REGULAR BOARD OF FIRE COMMISSIONERS MEETING

July 5, 2016

Station 91 7 PM

AGENDA

CALL TO ORDER:

Flag Salute

GUESTS:

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

- 1. Approval of June 21, 2016 Regular Board Meeting Minutes
- 2. Approval of June 21, 2016 Local BVFF&RO Meeting Minutes
- 3. Approval of June 16, 2016 Special Workshop Minutes
- 4. Approval of June 24, 2016 Special Workshop Minutes
- 5. Approval of July 5, 2016 Financial Statement
- 6. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Assistant Chief Jacobs Interim Administrative Chief Gillespie

VOLUNTEER FIRE FIGHTERS ASSOCATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Planning Group Workshop Consider Updated Policy #90.2.3 Non Exempt Employee Compensation Consider Purchase Request for SCBA Repair items

(See Reverse)

OPEN TO PUBLIC:

COMMISSIONER COMMENTS:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Accident Report and Claim

ROUND TABLE:

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.

RCW 42.30.140 (4)(a) relating to collective bargaining issues and negotiations.

RCW 42.30.110(1)(c) to consider the sale of real estate

ADJOURNMENT:

Next Regular Board Meeting: July 19, 2016, Station 91, 7 PM

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 21, 2016 Station 91 7 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Sherry Petty

Tad Crum Kacie Jones Mike Berg

Tom Gianatasio

Al Gillespie

Mike Taggart

Robert Jacobs
Michelle McDermott

CALL TO ORDER: 19:00 PM

Flag Salute

GUESTS:

None

AGENDA ADJUSTMENTS:

Commissioner Martin asked that in future agendas, she would like a budget report added under 'Staff Report' for meetings when the budget is included in the packet.

CONSENT AGENDA:

- 1. Approval of June 7, 2016 Regular Board Meeting Minutes
- 2. Approval of June 7, 2016 Local BVFF&RO Meeting Minutes
- 3. Approval of June 16, 2016 Special Workshop Minutes
- 4. Approval of June 21, 2016 Financial Statement
- 5. Excuse Absent Commissioner(s):

Motion by Commissioner Petty to approve the consent agenda, second by Berg. Motion passed unanimously.

OPEN TO PUBLIC:

Richard Hamby shared that the Port Authority property across the street from station 91 is possibly being developed as a dog park due to the closing of the main dog park in Washougal.

CORRESPONDENCE:

None

STAFF REPORT:

Assistant Chief Jacobs shared that there is a party from Klickitat that is interested in the Carpenter bus. Jacobs praised the great job that the C shift Duty Crew did at a structure fire on June 12th. Chief Gillespie gave his report, a copy is in the packet. Secretary Jones gave a brief on the budget, a copy is in the packet.

VOLUNTEER FIRE FIGHTERS ASSOCATION:

Nothing



SAFETY REPORT:

Chief Jacobs announced the next Safety Committee meeting time, which is July 7, 2016, 7:30 PM at Station 94. There were three reported injuries from the structure fire on June 12th, only one required treatment.

FIRE DISTRICT BUSINESS:

Planning Group Workshop:

The next planning group workshop is scheduled for Friday, July 22nd, 6:30 PM at Station 91.

Consider Policy #90.3.4 Cash Handling and Receipting:

Chief Gillespie advised the board that this is the updated version of this proposed policy. **Motion by Commissioner** Berg to accept the policy, **second** by Taggart. **Motion passed**.

Consider Policy #90.2.3 Non Exempt Employee Compensation:

Chief Gillespie explained that this policy would be a consolidation of 3 current policies into one streamlined policy that defines federal and state overtime provisions. Commissioner Gianatasio asked for clarification in distinguishing between old and new language in the proposal.

Consider Purchase Request for Turnouts:

Chief Gillespie explained that the purchase request is for new turnouts for four firefighters. This expense has been budgeted for and would be received before the end of the year. **Motion by Commissioner** Berg to approve, **second** by Gianatasio. **Motion passed**.

OPEN TO PUBLIC:

Nothing.

COMMISSIONER COMMENTS:

Commissioner Berg asked if the exhaust fan ducting was completed at Station 94. Chief Jacobs affirmed that it was.

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

Nothing



EXECU	TIVE	SESSI	ON	•

RCW 42.31.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

RCW 42.30.140 (4) (a) Relating to collective bargaining issues and negotiations.

The Board went into executive session at 19:33. Anticipated return of 20:03. An extension was announced until 20:13 An extension was announced until 20:23 The board reconvened at 20:24

The board took no action.

Motion by Commissioner Gianatasio to adjourn, second by Taggart; Motion passed. ADJOURNMENT: 20:25

Martha Martin, Chairperson	_	Mike Taggart, Vice Chair	
Tom Gianatasio, Commissioner	_	Mike Berg, Commissioner	
Sherry Petty, Commissioner		DISTRICT SEAL:	
ATTEST:			
Kacie Jones, District Secretary			

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes June 21, 2016

CALL	TO	ORD	ER:

The meeting was called to order by Chairperson Martha Martin at 7:58 PM at Station 91.

The following were in attendance:

Martha Martin

Mike Berg

Mike Taggart

Sherry Petty

Tom Gianatasio

Robert Jacobs

Tad Crum

Al Gillespie

Michelle McDermott

Kacie Jones

BUSINESS:

There is no business tonight.

ADJOURNMENT:

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

Tom Gianatasio, Commissioner,

Sherry Petty, Alternate

Tad Crum, FF's Assoc. Liaison

Paula Knapp, FF's Assoc. Liaison Alternate

Kacie Jones, District Secretary

Bob Jacobs, Alternate

Martha Martin, Chairperson Mike Taggart, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

June 16, 2016 Station 91

Draft Minutes

ATTENDANCE: Al Gillespie Mike Taggart Linda Durrett Danny Burch Paula Knapp	Tom Gianatasio Sherry Petty Michael Carnes Tad Crum	Mike Ryan	a Martin Berg Gonzales Cushwa	Robert Jacobs Kacie Jones Shelby DeLong Michelle McDermott					
CALL TO ORDER	6:30 PM								
presented his Proposa training and retaining The report from the V There is no change or maintenance. Commissioner Petty a	Chief Gillespie led the meeting with an overview of the topics to be discussed. Captain Carnes presented his Proposals for Change report for the Volunteer program. Topics included recruiting, training and retaining volunteers. The report from the Washington Survey and Ratings Bureau is expected soon. There is no change or update on Station 96. The crews have been asked to continue yard maintenance. Commissioner Petty asked that the district consider implementing parking signs at Station 93, as there is an ongoing problem with large trucks and trailers using the parking lot.								
bargaining issues and	negotiations. Anticip The board accepted C	ated ret	urn at 20:01. Th	40 (4)(a) relating to collective the board reconvened at 20:02. The recommendation for the					
Meeting adjourned:	20:05								
Respectfully Submitted	,								
Martha Martin, Chairpe	erson		Mike Berg, Con	mmissioner					
T. C: 1: C	· · ·		21						
Tom Gianatasio, Comm	nissioner		Sherry Petty, C	ommissioner					
Mike Taggart, Commission	sioner	ē,	DISTRICT SE	AL:					



Kacie Jones, District Secretary

SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP

June 24, 2016 Station 91

Draft Minutes

ATTENDANCE:

Al Gillespie Mike Taggart Aloma Taggart	Sherry Petty	Martha Martin Jay Wittwer	Mike Berg Kacie Jones
CALL TO ORDE	R: 15:01 PM		
	ed to executive session	ı .	
RCW 42.30.110 (g review the perform) To evaluate the qual ance of a public emplo	ifications of an applica	ant for public employment or to
Anticipated return Extended to 4:25	of 4:15		
Reconvened at 4:2:	5		
The board takes no	action.		*
Motion to adjourn	ı by Commissioner T	aggart to adjourn, seco	ond by Gianatasio.
Meeting adjourne	<u>d:</u> 16:26		
Respectfully Submitt	ted,		
Martha Martin, Chair	rperson	Mike Berg,	Commissioner
Tom Gianatasio, Cor	nmissioner	Sherry Petty	v, Commissioner
Mike Taggart, Comm	nissioner	DISTRICT	SEAL:
Kacie Jones, District	Secretary		



Financial Data

Balance Summary June 7, 2016

Balances reflect as of close of business 07/04/2016 May 2016 Allocation Rate 0.614%

Fund	Fund Name	Cash	Investment at Cost	Encumbered	Balance
6291	East County Fire & Rescue		\$ 1,534,017.41	\$16,887.27	\$ 1,517,130.14
6291-1	New Tender FD 9		\$ 299,650.90		\$ 299,650.90
6291-2	Capital Facility		\$ 20,965.26		\$ 20,965.26
6291-3	Leave Accrual		\$ 42,524.84		\$ 42,524.84
6291-4	Safer Grant Year 3		\$ -		\$ -
6291-5	Plans Trailer Copier		\$ 2,028.61		\$ 2,028.61
6248	Fire District 9 GO Bond Fund				\$ -
6292	Fire District 9 Capital Fund	×			\$ -
Transmittals	TOTALS	\$0.00	\$ 1,899,187.02		\$ 1,882,299.75
TR2016 ECFR	June 9 2016	\$1,075.71			
TR2016 ECFR	June 14 2016	\$1,746.80			To the state of th
TR2016 ECFR	June 21 2016	\$14,064.76			
TR2016 ECFR			Payro	II Costs for SM12	\$42,461.70
TR2016 ECFR			i i		
TR2016 ECFR			3	*	
TR2016 ECFR					1
TR2016 ECFR			,		

^{*}Previously paid transmittals submitted and paid per Resolution #177-03182014

Staff Report

Submitted by Al H Gillespie Interim Executive Fire Chief 05 July 2016 20 June through 04 July 2016

Operations

- 30 Incidents since first meeting in June.
 - o 2 Fire
 - 0 Overpressure, Rupture, Explosion, Overheat
 - o 16 EMS
 - o 3 MVA's
 - 1 MVA Cleanup or Hazardous Condition, Electrical
 - o 0 Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 - o 7 Good intent, no incident found or Cancelled Enroute
 - o 1 Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - o 0 Flood assist, Citizen Compliant, or Special type of incident
- Year to Date: All calls 438
 - o All Fire Calls
 - **19**
 - o Overpressure, Rupture, Explosion, Overheat
 - **-** C
 - EMS Calls excluding MVA
 - **240**
 - o MVA with or without injury, Rescue
 - 49
 - o MVA Cleanup or Hazardous Condition, Electrical
 - /
 - Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 19
 - Good Intent, Cancelled Enroute, No Incident Found, Smoke Scare, Authorized Controlled Burn, Steam Vapor, Fog or Dust Thought to be Smoke
 - o Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - o Flood assist, Citizen Compliant, or Special type of incident
 - (

Brownouts at Station 94:

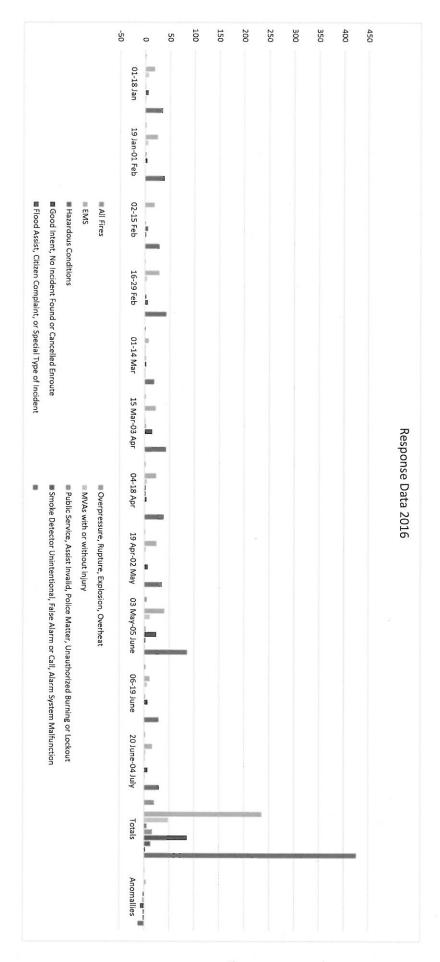
- There was one brownouts during this time:
 - o 12 hours 27 June



Overtime:

	A0 4== 00	
•	\$2,157.08	through 25 January
•	\$1,001.55	26 January through 10 February
•	\$3,477.49	11 February through 25 February
•	\$583.83	26 February through 10 March
•	\$1,154.27	11 March through 25 March
•	\$789.28	26 March through 08 April
•	\$1,782.48	09 April through 25 April
•	\$144.90	26 April through 10 May
•	\$2,340.12	11 May through 25 May
•	\$1,708.21	26 May through 10 June
•	\$1,368.68	11 June through 24 June
•	\$16,489.69	year to date

Approximately 35% of annual overtime budget 6 months would equate to approximately 50% of annual budget



AC Jacobs Report 7-5-2016

June ACC/EOC training was Monday 6-13-2016 Sta. 91 7PM.

June EST training was 6-27-2016 Sta. 91 7PM. Accident prevention, noise abatement, & flagger training July ACC/EOC training Monday 7-11-2016 Sta. 91 7PM. July EST training 7-25-2016 Sta. 93 7PM.

Safety Report

Safety Committee meeting was held 5-24-16.

Next safety committee meeting, 7-20-16 Sta. 94 7:30 PM.

No reported accidents/incidents since the last board meeting.

Policies, Procedures, and Guidelines

PPG NUMBER: 90.2.3	PAGE: 1	of 1		ISSUE: 5-15-07
APPROVED BY:		REVI	Revised: EWED:	05-05-09
Board Cha	ir			
Purpose: The purpose of this policy control labor costs by managing the				
I. Compliance: East County Fire & rate to nonexempt employees who erederal laws.	Rescue will execed the regu	ompensate lar hours	at the rate of tire	ne and one half the regular ds established by State and
Subject to the Management Rights (the 7(k) exemption and the following	Clause Article 3 g work periods	3, under the for emplo	ne FLSA 29 CFR oyees classified	k, the Employer has adopted as Firefighters.
The work period for full-timThe work period for part-tir				
The work period for all other emploand ending at 2400 on Sunday.	yees shall be th	ne standard	d week beginnin	g at 0001 hours on Monday
Work Schedules:				
The standard work schedule for Full 0700 hours. The District reserves the				24-hour shifts beginning at
The standard work schedule for all of	other employee	s shall be	defined by posit	ion.
Shift Trades:				
Employees shall have the right to Guidelines #208 Shift Trades. Shi District or cause overtime situation	ft trades shall	not interf	ere with the ope	
a. Paid leave, such as holiday, sick (or vacation pay	, does not	apply toward he	ours worked.
b. The workweek for emplo				emption - begins at 0001
e. The standard work period employee) by the Fire Chief (and must be app	roved (employee by
d. The typical day shift is 08 circumstances (i.e. station c	800 – 1700 hou overage during	rs. This is Wildland	subject to change fire season) at t	ge to accommodate special he Fire Chief's discretion.
	n the standard		od shall not be m	ade to avoid of otherwise



- 2) The overtime threshold for Day Shift employees is 40 hours.
- e. Employees that work a platoon shift (i.e. 24 hours on and 48 off) fall under the FLSA 207(k) exemption for overtime calculation. The following shall apply for 207(k) employees:
- 1) The District shall utilize a 27-day work period.

II. Overtime Approval Overtime:

All employees are expected to make a good-faith effort to minimize the occurrence of overtime. Supervisors are expected to manage personnel time, as much as is practical, to avoid overtime.

All extra hours worked shall be subject to Standard Operating Guidelines #206 Extra Work Hours and Callback Guideline.overtime must, ultimately, be approved by a Chief Officer. Overtime payments do not commence until the employee exceeds 40 hours in a work week.

Compensation for overtime shall be at a rate of one and one-half times the employee's regular rate of pay.

FLSA overtime shall apply to all hours, actually worked, that exceed the threshold for the employee's classification:

- Full-time firefighter 204 hours in a 27 day work period
- Part-time firefighter 53 hours in a 7 day work period
- All other employees 40 hours in a work week
 - a. Scheduled overtime must be pre-approved by a Chief Officer.
 - 1) An overtime pre-approval form must be filled out and signed by a Chief Officer.
 - 2) The signed pre-approval shall be entered into the schedule and forwarded to payroll.
 - b. Unscheduled overtime must be pre-approved by a Chief Officer by the end of the shift.
 - 1) An overtime pre-approval form must be filled out and signed by a Chief Officer
 - 2) The signed pre-approval shall be entered into the schedule and forwarded to payroll.
- **II.** <u>Unauthorized Overtime:</u> Individuals and/or supervisors that fail to comply with the provisions outlined in Section II of this document may be subject to disciplinary action per SOG #403 Code of Discipline.

Policies, Procedures, and Guidelines

SUBJECT: Shift Work Overtime			
PPG NUMBER:90.2.3.a	PAGE: 1 of 1		F ISSUE: 10-19-10 F RE-ISSUE 03-01-11
APPROVED BY: Board Chair	REVIEV	VED;	BY:

POLICY: SHIFT WORK OVERTIME

All hours <u>worked</u> in excess of 204 hours in a work period will be compensated at the rate of one and-one-half (1-1/2) times the regular rate. The work period consists of 27 days of which there are 13.5 in one year as defined by FLSA.

Employees shall record their approved (using the overtime/comp form) and performed overtime on their semi-monthly payroll documents and submit them to their direct supervisor. All overtime except holdover calls must be approved in advance.

Call Back/Holdover

A minimum of one (1) hour will be paid for call back. There shall be no minimum hours paid when an Employee is on duty and is held over.

Meetings/Training Drills

Time will be compensable only when attendance at the meeting/drill is required or requested by a chief officer and the Employee is **not on duty**.

Policies, Procedures, and Guidelines

SUBJECT: Shift Work Schedule			
PPG NUMBER: 90.2.3.b	PAGE: 1 of 1	DATE O	F ISSUE: 11-02-10
APPROVED BY: Board Chair	REVI	EWED:	BY:

POLICY: SHIFT WORK SCHEDULE

Work Schedule

Subject to the Management Rights Clause Article 3, under the FLSA 29 CFR, the Employer has adopted the 7(k) exemption and a 27-day work period. Employees shall be scheduled to work 24-hour shifts. The District reserves the right to adjust work shift start times.

Shift Trades

Employees shall have the right to voluntarily trade shifts with prior written request and approval of the Fire Chief or designee, and when the trade does not interfere with the operational needs of the District. Shift trades shall not be open-ended and shall be the responsibility of the Employee to track. Per FLSA 29 CFR 553.31 Section 207 (p)(3) the trades shall not cause overtime situations where the regular schedule did not. Please reference Standard Operating Guidelines Shift Trades on East County Fire & Rescue's shared server.

EAST COUNTY Fire and Rescue

PURCHASING REQUEST FORM

REQUESTED ITEM(S): 5CBA parts
BRAND/MODEL/VENDOR/PART NUMBER: Sec attacked
APPARATUS/STATION NUMBER: St. 91 ESTIMATED COST OF REQUESTED ITEM: \$ 1516 20 (+ +ax + 3/1/1/2)
EXPLAIN THE NEED FOR REQUESTED ITEM: SCBA repair
PERSON REQUESTING THE PURCHASE: Prasch John DATE: 6/24/16
BUDGET CODING: SUB 522 ELE 200 OBJ 484 ID 002 DATE NEEDED BY: As soon as possible
DO NOT WRITE BELOW THIS LINE
AUTHORIZATION FOR PURCHASE:
AUTHORIZED SIGNATURE
DATE ORDERED:
VENDOR:
TOTAL COST:
PAYMENT METHOD: VISA M/C NET 30 P/C
COMMENTS:
O:\Forms Revised\Admin Forms\Purchasing Request doc 6/24/2016

(16)

page 1 of 1



P.O. Box 51, Kirkland, Washington 98083

Phone (425) 821-5858 / Fax (425) 823-0636 / Toll Free 1-800-327-5312

www.seawestern.com / E-mail: info@seawestern.com

QUOTATION

TO:	East C	oun	ty Fire & Rescue			DATE:	6/22/16
	600 N	E 26	7 th Ave			***************************************	
	Camas	s, W.	A 98607				
ATTN:	John P	rasc	h				
ITEM NO	D. Q	ГҮ	DESCRIPTION			UNIT PRICE	EXTENSION
			MSA REPAIR PA	RTS			
1.	4	4	MSA 818107 Exhalation Spring and B	Bar Kit		\$9.00	\$36.00
2.		6	MSA 10031102 Speed-On Headnet for	UltraElite Mask		\$114.00	\$684.00
3.	2	0.0	MSA 10031105 Speed-On Headnet Ad	ljustment Strap		\$18.00	\$360.00
4.		1	MSA UltraElite Mask With Nosecup and Speed-On Headnet.			\$400.00	\$400.00
				Total for (Order		\$1,480.00
FOB:	K	irkla	nd, WA	TERMS:		Net on Re	ceipt
DELIVE	RY: 3	0 to	45 Days aft	er receipt of order		Western, In	
						Steve Morris	
						President	

From: East County Fire & Rescue

360 834 5454

06/13/2016 12:59

so and all the property of the confidence of

#568 P.002/002

WASHINGTON VOLUNTEER FIREFIGHTERS' AND RESERVE OFFICERS' RELIEF AND PENSION ACT

AR

Invoice Voucher

Date:

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1115 SE 164th Avs. Dept 334 Vancouver, Washington 98683

Connor M Horne 600 NE 267th Avenue **CAMAS, WA 98607**

Guarantor ID:

400013777

Visit Coverages:

GENERIC WORKERS' COMP

This is an itemization of your services. This is not a bill.

Patient:

Horne, Connor M

Admission Date: 06/13/2016

Hospital Account: 1000857936

Discharge Date: 06/13/2016

Current Account Balance: \$760.00

Hospital Charges

Date	Rev Code	Code	Description	Quantity	Amount'
06/13/16	0450	4509926200	HC ER VISIT LEVEL 2	1	\$760.00

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