONER COMMENTS:

- Commissioner Martin requested that the ECFR website be updated to include the following information; Commissioner Email addresses, updated pictures of Administrative Staff and removal of former employees.
- Commissioner Petty would like staff to follow up on the Server Report Utilization.
- Commissioner Martin would like the Board to be included for the new Engine Dedication.
- Commissioner Berg would like to consider the possibility of having Brian Snure speak at the JPAC meeting and inquire the cost associated with that.

OPEN TO PUBLIC:

Nothing

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

The Board reviewed the March 2018 events calendar.

The next policy workshop is scheduled for April 5th, 2018 at 6:00PM.

EXECUTIVE SESSION:

Nothing

ADJOURNMENT:

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

Motion by Commissioner Petty to adjourn at 1853 hours, seconded by Commissioner Martin. Motion passed unanimously.

Mike Taggart, Chairperson

Martha Martin, Vice Chair

ABSENT

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Iliana Ortega, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
February 22nd, 2018

CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 18:51 at Station 91.

The following were in attendance:

Martha Martin

Mike Carnes

Mike Berg

Iliana Ortega

Sherry Petty

Robert Jacobs

James Troutman

Mike Taggart

Tad Crum

Ryan Gonzalez

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 18:52.

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

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

Bob Jacobs, Chief's Rep.

Mike Taggart, Chairperson
Marth Martin, Alternate

Iliana Ortega, District Secretary
Bob Jacobs, Alternate

DISTRICT SEAL:

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/23/2018 To: 02/23/2018

Time: 11:04:00 Date: 02/23/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
250	02/23/2018	Payroll	6291	10575	WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 01/01/2018 To 01/31/2018 - WACOPS
229	02/23/2018	Claims	6291	10576	ADVANTAGE PROTECTION	95.33	Cust ID # 09682D00G00Q
230	02/23/2018	Claims	6291	10577	AFFORDABLE SEPTIC	1,120.08	Account #2002923; Account# 2002923
231	02/23/2018	Claims	6291	10578	Zachary W Allen	46.00	Meal Allowance For Salem Training
232	02/23/2018	Claims	6291	10579	BOARD FOR VOLUNTEER FIREFIGHTERS	120.00	2018 Volunteer Disability
233	02/23/2018	Claims	6291	10580	CITY OF CAMAS	3,090.00	Customer 030198
234	02/23/2018	Claims	6291	10581	CLARK PUBLIC UTILITIES	1,815.14	Account # 7177-363-4; Account # 7200-239-7; Account # 7200-401-3
235	02/23/2018	Claims	6291	10582	DELL MARKETING LP	893.80	Customer 82719486
236	02/23/2018	Claims	6291	10583	EXERCISE EQUIPMENT NORTHWEST	102.32	Account # C-ECFR
237	02/23/2018	Claims	6291	10584	FERN PRARIE MARKET	24.24	Account #5- East Co. Fire
238	02/23/2018	Claims	6291	10585	KITCHEN ELECTRIC	708.70	Invoice # 4545
239	02/23/2018	Claims	6291	10586	LN CURTIS & SONS	97.54	Sales Order No. 383345
240	02/23/2018	Claims	6291	10587	NI GOVERNMENT SERVICES, INC	30.20	Account #13065328
241	02/23/2018	Claims	6291	10588	NORTHWEST SAFETY CLEAN	890.04	Invoice 18-19842; Invoice 18-19843
242	02/23/2018	Claims	6291	10589	NW NATURAL	535.02	Account # 2074612-9; Account# 1264540-4
243	02/23/2018	Claims	6291	10590	PACIFIC TRUCK & TRAILER SERVICE, INC	642.12	Invoice 2018-28067
244	02/23/2018	Claims	6291	10591	RICOH USA, INC	35.90	Customer # 4207421
245	02/23/2018	Claims	6291	10592	ERIC TIERNEY	800.00	Invoice #277; Invoice 273
246	02/23/2018	Claims	6291	10593	URGENT MEDICAL CENTER	50.00	IRS # 91-1732955
247	02/23/2018	Claims	6291	10594	WASHINGTON FIRE COMMISSIONERS ASSN	45.00	SM2018-SnurePub
248	02/23/2018	Payroll	6291	10595	OPEIU Local 11	57.00	Pay Cycle(s) 02/25/2018 To 02/25/2018 - OPEIU Dues
249	02/23/2018	Payroll	6291	10596	TRUSTEED PLANS SERVICE CORPORATION	16,682.63	Pay Cycle(s) 02/01/2018 To 02/28/2018 - PPO-100; Pay Cycle(s) 02/01/2018 To 02/28/2018 - Kaiser; Pay Cycle(s) 02/01/2018 To 02/28/2018 - Dental
001 General Fund						27,931.06	
						27,931.06	Claims: 11,141.43 Payroll: 16,789.63

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

02/16/2018 To: 02/28/2018

Time: 13:59:58 Date: 03/06/2018

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
202	02/25/2018	Payroll	6291	EFT		1,697.32	
203	02/25/2018	Payroll	6291	EFT		203.15	
204	02/25/2018	Payroll	6291	EFT		2,601.26	
205	02/25/2018	Payroll	6291	EFT		2,317.98	
206	02/25/2018	Payroll	6291	EFT		828.93	
207	02/25/2018	Payroll	6291	EFT		801.11	
208	02/25/2018	Payroll	6291	EFT		2,266.20	
209	02/25/2018	Payroll	6291	EFT		2,955.77	
210	02/25/2018	Payroll	6291	EFT		210.55	
211	02/25/2018	Payroll	6291	EFT		892.23	
212	02/25/2018	Payroll	6291	EFT		547.29	
213	02/25/2018	Payroll	6291	EFT		2,721.78	
214	02/25/2018	Payroll	6291	EFT		3,560.37	
215	02/25/2018	Payroll	6291	EFT		210.55	
216	02/25/2018	Payroll	6291	EFT		1,055.22	
217	02/25/2018	Payroll	6291	EFT		210.55	
218	02/25/2018	Payroll	6291	EFT		2,095.60	
219	02/25/2018	Payroll	6291	EFT		523.66	
220	02/25/2018	Payroll	6291	EFT		203.15	
221	02/25/2018	Payroll	6291	EFT		2,246.61	
222	02/25/2018	Payroll	6291	EFT		2,687.45	
223	02/25/2018	Payroll	6291	EFT		796.32	
224	02/25/2018	Payroll	6291	EFT		1,577.76	
225	02/25/2018	Payroll	6291	EFT	IAFF2444	522.30	Pay Cycle(s) 02/25/2018 To 02/25/2018 - IAFF Dues
226	02/25/2018	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	10,489.99	Pay Cycle(s) 02/25/2018 To 02/25/2018 - DComp; Pay Cycle(s) 02/25/2018 To 02/25/2018 - PERS2; Pay Cycle(s) 02/25/2018 To 02/25/2018 - LEOFF2
227	02/25/2018	Payroll	6291	EFT	IRS	5,597.54	941 Deposit for Pay Cycle(s) 02/25/2018 - 02/25/2018
228	02/25/2018	Payroll	6291	EFT	OR Department of Revenue	525.00	Pay Cycle(s) for OR Tax02/25/2018 - 02/25/2018
001 General Fund						50,345.64	
						50,345.64	Payroll: 50,345.64

Deputy Chief Report

3-6-18

Calls since last Commissioner meeting: **39**

EMS: **23**

Fire: **3**

Other: **13**

Calls YTD: 2018- **156**

Staff Overtime Numbers:

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

Used YTD: **\$11,151.62**

% Used: **16.40%**

- Brown outs since last meeting: **1**
2-28-18, 7 hours, 0700-1400, Station 94
- Attended a Clark County Op's Chiefs meeting on Tuesday, 2-27-18 at Station 21.
- DNR is planning to stage 6 wildland engines in Clark and Skamania Counties again this summer. They will also have a helicopter staged at Grove field during peak fire season.
- CRESA is planning a backup "dispatching" drill at the WSP offices in Vancouver on March 8th. This drill is practiced at least once a year.
- Attended the EMS Council and Clark County Chief's meeting at Station 61 on Thursday, March 1st.

AC Jacobs Report

3-6-18

Our new engine is in Spokane, pre-delivery completed, waiting for a delivery date.

February EST training was 2-26-2018.

March DOC/ACC training 3-13- 2018 Sta. 91 7 PM. (DOC is department operations center, formerly ACC.)

March EST training 3-26-2018 Sta. 93 & PM.

Safety Report

Last safety committee meeting was 1-25-18

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

No accidents/ incidents since the last board meeting.

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

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

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

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

General Consulting

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

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

Message Development

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

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

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

Strategies and Tactics for Message Delivery

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

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

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

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

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

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

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

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

Budget

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

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

Conclusion

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

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

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

Communication from Liz Loomis on the Levy Lid Lift Expense Breakdown

- The total cost for the project is \$30,000 (plus expenses outlined in the proposal). We request \$3,750 per month so we both have a predictable cost.
- Our hourly rate is \$225, and while much of this is front-end loaded, we amortize things over the length of the contract.
- This is how it pencils out for the various projects listed:

	Per Month	Total Project Cost
General Consulting Message Development	450.00	3,600.00
Paid Communications	1,312.50	10,500.00
Earned Media	1,250.00	10,000.00
Owned Media	225.00	1,800.00
Public Outreach	312.50	2,500.00
	3,862.50	30,900.00

Sun		Mon		Tue		Wed		Thur		Fri		Sat	
Mar 2018 - East County Fire & Rescue													
4		5		6	Events Commissioner Meeting Station 91 18:30 - 21:00	7		8	Mar 1	9		10	Events Pilot Ground School ST 91 Community Room 09:00 - 12:00
11	†	12		13	Events ACC/ICC Station 91 19:00 - 21:00	14	Events OTEP Station 91 19:00 - 21:00	15	Events VIA Webster Kelly swap 07:00 - 07:00	16		17	Events VIA Pilot Assoc Meeting Station 91 Community Room 07:00 - 17:00
18		19	Events Aviation Safety Seminar Station 91 Training Room 09:00 - 12:00	20	Events Commissioner Meeting Station 91 18:30 - 21:00	21	Events SNW/ICC Chapter Meeting Station 91 Summit at Alumni Hills H. Station 91 14:30 - 17:00 18:00 - 21:30	22		23		24	Events Pilot Ground School ST 91 Community Room 09:00 - 12:00
25		26	Events EST Meeting Station 5J 19:00 - 21:00	27	Events Campus Injured Support Station 91 Training Room 19:00 - 21:00	28		29		30	Events POW/MIA Flag 07:00 - 07:00	31	Events Pilot Ground School ST 91 Community Room 09:00 - 12:00

* Indicates time starts on following calendar day
 † Events and Time Off follow default Split Time of Day of 07:00
 ‡ The hour from 02:00 to 03:00 on March 11 does not exist due to Daylight Saving Time.