

# **EAST COUNTY FIRE & RESCUE**

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

**February 7, 2017**

**Station 91**

**7 PM**

## **AGENDA**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

1. Approval of January 24, 2017 Regular Board Meeting Minutes
2. Approval of January 24, 2017 Local BVFF&RO Meeting Minutes
3. Approval of January 25, 2017 Special Meeting Minutes
4. Approval of February 7, 2017 Financial Statement
5. Excuse Absent Commissioner(s):

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

Letter from Clark County Elections Department

### **STAFF REPORT:**

Deputy Chief Carnes  
Assistant Chief Jacobs

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

### **SAFETY REPORT:**

### **FIRE DISTRICT BUSINESS:**

Lexipol Information  
EMS Fire Partners Meeting in January  
Authorize Credit Card for Captain Hazlett (\$1000 limit)  
Annual Awards Banquet

(See Reverse)

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

**ROUND TABLE:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: February 21, 2017, Station 91, 7 PM

***EAST COUNTY FIRE & RESCUE***  
***REGULAR BOARD OF FIRE COMMISSIONERS MEETING***

January 24, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin

Mike Carnes

Kacie Jones

Mike Taggart

Robert Jacobs

Tad Crum

Sherry Petty

Mike Berg

Reece Bonefant

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

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of January 3, 2017 Regular Board Meeting Minutes
2. Approval of January 3, 2017 Local BVFF&RO Meeting Minutes
3. Approval of January 25, 2017 Financial Statement
4. Excuse Absent Commissioner(s): Tom Gianatasio

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

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

Chief Carnes shared the letter from the WSRB that outlines a change in ECFR's protection class rating.

**STAFF REPORT:**

Chief Swinhart was absent, a copy of his report is in the packet.

Chief Carnes spoke briefly about the recent structure fire and read his report.

Chief Jacobs Read his report and shared that in reviewing the contract for the pending apparatus purchase, he noticed some redundancies that reduced the cost by \$1500.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

The association kindly reimbursed the district for copays associated with prescriptions that were purchased for the family displaced by fire.

**SAFETY REPORT:**

Chief Jacobs read his report. There have been two incidents where tire chains have broken and damaged engines 91 and 94.

**FIRE DISTRICT BUSINESS:**

**EMS Fire Partners Meeting in January:**

This meeting takes place January 25, 2017 at 6:00 PM in the Camas Council Chambers.

**Strategic Planning Meeting:**

The next meeting is scheduled for February 23<sup>rd</sup>, 2017 at 6:00 PM in the training room at ST 91.

**Consider Full-Time Hiring List:**

**Motion by Commissioner Berg** to adopt the list, **seconded by Martin. Motion passed.**

**COMMISSIONER COMMENTS:**

Commissioners Petty and Martin attended a meeting with Mayor Higgins to discuss ongoing communication. Commissioner Berg inquired with Chief Carnes about policies and procedures currently in place regarding sexual harassment. Commissioner Martin asked if she may speak with female firefighters about comfortability in the department. Commissioner Berg noted that there were fewer brownouts at ST 94 in 2016 than in 2015 or 2014, and shared that there will be a good class on strategic planning in Chelan this year.

**OPEN TO PUBLIC:**

Nothing

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

Aleda Coffman has submitted a notice of retirement. **Motion by Chief Jacobs** to approve the notice, **seconded by Tad Crum. Motion passed.**

**ROUND TABLE:**

Nothing

**EXECUTIVE SESSION:**

None

**Motion by Commissioner Martin to adjourn, second by Pety. Motion passed.**

**ADJOURNMENT:      20:06**

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

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

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

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

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

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters

### & Reserve Officers Meeting

Draft Minutes

January 24, 2017

#### **CALL TO ORDER:**

The meeting was called to order by Chairperson Martha Martin at 20:03 PM at Station 91.

The following were in attendance:

Martha Martin

Mike Taggart

Sherry Petty

Mike Carnes

Robert Jacobs

Mike Berg

Kacie Jones

Tad Crum

Reese Bonefant

#### **BUSINESS:**

Aleda Coffman has submitted a notice of retirement. **Motion by Chief Jacobs** to approve the notice, **seconded by Tad Crum. Motion passed**

#### **ADJOURNMENT:**

The Local Board adjourned at 20:05 PM.

Respectfully Submitted,

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

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

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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

#### **DISTRICT SEAL:**

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

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

January 25, 2017

Camas Council Chambers

### Draft Minutes

#### ATTENDANCE:

Martha Martin  
Nick Swinhart  
Peter Capell  
David Scott  
Ron Schumacher  
Kacie Jones

Mike Taggart  
Adam Brice  
Greg Anderson  
Kevin Bergstrom  
Cliff Free

Mike Berg  
Shannon Turk  
Brent Boger  
Steve Pozsgai  
Don Cheney

#### CALL TO ORDER: 18:00

Chief Swinhart led with an overview of the meeting, which is to brief representatives from Camas, Washougal and East County about an RFP that Camas has posted that is intended to assist the fire department in developing an analysis for alternative delivery of EMS. The representatives discussed timelines, scope expectations and participation in the analysis. The RFP closes Friday, January 27<sup>th</sup>, 2017, and the analysis is expected to be delivered in late April or Early May.

#### Meeting adjourned: 18:37

Respectfully Submitted,

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

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

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

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

\_\_\_\_\_  
Martha Martin, Commissioner

#### **DISTRICT SEAL:**

#### **ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# Financial Data

## Balance Summary

February 7, 2017

Balances reflect as of close of business 1/02/2017

Jan 2017 Allocation Rate 0.812%

Fund	Fund Name	Cash	Investment at Cost	Encumbered	Balance
6291	East County Fire & Rescue		\$ 1,111,158.75	\$69,658.89	\$ 1,041,499.86
6291-1	New Tender FD 9		\$ 750,243.12		\$ 750,243.12
6291-2	Capital Facility		\$ 41,598.13		\$ 41,598.13
6291-3	Leave Accrual		\$ 42,729.83		\$ 42,729.83
6291-4	Safer Grant Year 3		\$ -		\$ -
6291-5	Plans Trailer Copier		\$ 2,038.39		\$ 2,038.39
6248	Fire District 9 GO Bond Fund				\$ -
6292	Fire District 9 Capital Fund				\$ -
<b>Transmittals</b>	<b>TOTALS</b>	<b>\$0.00</b>	<b>\$ 1,947,768.22</b>		<b>\$ 1,878,109.33</b>
TR2017ECFR	1/03/17	\$ 29,138.55			
TR2017ECFR	1/10/17	\$ 2,827.05			
TR2017ECFR	1/17/17	\$ 37,693.29			
TR2017ECFR					
TR2017ECFR					
TR2017ECFR					
TR2017ECFR					
TR2017ECFR					
TR2017ECFR					

Payroll Costs for SM2 \$57,452.12

\*Previously paid transmittals submitted and paid per Resolution #177-03182014





proud past, promising future

**CLARK COUNTY**  
WASHINGTON

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BY: .....

**AUDITOR**  
**GREG KIMSEY**

January 31, 2017

Nick Swinhart, Fire Chief  
East County Fire & Rescue  
600 NE 267<sup>th</sup> Ave.  
Camas WA 98607

**2014 Primary & General Election Information**

Each year our office publishes an *election guide for candidates* booklet for the Primary and General Election. Included in the booklet is information about the elective offices scheduled to appear on this year's ballot. Attached is a list of the office(s) in your jurisdiction which we show as being scheduled for election this year. Please review this list and let us know if there are any changes to the office(s) you believe are scheduled for election, changes to the person currently holding the office, changes to the salary information we show or changes to the length of term for each open position.

**Please complete this questionnaire and return it to the Elections Department in the enclosed postage paid return envelope by March 1.**

Candidate filing period is **May 15-19, 2017**. When candidates file for an open position, they are required to pay a candidate filing fee of 1% of the annual salary for that position. If there is no annual salary, there is no filing fee. If your office holders receive a fee or per diem for each meeting attended, that is not considered an annual salary and there is no filing fee.

If your jurisdiction has any additional vacancy in an elective office between now and May 14, 2017, please be sure to notify us as soon as possible. Declarations of candidacy for that office will be accepted during the regular candidate filing period of May 15-19. Any vacancy which occurs on or after May 15, 2017, will not appear on either the Primary or General Election ballot in 2017. The office will be filled at the next regular General Election for this office in November, 2019. The information on open offices reflects the information on our website, located at [clark.wa.gov/elections/officials.html](http://clark.wa.gov/elections/officials.html). If you have had any other elected positions become vacant in the last two years, please check the information on our website to confirm that the information we have is up to date.

Districts that will have candidates on the August 1, 2017 Primary and/or November 7, 2017 General election need to be aware that candidates for all offices are eligible to have a statement and photograph included in the local voters' pamphlet.

If participation in the local voters' pamphlet would create a financial hardship on any jurisdiction, the legislative authority of that jurisdiction can petition the Board of County Councilors to waive the requirement that they participate in the local voters' pamphlet. This must be done by **Tuesday, April 4, 2017** for jurisdictions that could have candidates on the Primary and/or General Election. The deadline for jurisdictions such as cemetery and park and recreation districts that go directly to the General Election is **Tuesday, May 23, 2017**.

If you have any questions, please contact me (360) 397-2345.

Sincerely,

Cathie Garber  
Clark County Elections Department

encl.

**ELECTIONS DEPARTMENT**

1408 Franklin Street • P.O. Box 8815 • Vancouver, WA 98666-8815

**OFFICES OPEN FOR FILING  
2017**

**FIRE PROTECTION DISTRICTS**

(File with County Auditor)

(No Salary – No Filing Fee)

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>ANNUAL SALARY</u>	<u>FILING FEE</u>	<u>TERM OF OFFICE</u>
<u>EAST COUNTY FIRE &amp; RESCUE</u>				
Position No. 1	T. Gianatasio	No Salary	None	6 Year Full
Position No. 4	M. Martin	No Salary	None	6 Year Full

If the information above accurately shows the elective officials and offices which are scheduled to appear on this year's election ballot, their correct terms of office and the annual salary, at the time of candidate filing of May 15-19, 2017, please check YES. If the information is incorrect, please check NO and record the correct information on the lines below.

YES       NO (see below)     
 Name of person completing this form: Michael Carnes Deputy Chief

<b>OFFICE HOLDER</b>	<b>OFFICE NUMBER</b>	<b>ANNUAL SALARY</b>	<b>TERM</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

# Deputy Chief Report

**2-7-17**

Calls since last Commissioner meeting: **63**

EMS: **36**

Fire: **4**

Other: **23**

Calls YTD: 2017- **124**

- Brown outs since last meeting:

None

- Structure fire on Friday 2-3-17.
- Attended County Chiefs meeting on Thursday the 2<sup>nd</sup> at Station 61.
- Attended Snure Seminar on Saturday 2-4-17 up in Olympia WA.
- We have completed the FT hiring process pending conditional pre-employment tests.
- Continuing to work through heating issues at Station's 91, 93, & 94.
- Working on 2016 annual report.

## AC Jacobs Report

2-7-2017

January ACC/EOC training postponed due to weather, rescheduled to Feb. 15 Sta. 91 7 PM We are planning a joint effort with the ares/races group to test their equipment.

We will have an extra EST event this month to move equipment from the current RH-93 to the new unit.

February EST training 2-27-17 Sta. 93.

Great job on a quick knockdown on the house fire on Balcony Dr. The damage could have been much worse.

### Safety Report

Safety Committee meeting was held 11-29-16.

Next safety committee meeting, 1-25-17 location TBD  
7:30 PM.

One reported minor injury since the last board meeting, no treatment needed.

It was very icy at last Friday's house fire on Balcony Dr.  
Thanks to all for working and driving safely!

## Kacie Jones

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**From:** Martin Fromme <mfromme@lexipol.com>  
**Sent:** Monday, February 06, 2017 2:24 PM  
**To:** Kacie Jones  
**Subject:** General Lexipol Pricing Information for East County Fire and Rescue

Hello Ms. Jones:

Thank you for your reply regarding our Fire Policy Tools and resources. I have attached our sample packet of information for Fire service for Washington State. This includes a copy of the Table of Contents showing what policies are addressed with our subscription service (you can include your own policies as well), a copy of two policies (Respiratory Protection Program and Personal Protective Equipment), and a copy of a Daily Training Bulletin. The subscription service. The subscription includes the policy manual, updates, and the Daily Training Bulletins (10 per month). It also includes our mobile app so that the policy and training can be accessed from a smartphone (android and iphone). The subscription includes initial training and ongoing support.

A popular add-on to the subscription is our Supplemental Publication Shell (SPS). This was created to give your organization the ability to link any non-policy content, to your policy manual such as SOGs, SOPs, general orders, training manual, procedural contents, etc. This allows you to centralize and access all of your content in one place. (Note: This is optional.)

We also offer optional implementation services. These are offered to help get your policy manual in place more quickly. Think of it as hiring someone to help you get things started and reviewed more quickly than doing it yourself. If you are tight on time and resources, these can be a great way to go. There are three different packages and these are one-time fees (except for additional hours if necessary.)

### Silver Package – (Quick Start – Cross Reference)

This provides a two-way cross-reference report comparing your agency's existing policy content to the Lexipol policy content (based on your current policy manual being about 300 pages). It provides a one-on-one review with your agency to discuss the cross-reference report. And it provides an agency-specific implementation plan, project management guide, and product kickoff presentation webinar providing background on Lexipol policy structure, writing style and editing guidelines. In also includes customized project status tracker, projector calendar and implementation timetable.

### Gold Package – (Implementation Guidance)

Services are purchased in prepaid 50 hour packages, and are customizable as your specific needs evolve throughout the project, but may include: Access to Lexipol's online secure collaborative workspace/database; Database design, personnel training; online collaborative support; policy editing to meet agency's specific structure and needs; proper integration of existing content; collaboration on difficult or complicated policies, at agency's request. Assembly of policy manual within Lexipol's KMS, including data entry hyperlinks to procedure manual, as appropriate; Assembly of procedure manual in Supplemental Manual (if purchased); Quality assurance review and copyedit.

### Platinum Package – (Full Implementation Support)

A line-by-line annotation and archive of the existing policy manual; a dedicated Project Manager that conducts collaboration sessions, conducts real-time content edits, and uploads all approved content to KMS; completion of new manual according to a set timeline.

For East County Fire and Rescue, the following are prices based on 9 Career Fire Fighters; 6 part-time; and about 20 volunteer for the subscription resources.

Lexipol Policy tools and resources, and 10 Training Bulletins monthly. = \$4313.00 – Annual Subscription

Lexipol SPS (Supplemental Publication Shell). = \$905.00 – Annual Subscription

Implementation Services:

Silver Package (Quick Start) = \$3950.00 – One time Fee

Gold Package (50 hour package) = \$6950.00 – One-time fee

Platinum Package = Custom Quote.

As far as a presentation goes, just about anytime can work for me. It takes generally 30-45 minutes, depending on questions. Generally, any day except Mondays are good. If there are 2 or 3 days/times that can work best for your group, let me know. I am sure it can work out.

I hope the above is helpful. Feel free to contact me if you have any questions or if I can be of help in any way.

Best regards,

Martin

Martin Fromme  
Senior Account Executive  
Lexipol  
Predictable is Preventable®

Direct: 949.313.6581  
Cell: 503.880.2860  
Email: mfromme@lexipol.com  
Website: www.lexipol.com

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