

# **EAST COUNTY FIRE & RESCUE**

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

**December 19, 2017**

**Station 91**

**7 PM**

## **AGENDA**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

1. Approval of December 5, 2017 Regular Board Meeting Minutes
2. Approval of December 5, 2017 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

Washington Fire Commissioners Association

### **STAFF REPORT:**

Chief Swinhart  
Deputy Chief Carnes  
Assistant Chief Jacobs

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

### **SAFETY REPORT:**

### **FIRE DISTRICT BUSINESS:**

Facilities Use Policy  
2018 Board Assignments  
State Audit Update

See Reverse

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

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

**ROUND TABLE:**

Monthly Event Calendar

Next Policy Workshop: January 4, 2018, Station 91, 6 PM

**EXECUTIVE SESSION:**

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

**ADJOURNMENT:**

Next Regular Board Meeting: January 2, 2018, Station 91, 7 PM



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 December 19, 2017**

1. Minutes –

- December 5, 2017 Regular Meeting
- December 5, 2017 Local BVFF&RO Meeting

2. Invoices

- \$ 9,401.04
  - i. Check Nos. 10438-10456 dated December 6, 2017
- \$2,880.23
  - i. Check Nos. 10457-10463 dated December 13, 2017

3. Approved Commissioner Stipends December 22 Pay Date

Name	For the Period Dec 1 thru Dec 15					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
<b>Berg</b>	1	1	1			<b>3</b>
<b>Gianatasio</b>	1		1			<b>2</b>
<b>Martin</b>	1	1	1			<b>3</b>
<b>Petty</b>	1		1			<b>2</b>
<b>Taggart</b>	1		1			<b>2</b>

4. Voided/Destroyed Claims/Payroll Warrants

- None

5. Payroll/Benefits

- \$ 46,531.52 (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***

**December 5, 2017**

**Station 91**

**7 PM**

**Approved Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Mike Carnes  
Kacie Jones  
David Courrier Sr.  
Janet Hurd  
Paul Lewis

Sherry Petty  
Nick Swinhart  
Robert Jacobs  
Neil Cahoon  
Kay Courrier  
Adam Brice  
Matt Hazlett

Mike Taggart  
Mike Berg  
Tad Crum  
Kent Mehrer  
Patricia Holt  
Larry Wagoner  
Sean Gremer

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

Flag Salute

**AGENDA ADJUSTMENTS:**

Commissioner Martin would like to take time to review committee assignments, and asks that the Board wait to make assignments until the next regular board meeting.

**CONSENT AGENDA:**

1. Approval of November 21, 2017 Regular Board Meeting Minutes
2. Approval of November 21, 2017 Local BVFF&RO Meeting Minutes
3. Approval of November 28, 2017 Policy Review Meeting Minutes
4. Approval of December 4, 2017 Special Meeting Minutes
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

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

**CORRESPONDENCE:**

WFCA Board Vacancy Announcement  
Clark County Auditor Election Results Notification  
Washougal Community Development Director Annexation Petition Notification

**GUESTS:**

Paul Lewis:

Mr. Lewis began by briefly reviewing again the findings from his recently concluded Functional Consolidation Financial Review. The Board and Chiefs asked questions about staffing, revenue and exploring additional options. The next step will be joint talks with the Camas City Council.

**OPEN TO PUBLIC:**

Neil Cahoon shared an overview of the course he has previously taught using the training room at East County, including costs and benefits of using the facility. David Courier shared the goals of the CWAA in regard to supporting their desired use of the training room.

**STAFF REPORT:**

Deputy Chief Carnes read his report; a copy is in the packet. Chief Carnes sought permission to replace the full time accounting assistant; the Board approved. Chief also announced that the Holiday Dinner will be moved to Dec 21<sup>st</sup>.

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

**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:**

Facilities Use Policy:

Chief Carnes reviewed the information collected by request of the Board, including opinions from the District's attorney, insurance provider and the State Auditor. The Board discussed establishing a fee schedule and controls for the door code system. **Motion by Commissioner Gianatasio** to approve the application before the board for room use, **seconded by Commissioner Petty. Motion Passed.**

Station 93 Repair Estimates:

Chief Carnes explained that the District received two estimates for repair to Station 93, as well as an insurance payment. **Motion by Commissioner Berg** to accept the proposal from Country Restoration, **seconded by Commissioner Petty. Motion Passed.**

2018 Board Assignments:

**Motion by Commissioner Berg** to keep Mike Taggart as the Board Chair and Martha Martin as the Vice Chair for 2018, **seconded by Commissioner Petty. Motion Passed.**

**Motion by Commissioner Petty** to keep all positions on the BVFF the same for 2018, **seconded by Commissioner Martin. Motion Passed.**

2018 Holiday Schedule:

**Motion by Commissioner Petty** to approve the 2018 Holiday Schedule, **seconded by Commissioner Martin. Motion Passed.**

2018 Commission Meeting Schedule:

**Motion by Commissioner Gianatasio** to approve the 2018 Commission Meeting Schedule, **seconded by Commissioner Petty. Motion Passed.**

OPEIU COLA MOU:

Chief Carnes explained that this is the required paperwork for the contractual COLA increase for OPEIU members and only requires signatures, no action.

**COMMISSIONER COMMENTS:**

Commissioner Petty inquired about the billing for annual fire extinguisher maintenance and whether it included extra extinguishers from ST 93, which Chief Carnes clarified it did not. Commissioner Martin commented on the wildfires in California and the efforts of the firefighters involved. Commissioner Gianatasio requested that Chief Swinhart collect some data for Rehab 93 from FY2017. Commissioner Berg clarified that consolidation talks would take place at the City of Camas's next planning conference.

**OPEN TO PUBLIC:**

Neil Cahoon thanked the Board for their consideration.

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

Nothing

**ROUND TABLE:**

The Board reviewed the December 2017 events calendar.

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

The next planning meeting will be Feb 8<sup>th</sup> 2018 at 6:00PM at Station 91.

**EXECUTIVE SESSION:**

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

The Board adjourned to executive session at 21:00 for 45 minutes.

An extension was announced until 22:00

An extension was announced until 22:10.

The Board reconvened at 22:10

**Motion by Commissioner Taggart** to censure Commissioner Gianatasio for conduct unbecoming a commissioner for creating a potentially hostile work environment and removing Commissioner Gianatasio from all committees for a period of one year, **seconded by Commissioner Berg**. Martin, Taggart, Petty and Berg vote yea. Gianatasio votes nay. **Motion Passed.**

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

**ADJOURNMENT:      22:12**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Chief Carnes, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Approved Minutes  
December 5th, 2017

### CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 19:16 at Station 91.

The following were in attendance:

Martha Martin	Sherry Petty	Mike Taggart
Tom Gianatasio	Nick Swinhart	Mike Berg
Mike Carnes	Robert Jacobs	Tad Crum
Kacie Jones	Neil Cahoon	Kent Mehrer
David Courier Sr.	Kay Courier	Patricia Holt
Janet Hurd	Adam Brice	Larry Wagoner
Paul Lewis	Matt Hazlett	Sean Gremer

### BUSINESS:

None

### ADJOURNMENT:

The Local Board adjourned at 19:17.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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

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**Michael Carnes**, District Secretary  
Bob Jacobs, Alternate

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

### **DISTRICT SEAL:**

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**Bob Jacobs**, Chief's Rep.



# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

12/06/2017 To: 12/13/2017

Time: 14:07:23 Date: 12/15/2017  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1293	12/06/2017	Claims	6291	10438	AMERICAN MESSAGING	57.56	Customer W4-102871
					001 - 522 20 41 000 - Pagers	57.56	Pager Service
1294	12/06/2017	Claims	6291	10439	BUSINESS CARD BANK OF AMERICA	2,458.38	Account Ending In 8515
					001 - 522 20 32 002 - Equipment	618.53	Suction Unit E91
					001 - 522 40 40 000 - Local/Long Distance Travel (	162.40	Airfare Bias Rally Durrett
					001 - 522 40 40 000 - Local/Long Distance Travel (	162.40	Airfare Bias Rally Jones
					001 - 522 50 40 000 - Bldg Repair & Maint	671.98	Water Heater ST94
					001 - 522 50 42 091 - Comcast Tel/Internet (St 91)	307.88	Comcast ST91
					001 - 522 50 42 093 - Comcast Tel/Internet (St 93)	160.02	Comcast ST93
					001 - 522 50 42 094 - Comcast Tel/Internet (St 94)	274.29	Comcast ST94
					001 - 522 50 42 095 - Telephone (St 95)	81.39	Comcast ST95
					001 - 522 50 45 095 - Gas (St 95)	19.49	Natural Gas Service ST95
1295	12/06/2017	Claims	6291	10440	BI-MART CORPORATION	10.93	Account 930279
					001 - 522 10 32 000 - Cleaning and Sanitation	10.93	Oven Cleaner And Degreaser
1296	12/06/2017	Claims	6291	10441	CHEVRON AND TEXACO BUSINESS CARD SERVICE	682.54	Account 7898808949
					001 - 522 20 36 000 - Diesel / Gas	682.54	Fuel Purchaes 11-2017
1297	12/06/2017	Claims	6291	10442	CITY OF WASHOUGAL	251.05	
					001 - 522 50 46 095 - Water & Sewer (St 95)	251.05	Water Service ST 95
1298	12/06/2017	Claims	6291	10443	CLARK CTY FIRE RESCUE RISK MNGT GRP	55.86	ECFR Portion #L122674
					001 - 522 10 41 000 - State Audit Costs	55.86	ECFR Share Of Risk Group's State Audit Costs
1299	12/06/2017	Claims	6291	10444	CLARK PUBLIC UTILITIES	242.57	
					001 - 522 50 43 092 - Electrical & Heating (St 92)	122.94	Electricity ST 92
					001 - 522 50 43 095 - Electrical & Heating (St 95)	119.63	Electricity ST 95
1300	12/06/2017	Claims	6291	10445	DAY MANAGEMENT CORPORATION	1,383.18	H3664
					001 - 522 20 32 002 - Equipment	1,383.18	E91 AVL Install
1301	12/06/2017	Claims	6291	10446	DELL MARKETING LP	1,182.63	Customer82719486
					001 - 594 22 61 000 - Computer Equip	1,182.63	New Front Desk Computer
1302	12/06/2017	Claims	6291	10447	EMBROIDER IT	21.14	30443
					001 - 522 20 25 001 - FF Uniforms	21.14	Name Tapes New PT FF Drlik
1303	12/06/2017	Claims	6291	10448	HI-WAY FUEL	359.36	Account 710
					001 - 522 20 36 000 - Diesel / Gas	359.36	Fuel Purchases Nov 2017
1304	12/06/2017	Claims	6291	10449	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	30.30	Contract 03706
					001 - 522 10 40 002 - Copier Mtce	30.30	ST91 Copier Mtce
1305	12/06/2017	Claims	6291	10450	PACIFIC TRUCK & TRAILER SERVICE, INC	655.60	
					001 - 522 60 48 013 - S94	655.60	Annual Inspection/service, Pump Repair SQ93
1306	12/06/2017	Claims	6291	10451	PALADIN BACKGROUND SCREENING	42.00	
					001 - 522 10 44 000 - Professional Services	42.00	New Hire Background- Drlik
1307	12/06/2017	Claims	6291	10452	PAUL LEWIS FINANCIAL MANAGEMENT	1,281.25	

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

12/06/2017 To: 12/13/2017

Time: 14:07:23 Date: 12/15/2017  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 44 000		Professional Services	1,281.25	ECFR Share Paul Lewis Consolidation Study
1308	12/06/2017	Claims	6291	10453	ALLAN PUDLITZKE	150.00	Invoice 138
			001 - 522 10 40 001		Computer/Website Mtce & R€	150.00	Quarterly Maintenance
1309	12/06/2017	Claims	6291	10454	SNURE LAW OFFICE, PSC	310.50	
			001 - 522 10 42 000		Legal Services	310.50	Policy And Email Review, Phone Conference
1310	12/06/2017	Claims	6291	10455	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	169.19	Accounts 2010-1022802 & 2010-458647
			001 - 522 50 44 091		Garbage (St 91)	112.36	Garbage Service ST91
			001 - 522 50 44 094		Garbage (St 94)	56.83	Garbage Service ST94
1311	12/06/2017	Payroll	6291	10456	OPEIU Local 11	57.00	Pay Cycle(s) 12/10/2017 To 12/10/2017 - OPEIU Dues
			001 - 589 99 99 000		Payroll Clearing	28.50	
			001 - 589 99 99 000		Payroll Clearing	28.50	
1313	12/13/2017	Claims	6291	10457	CLARK PUBLIC UTILITIES	1,395.68	Account 7200-401-3; Account 7200-239-7; Account 7177-363-4
			001 - 522 50 43 091		Electrical Service (St 91)	670.43	Electricity ST91
			001 - 522 50 43 093		Electrical & Htg (St 93)	322.66	Electricity ST93
			001 - 522 50 43 094		Electric & Heating (St 94)	402.59	Electricity ST94
1314	12/13/2017	Claims	6291	10458	DAILY DISPATCH	280.00	Invoice 2017-1440
			001 - 522 20 42 000		Advertising	280.00	Employment Advertisement Accounting Assistant
1315	12/13/2017	Claims	6291	10459	LACROSSE FOOTWARE DANNER	238.00	Account 10370109
			001 - 522 20 25 001		FF Uniforms	238.00	Duty Boots Troutman
1316	12/13/2017	Claims	6291	10460	NI GOVERNMENT SERVICES, INC	30.20	Account 13065328
			001 - 522 20 41 001		Satellite Phone	30.20	Satellite Phone
1317	12/13/2017	Claims	6291	10461	UNITED FIRE, HEALTH & SAFETY	752.95	Invoice 0194985
			001 - 522 50 40 000		Bldg Repair & Maint	752.95	Annual Fire Sprinkler Inspection
1318	12/13/2017	Claims	6291	10462	VERIZON WIRELESS	80.02	Account 471176028-00001
			001 - 522 20 41 002		Verizon MDC Cards	80.02	Verizon MDC Cards
1319	12/13/2017	Claims	6291	10463	WASHOUGAL HARDWARE	103.38	Account# 500331
			001 - 522 20 32 001		Other Operating Supplies	55.25	Totes For SCBA Storage
			001 - 522 50 40 000		Bldg Repair & Maint	48.13	Pipe Tape, Coupling, Valve For Water Heater Replacement
001 General Fund						12,281.27	
						12,281.27	Claims: 12,224.27
						12,281.27	Payroll: 57.00



# WASHINGTON FIRE COMMISSIONERS ASSOCIATION

December 2017

RECEIVED  
DEC 14 2017

BY: .....

TO: The Board of Fire Commissioners

Dear Commissioners:

The purpose of this letter is to inform you of some benefits of membership in the Washington Fire Commissioners Association:

1. The Legislature enacts all laws under which we are governed and the association provides full time legislative liaison representation so that Fire Districts and Regional Fire Authorities (RFAs) receive consideration.
2. The WFCA is a recognized source of administrative education for Fire Districts and RFAs. Our annual seminar series offers many important subjects including: interpretation of laws governing Fire Districts/RFAs, available funding, conduct of board meetings, responsibilities to employees (whether paid or volunteer) and other subjects vital to the successful operation of Fire Districts and RFAs. Tuition assistance is available to members with budget limitations.
3. An annual conference which includes classroom seminars and time for a relaxed interchange of ideas.
4. Broad health care and dental coverage is available to qualified personnel of member Fire Districts, RFAs and Municipalities. (Note: Commissioners electing to participate in the medical/dental program must pay their own premiums).
5. The newsletter *Fireline*, which updates current activities within the fire service and provides information on available used equipment.
6. *Fire District Lawbook*—Compilation of laws (RCW 52 and other statutes) that pertain to Fire Districts and RFAs—an electronic copy is provided to each member Fire District and RFA.
7. *Fire Commissioner Handbook*—This valuable copyrighted information is updated annually and provided electronically to each member Fire District and RFA.
8. *Fire Service Directory*—An annual publication which provides information concerning the fire service in the state, including contact information of key personnel in Fire Districts, RFAs and Municipal Departments—one copy is provided to each commissioner, secretary and chief.
9. *Official Online Fire Service Directory*—The WFCA maintains an on-line, searchable directory containing much of the same information that is included in the hard copy directory. Members receive login credentials.
10. Wage and benefit updates—A compilation of fire personnel wages, reimbursements, hours, benefits, etc.—an electronic copy is provided to each participating member, upon request.
11. An annual Legislative Day which gives members the opportunity to discuss fire service issues with their local legislators.
12. A website featuring resources and items of interest to the fire service, classified ads, a calendar of events and links to websites of other pertinent organizations, agencies and Fire Districts/RFAs (visit [www.wfca.wa.gov](http://www.wfca.wa.gov)).
13. Best Practices submitted by fire service agencies for the benefit of WFCA members are available on our website as well as other useful information on our Pamphlets and Helps list (visit [www.wfca.wa.gov](http://www.wfca.wa.gov)).
14. Notification to members of county and regional association meetings and workshops.

15. Research and liaison services with state, local governments and other authorities.
16. Telephone and written responses to specific questions concerning Fire District/RFA operations.
17. Research and consultation with the providers of all forms of insurance in order to help members obtain adequate health care contracts and general liability protection.
18. Staff attends many county and regional association meetings to provide updates on current activities of the fire service as well as one-on-one discussions of local issues and programs.
19. Staff meetings with individual Fire Districts and RFAs (upon request).
20. WFCOA Board members attend regional and county association meetings for firsthand response and input for the betterment of the association.
21. Staff serves as a liaison with the State Auditor for specific follow-up and help on audits.
22. Election help: lid lifts, bonds, special levies and benefit charge information.
23. Ongoing negotiations to preserve Fire District/RFA funding authority and capacity.

Approximately 84% of Fire Districts/RFAs in the state are active participating members in the Washington Fire Commissioners Association. Members freely give of their own time and resources to help others. At our annual conference we see an exchange of ideas among fire commissioners which helps them provide better service to their communities. An association cannot do everything for its members; it can only serve as a focal point and central agency for an exchange of ideas with its primary function as a service organization for the membership.

The Board urges all of you to help the association, through your input and participation, to better serve Fire Districts and Regional Fire Authorities in the state of Washington.

If you would like to ask a question about the WFCOA, please call any of the 2018 Board of Directors or Executive Director listed below:

Gerald Gustafson, President (Graham Fire & Rescue) .....	(253) 847-2630
Brad Lothspeich, Vice President (Clark 6).....	(360) 576-1195
Daniel Rankin, Secretary/Treasurer (West Pierce Fire & Rescue).....	(253) 565-3290
Jack Hensley, Region 1 (Spokane 4) .....	(509) 466-2162
Brad Langdell, Region 2 (Walla Walla 5).....	(509) 544-9199
Dwight Vander Vorste, Region 3 (Grant 10) .....	(509) 346-9208
Les Riel, Region 4 (Yakima 4).....	(509) 248-1190
Larry Kibbee, Region 5 (Skagit 13) .....	(360) 770-6925
Chris Elwell, Region 6 (King 2).....	(206) 784-8206
Gene Dobry, Region 7 (Lacey Fire District 3).....	(360) 455-7426
Region 8 - Vacant	
Gene Carmody, Region 9 (Port Ludlow Fire & Rescue).....	(360) 437-4024
David Ellingson, Immediate Past President (Poulsbo Fire Department) .....	(360) 779-4414
Roger Ferris, WFCOA Executive Director .....	(360) 943-3880/1-800-491-9322

# Deputy Chief Report

**12-19-17**

Calls since last Commissioner meeting: **28**

EMS: **17**

Fire: **2**

Other: **9**

Calls YTD: 2017- **929**

## **Staff Overtime Numbers:**

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

Used YTD: **\$65,633.02**

% Used: **96.52%**

- Brown outs since last meeting: **1**  
12-4-17, Station 94, 24 hours
- Probationary Full Time Firefighter Adam Webster and Intern Firefighter Ryan Gonzales passed their FFI written and practical exams on Tuesday, 12-5-17. Both of these members did an outstanding job preparing and practicing for these tests. They will be receiving their IFSAC certifications from the state very soon.
- I was contacted by WHS on Tuesday, Dec. 12<sup>th</sup> about continuing discussion on the next steps for coming to an agreement for the use of Station 95. They will be contacting us very soon with a proposal.
- Busy with several personnel changes. Working with Linda on the process to fill the accounting assistant position. Working on the replacement of 1 FT FF and 2 PT FF's.
- Work is progressing on the water damage repairs at Station 93. Removal of damaged sheetrock and wet insulation is complete, air drying completed last week. Install new sheetrock and carpet cleaning scheduled for this week. Work is scheduled to be completed by Friday 12-22-17.
- Had some minor electrical and genset problems at Station 93, both have been resolved.

## AC Jacobs Report

12-19-17

November EST training was 11-27-2017.

Tentative date for the inspection trip for the new engine postponed until January

No December EST or ACC/EOC training.

C.A.R.O.L. box packing 12-20-17 Sta. 42 delivery 12-23-2017.

January ACC/EOC training 1-9-2018 Sta. 91 7 PM.

### Safety Report

Last safety committee meeting was 11-29-17

Next safety committee meeting, 1-25-18 Sta. 91 7:30 PM.

No accidents or incidents since the last board meeting.



**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Facility Use**

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**PPG NUMBER: 70.4**

**PAGE: 1 of 3**

**DATE OF ISSUE: 06-05-07**

**APPROVED BY: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**  
**Board Chair**

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**POLICY:**

~~The community is encouraged to make use of~~ Under certain restrictions and in compliance with all applicable legal regulations, Fire District ~~facilities may be made available for public use. facilities,~~ when such usage does not conflict with East County Fire and Rescue activities. Such use should not be at the expense of tax dollars collected for support of Fire District programs—or any purpose inconsistent with these programs.

A non-refundable \$40.00 per use fee may be charged to help defray expenses to insure, repair and maintain the building.

**1.0 Priority Uses of Facilities**

East County Fire and Rescue related activities and functions shall have precedence when scheduling facility usage. ~~East County Fire and Rescue reserves the following:~~

- ~~1. Every Wednesday, 1300 hrs, through 2200 hrs. All rooms, all facilities.~~
- ~~2. The first and 3<sup>rd</sup> Tuesday of each month, 1600 hrs, through 2200 hrs. Every Saturday, 0800 hrs, through 1900 hrs. All rooms, all facilities.~~
- ~~3. Friday/Saturday Evenings prior to Saturday/Sunday Training Sessions~~
- ~~4.3. Assorted times for training events, functions, meetings, etc.~~

**Order of Approved Groups Facility Priority Use**

1. Fire District Activities.
2. ~~Public Elections.~~
3. Firefighters Association Functions.
4. Clark County and other governmental agencies.
5. Community Groups, Neighborhood Associations (HOA's & ROA's), Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
6. Other individuals or organizations deemed to be public or public service in nature and which have participation and/or membership policies which allow open and equal access by the general public.

~~The Board of Fire Commissioners reserves the right to make final determination of what is "appropriate use".~~

## 2.0 Applications ~~and Permits~~ for Use of Fire District Facilities

Applications for facility use are obtained from ~~the~~ East County Fire and Rescue's administrative office. The application must be completed and submitted by an adult representative of the organization. ~~to the District Office.~~

The Fire Chief or theirhis designee shall approve the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident.

Users will need be required to complete a "hold harmless agreement" and accept responsibility for injury to persons or property that is the result of their actions or omissions during the use of district facilities. In addition, user groups may be required to provide a Certificate of Insurance naming ECFR as an additional insured.

The Board of Fire Commissioners reserves the right to make final determination of what is "appropriate use".

## 3.0 Limitations and Regulations

1. Each requested use of a facility shall require a user agreement. ~~/permit.~~ Frequency of meetings may be limited. ~~It is not intended that the facilities be used for regular, recurring meetings (for non-governmental concerns), but rather for special occasions.~~ Groups requesting use for regular, recurring meetings may be approved if their request is determined to be "appropriate use". However, their use may be preempted if their regular use prevents other appropriate groups from using the facility. No admissions may be charged, except to benefit community service projects.
- ~~2.~~ 2.—It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. The applicant shall certify to be personally responsible for any damage or abuse of Fire District facilities, grounds, or equipment growing out of the occupancy of said premises.
3. When the building or any equipment is damaged or left in an unsatisfactory condition, the responsible individual or group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of the facilities until payment is received. The user group will be charged the actual cost of the clean-up.
3. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with Policy 70.4 rules and regulations are conditions of usage.
4. The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
5. Facility usage shall be limited to:



- (a) Classroom, public restrooms, parking lot, ~~day Room, and apparatus bays.~~
6. Alcoholic beverages and/or ~~narcotics illegal drugs~~ will not be brought to, nor consumed on Fire District premises.
  7. Use of tobacco or tobacco products shall not be allowed on Fire District property.
  8. Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
  9. ~~The Fire Chief or their designee may waive the need to have~~ require that Aa designated Fire District representative ~~must be~~ be on-site during any usage. ~~— unless waived by the Fire Chief.~~
  - ~~10. 10.~~ Only that portion of the building listed and approved on the application will be available for use by the organization. An organization or user may be allowed temporary door code access to the building with the approval of the Fire Chief or their designee.
  - ~~11. Groups~~Attendees shall not exceed the Fire Marshal's maximum rating for room capacity.
  - ~~11. When the building or any equipment is damaged or left in an unsatisfactory condition, the responsible individual or group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of the facilities until payment is received. The user group will be charged a minimum of \$25.00 per hour for clean up.~~

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- ~~12. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of the facilities. If this is not done, the organization to which the agreement permit is issued will be required to pay the cost of removal. The Fire District cannot provide storage space for user group equipment or supplies.~~
13. All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
14. All meetings will terminate, and the facility be vacated by 2130 hrs, unless previous arrangements have been made with the Fire Chief or his designee.
15. No animals are allowed inside any Fire District building facility—except Service Animals.
16. No use of East County Fire and Rescue audio-visual equipment is permitted for non-ECFR sponsored events. ~~without staff oversight.~~
17. Adult supervisors of organizations using Fire District facilities will remain with their groups during usage and will be responsible to the Fire District for observance of all rules. The adult supervisor shall check in and out with ~~the responsible~~ a Fire District representative, as required. The adult supervisor shall be the last to leave and shall inform the Fire District representative in charge to secure the building.
18. The user organization shall be responsible for the enforcement of the above-related regulations and shall be responsible for all participants, spectators, and affiliated personnel.

19. The Board of Fire Commissioners, Fire Chief or their designee ~~Fire Chief~~ reserves the right to cancel any permit facility use agreement where it is deemed such action is in the best interest of the Fire District, or any provisions of the user's agreement are being violated.
20. The Fire Chief or their designee may cancel user agreements/~~permits~~ in favor of Fire District activities whenever a scheduling conflict may occur.

PPG NUMBER: ~~70.4~~ PAGE: ~~3 of 3~~ DATE OF ISSUE: ~~06-05-07~~

# EAST COUNTY FIRE & RESCUE

## POLICIES, PROCEDURES & GUIDELINES

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**SUBJECT: Facility Use**

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**PPG NUMBER: 70.4**

**PAGE: 1 of 3**

**DATE OF ISSUE: 06-05-07**

**APPROVED BY: \_\_\_\_\_ REVIEWED: \_\_\_\_\_ BY: \_\_\_\_\_**  
**Board Chair**

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### **POLICY:**

Under certain restrictions and in compliance with all applicable legal regulations, Fire District facilities may be made available for public use. Such use should not be at the expense of tax dollars collected for support of Fire District programs—or any purpose inconsistent with these programs.

A non-refundable \$40.00 per use fee may be charged to help defray expenses to insure, repair and maintain the building.

### **1.0 Priority Uses of Facilities**

East County Fire and Rescue related activities and functions shall have precedence when scheduling facility usage.

#### **Approved Groups**

- Fire District Activities.
- Firefighters Association Functions.
- Clark County and other governmental agencies.
- Community Groups, Neighborhood Associations (HOA's & ROA's), Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
- Other individuals or organizations deemed to be public or public service in nature and which have participation and/or membership policies which allow open and equal access by the general public.

### **2.0 Applications for Use of Fire District Facilities**

Applications for facility use are obtained from East County Fire and Rescue's administrative office. The application must be completed and submitted by an adult representative of the organization.

The Fire Chief or their designee shall approve the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident.

Users will be required to complete a “hold harmless agreement” and accept responsibility for injury to persons or property that is the result of their actions or omissions during the use of district facilities. In addition, user groups may be required to provide a Certificate of Insurance naming ECFR as an additional insured.

The Board of Fire Commissioners reserves the right to make final determination of what is “appropriate use”.

### **3.0 Limitations and Regulations**

- Each requested use of a facility shall require a user agreement. Frequency of meetings may be limited. It is not intended that the facilities be used for regular, recurring meetings (for non-governmental concerns). Groups requesting use for regular, recurring meetings may be approved if their request is determined to be “appropriate use”. However, their use may be preempted if their regular use prevents other appropriate groups from using the facility. No admissions may be charged, except to benefit community service projects.
- It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. The applicant shall certify to be personally responsible for any damage or abuse of Fire District facilities, grounds, or equipment growing out of the occupancy of said premises.
- When the building or any equipment is damaged or left in an unsatisfactory condition, the responsible individual or group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of the facilities until payment is received. The user group will be charged the actual cost of the clean-up.
- Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with Policy 70.4 are conditions of usage.
- The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
- Facility usage shall be limited to the classroom, public restrooms, parking lot.
- Alcoholic beverages and/or illegal drugs will not be brought to, nor consumed on Fire District premises.
- Use of tobacco or tobacco products shall not be allowed on Fire District property.
- Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
- The Fire Chief or their designee may require that a designated Fire District representative be on-site during usage.
- Only that portion of the building listed and approved on the application will be available for use by the organization. An organization or user may be allowed temporary door code access to the building with the approval of the Fire Chief or their designee.

- Attendees shall not exceed the Fire Marshal's maximum rating for room capacity.
- Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of the facilities. If this is not done, the organization to which the agreement is issued will be required to pay the cost of removal.
- All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
- All meetings will terminate, and the facility be vacated by 2130 hrs., unless previous arrangements have been made with the Fire Chief or his designee.
- No animals are allowed inside any Fire District building—except Service Animals.
- No use of East County Fire and Rescue audio-visual equipment is permitted for non-ECFR sponsored events.
- Adult supervisors of organizations using Fire District facilities will remain with their groups during usage and will be responsible to the Fire District for observance of all rules. The adult supervisor shall check in and out with a Fire District representative, as required. The adult supervisor shall be the last to leave and shall inform the Fire District representative in charge to secure the building.
- The user organization shall be responsible for the enforcement of the above-related regulations and shall be responsible for all participants, spectators, and affiliated personnel.
- The Board of Fire Commissioners, Fire Chief or their designee reserve the right to cancel any facility use agreement where it is deemed such action is in the best interest of the Fire District, or any provisions of the user's agreement are being violated.
- The Fire Chief or their designee may cancel user agreements in favor of Fire District activities whenever a scheduling conflict may occur.

# EAST COUNTY FIRE & RESCUE BOARD ASSIGNMENTS FOR 2018

<u>POSITION</u>	<u>ECF&amp;R BOARD</u>
Chair	<u>Taggart</u>
Vice Chair	<u>Martia</u>

## EMS Sub-Committee

Primary	_____
Alternate	_____
Chief's Rep	_____

## Fire Authority Working Group

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Risk Group

Commissioner: \_\_\_\_\_  
Alternate: \_\_\_\_\_

## Safety Committee Representative

\_\_\_\_\_

# BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS for FY2018

<u>POSITION</u>	<u>ASSIGNMENT</u>	<u>ALTERNATE</u>
Chair	_____	_____
Commissioner	_____	_____
Chief	_____	_____
Fire Fighter	_____	_____
Secretary	_____	_____



Date: 12/7/2017

To: Board of Commissioners  
East County Fire & Rescue

From: Linda Durrett  
Administrative Specialist  
East County Fire & Rescue

There is a long, on-going issue with identifying the District's true beginning and ending balances in our financial statements. This situation is caused by the practice of using an open period, also known as a 13<sup>th</sup> month, as well as the way that the County reports the last pay period of the year. In using an open period the District has been paying expenditures that are considered to be current budget year expenses in January of the following year. We will not be using an open period going forward. This will help to make our reporting to the State Auditor much more accurate.

I have been working with our state audit team to reconcile our financial statements to find our true beginning and ending balances. Their recommendation at this time is to reconcile 2017 and add it to our current audit. The ending balance for 2017 will be easy to identify because there will be no open period to account for. They will audit 2017 after the reconciliation is complete and our annual report has been submitted. This should be completed not later than the second quarter of 2018. The Exit Conference for our audit will be scheduled after the audit is closed in 2018.

If you have any questions you can contact our Audit Manager, Lindsay Osborne. She can be reached by phone, 360-260-6408 ext. 107, or by email [osbornel@sao.wa.gov](mailto:osbornel@sao.wa.gov).

Sincerely,

Linda Durrett



