

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

January 16, 2018

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of January 2 2017 Regular Board Meeting Minutes
2. Approval of January 2, 2017 Local BVFF&RO Meeting Minutes
3. Approval of January 4, 2017 Policy Review Meeting Minutes
4. Approval of Financial Transactions
5. 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:

Resolution #236-01162018 Board Meeting Time Change

Approve Policies

New Policy

10.7 Discrimination and Harrassment

Revised Policies

10.7.16 Confidentiality

10.7.20 Contagious Temporary Illness

10.7.22 Performance Management System

Reviewed Policy

10.7.21 Inclement Weather

See Reverse

This Meeting is Being Recorded.

Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.

Page # 1 of 2

Suspended Policies
10.7.17 Withholding Pay
10.7.19 Voting
Apparatus Surplus
Accounting Assistant Position

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar
Schedule Next Policy Workshop
Camas Planning Meeting Friday, January 26, 2018, 3:30 PM
Strategic Planning Meeting, Thursday, February 8, 2018, 6:30 PM

EXECUTIVE SESSION:

None

ADJOURNMENT:

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



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 JANUARY 16, 2018**

1. Minutes –

- January 2, 2018 Regular Meeting
- January 2, 2018 Local BVFF&RO Meeting
- January 4, 2018 Policy Review Meeting

2. Invoices

- \$ 47,399.57
 - i. Check Nos.10476-10502 dated January 3, 2018
- \$28,249.30
 - i. Check Nos. 105037-10522 dated January 10 2018

3. Approved Commissioner Stipends January 10 Pay Date

Name	For the Period Dec 15 thru Dec 31				Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Education		
Berg	1					1
Gianatasio	1					1
Martin	1					1
Petty	1					1
Taggart	1					1

4. Voided/Destroyed Claims/Payroll Warrants

- None

5. Payroll/Benefits

- \$ 46,486.36 (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

January 2, 2018

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Tom Gianatasio
Mike Carnes
James Troutman
Richard Hamby

Sherry Petty
Ryan Gonzales
Robert Jacobs
Adam Webster
Aloma Taggart

Mike Taggart
Mike Berg
Tad Crum
Nick Swinhart

CALL TO ORDER: 18:30

Flag Salute

OATH OF OFFICE:

Commissioners Gianatasio and Martin took the OATH OF OFFICE.

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of December 19, 2017 Regular Board Meeting Minutes
2. Approval of December 19, 2017 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

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

CORRESPONDENCE:

None

GUESTS:

None

OPEN TO PUBLIC:

Nothing

STAFF REPORT:

Chief Swinhart discussed the upcoming Camas Planning Meeting scheduled for January 26th at 3:30 pm to be held at the Lacamas Lodge on Lake Road. Chief stated that there will be time set aside to discuss the proposed functional consolidation with representatives from the fire district and the cities of Camas and Washougal.

Deputy Chief Carnes read his report; a copy is in the packet. The Board has requested the YTD calls for 2016 so they may compare to 2017.

Chief Jacobs read his report; a copy is in the packet. He also updated the Board on the status of the new engine and mentioned that Chief Carnes and himself will be headed to South Dakota at the end of January to complete the inspection.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing

SAFETY REPORT:

The next Safety Committee meeting will be January 25, 2018, 7:30PM at Station 91.

FIRE DISTRICT BUSINESS:

2018 Board Meeting time change:

Commissioner Taggart mentioned to the board that there was some confusion with how the motions to change the board meeting times played out at the last meeting. Commissioner Taggart asked if there was any discussion and/or if anyone was interested in making a new motion on the board meeting start time. The board had some discussion and decided to leave the start time at 6:30 pm.

Commissioner Martin talked about the need to have some sort of policy in place for voting on motions in the future. Martin also stated that after looking in the Commissioner Handbook, it stated that we do need a resolution for the change in the meeting time. Chief Carnes stated that he would have one prepared for the next meeting in January.

Apparatus Surplus:

Chief Carnes asked the Board to consider the surplus of Engine 95 and Unit 91. Information was provided for each unit. Commissioner Gianatasio requested more detail on Engine 95, he would like the current pump and engine hours. Chief Carnes stated he would get that information and email it to the board. The board will consider the surplus request again at the January 16th board meeting.

CRESA service agreement:

Chief Carnes summarized the letter received from CRESA that explains the changes to CRESA's organizational structure. CRESA will move from a "Non-Legal Entity" to a "Public Development Authority." This move requires an updated service agreement for all users in the county. The agreement was reviewed and discussed. Chief Swinhart mentioned to the board that the city of Camas had reviewed the agreement and were ok with it. **Motion by Commissioner Martin** to approve the new agreement as presented, **seconded by Commissioner Berg. Motion passed unanimously.**

COMMISSIONER COMMENTS:

Commissioner Petty asked for an update on the water leak repairs at Station 93. Chief Carnes stated that the drywall and painting have been completed. There is still some work left to do, washing the carpet and some minor work to the window sill. Chief Carnes will follow up with the contractor to get a completion date.

Commissioner Martin would like to hold another commissioner training day with Brian Snure in 2018. There was some discussion by the board. Chief Carnes was directed to reach out to Brian to see if he would be willing and what dates he might have available.

Commissioner Martin discussed the possibility of conducting a workshop to refresh on proper meeting procedures. She had some information on a person who provides workshops that are very

interactive and are similar to the Robert's Rules of Order. She advised that she will send an email to the board with the website for their review.

OPEN TO PUBLIC:

Nothing

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

The Board reviewed the January 2018 events calendar.

The next policy workshop is scheduled for Jan 4th 2018 at 6:00PM at Station 91.

EXECUTIVE SESSION:

Nothing

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

ADJOURNMENT: 19:06

Mike Taggart, Chairperson

Martha Martin, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Chief Michael Carnes, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
January 2nd, 2018

CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:04 at Station 91.

The following were in attendance:

Martha Martin
Tom Gianatasio
Mike Carnes
Adam Webster
Richard Hamby

Sherry Petty
Mike Berg
Robert Jacobs
James Troutman
Nick Swinhart

Mike Taggart
Ryan Gonzales
Tad Crum
Aloma Taggart

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:05.

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

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

Michael Carnes, District Secretary
Bob Jacobs, Alternate

Mike Taggart, Chairperson
Marth Martin, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

January 4th, 2018

Station 91

Draft Minutes

ATTENDANCE:

Martha Martin

Sherry Petty

Linda Durrett

Mike Taggart

Mike Berg

Adam Webster

Tom Gianatasio

Michael Carnes

Robert Jacobs

CALL TO ORDER: 18:00

Commissioner Taggart called the meeting to order. Chief Carnes handed out policy 10.7 for review. There was wording added that covers training. Linda Durrett handed out previously reviewed, and revised policies for review prior to final action at the next regular board meeting. Several policies were reviewed and discussed for editing. The next policy meeting will be scheduled at the January 16th, 2018 Regular Board Meeting.

Meeting adjourned: 19:30

Respectfully Submitted,

Mike Taggart, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Martha Martin, Commissioner

DISTRICT SEAL:

ATTEST:

Michael Carnes, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

01/01/2018 To: 01/31/2018

Time: 09:42:55 Date: 01/12/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1	01/03/2018	Claims	6291	10476	ALADTEC, INC	2,085.00	Invoice #2017-10309
					001 - 522 20 49 000 - NFIRS/Fire Manager/Target S	2,085.00	Aladtec 2018
2	01/03/2018	Claims	6291	10477	AMERICAN MESSAGING	57.59	Account #W4-102871
					001 - 522 20 41 000 - Pagers	57.59	Pagers-1/1/18 To 1/31/18
3	01/03/2018	Claims	6291	10478	BUSINESS CARD BANK OF AMERICA	2,389.60	Account Ending In 8515
					001 - 522 10 30 000 - Office Supplies	51.02	Costco-Office Supplies
					001 - 522 10 30 001 - Postage	38.65	Costco-Postage Stamps
					001 - 522 10 32 000 - Cleaning and Sanitation	143.93	Costco-Cleaning Supplies
					001 - 522 20 31 000 - Food and Water	29.26	Costco-Food & Water For Holiday Dinner
					001 - 522 20 32 001 - Other Operating Supplies	89.45	Amazon-Zip Ties, Bungees, Velcro
					001 - 522 40 30 000 - Books/Periodicals (Training)	60.00	IFSTA Books-Fire Officer Study Guide
					001 - 522 40 30 000 - Books/Periodicals (Training)	498.92	IFSTA Books-Haz Mat
					001 - 522 50 30 000 - Grounds & Park	12.02	Costco-Ice Melt
					001 - 522 50 42 091 - Comcast Tel/Internet (St 91)	321.96	Comcast-Station 91
					001 - 522 50 42 093 - Comcast Tel/Internet (St 93)	178.65	Comcast-Station 93
					001 - 522 50 42 094 - Comcast Tel/Internet (St 94)	278.44	Comcast-Station 94
					001 - 522 50 42 095 - Telephone (St 95)	79.30	Comcast-Station 95
					001 - 522 50 43 093 - Electrical & Htg (St 93)	285.62	CPUD-Station 93 Electricity
					001 - 522 50 45 095 - Gas (St 95)	19.41	NW Natural-Gas, Station 95
					001 - 594 22 61 000 - Computer Equip	302.97	New Egg-External Hard Drives
4	01/03/2018	Claims	6291	10479	BIAS SOFTWARE	6,217.92	Invoice 9800
					001 - 522 10 40 000 - BIAS Financial Software	6,217.92	2018 Bias Software License And Support
5	01/03/2018	Claims	6291	10480	BOARD FOR VOLUNTEER FIREFIGHTERS	690.00	2018 Vol. Disability & Pension Remittance
					001 - 522 20 45 000 - Volunteer Pensions	690.00	
6	01/03/2018	Claims	6291	10481	Sydney Butler	50.00	Refund Of Deposit
					001 - 589 10 00 000 - Deposit Refund	50.00	
7	01/03/2018	Claims	6291	10482	CLARK PUBLIC UTILITIES	220.96	Account #7196-908-3; Account #7169-997-9
					001 - 522 50 43 094 - Electric & Heating (St 94)	121.40	Station 94
					001 - 522 50 43 095 - Electrical & Heating (St 95)	99.56	Station 95 Electricity
8	01/03/2018	Claims	6291	10483	EMERGENCY REPORTING SYSTEMS, INC	5,690.43	Account #20
					001 - 522 20 49 000 - NFIRS/Fire Manager/Target S	5,690.43	2018 Emergency Reporting Subscription
9	01/03/2018	Claims	6291	10484	FIRE ENGINEERING	39.00	Account 267378
					001 - 522 20 30 000 - Maps/Books/ Periodicals	39.00	2018 Subscription
10	01/03/2018	Claims	6291	10485	GRAINGER	62.49	Account #832220545
					001 - 522 10 32 000 - Cleaning and Sanitation	62.49	EnMotion Towels For Sta. 94
11	01/03/2018	Claims	6291	10486	INTERSTATE ALL BATTERY CENTER	125.19	C91810009009833; C91810009009833
					001 - 522 20 32 000 - Expendable Equipment	39.01	Battery For Suction Unit
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	86.18	Batteries For Fire Alarm Panel, Sta. 91
12	01/03/2018	Claims	6291	10487	KAREN'S SEW IT ALL	73.00	Sew On Patches, Hem Pants
					001 - 522 20 25 001 - FF Uniforms	73.00	Sew On Uniform Patches-Burch, Drlik, Richardson
13	01/03/2018	Claims	6291	10488	LEGEND DATA SYSTEMS INC	25.29	EASTCOUNTYWA
					001 - 522 20 32 002 - Equipment	25.29	Passport Nametags

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

01/01/2018 To: 01/31/2018

Time: 09:42:55 Date: 01/12/2018
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
14	01/03/2018	Claims	6291	10489	LN CURTIS & SONS	146.98	Account# C32870
					001 - 522 60 48 014 - E91	146.98	Ball Valve Seal Kits
15	01/03/2018	Claims	6291	10490	LUTZ HARDWARE	97.07	Account #1095
					001 - 522 20 32 000 - Expendable Equipment	10.38	Batteries For BGL
					001 - 522 20 32 001 - Other Operating Supplies	86.69	Threadlocker, Aerosol Lubricant, Push Broom
16	01/03/2018	Claims	6291	10491	Lockbox #785341 MAGELLAN HEALTHCARE	246.75	Account #CCDS00-01
					001 - 522 10 24 001 - Magellan - EAP	246.75	
17	01/03/2018	Claims	6291	10492	MUNICIPAL EMERGENCY SERVICES	356.34	Account #C38710; Account #C38710
					001 - 522 20 25 001 - FF Uniforms	212.02	Uniforms- Drlik, Richardson, Burch
					001 - 522 20 25 001 - FF Uniforms	144.32	Job Shirts-Drlik, Burch, And Stock
18	01/03/2018	Claims	6291	10493	NFPA	175.00	Notice #7111009X
					001 - 522 20 44 001 - Dues/Memberships	175.00	NFPA Dues 2018
19	01/03/2018	Claims	6291	10494	NI GOVERNMENT SERVICES, INC	30.20	Account #13065328
					001 - 522 20 41 001 - Satellite Phone	30.20	Satellite Phone
20	01/03/2018	Claims	6291	10495	PALADIN BACKGROUND SCREENING	126.00	Criminal Background -Harrington, Green, Sorensen
					001 - 522 10 44 000 - Professional Services	126.00	
21	01/03/2018	Claims	6291	10496	SECURE COM INC	275.10	Account #4263; Account #157
					001 - 522 50 41 091 - Monitoring (St 91)	111.34	Monitoring Staiton 91
					001 - 522 50 41 094 - Monitoring (St 94)	163.76	Monitoring Station 94
22	01/03/2018	Claims	6291	10497	SIRENNET.COM	61.71	3604908
					001 - 522 60 48 014 - E91	61.71	Replacements Lamps For E91
23	01/03/2018	Claims	6291	10498	TARGET SOLUTIONS LEARNING, LLC	3,752.73	Customer ID TSEASTC02
					001 - 522 20 49 000 - NFIRS/Fire Manager/Target S	3,752.73	
24	01/03/2018	Claims	6291	10499	ERIC TIERNEY	500.00	Invoice 275
					001 - 522 10 40 001 - Computer/Website Mtce & R	500.00	Jan 2018 Computer Support
25	01/03/2018	Claims	6291	10500	WASHINGTON FIRE CHIEFS	1,000.00	Invoice R2018-072
					001 - 522 20 44 001 - Dues/Memberships	1,000.00	2018 WA Fire Chiefs Membership
26	01/03/2018	Claims	6291	10501	WASHINGTON FIRE COMMISSIONERS ASSN	2,500.00	06D09-2018
					001 - 522 10 48 004 - Commissioner Dues/Member	2,500.00	2018 Annual Dues
27	01/03/2018	Payroll	6291	10502	TRUSTEED PLANS SERVICE CORPORATION	20,405.22	Pay Cycle(s) 12/01/2017 To 12/31/2017 - Disability - FF; Pay Cycle(s) 12/01/2017 To 12/31/2017 - Addtl Life; Pay Cycle(s) 12/01/2017 To 12/31/2017 - PPO-100; Pay Cycle(s) 12/01/2017 To 12/31/2017 - Ka
					001 - 522 10 22 001 - Admin Medical Insurance	1,184.36	
					001 - 522 10 22 001 - Admin Medical Insurance	1,428.88	
					001 - 522 10 22 001 - Admin Medical Insurance	1,828.74	
					001 - 522 10 22 001 - Admin Medical Insurance	92.83	
					001 - 522 10 22 001 - Admin Medical Insurance	92.83	
					001 - 522 10 22 001 - Admin Medical Insurance	170.86	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

01/01/2018 To: 01/31/2018

Time: 09:42:55 Date: 01/12/2018
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 26 001		- Admin Disability	88.81	
			001 - 522 10 26 001		- Admin Disability	2.40	
			001 - 522 20 22 001		- FF Medical Insurance	1,466.30	
			001 - 522 20 22 001		- FF Medical Insurance	1,730.61	
			001 - 522 20 22 001		- FF Medical Insurance	542.33	
			001 - 522 20 22 001		- FF Medical Insurance	1,360.11	
			001 - 522 20 22 001		- FF Medical Insurance	1,764.99	
			001 - 522 20 22 001		- FF Medical Insurance	1,764.99	
			001 - 522 20 22 001		- FF Medical Insurance	1,764.99	
			001 - 522 20 22 001		- FF Medical Insurance	651.23	
			001 - 522 20 22 001		- FF Medical Insurance	651.23	
			001 - 522 20 22 001		- FF Medical Insurance	1,249.56	Reserve Adjustment
			001 - 522 20 22 001		- FF Medical Insurance	88.90	
			001 - 522 20 22 001		- FF Medical Insurance	159.13	
			001 - 522 20 22 001		- FF Medical Insurance	159.13	
			001 - 522 20 22 001		- FF Medical Insurance	159.13	
			001 - 522 20 22 001		- FF Medical Insurance	159.13	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	159.13	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 22 001		- FF Medical Insurance	53.54	
			001 - 522 20 26 001		- FF Disability	56.46	
			001 - 522 20 26 001		- FF Disability	75.50	
			001 - 522 20 26 001		- FF Disability	90.72	
			001 - 522 20 26 001		- FF Disability	79.76	
			001 - 522 20 26 001		- FF Disability	79.76	
			001 - 522 20 26 001		- FF Disability	72.10	
			001 - 522 20 26 001		- FF Disability	68.82	
			001 - 522 20 26 001		- FF Disability	79.76	
			001 - 522 20 26 001		- FF Disability	72.23	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 522 20 26 001		- FF Disability	2.40	
			001 - 589 99 99 000		- Payroll Clearing	10.00	
			001 - 589 99 99 000		- Payroll Clearing	102.66	
			001 - 589 99 99 000		- Payroll Clearing	132.03	
			001 - 589 99 99 000		- Payroll Clearing	78.77	
			001 - 589 99 99 000		- Payroll Clearing	123.75	
			001 - 589 99 99 000		- Payroll Clearing	10.00	
			001 - 589 99 99 000		- Payroll Clearing	123.75	
			001 - 589 99 99 000		- Payroll Clearing	60.00	
			001 - 589 99 99 000		- Payroll Clearing	123.75	
			001 - 589 99 99 000		- Payroll Clearing	3.93	
			001 - 589 99 99 000		- Payroll Clearing	11.73	
			001 - 589 99 99 000		- Payroll Clearing	11.73	
			001 - 589 99 99 000		- Payroll Clearing	11.73	
			001 - 589 99 99 000		- Payroll Clearing	11.73	
			001 - 589 99 99 000		- Payroll Clearing	11.73	
69	01/10/2018	Claims	6291	10503	BIAS SOFTWARE	450.00	Transaction ID: 1288
			001 - 522 10 49 000		- Admin Tuition/Registration	450.00	Bias Rally 2018 Registration
70	01/10/2018	Claims	6291	10504	CAMAS WASHOUGAL POST RECORD	55.00	Account #375298
			001 - 522 20 30 000		- Maps/Books/ Periodicals	55.00	2018 Subscription

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

01/01/2018 To: 01/31/2018

Time: 09:42:55 Date: 01/12/2018
Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
71	01/10/2018	Claims	6291	10505	CHEVRON AND TEXACO BUSINESS CARD SERVICE	682.62	Account #7898808949
					001 - 522 20 36 000 - Diesel / Gas	682.62	Fuel Purchases Dec 2017
72	01/10/2018	Claims	6291	10506	CITY OF CAMAS	3,282.78	Account #0022365; Account #016111-000; Account #031060-000
					001 - 522 10 44 001 - Chief Services (Camas)	3,090.00	January 2018
					001 - 522 20 43 000 - Hydrant/Fireline	91.26	Station 91 Fireline 01/2018
					001 - 522 50 46 091 - Water & Sewer (St 91)	101.52	Station 91 Water 11/17-12/17
73	01/10/2018	Claims	6291	10507	CLARK COUNTY AUDITOR	10,547.04	Account #1802; Account #1802
					001 - 522 20 40 000 - Radio Dispatch	10,446.00	Q1 CRESA Operations
					001 - 522 20 40 000 - Radio Dispatch	101.04	E91 & E94 NetMotion Q4 2017
74	01/10/2018	Claims	6291	10508	CLARK CTY FIRE RESCUE RISK MNGT GRP	176.89	ECFR
					001 - 522 10 41 000 - State Audit Costs	176.89	
75	01/10/2018	Claims	6291	10509	Nollan A Charles	93.00	Per Diem - HazMat Class
					001 - 522 40 41 000 - Meals (Training)	93.00	Charles Per Diem
76	01/10/2018	Claims	6291	10510	Ryan R Gonzales	93.00	Per Diem - HazMat Class
					001 - 522 40 41 000 - Meals (Training)	93.00	Gonzales Per Diem
77	01/10/2018	Claims	6291	10511	HI-WAY FUEL	314.91	Account #710
					001 - 522 20 36 000 - Diesel / Gas	314.91	Dec Fuel Purchases
78	01/10/2018	Claims	6291	10512	Michael C Hongel	93.00	Per Diem - HazMat Class
					001 - 522 40 41 000 - Meals (Training)	93.00	
79	01/10/2018	Claims	6291	10513	Zachary M Hougan	93.00	Per Diem - HazMat Class
					001 - 522 40 41 000 - Meals (Training)	93.00	Hougan PerDiem
80	01/10/2018	Claims	6291	10514	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	29.88	Account #03706
					001 - 522 10 40 002 - Copier Mtce	29.88	Mtce. Agreement 12/1/2017-12/31/2017
81	01/10/2018	Claims	6291	10515	PAUL LEWIS FINANCIAL MANAGEMENT	593.75	East County Fire & Rescue
					001 - 522 10 44 000 - Professional Services	593.75	
82	01/10/2018	Claims	6291	10516	SNURE LAW OFFICE, PSC	69.00	East County Fire & Rescue
					001 - 522 10 42 000 - Legal Services	69.00	Review Abstentions And Voting Requirements
83	01/10/2018	Claims	6291	10517	THE COLUMBIAN	247.50	Account #63866
					001 - 522 20 42 000 - Advertising	247.50	Advertising For Accounting Position
84	01/10/2018	Claims	6291	10518	VERIZON WIRELESS	80.02	Account #471176028-00001
					001 - 522 20 41 002 - Verizon MDC Cards	80.02	MDC Cards Jan 2018
85	01/10/2018	Claims	6291	10519	WASHOUGAL HARDWARE	88.79	Account #500331
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	88.79	Supplie To Paint Lines In Truck Bay And Repair Water Heater
86	01/10/2018	Claims	6291	10520	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	169.19	Account #2010-458647; Account #2010-1022802
					001 - 522 50 44 091 - Garbage (St 91)	112.36	Station 91 Garbage Service
					001 - 522 50 44 094 - Garbage (St 94)	56.83	Station 94 Gargbage Service
87	01/10/2018	Payroll	6291	10521	OPEIU Local 11	28.50	Pay Cycle(s) 01/10/2018 To 01/10/2018 - OPEIU Dues

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

01/01/2018 To: 01/31/2018

Time: 09:42:55 Date: 01/12/2018
Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 589 99 99 000		Payroll Clearing	28.50	
88	01/10/2018	Payroll	6291	10522	WA Department of L&I	11,061.43	4TH Quarter 10/01/2017 - 12/31/2017
			001 - 522 10 29 001		Admin L&I	47.57	
			001 - 522 10 29 001		Admin L&I	45.75	
			001 - 522 10 29 001		Admin L&I	44.72	
			001 - 522 20 29 001		FF L&I	868.28	
			001 - 522 20 29 001		FF L&I	710.09	
			001 - 522 20 29 001		FF L&I	369.83	
			001 - 522 20 29 001		FF L&I	620.47	
			001 - 522 20 29 001		FF L&I	406.02	
			001 - 522 20 29 001		FF L&I	707.57	
			001 - 522 20 29 001		FF L&I	431.65	
			001 - 522 20 29 001		FF L&I	712.64	
			001 - 522 20 29 001		FF L&I	14.05	
			001 - 522 20 29 001		FF L&I	742.14	
			001 - 522 20 29 001		FF L&I	372.07	
			001 - 522 20 29 001		FF L&I	53.94	
			001 - 522 20 29 001		FF L&I	855.94	
			001 - 522 20 29 001		FF L&I	777.85	
			001 - 522 20 29 001		FF L&I	618.76	
			001 - 522 20 29 001		FF L&I	689.03	
			001 - 522 20 29 001		FF L&I	0.72	Rounding Adjustment - L&I
			001 - 589 99 99 000		Payroll Clearing	183.08	
			001 - 589 99 99 000		Payroll Clearing	149.71	
			001 - 589 99 99 000		Payroll Clearing	28.64	
			001 - 589 99 99 000		Payroll Clearing	77.95	
			001 - 589 99 99 000		Payroll Clearing	28.84	
			001 - 589 99 99 000		Payroll Clearing	130.81	
			001 - 589 99 99 000		Payroll Clearing	85.30	
			001 - 589 99 99 000		Payroll Clearing	149.17	
			001 - 589 99 99 000		Payroll Clearing	90.98	
			001 - 589 99 99 000		Payroll Clearing	150.23	
			001 - 589 99 99 000		Payroll Clearing	28.23	
			001 - 589 99 99 000		Payroll Clearing	2.96	
			001 - 589 99 99 000		Payroll Clearing	156.47	
			001 - 589 99 99 000		Payroll Clearing	78.43	
			001 - 589 99 99 000		Payroll Clearing	11.38	
			001 - 589 99 99 000		Payroll Clearing	180.46	
			001 - 589 99 99 000		Payroll Clearing	163.97	
			001 - 589 99 99 000		Payroll Clearing	130.46	
			001 - 589 99 99 000		Payroll Clearing	145.27	
001 General Fund						75,648.87	
						75,648.87	Claims: 44,153.72
							Payroll: 31,495.15

Deputy Chief Report

1-16-18

Calls since last Commissioner meeting: **29**

EMS: **18**

Fire: **1**

Other: **10**

Calls YTD: 2016- **919**

2017- **977** **6.5% Increase in call volume**

2018- **29**

Staff Overtime Numbers:

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

Used YTD: **\$**

% Used:

- Brown outs since last meeting: **1**
1-6-18, Station 94, 10 hours
- Attended a Clark County EMS council and County Chiefs Meeting at Station 61 on Thursday 1-4-18.
- Have completed yearly evaluations on all 3-line officers and the Administrative Specialist.
- Continuing to work with Country Restoration on completion of the water damage repairs at Station 93.
- Captain Burch is finalizing ECFR's new radio template for the new P25 upgrade and CRESA will be re-flashing all ECFR radios in the next couple weeks.
- Crews are working on an incident action plan and completing preparations for a ECFR schedule training burn set for Saturday, 2-10-18. The training burn is on NE Stauffer Road.

AC Jacobs Report

1-16-18

Inspection trip for the new engine is January 28th, 29th and 30th.

January ACC/EOC training was 1-9-18.

January EST training is 1-22-18, Station 93 @ 7:00 pm.

February ACC/EOC training is 2-13-18, Station 91 @ 7:00 pm.

EST will be assisting with the training burn on February 10th.

Safety Committee

Last Safety Committee meeting was 11-29-17.

Next Safety Committee meeting is 1-25-18.

One incident since the last board meeting. A wind gust at Station 94 caught the door of a ECFR vehicle causing slight damage to another POV in the parking lot.

Mike Carnes

From: Brian Snure <Brian@snurelaw.com>
Sent: Friday, January 12, 2018 8:39 AM
To: Mike Carnes
Subject: Re: Seminars

Mike,

Thanks for asking and I would certainly be interested.

In regard to potential topics I am open to most anything but here are some suggestions.

1. In the past I believe I have presented essentially the same program that I present at the WFCOA new commissioner seminar. This class meets the statutory requirements for OPMA and PRA training for commissioners and covers Board roles, duties and responsibilities and Finance and a very brief discussion of bid laws and consolidation options. This class takes about six hours. If we removed the finance portion we could probably reduce the class length to four hours. This would be similar to what I did for you back in 2016.
2. If the Board wants something different than the WFCOA class, I could do more in-depth sessions on employment law, consolidations, bid laws or any combination of the topics outlined above.

Bottom line I can design the class to meet the specific needs of the Board depending on the amount of time the Board wants to spend.

My fees for these types of training remain the same as in 2016. I charge a flat fee of \$1,500 for up to a 4 hour class plus mileage and one nights lodging if required. For a six hour class I would charge \$2,000. The flat fee includes all prep, travel and instruction time and all materials (I will generally provide the District electronic copies of the materials and ask that you print out the materials as necessary). I have no objection to allowing the hosting District to invite other districts and to charge other Districts to attend. However, in that situation, if the out of District attendees cover my flat fee cost I then request a 60% share of any additional fees.

In terms of availability it depends on whether it is a Saturday or a weekday. If Saturday training is requested my first availability is not until April 21 or April 28 or in May (except May 5). For a midweek training class I could find a date as early as March.

Let me know how you would like to proceed.

Thanks.

--
Sincerely,

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

THE INFORMATION CONTAINED IN THIS EMAIL MAY BE PRIVILEGED, CONFIDENTIAL AND INTENDED ONLY FOR THE USE OF THE INDIVIDUAL IDENTIFIED ABOVE. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US

EAST COUNTY FIRE & RESCUE

RESOLUTION #236-01162018

RESOLUTION CHANGING THE TIME FOR REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS OF EAST COUNTY FIRE & RESCUE.

WHEREAS, RCW 42.30.070 requires that each fire protection district establish, by resolution, the date and time for holding their regular meetings; and,

WHEREAS, heretofore the District's regular meetings were held twice a month on the first and third Tuesday at 7:00 PM, and,

WHEREAS, the Commissioners would like to change the time of their regularly scheduled meeting;

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

1. The regular monthly meeting of the Board of Commissioners of East County Fire & Rescue shall be held on the first and third Tuesday of each and every month at the headquarters station, commencing at 6:30 PM.
2. In the event that additional meetings of the Board are necessary in any month, the Board has the option of calling a special meeting in accordance with the Open Public Meetings Act.

ADOPTED at a meeting of the Board of Commissioners for East County Fire & Rescue this 16th day of January 2018 the following Commissioners being present and voting.

Chairperson

Commissioner

Commissioner

Commissioner

Commissioner

DISTRICT SEAL

ATTEST: _____
District Secretary

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Discrimination and Harassment

PPG NUMBER: 10.7

PAGE: 1 of 8

DATE OF ISSUE: 1-16-2018

APPROVED BY: _____ REVIEWED: _____
Board Chair

POLICY:

It is the policy of the District to provide a work environment for all of its members, which is harmonious and free from Discrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The department strictly prohibits all forms of Discrimination including Harassment and Sexual Harassment. Members who report Discrimination, or who participate in related investigations are entitled to protection from any form of Retaliation.

Any member responsible for violations of this policy or any form of retaliatory conduct may be subject to disciplinary action, up to and including termination.

Initial classroom training on this policy shall be given to all new members at the start of employment. Annual refresher training shall be done for all members. The training shall be provided by a trained instructor and the classroom training shall be documented.

Definitions

Supervisor: A Supervisor is defined as any person with immediate or successively higher authority over the complainant who has employment authority over the complainant. Employment authority includes the ability to hire, discipline, discharge, promote, or alter wages of the complainant. It may also include someone in a position to give orders to or exert control over the complainant's day-to-day working activities.

Management: The immediate or first level Supervisor and other managers in the direct line of authority who are not involved in the alleged Harassment or Discrimination.

Retaliation: Acts of reprisal such as: open hostility, exclusion, ostracism, or discriminatory treatment of the complainant, participant(s), or other(s) involved; creation of, or the existence of a hostile work environment; negative remarks based on race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability about the complainant or others involved; assignment of the complainant, participant or others to demeaning duties not otherwise performed; tokenism or patronizing behavior; or subtle Harassment.

Tangible Employment Action: A significant change in the employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities or a decision causing a significant change in benefits.

Discrimination: Adverse treatment of a person or group of people based on their status as a member of the legally protected classifications of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The term Discrimination includes Harassment and Sexual Harassment.

Harassment: Harassment is a form of Discrimination that includes verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of such individual's protected status with regards to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability that:

1. Has the purpose or effect of creating an Intimidation, Hostile, or Offensive Work Environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

Sexual Harassment: Sexual Harassment is a form of Discrimination that the Equal Employment Opportunities Commission (EEOC) defines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an Intimidating, Hostile, or Offensive Working Environment.

Unwelcome: As a basic rule, "unwelcomeness" is measured by objective evidence, rather than subjective, uncommunicated feelings. It can be explicitly communicated by the complainant or exhibited through non-verbal communication, such as walking away from improper behavior, shrugging of shoulders, tensing up, etc.

Intimidating, Hostile, or Offensive Working Environment: A workplace which contains:

1. Severe, pervasive, or repeated unwelcome jokes, sexually-oriented jokes, innuendoes, obscenities, pictures or any action with sexual connotation, discriminating connotation oriented towards an individual's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability which has the cumulative effect of making a member feel uncomfortable in the workplace, or
2. Aggressive behavior in the workplace that is directed toward a member based on the member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Prohibited Discrimination

The following conduct may be defined as Discrimination and is strictly prohibited by this policy. Members engaging in these types of conduct may be in violation of federal and state law as well as department policy. Members found to have engaged in the following may be subject to disciplinary action, up to and including termination.

Disparate treatment: This form of Discrimination involves situations where a Supervisor requires that a member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability be considered as a condition for employment benefits such as promotion or a pay increase. Disparate treatment is established when the member who does not belong to the preferred class is made to suffer some negative Tangible Employment Action regarding compensation, terms, conditions or privileges of employment. Disparate treatment may be present when the facts establish that:

1. The member was subjected to differential treatment from other members in similarly situated or identical job classifications.
2. The differential treatment was because of the member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.
3. The differential treatment affected a tangible aspect of compensation, terms, conditions or privileges of employment.
4. The discriminator was in a Supervisory or Management position.

5. Examples of disparate treatment may include, but are not limited to, the following:
6. Supervisor denies promotion to a member based on the member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.
7. Supervisor demotes a member based on the member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Hostile Work Environment: This form of Discrimination involves conduct by co-workers or Supervisors which unreasonably interferes with a member's work performance or creates an Intimidating, Hostile, or Offensive Working Environment. This form of Discrimination need not have any tangible economic consequence to the member. If the actions of co-workers or Supervisors sufficiently or pervasively create a working environment severe enough to alter the condition of the member's employment, Discrimination may have occurred. A Hostile Environment may be present when the facts establish that:

1. Member was subjected to conduct based on member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and:
 - a. The conduct was Unwelcome.
 - b. The conduct was sufficiently severe or pervasive so as to alter the condition of the member's employment and create an Intimidating, Hostile, or Offensive Working Environment.

Examples of a hostile work environment, when such is based on the member's race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, include, but are not limited to, the following:

1. Suggestive or insulting comments, sounds, or innuendos.
2. Materials, posters, photographs or drawings.
3. Pervasive humor or jokes about traits specific to the member's race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, or sensory, mental or physical disability; and
4. Repeated offensive comments or gestures.

5. Sexual innuendo.
6. Repeated lewd comments or gestures.
7. Constant pressure to date or have an affair.
8. Unwelcome or unnecessary touching, pinching or brushing of the body.

Disparate Impact Discrimination: Whereas disparate treatment is the use of overt, intentional classifications that favor one group over another, disparate impact refers to Discrimination that occurs during the use of facially neutral practices (not necessarily adopted for discriminatory reasons) that have the effect of disfavoring one group. For instance, requiring that applicants be six feet tall where there is no established bona fide occupational qualification has disparate impact on women and members of ethnic groups that are not characterized by a great average height.

Sexual Harassment: The following conduct is defined as Sexual Harassment and is strictly prohibited by this policy. Members engaging in these types of conduct may be in violation of federal and state law as well as department policy. Members found to have engaged in the following may be subject to disciplinary action, up to and including termination. Sexual Harassment may be established when the facts establish that:

1. The member was subjected to unwelcome conduct based on the member's sex or sexual orientation.
2. The conduct affected a tangible aspect of compensation, terms, conditions or privileges of employment.
3. The harasser was in a Supervisory or Management position.

Quid Pro Quo Harassment: This form of Sexual Harassment involves situations where a Supervisor demands sexual favors in exchange for employment benefits such as a promotion or a pay increase or, conversely, disciplines or penalizes a member who refuses to submit to sexual demands. Harassment is established when the member who refuses to submit to sexual demands is made to suffer some negative Tangible Employment Action such as compensation, terms, conditions or privileges of employment. Examples of quid pro quo Harassment include, but are not limited to, the following:

1. Supervisor promises promotion if member agrees to a sexual relationship.
2. Supervisor demotes member who refuses to have a sexual relationship.
3. Member A is coerced into submitting to unwelcome sexual advances with his Supervisor in return for a promotion. Member B may be able to prove a violation of this policy by showing that granting sexual favors was a prerequisite to obtaining that promotion and that member B was denied the promotion because of this prerequisite.

What May not be Discrimination, Harassment or Sexual Harassment

Although the definition of Discrimination, Harassment and Sexual Harassment, is quite broad, there are several things which are not considered to be claims for Discrimination, Harassment or Sexual Harassment:

Welcome Conduct: Whenever actions are welcomed, there is no claim for Discrimination, Harassment or Sexual Harassment. However, what is welcome to one co-worker may not be welcome to another exposed to the same conduct. Also, what begins as welcome conduct may become unwelcome later.

Hypersensitive Members: The validity of a claim for Discrimination, Harassment or Sexual Harassment is going to be measured from the perspective of a reasonable person/victim, not subjectively based on what a hypersensitive member may believe.

Personality Conflicts: The mere fact that a Supervisor and subordinate, or vice versa, do not get along because of personality differences does not equal Discrimination, Harassment or Sexual Harassment. If the difference in the race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability of the two individuals is coincidental, rather than causing the Discrimination, Harassment or Sexual Harassment, there is no Discrimination, Harassment or Sexual Harassment.

Reporting Discrimination Harassment and Sexual Harassment

The conditions and circumstances of each instance of discriminatory conduct, including Harassment and Sexual Harassment will be unique. If a member is uncertain if he or she has been experiencing Discrimination, Harassment or Sexual Harassment the Fire Chief or designee is available for assistance.

Reporting Responsibilities: All members are required to report concerns of Discrimination, Harassment or Sexual Harassment in the following situations:

1. Any member who believes that he/she has been the subject of Discrimination, Harassment or Sexual Harassment is required to report the incident(s) or working conditions immediately in accordance with the Reporting Procedures set forth below.
2. Members who are not personally victims of Discrimination, Harassment or Sexual Harassment, but who observe actions, which they have interpreted to be Discrimination, Harassment or Sexual Harassment or offensive conduct in violation of this policy, are required to immediately report such matters to Management.

- Supervisors and members of Management are required to report observations, which they have interpreted to be Discrimination, Harassment or Sexual Harassment or offensive conduct in violation of this policy.

Prohibition on Retaliation For Reporting: All members are to refrain from retaliating against the complainant, witness(es) or others for coming forward with the complaint.

Prohibition on Malicious False Reporting: No member shall willfully and with malice bring forth or threaten to bring forth a false accusation of Discrimination, Harassment or Sexual Harassment contemplated solely to damage, harm, "get even with", or otherwise intimidate a co-worker, Supervisor or manager. Malicious false accusations will result in the accuser receiving disciplinary action, up to and including termination.

Reporting Procedures

The reporting procedure is meant to provide a member some guidance through the District's organizational structure in the terms of its line of authority. If at any time the member has reason to believe that following this procedure in the sequence outlined below would be futile or would result in Retaliation, the member may bypass the sequence outlined and choose the reporting step which would most appropriately address the member's concerns.

Reporting Individuals Responsibility: Clearly inform the "harasser" that his or her behavior is inappropriate, offensive, unwelcome, and should immediately cease.

Bring the matter to the attention of the first level department Supervisor or manager in the member's direct line of authority who is not involved in the alleged Discrimination, Harassment or Sexual Harassment. Include the following information whenever possible:

Name(s) of the alleged offender(s)

A description of the event(s) of Discrimination, Harassment or Sexual Harassment

Date(s), time(s), and location(s) of the occurrence(s)

Name(s) of witnesses to the occurrence(s)

Remedy desired

It shall be the responsibility of any member reporting allegations of Discrimination, Harassment or Sexual Harassment, any member accused of Discrimination, Harassment or Sexual Harassment, or any witnesses to alleged Discrimination, Harassment or Sexual Harassment to fully cooperate with Management in its investigation of complaints and maintain confidentiality of the matter.

Supervisor Responsibilities: All reports of alleged Discrimination, Harassment or Sexual Harassment in violation of this policy received by a Supervisor shall be promptly referred to the Fire Chief to initiate an investigation or to recommend an appropriate course of action.

Investigation Procedures

When a Supervisor or the Chief is notified of alleged Discrimination, he or she will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, personnel who may have observed the alleged Discrimination or who may be similarly situated with the complaining member (such personnel may be able to testify to their experiences with the accused). In the event the initial notification is made to the Board of Commissioners the Board or its designated representative shall conduct the investigation. If a member of the board of commissioners is accused of alleged Discrimination, the member shall be disqualified to conduct the investigation and from participating in the deliberations of the board when it is considering or approving corrective action.

Confidentiality

Any report of Discrimination, Harassment or Sexual Harassment and its investigation is confidential, **except as subject to state and federal laws relating to public information and disclosure**. Dissemination of confidential information shall be limited to persons with a "need to know" to participate in the investigation or to implement any action resulting from the investigation. If discipline is anticipated, it may be necessary to disclose the name of the complaining member and evidence of Discrimination, Harassment or Sexual Harassment to the member accused of Harassment or Discrimination.

Records pertaining to the investigation shall be maintained in a file separate from the complainant's personnel file. Documents of disciplinary actions resulting from Discrimination, Harassment or Sexual Harassment claims will be maintained in accordance with the Maintaining Discipline Policy.

Union Representation/ Collective Bargaining Agreements

Employees represented by a bargaining unit will be given an opportunity to have a union representative present during any questioning that may lead to disciplinary action.

Employees covered by collective bargaining agreements will be subject to the specific terms of those agreements or rules as applicable to this policy and may be excluded from the provisions of this policy. If the employees' collective bargaining agreement does not address the specifics terms and conditions covered by this policy, the employees shall be governed by this policy.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Confidentiality

PPG NUMBER: 10.7.16

PAGE: 1 of 2

DATE OF ISSUE: 08-03-2010

APPROVED BY: _____

Board Chair

REVISED: 01-16-2018

POLICY:

Employees and volunteers of East County Fire and Rescue may have access to confidential information including but not limited to personnel records and patient health information during the normal course of work. This information could be in several different forms including; written paper forms, electronic data on computer screens, audio and video recordings, audio and data transmissions over radios and pagers and telephones, faxes, notes, and verbal reports.

Examples of confidential information include but are not limited to personnel information such as social security numbers, home addresses, phone numbers, job applications, performance reviews, and patient information such as names, addresses, telephone numbers, medical conditions, medical histories, medical treatments, prescription drug therapy, sexual behaviors, drug-use behaviors, psychological conditions and treatment, finances, living arrangements, religious beliefs, and social history. For purposes of this policy health information includes "health care information," individually identifiable health information" and "protected health information" as those terms are defined in HIPAA and the Washington State Health Care Information Act.

All personnel of the District shall comply with the following confidentiality requirements.

1. Do not access any of the District's computer systems that currently exist, or may exist in the future, with a password other than our assigned password
2. Do not allow use of your assigned password by other personnel.
3. Notify the appropriate supervisor immediately of any actual breaches of confidentiality or a situation that could potentially result in a breach.
4. After separation from the District all Personnel shall continue to maintain the confidentiality of all confidential information acquired while performing duties with the District.
5. Treat all confidential personnel information received in the course of my duties as confidential and privileged information at all times.

6. Do not divulge, disclose, publish, or otherwise make known to unauthorized persons, or to the public, any confidential personnel information relating to any personnel of the District without the prior approval of the District's records custodian.
7. Do not access personnel information unless there is a specific need to know this information in order to perform duties.
8. Treat all patient health information received, compiled, created or obtained in the course of duties as confidential and privileged information at all times.
9. Do not divulge, disclose, publish, or otherwise make known to unauthorized persons, or to the public, any confidential health information relating to any patient of the District whether created by the District or obtained from other sources except as necessary to perform job duties.
10. Do not access patient information unless there is a specific need to know this information in order to perform duties.
11. Do not take patient health information from the premises of the District in paper or electronic form without first receiving specific permission from the District's Privacy Officer.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Health & Safety: Contagious Temporary Illness Policy

PPG NUMBER :10.7.20

PAGE: 1 of 1

DATE OF ISSUE: 12-7-10

APPROVED BY: _____

Board Chair

REVISED: 01-16-2018

POLICY: Contagious Temporary Illness Policy

East County Fire & Rescue realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including work. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the District considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the Fire Chief—or other administrator designated by the Chief—the employee’s continued presence must pose no risk to the health of the employee, other employees and/or customers. If an employee disputes the District’s determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee’s continued employment poses no significant risk to the employee, other employees or customers.

Supervisors are encouraged to remind employees that the District provides paid sick leave to cover absences due to contagious temporary illnesses. All employees are urged to contact the Fire Chief or their designee regarding any questions about the possible contagious nature of another employee’s temporary illness.

East County Fire & Rescue will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards are utilized to maintain the personal confidence about persons who have communicable diseases.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: PERFORMANCE MANAGEMENT SYSTEM POLICY

PPG NUMBER: 10.7.22

PAGE: 1 of 2

DATE OF ISSUE: 3-01-11

APPROVED BY: _____

Board Chair

REVISED: 01-16-2018

POLICY:

1. The performance management system is intended to improve employee motivation and performance, enhance productivity, increase communication between employee and supervisors, set employee/employer goals, and serves as a tool for making administrative decisions.
2. The work performance of newly hired employees shall be evaluated **at least** semi-annually.
3. All employees will be evaluated annually.
4. Semi-annual reviews of employee performance may be conducted during each annual performance period.
5. *Immediate supervisors shall be responsible for evaluating the performance of each employee under their direct supervision. The supervisor's supervisor (reviewer) shall review and sign off on performance evaluations upon their completion.*
6. Any employee who receives an "unacceptable" and/or "Needs Improvement" evaluation on the performance review will be placed on an improvement plan for up to three months. The supervisor and employee will set specific and measurable steps to be accomplished within this period of time. The supervisor will closely monitor and document the employee's performance, and provide the usual guidance and feedback to help the employees. The employee's performance will be evaluated at the end of this period.
7. Employees may express their disagreements—in writing—regarding their performance evaluation. Disagreements do not stop the current performance period from ending or the next performance period from beginning.
8. Once a final performance review is completed, the supervisor shall keep a copy, furnish a copy to the employee, and send the original to the Fire Chief or their designee for filing.

PROCEDURES:

Sequence of Steps in the Performance Management Process:

1. The Supervisor will meet with the employee to discuss the upcoming performance review. At this time, the Supervisor will distribute the "self-assessment" to the employee. The employee will receive instructions on filling out the self-assessment form and a timeline for its return.
2. The Supervisor and employee will schedule the performance review for a future date.

3. The Supervisor will complete the performance evaluation for the employee using any documentation they may have received throughout the year. The supervisor will elicit input from managers and/or supervisors on the employee's performance prior to the performance evaluation itself.
4. The Supervisor will use detailed examples on the performance evaluation whenever possible.
5. The performance evaluation will be conducted.
6. If needed, an Improvement Plan for items marked as "unacceptable" and/or "Needs Improvement" will be implemented. A timeline and action items will be listed—and reviewed—prior to delivering the documentation to the employee.
7. The employee and supervisor will sign the completed performance evaluation form.
8. A higher-level supervisor (reviewer) will review the final performance evaluation.
9. The reviewer will meet with the supervisor to obtain input regarding any issues that may have arisen during the evaluation. The reviewer and supervisor will develop a plan to mitigate any serious issues.
10. The original paperwork will be sent to the Fire Chief or their designee for filing.

RATING SCALE

- | | |
|-----|---|
| 5 | Excellence –A level of performance demonstrating excellence in the scope and quality of the achieved results. Results are obvious to all and their contribution to the goals and objectives are extraordinary and highly effective. |
| 4 | Exceeds Expectations -Work performance above the standard of performance for the position. |
| 3 | Meets Expectations -Work performance meets the standards of performance for the position. |
| 2 | Needs Improvement - Work performance does not meet the standards of performance for the position. Serious effort is needed to improve performance. |
| 1 | Unacceptable -Work performance is inadequate and inferior to the standards of performance required for the position. Employee performance at this level cannot be allowed to continue. |
| N/A | Not Applicable - The employee is not required to perform in this competency. |

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Inclement Weather

PPG NUMBER :10.7.21

PAGE: 1 of 3

DATE OF ISSUE: 11-16-10

APPROVED BY: _____
Board Chair

REVIEWED: 01-16-2018

POLICY: Inclement Weather Pay Practices

East County Fire & Rescue will make every effort to maintain normal work hours during inclement weather. However, East County Fire & Rescue administrative offices may be closed in the event of inclement weather, natural disaster, or other emergency. The decision to close the administrative office will be made by the Fire Chief or other administrator designated by the Chief.

PROVISIONS

1. Emergency Personnel

- a. Emergency Personnel are expected to be at work during inclement weather situations at their regularly scheduled work times, or as called in by their supervisors.
- b. If a person is considered an Emergency Personnel he/she must make whatever arrangements are necessary within the bounds of their own safety to arrive at their work station on time, or they may be subject to disciplinary action.
- c. Emergency Personnel may elect to spend the night prior to their regularly scheduled shift, as space allows within ECFR facilities and locations. In doing so, the employee recognizes this does not constitute "work hours", and as such, will not be compensated for this time.

2. All Other Non-Exempt Personnel-Business as Usual

- a. In the event of Inclement Weather where the administrative office remains open, all employees will be expected to make reasonable efforts to get to work.

- b. Employees unable to arrive for work on any such day will be charged one (1) day of vacation, this may be waived at the discretion of the Fire Chief depending on the circumstances. If no vacation time is available, the nonexempt employee will not be paid for the day.
- c. All employees who are unable to report to work should call the administrative office or their immediate supervisor and report their absence 90 minutes prior to the start of their work day— if they are able to reach a phone—or it may be considered an unexcused absence.
- d. Permission may be granted for personnel to “work from home” when travel from their place of residence to their work location would be considered a safety issue to a reasonable person. It will be the responsibility of the employee to plan ahead—by taking work home—once becoming informed of a possible severe weather condition.
- e. The District reserves the right to pick the employee up and bring them to work. The District would be responsible for returning the employee to their residence at the end of the employee’s shift. If the District is unable to return the employee to their residence, within the employees normal commute time, the employee would receive additional hourly compensation for hours worked until such time as they are returned home.
- f. On days when weather conditions worsen as the day progresses, East County Fire & Rescue may decide to close early. In such cases, an announcement will be made to all employees. Employees will be expected to remain at work until the appointed closing time, unless their day ends prior to that time, or unless they receive permission from their supervisor to do otherwise.

3. All Other Non-Exempt Personnel-Closure of Administrative Office

- a. Prior to normal starting time, East County Fire & Rescue may announce that due to inclement weather the administrative office will be closed. In such cases, all full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

4. Exempt Personnel-The below Department of Labor ruling will be followed.

- a. Closings - Employers who elect to close during such periods must pay the weekly salary for an exempt employee during the closure. Thus, regardless of

whether an employee was at work for the entire week, the employee should receive their non-fluctuating salary for the week. An employer may require an exempt employee to use accrued leave for days of absence during such a closure but the employer continues to be obligated to pay the full salary of the exempt employee, regardless of whether the employee has a leave balance. Thus, in the latter case, an employer may be required to advance leave.

- b. Continuing operations - Employers who remain open during such periods must pay an exempt employee for any partial or whole day the employee reports to work during such periods; however, for days where an exempt employee elects not to report to work, the employer is free to deduct accrued leave for such absences from the employee's leave bank. If the exempt employee is not yet eligible for accrued leave or has exhausted such leave, an employer may make reductions from pay for whole day absences.
- c. An employer may not make partial-day deductions from exempt employee pay for less than a full day absence regardless of whether the employee has any accrued leave.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Withholding Pay for Outstanding debts/ECFR equipment

PPG NUMBER: 10.7.17

PAGE 1 of 2

DATE OF ISSUE: 8/17/2010

APPROVED BY: _____

Suspended

01/16/2018

Board Chair

Date

Background. In the past individuals have left the membership, for various reasons, and have failed to turn in all of their ECFR issued equipment, uniforms, tools etc. or have been found to have various charges to ECFR accounts i.e.: cell phone bills, long-distance charges, credit card charges, etc. and the District has been forced to write them off. This is unfair to the taxpayers of this district, as well as the membership as this constitutes a loss on funds from the budget for useful purposes. There for:

Policy. It shall be the policy of the Board of Commissioners of the Fire District that the final pay/volunteer reimbursement check(s) shall be held until all equipment is turned in and/or all outstanding debts are paid in full. This hold on the moneys held shall last for no more than 90 days. At the end of the 90 day period the amount owed the District may be subtracted from the amount owed the individual departing and the lesser amount due sent with a letter of explanation. Amounts charged for equipment, tools, etc. shall be the amount charged to ECFR for replacement items, and the amount due for outstanding charges shall be that shown on the billings to the District. Any other charges such as late fees for fuel billings or credit card or phone billings charges shall be brought to the Board of Commissioners at a regular meeting before being assessed to the departing member.

Note. In the past, departing members in good standing with a record of excellence have been allow to keep various items such as their helmets or jackets etc. nothing in this policy shall prevent the Chief of the Department from making a recommendation to the Board for such a donation in special cases. The Chief is hereby authorized to issue or modify any Orders, Rules & Regulations, or Bulletins that may be necessary to enforce, expand or explain this policy

By signing below, I have read, understood and agree to this Policy and its contents.

Signature

Date

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Voting

PPG NUMBER :10.7.19

PAGE: 1 of 1

DATE OF ISSUE: 11-16-10

APPROVED BY: _____

Board Chair

SUSPENDED:

_____ **01-16-2018**

POLICY: Voting

Employer's Duty to Provide Time to Vote:

In compliance with the law of the State Washington (RCW 49.28.120), East County Fire & Rescue allows employees two (2) consecutive hours (RCW 29.13.080) of leave during polling hours in order to vote in federal, state and/or local elections. At all primaries and elections, the polls must be kept open from seven o'clock a.m. to eight o'clock p.m. (RCW 29A.44.07). All qualified electors who are at the polling place at eight o'clock p.m., shall be allowed to cast their votes.

Most employees will be provided a maximum of two (2) consecutive hours, during polling hours, available outside of their normal work schedule-not including meal or rest breaks. These employees will not be eligible to take any additional time off for voting purposes.

Employees who do not have two (2) consecutive hours available during polling hours—outside of their normal work schedule— must request time off for voting in writing or via e-mail at least five (5) business days in advance. The request for leave must clearly state that the employee needs leave in order to vote. No deductions will be made from wages or salaries, and employees will not be expected to make up the missed work hours. The provisions of this section apply only if, during the period between the time an employee is informed of his or her work schedule and the date of the primary or election, there is insufficient time for an absentee ballot to be secured for that primary or election.

Employees will not be disciplined for taking voting leave or for failing to vote.

2018 Apparatus surplus requests

	<u>App#</u>		<u>Year</u>	<u>Miles</u>		<u>Budgeted cost</u>
Engine 95	911	Central States	1993	40,000	Surplus	\$4,050
Unit 91	1016	Grand Marquis	2008	82,307	Surplus	\$1,125

Engine 95 has 12,589 engine hours and 432 pump hours.



Jan 2018 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
Jan 1	2	3	4	5	6	
	Events Commissioner Meeting Station 91 18:30 - 21:00		Events Policy Meeting Station 91 18:00 - 20:00		Events Incident Safety Officer T... Fire District 6 09:00 - 17:00	
7	8	9	10	11	12	13
		Events Allen at training Cemetery Board Station 91 Training Roo ACC/EOC Station 91 Community F 07:00 - 17:00 16:30 - 18:00 19:00 - 21:00	Events OTEP 19:00 - 21:00			
14	15	16	17	18	19	20
		Events Commissioner Meeting Station 91 18:30 - 21:00		Events Bristol Ridge HOA Mtg. ... Station 95 18:30 - 21:30		Events Pilot Ground School ST 91 Community Room 09:00 - 12:00
21	22	23	24	25	26	27
		Events Camas Instrument Suppor Station 91 Community F 19:00 - 21:00		Events Safety Committee Meeting Station 91 19:30 - 21:00		Events Pilot Ground School ST 91 Community Room 09:00 - 12:00
28	29	30	31			

* Indicates time starts on following calendar day
 * Events and Time Off follow default Split Time of Day of 07:00