

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

December 5, 2017

Station 91

7 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

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):

GUESTS:

Paul Lewis

OPEN TO PUBLIC:

CORRESPONDENCE:

WFCB Board Vacancy Announcement
Clark County Auditor
Washougal Community Development Director

STAFF REPORT:

Chief Swinhart
Deputy Chief Carnes
Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Facilities Use Policy
Station 93 Repair Estimates
2018 Board Assignments
2018 Holiday Schedule
2018 Commission Meeting Schedule
OPEIU COLA MOU
See Reverse

This Meeting is Being Recorded.

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

Page # 1 of 2

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar

Next Policy Workshop

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: December 19, 2017, Station 91, 7 PM



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 December 5, 2017**

1. Minutes –
 - November 21, 2017 Regular Meeting
 - November 21, 2017 Local BVFF&RO Meeting
 - November 28, 2017 Special Meeting Minutes
 - December 4, 2017 Special Meeting Minutes
2. Invoices
 - \$ 31,518.51
 - i. Check Nos.10422-10437 dated November 29, 2017
3. Approved Commissioner Stipends December 10 Pay Date

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

4. Voided/Destroyed Claims/Payroll Warrants
 - None
5. Payroll/Benefits
 - \$ 48,279.76 (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

November 21, 2017

Station 91

7 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Tom Gianatasio
Mike Carnes
James Troutman
Karen Gianatasio

Sherry Petty
Nick Swinhart
Robert Jacobs
Zach Hougan
Kacie Jones

Mike Taggart
Mike Berg
Tad Crum
Michael Hongel

CALL TO ORDER: 19:00 PM

Flag Salute

GUESTS:

None

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of November 7, 2017 Regular Board Meeting Minutes
2. Approval of November 7, 2017 Local BVFF&RO Meeting Minutes
3. Approval of November 7, 2017 Public Hearing Minutes
4. Approval of November 15, 2017 Policy Review Workshop Minutes
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

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

OPEN TO PUBLIC:

Captain Troutman wished a belated Veteran's Day to the veterans in attendance.

CORRESPONDENCE:

None

STAFF REPORT:

Chief Swinhart shared that Paul Lewis study is slated for presentation to the Camas City Council on December 4th, 2017. Commissioner Martin inquired about the possibility of having a joint workshop for the presentation. Chief Swinhart also announced that the Port will not be moving forward with the water access ILA. The port will present a formal termination soon.

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

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 November 29, 2017, 7:30PM at Station 91.

FIRE DISTRICT BUSINESS:

Facilities Use Policy:

Commissioner Petty shared that subsequent to the last policy review workshop, she had revised her stance on a recent facilities request. The board discussed different facets of the policy and potential revisions. The policy will continue to be reviewed in the next policy workshop.

Resolution #230-11212017 General Operating Budget:

Motion by Commissioner Berg to approve the resolution, seconded by **Commissioner Martin**. **Motion Passed.** Martin, Taggart, Petty and Berg vote Yea. Gianatasio votes no.

Resolution #231-11212017 EMS Levy Budget:

Motion by Commissioner Gianatasio to approve the levy, **seconded by Commissioner Petty**. **Motion Passed unanimously.**

Resolution #232-11212017 Debt Service Budget:

Motion by Commissioner Martin to approve the invoice, seconded by **Commissioner Petty**. **Motion Passed unanimously.**

Approve Policies:

Revised:

- 00.4.1 Public Records
- 10.2.3 Grooming
- 10.3.1 EST Guidelines
- 10.4.1 Recognition of Tenure and/or Retirement
- 10.4.4 Unpaid Holidays for Reasons of Faith or Conscience
- 10.5 Definition of Members
- 10.6 Personnel Records
- 10.7.6 Weapons
- 10.7.10 Military Leave
- 10.7.11 Drug & Alcohol Free Workplace
- 10.7.18 Conflicts of Interest

Reviewed:

- 10.7.9 Disability-Procedure for Requesting Accommodation
- 10.7.15 Taking of Photos and Video

Suspended:

- 10.7.1 Aids
- 10.7.2 Sexual Harassment
- 10.7.4 Pregnancy Leave
- 10.7.5 Anti-Retaliation Policy
- 10.7.7 Equal Employment Opportunity & Anti-Discrimination
- 10.7.8 Disability Discrimination Policy

COMMISSIONER COMMENTS:

Commissioner Petty inquired about the status of ST95. Chief Advised there have been no updates. Commissioner Martin queried that with the incoming of a new Washougal Mayor, perhaps the Board would be interested in inviting the new Mayor to a committee or Board meeting. Commissioner Martin also shared that a citizen had reached out to her with an inquiry about ambulance transportation billing. Chief Swinhart explained that ambulance billing is dependent upon several individual factors. Commissioner Martin also gave an update on the Port's progress with a property transaction and shared that she had attended Chief Wrightson's retirement party. Commissioner Taggart inquired about the audit, which is still ongoing and going well. Commissioner Gianatasio questioned the cost of the travel that is scheduled for the initial inspection of the new apparatus being constructed. Chief Jacobs advised that the trip is included in the purchase price of the apparatus.

OPEN TO PUBLIC:

Nothing

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

Chief Carnes advised that the administrative office at Station 91 will be closed November 23rd and 24th in observance of Thanksgiving, and the tentative dates of the Holiday Dinner is December 13th, 6:00 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.

The Board adjourned to executive session at 20:00 for 20 minutes.

The Board returned at 20:20

The Board takes no action.

Motion by Commissioner Petty to adjourn, seconded by Commissioner Gianatasio. Motion passed.

ADJOURNMENT: 20:21

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
November 21, 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

Tom Gianatasio

Mike Carnes

James Troutman

Karen Gianatasio

Sherry Petty

Nick Swinhart

Robert Jacobs

Zach Hougan

Kacie Jones

Mike Taggart

Mike Berg

Tad Crum

Michael Hongel

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:17.

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

Mike Taggart, Chairperson
Marth Martin, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

November 28th, 2017

Station 91

Draft Minutes

ATTENDANCE:

Martha Martin
Sherry Petty
Linda Durrett
Neil Cahoon
Janet Hurd
Kent Mehrer
Matt Hazlett
Joel VanNess

Mike Taggart
Mike Berg
Kacie Jones
Keith Halcumb
Kay Courier
Patricia Holt
Zach Allen

Tom Gianatasio
Mike Carnes
Robert Jacobs
Cindy Halcumb
David Courier Sr.
Richard Hamby
Zach Hougan

CALL TO ORDER: 17:30 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.

The Board adjourned to executive session at 17:30 for 30 minutes.

The Board reconvened at 18:00.

The board takes no action.

AGENDA ADJUSTMENTS:

Motion by Commissioner Martin to move the public comment section to after fire district business, before policy review, **seconded by Commissioner Berg. Motion Passed**

FIRE DISTRICT BUSINESS:

Rescind and Approve Resolutions:

Chief Carnes explained that the county sent over some new information regarding the population count for East County and different number for the EMS Levy, which required revisions to previously passed resolutions.

Motion by Commissioner Martin to rescind resolutions 228-11072017 General Fund Levy, 229-11072017 EMS Levy and 231-11212017 2018 EMS Budget, **seconded by Commissioner Petty. Motion Passed.**

Motion by Commissioner Martin to approve resolutions 233-11282017 2018 EMS Budget, 234-11282017 General Fund Levy and 235-11282017 EMS Levy, **seconded by Commissioner Berg. Motion Passed.**

OPEN TO THE PUBLIC:

Commissioner Taggart read a prepared speech. Kent Mehrer spoke of his hope to continue using the room for meetings; Neil Cahoon spoke of encouraging public use of the building and a 'culture of yes'; Dave Courier Sr. encouraged public use of the facility and described his experience using Camas facilities; Janet Hurd inquired about the original intent of the building and obtaining a copy of the facilities use policy; Richard Hamby asked everyone to consider each other's side and work together; Cindy Halcumb shared how important having

public facilities is to the community; Kay Courier relayed examples of successful past use of the room and Patty Holt spoke of her experience organizing meetings at the police department.

POLICY REVIEW:

The Board, Chiefs, and administrative staff reviewed the facilities use policy and discussed revisions. Staff anticipates having a revised draft for the next regular board meeting on Tuesday, December 5, 2017.

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 20:18 for 30 minutes.

A 15 minute extension was announced at 20:48

The Board reconvened at 21:03

The Board takes no action.

Motion by Commissioner Taggart to adjourn, seconded by Commissioner Berg. Motion passed.

Meeting adjourned: 21:03

Respectfully Submitted,

Mike Taggart, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Martha Martin, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

December 4, 2017

Camas Council Chambers

Draft Minutes

ATTENDANCE:

Martha Martin

Sherry Petty

Mike Carnes

Mike Taggart

Mike Berg

Nick Swinhart

Tom Gianatasio

Mike Carnes

Kacie Jones

CALL TO ORDER: 16:31

Chief Swinhart reviewed the scope and recommendations of a previously completed ESCI study. Paul Lewis introduced the areas of the functional consolidation financial review he recently completed. He reviewed options for staffing models, deployment scenarios and funding sources, both on an interim and permanent basis. As time in the council workshop is limited, a meeting will be scheduled in the future for the councils to discuss the information and consider action.

Meeting adjourned: 17:34

Respectfully Submitted,

Mike Taggart, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Martha Martin, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

11/01/2017 To: 11/30/2017

Time: 14:37:01 Date: 12/01/2017
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1250	11/29/2017	Claims	6291	10422	ADVANTAGE PROTECTION	95.33	Customer 09682D000G0Q
					001 - 522 50 41 093 - Monitoring (St 93)	95.33	ST93 Qtly Monitoring
1251	11/29/2017	Claims	6291	10423	ALLIED PRODUCTS CORPORATION	208.00	Order Number 0228814
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	208.00	US And WA Flags
1252	11/29/2017	Claims	6291	10424	BROTHERS IN BATTLE LLC	950.00	Invoice 179
					001 - 522 40 43 000 - Tuition	950.00	Basic & Advanced Irons Gonzales, VanNess & Hougan
1253	11/29/2017	Claims	6291	10425	CAMAS POWER EQUIPMENT	116.87	657561
					001 - 522 60 43 000 - Small Engine Repair	116.87	S Trimmer String, Bar Oil And Motomix
1254	11/29/2017	Claims	6291	10426	CITY OF CAMAS	3,000.00	Invoice 0138033
					001 - 522 10 44 001 - Chief Services (Camas)	3,000.00	December 2017 Chief Services
1255	11/29/2017	Claims	6291	10427	CLARK CO. FIRE CHIEF'S ASSOCIATION	25.00	17-0402
					001 - 522 20 44 001 - Dues/Memberships	25.00	2017 Membership Dues
1256	11/29/2017	Claims	6291	10428	KITCHEN ELECTRIC	381.29	Invoice 4244
					001 - 522 50 40 000 - Bldg Repair & Maint	381.29	Replace Ballasts, Adjust Timer For Parking Lot Lights
1257	11/29/2017	Claims	6291	10429	NI GOVERNMENT SERVICES, INC	30.20	Account 13065328
					001 - 522 20 41 001 - Satellite Phone	30.20	Satellite Phone 05/2017
1258	11/29/2017	Claims	6291	10430	NW NATURAL	263.13	Account 2074612-9
					001 - 522 50 45 091 - Gas (St 91)	263.13	Natural Gas Service ST91
1259	11/29/2017	Claims	6291	10431	PACIFIC TRUCK & TRAILER SERVICE, INC	960.21	Invoice 2017-27798
					001 - 522 60 48 001 - T95	583.52	T95 Annual Inspection
					001 - 522 60 48 014 - E91	167.94	E91 Pump Relay Repair
					001 - 522 60 48 014 - E91	208.75	Electrical System Repair
1260	11/29/2017	Claims	6291	10432	RICOH USA, INC	58.23	Customer 4207421
					001 - 522 10 40 002 - Copier Mtce	58.23	ST 91 Copier Maintenance
1261	11/29/2017	Claims	6291	10433	TLC TOWING	325.20	
					001 - 522 60 48 014 - E91	325.20	E91 Winch Out
1262	11/29/2017	Claims	6291	10434	UNITED FIRE, HEALTH & SAFETY	3,242.12	Order# 0554325; Customer 022250
					001 - 522 50 40 000 - Bldg Repair & Maint	1,600.12	Backflow Valve Repairs ST91
					001 - 522 60 40 000 - Fire Extinguisher Maint	1,642.00	Annual Extinguisher Maint/test/recharge
1263	11/29/2017	Claims	6291	10435	BUDGET AND FISCAL SERVICE WASHINGTON STATE PATROL	335.00	Account EAS207
					001 - 522 40 43 000 - Tuition	335.00	VanNess Tuition Fire Control And Search & Rescue
1264	11/29/2017	Payroll	6291	10436	OPEIU Local 11	57.00	Pay Cycle(s) 11/25/2017 To 11/25/2017 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	28.50	
					001 - 589 99 99 000 - Payroll Clearing	28.50	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

11/01/2017 To: 11/30/2017

Time: 14:37:01 Date: 12/01/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1265	11/29/2017	Payroll	6291	10437	TRUSTEED PLANS SERVICE CORPORATION	21,470.93	Pay Cycle(s) 11/01/2017 To 11/30/2017 - Disability - FF; Pay Cycle(s) 11/01/2017 To 11/30/2017 - Addtl Life; Pay Cycle(s) 11/01/2017 To 11/30/2017 - PPO-100; Pay Cycle(s) 11/01/2017 To 11/30/2017 - Ka
					001 - 522 10 22 001 - Admin Medical Insurance	1,127.48	
					001 - 522 10 22 001 - Admin Medical Insurance	1,305.85	
					001 - 522 10 22 001 - Admin Medical Insurance	1,667.30	
					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	
					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	1,396.47	
					001 - 522 20 22 001 - FF Medical Insurance	1,648.20	
					001 - 522 20 22 001 - FF Medical Insurance	516.50	
					001 - 522 20 22 001 - FF Medical Insurance	2,890.71	Gremer Retro PPO-100
					001 - 522 20 22 001 - FF Medical Insurance	1,665.10	Reserve Adjustment
					001 - 522 20 22 001 - FF Medical Insurance	1,243.82	
					001 - 522 20 22 001 - FF Medical Insurance	1,614.13	
					001 - 522 20 22 001 - FF Medical Insurance	1,614.13	
					001 - 522 20 22 001 - FF Medical Insurance	1,614.13	
					001 - 522 20 22 001 - FF Medical Insurance	595.56	
					001 - 522 20 22 001 - FF Medical Insurance	595.56	
					001 - 522 20 22 001 - FF Medical Insurance	-1,191.12	Aden Retro Termination
					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	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	-107.08	Aden Retro Termination
					001 - 522 20 22 001 - FF Medical Insurance	-185.66	Gremer Correction By Trusteed
					001 - 522 20 22 001 - FF Medical Insurance	515.65	Gremer Retro Addition
					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	-125.34	Retro Adjustment Aden Termination
					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	
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					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	-7.20	Retro Adjustment Aden Termination
					001 - 589 99 99 000 - Payroll Clearing	10.00	

CHECK REGISTER

East County Fire & Rescue

MCAG #: 1060

11/01/2017 To: 11/30/2017

Time: 14:37:01 Date: 12/01/2017

Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 589 99 99 000		Payroll Clearing	97.77	
		001 - 589 99 99 000		Payroll Clearing	125.74	
		001 - 589 99 99 000		Payroll Clearing	97.77	Gremer Oct Copay
		001 - 589 99 99 000		Payroll Clearing	72.03	
		001 - 589 99 99 000		Payroll Clearing	113.17	
		001 - 589 99 99 000		Payroll Clearing	10.00	
		001 - 589 99 99 000		Payroll Clearing	113.17	
		001 - 589 99 99 000		Payroll Clearing	60.00	
		001 - 589 99 99 000		Payroll Clearing	113.17	
		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	
		001 - 589 99 99 000		Payroll Clearing	11.73	
		001 - 589 99 99 000		Payroll Clearing	11.73	Gremer Oct Copay

001 General Fund

31,518.51

Claims:

9,990.58

31,518.51 Payroll:

21,527.93




WASHINGTON FIRE COMMISSIONERS ASSOCIATION

November 15, 2017

RECEIVED
NOV 20 2017

TO: Region 8 Fire Commissioners

BY:

FROM: Roger Ferris, Executive Director 

RE: Region 8 Board Vacancy

Effective January 1, 2018 there will be a vacancy in the Washington Fire Commissioners Association's Region 8 Board of Directors position as Jerry Kolke lost his election for Fire Commissioner.

According to Article 4, Section 2 of the *WFCA Articles of Association and Bylaws*, an active member in good standing for a period of two years during the previous five years is eligible to be nominated to fill this vacancy. The term of this Board position runs through December 31, 2018 and this position will be up for election at the 2018 WFCA annual conference in October.

If you wish to be considered for this appointment, please submit a letter of interest and resume by Friday, January 12, 2018 to:

Washington Fire Commissioners Association

PO Box 134

Olympia, WA 98507

Fax: 360.664.0415

Email: wfca@wfca.wa.gov

The WFCA Board plans to make an appointment at its regular meeting on January 20, 2018 in accordance with the bylaws.

If you have any questions, please contact the WFCA office at 1.800.491.9322.

RF/an



CLARK COUNTY
WASHINGTON

proud past, promising future

RECEIVED
DEC 04 2017

BY:

AUDITOR
GREG KIMSEY

November 29, 2017

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

Dear Chief Swinhart:

On November 28, 2017, the results of the November 7 General Election were certified by the County Canvassing Board. The candidates receiving the most votes for Fire District Commissioner, Position Nos. 1 and 4 have been sent an official 'Certificate of Election.' The winning candidates were also sent a letter explaining their need to sign an 'oath of office' before beginning the duties of their new term. A copy of the letters are enclosed.

Newly elected officials take office on January 1, 2018. The winners can take the oath of office up to ten days before the end of the year. I have included two copies of the oath of office. Once the oath has been taken, both copies should be signed, if your jurisdiction chooses to use the oath forms provided. One copy is for your files and the other copy should be returned to the Elections Office in the enclosed postage paid envelope. An oath of office can be administered by any judge, the County Auditor, or a Notary Public.

Traditionally, our office makes arrangements for an oath of office ceremony for candidates whose full term begins the first of the year. This ceremony is scheduled for 2 pm, Wednesday, January 3, 2018, at the Clark County Elections Department, 1408 Franklin Street, Vancouver. If the candidate elected wishes to attend this ceremony, an oath of office may be taken at that time.

Sincerely,

Greg Kimsey
Clark County Auditor

encl.

Good Afternoon Nick!

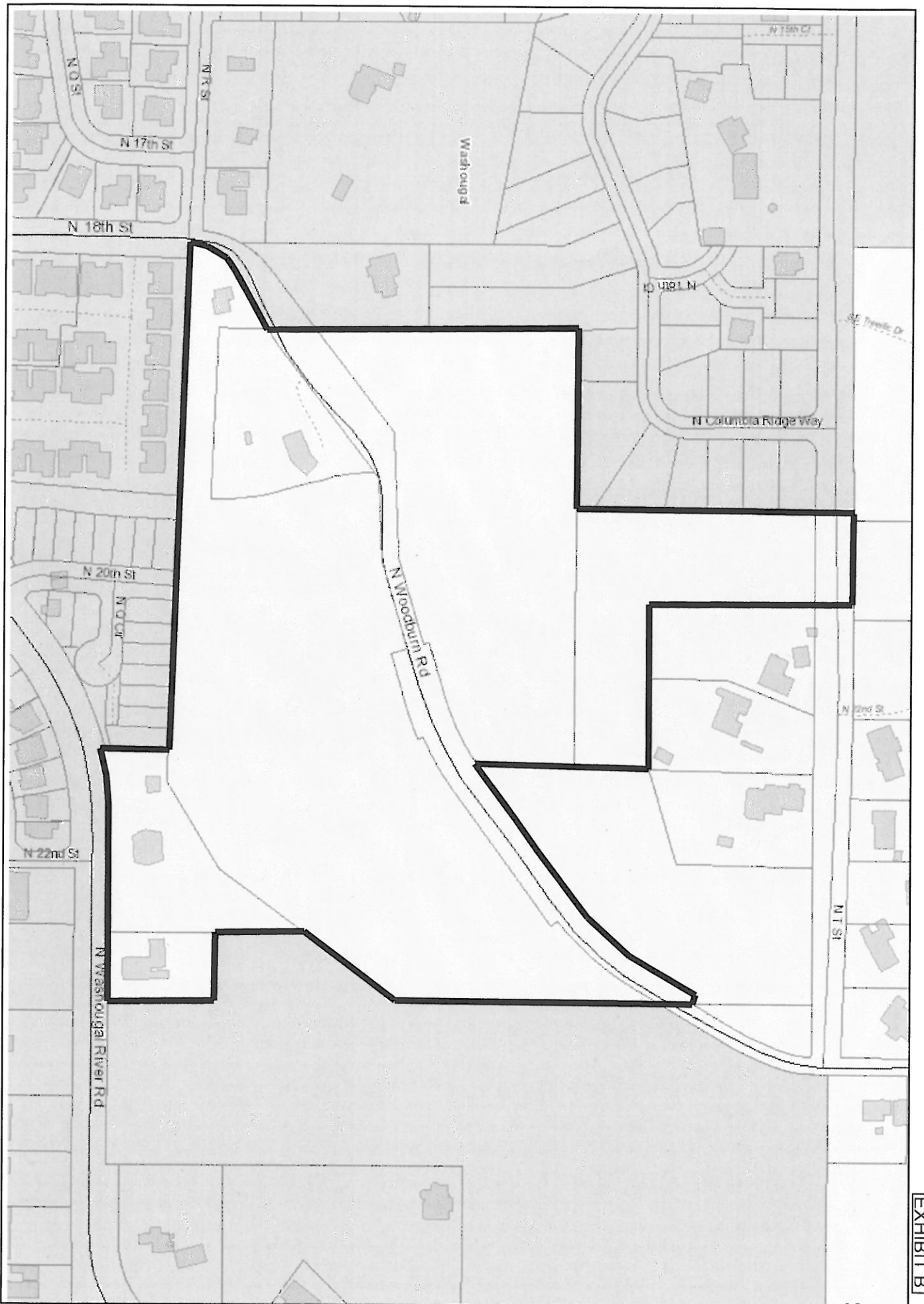
Mayor Guard asked me to let ECFR know, prior to a formal application being submitted, that the City of Washougal is looking at a possible annexation of about 20-acres north of Washougal River Road (see attached map). The City Council has authorized a petition to be circulated, which it has, and we are expecting a formal application to be submitted soon.

Please let me know if you have any questions or concerns.

Best regards,
Mitch

Mitch Kneipp | Community Development Director | City of Washougal
City Hall | 1701 C Street | Washougal, WA 98671 | 360.835.8501 Ext.604 |
FAX 360.835.8808
www.cityofwashougal.us





Deputy Chief Report

12-5-17

Calls since last Commissioner meeting: **31**

EMS: **22**

Fire: **1**

Other: **8**

Calls YTD: 2017- **901**

Staff Overtime Numbers:

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

Used YTD: **\$59,818.85**

% Used: **87.97%**

- Brown outs since last meeting: **3**
 - 11-23-17, Station 94, 24 hours
 - 11-29-17, Station 94, 12 hours
 - 12-2-17, Station 94, 24 hours
- Attended the Clark County Ops Chiefs meeting at Station 21 on 11-28-17.
- Working with CRESA on ECFR's radio template changes.
- Staff continues to work with the State Auditor.
- Kacie Jones has given the District notice that she has accepted a similar Job with CWFD and her last day is Dec. 13th.

AC Jacobs Report

12-5-17

ACC/ EOC training was 11-14-2017

November EST training was 11-27-2017.

Tentative date for the inspection trip for the new engine postponed.

No December EST or ACC/EOC training.

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

Safety Report

Safety committee meeting was 11-29-17

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

One minor incident since the last board meeting

EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Facility Use

PPG NUMBER: 70.4

PAGE: 1 of 3

DATE OF ISSUE: 06-05-07

APPROVED BY: _____ REVIEWED: _____ BY: _____
Board Chair

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.

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 3rd 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 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 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.
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.~~

PPG NUMBER: 70.4

PAGE: 2 of 3

DATE OF ISSUE: 06-05-07

- ~~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.

21.20. 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~~

To: Mike Carnes <mcarnes@ecfr.us>
Subject: Re: Policy on facility use by the public

Mike,

My general approach to facility use policies includes a hold harmless provision and the option of requiring insurance. If you would like a copy of my standard policy and use application let me know and I can send it over. I generally charge for an hours time when I provide master policies (with up to an hour of work to answer questions and revise to meet your needs).

Let me know, thanks.

--
Sincerely,

Brian Snure
Snure Law Office, PSC

RISK COMMUNIQUÉ

Rental Agreements

Many Emergency Service Organizations (ESOs) have social halls, picnic pavilions, meeting rooms and other facilities that are available for use by the public. While these are typically good sources of revenue and are also a good public relations tool, they also present additional liability exposures to the ESO.

For ESOs that rent facilities to others, VFIS recommends the use of a contract that details the terms and conditions of the rental and provides that the lessee/renting party will hold the emergency service organization harmless in the event of injury or other damages related to the use of the facility. When reviewing Rental Agreements, VFIS Risk Control has found that many contracts may not be appropriately worded with necessary protections or are incorrectly completed, often with provided spaces left blank.

This communiqué offers risk management guidelines to assist emergency service organizations in managing their liability exposures relating to rentals. It includes a sample rental contract with a hold harmless agreement that may be used in whole or as an example for an ESO. It is recommended that the agreement, whether sampled or developed, be reviewed by a local attorney.

Consider including the following points if developing a form:

- Make certain that all parties who are actually responsible for the event are listed and obtain appropriate signatures.
- Define what is being leased including rooms, halls, picnic grounds, ball fields, additional structures, accessories, equipment and cooking facilities.
- Be aware of what type of events are going to take place and the events/activities are described in detail on the agreement in writing. It is important to know what kind of activities the renting party intends to have and specify any activities that the ESO does not want to have taking place on the premises.
- The laws of the state govern the leasing agreement. The parties shall agree that if any provision of the agreement is held to be invalid or unenforceable, all other provisions shall continue in full force and effect.
- Require a Certificate of Insurance and a copy of the renter's Insurance policy showing the existence of liability insurance. Individuals will also be required to provide such insurance protection.
- Have a hold harmless and indemnification clause included in the contract to protect the organization's officers and members against any demands, causes of actions or any other claim of the renting party, its members, agents, employees, subcontractors, patrons, guests or invitees arising out of or relating to the leasing party's rental.
- Include a statement explaining that the ESO has the right to cancel the agreement if the renting party or other individual fails to comply with the terms and conditions of the rental agreement.
- Inform the leasing party, that the ESO reserves the right for its members, representatives and agents to have free access and the right to enter the premises.
- Specifically list the amount of any deposit required, when the deposit is required to be paid and what takes place for the deposit to be returned.
- Indicate the maximum capacity of the facility and strictly adhere to local building codes.

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

RISK COMMUNIQUÉ

- If alcohol is served/consumed, a licensed bartender or certified and trained person is required in accordance to applicable state liquor laws. This includes, but is not limited to, obtaining the appropriate state license and appropriate insurance coverage for the event. Post written liquor rules and regulations within the event area.

Have forms/contracts reviewed by an attorney for compliance with local laws and suitability to the particular needs of the ESO involved. Once developed, the contract may be used for all events (this would include times when the facility is provided for use without a charge or being used by a member for a private party). Provide a copy of the contract to the lessee and keep the original on file.

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

RISK COMMUNIQUÉ

ABC Emergency Service Organization Sample Rental Agreement

Date: _____
Person(s) or Name of Organization: _____ (Lessee)
Contact Person: _____ Address: _____
Phone Number: _____ Cell Phone: _____
Rental Date: _____ Set-up Date: _____ Rental Time In: _____ Rental Time Out: _____
Type of event to be held _____

The Lessee(s) shall pay to the Organization the sum of \$_____.00 being hereinafter referred to as the "Deposit Amount." In the event that the reservation is cancelled by the Lessee without sixty (60) days prior written notice or in the event the tasks set forth below are not performed by the lessee, the Deposit Amount shall be retained by the Organization as liquidated damages.

In addition to the Deposit Amount, a valid certificate of insurance indicating in force liability insurance shall be provided to the Organization at least ten (10) days prior to the event. (Received Date _____ Copy attached)

The total sum for the aforementioned event will be \$_____ to be paid in full by _____ (Date).

All Rental Payment will be made in full and in advance of the event with keys not being assigned until that time. Applicable deposits will be returned only if the following conditions are satisfied:

- Floors swept
- Spills wiped up.
- Lights off.
- No property damage.
- Garbage bags placed in hopper.
- Table tops washed.
- Doors locked.
- Furniture repositioned.
- Heat/air conditioning thermostat set per instructions.
- Key returned to proper person.

Once the event is held and all duties of the lessee under this agreement have been, in the opinion of the Organization, properly executed, the Deposit Amount will be applied to any outstanding portion of the rental sum OR returned as overpayment within 15 days by the Organization. The following persons should be contacted if problems arise during the event: John Smith 555-0000 or Susan Deer 555-1111.

Event Restrictions:

- No illegal activities or drugs.
- No firearms.
- No taping, nailing or thumb tacking of decorations or signs to any wall, door or ceiling.
- All alcoholic beverages brought in must be served by bartenders assigned or approved by the Organization. During the event the beverages are released to and to remain in the care, custody and control of the bartenders. The fee for the bartenders for the aforementioned event is \$_____

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

RISK COMMUNIQUÉ

payable in addition to and in full with the rental fee. No alcoholic beverages may be removed from the building at any time.

- The premises leased and related services are described and limited as follows:

- The premises shall be used for the type of event described above and for no other purposes.

The Lessee shall be responsible for all persons who attend the function and shall ensure that all persons act in an orderly, responsible and safe manner. The Organization retains the right to terminate the event or expel any person or persons who are deemed to be unruly, unsafe, illegally or acting with dangerous behavior or who are in violation of any other clause of the contract. The lessee shall also be responsible for any damage to the leased premises during the subject rental, regardless of cause and shall promptly reimburse the organization in full for such damages.

In consideration of the leasing of the premises of ABC Emergency Service Organization (otherwise referred to as The Organization) to the undersigned, the undersigned hereby releases The Organization, its officers, directors, members and employees (collectively the "The Organization Parties") from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of leasing or use of the described premises by the Lessee.

This rental agreement shall be governed by the laws of the state in which the premises are located. The parties agree that jurisdiction and venue shall lie exclusively in the appropriate trial court of the county/parish/town/village in which the premises is located, or, if appropriate in the United States District Court for such county/parish/town/village.

The undersigned hereby agrees to indemnify, defend and hold harmless The Organization Parties from any claims brought by any person or entity arising out of or related to this agreement.

In the event that any court of competent jurisdiction enters a final order determining that any provision of this rental agreement is unenforceable, all other provisions of this agreement shall survive and continue in full force and effect.

Name of Lessee (print): _____ Name of Lessee (sign): _____

Name of Lessee (print): _____ Name of Lessee (sign): _____

For the Organization (print): _____ Signature: _____

Date: _____

Addendums (Initial each):

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

Your request # 84674 for East County Fire and Rescue has been resolved.

Your question was:

Does the fire district have a responsibility to validate whether or not someone using our public meeting room is or is not making a profit/conducting commercial business?

The background information you provided was:

Our fire department has a training room that is available for public use. We are under the impression that members of the public may not charge fees nor make profit from use of the room. A member of the public has requested use of our room to teach a class. The instructor charges a fee for the class, but he states that it only cover supplies/materials, and therefore is not a profit. The district is unsure what our responsibility is to verify whether he is actually making a profit or not, as it pertains to the use of a public building, in relation to the gifting of government funds.

=====

Our response is as follows:

The Fire District Board can enact a policy to govern how they will allow their facilities to be used by others including other local governments and community groups and private citizens. The policy should address how the facilities can be used and include an appropriate fee schedule which can be different based on the user. We've seen a differentiation for other governments, non-profit organizations, private citizens or groups and in some cases the use of the facilities are limited to certain group categories for various reasons that would be defined by the board, such as security of facility.

The Municipal Research and Services Center of Washington has a page of information on this topic on their website at <http://www.mrsc.org/subjects/parks/comcen.aspx>. There is also a link on that page to one fire district's meeting room policies and rental agreement that you may find useful.

Unless the District's policies state otherwise, I am not aware of restrictions on commercial use of a rented/leased public facility.

Overview

Many jurisdictions have established policies for the use of public facilities by private individuals, companies, or nonprofit organizations. These policies typically address topics such as (but not limited to):

- Rental rates, often including discounts for residents or nonprofits
- Scheduling, changes, and cancellation
- Deposits and payment
- Liability and insurance requirements
- Parking and noise
- Prohibited activities, such as religious, political, or commercial uses
- Food and drinks, including catering and alcohol use
- Pets and service animals
- Facility cleanup

A public agency should generally receive some sort of compensation for the use of its facilities to avoid an improper gift of public funds. At a minimum, the fee or rental charge should at least cover the cost of operating the facility for the event (maintenance, utilities, staffing, etc.).

Many jurisdictions charge lower fees for residents, since residents support the facilities through taxes. (See *Clarkston v. Asotin County Rural Library Board*, 18 Wn. App. 869 (1977)). Many jurisdictions also charge reduced rates to registered nonprofit organizations. Similarly situated individuals and groups should be treated the same, so that no entity receives unfair or preferential treatment.



Country Restoration

2210 W. Main St. Suite 107-205
Battle Ground, WA 98604
Contractors License COUNTR*833MO
Federal Tax ID # 26-3314295
www.countryrestoration.com

Client: ECFR Station #93
Property: 121 NE 312th Ave.
Washougal, WA 98671

Operator: MATT

Estimator: Matthew Wilson
Position: Estimator
Company: Country Restoration
Business: 2210 W. Main Street, Ste. 107-205
Battle Ground, WA 98604

Business: (360) 546-3259
E-mail: matt@countryrestoration.com

Type of Estimate: Water Damage

Date Entered: 10/17/2017

Date Assigned:

Price List: WAVA8X_OCT17

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2017-10-17-3901

Thank you for choosing Country Restoration for your restoration needs. We appreciate the opportunity to provide an estimate for the repairs at your home.

This estimate is written with the expectation of performing all work listed. Deletions and or additions may adjust the price of the remaining line items, and will be reflected in a change order estimate/contract. The items in this estimate may not be the exact quantity needed due to waste, pattern matching etc.

If upon demolition hidden damages or unforeseen costs are identified, work will cease and all parties involved will be contacted prior to any additional demolition/repairs. Any hidden damages or unforeseen costs will be identified in a change order estimate/contract as discovered. Hidden damages may include but are not limited to: microbial growth, dry-rot, asbestos, lead, electrical, plumbing, HVAC, code upgrades, permits, engineering, drafting fees, or other requirements.

Please don't hesitate to call or email us if you have any questions regarding the scope of work outlined in this estimate. Once you are ready to proceed with scheduling please contact Matthew Wilson at (360) 546-3259 or matt@countryrestoration.com.



Country Restoration

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2017-10-17-3901

Main Level

Main Level

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Equipment setup, take down, and monitoring (hourly charge) Monitoring drying progress.	4.50 HR @	63.46 =	285.57
2. Haul debris - per pickup truck load - including dump fees	1.00 EA @	176.00 =	176.00
3. R&R Attic vent - gable end - wood	1.00 EA @	250.12 =	250.12
4. Painter - per hour Caulking and painting exterior vent in gable.	2.00 HR @	42.62 =	85.24

Bedroom

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
5. Tear out trim	21.42 LF @	0.54 =	11.57
6. Tear out wet drywall, cleanup, bag, per LF - up to 4' tall	21.42 LF @	5.41 =	115.88
7. Tear out and bag wet insulation	85.68 SF @	0.84 =	71.97
8. Apply anti-microbial agent to the surface area	21.42 SF @	0.27 =	5.78
9. Air mover (per 24 hour period) - No monitoring	15.00 EA @	26.61 =	399.15
10. Dehumidifier (per 24 hour period) - Large - No monitoring	5.00 EA @	71.00 =	355.00
11. Batt insulation - 4" - R13 - unfaced batt	85.68 SF @	0.69 =	59.12
12. Mask wall - plastic, paper, tape (per LF)	21.42 LF @	0.93 =	19.92
13. 1/2" - drywall per LF - up to 4' tall	21.42 LF @	9.57 =	204.99
14. Texture drywall - smooth / skim coat	85.67 SF @	0.89 =	76.25
15. Seal the surface area w/PVA primer - one coat	85.67 SF @	0.36 =	30.84
16. Texture drywall - machine	171.33 SF @	0.34 =	58.25
17. Paint part of the walls - two coats	171.33 SF @	0.62 =	106.22
18. Clean and deodorize carpet	113.00 SF @	0.57 =	64.41
19. Cove base molding - rubber or vinyl, 4" high	21.42 LF @	1.86 =	39.84
20. Final cleaning - construction - Residential	113.00 SF @	0.37 =	41.81

Laundry Room

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
21. Tear out wet drywall, cleanup, bag, per LF - up to 4' tall	12.75 LF @	5.41 =	68.98
22. Tear out and bag wet insulation	51.00 SF @	0.84 =	42.84
23. Apply anti-microbial agent to the surface area	51.00 SF @	0.27 =	13.77

2017-10-17-3901

10/19/2017

Page: 2



Country Restoration

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CONTINUED - Laundry Room

DESCRIPTION	QTY	UNIT PRICE	TOTAL
24. Air mover (per 24 hour period) - No monitoring	10.00 EA @	26.61 =	266.10
25. Dehumidifier (per 24 hour period) - Large - No monitoring	5.00 EA @	71.00 =	355.00
26. Batt insulation - 4" - R13 - unfaced batt	51.00 SF @	0.69 =	35.19
27. Mask wall - plastic, paper, tape (per LF)	12.75 LF @	0.93 =	11.86
28. 1/2" - drywall per LF - up to 4' tall	12.75 LF @	9.57 =	122.02
29. Texture drywall - smooth / skim coat	51.00 SF @	0.89 =	45.39
30. Seal the surface area w/PVA primer - one coat	51.00 SF @	0.36 =	18.36
31. Texture drywall - machine	142.50 SF @	0.34 =	48.45
32. Paint part of the walls - two coats	142.50 SF @	0.62 =	88.35
33. Final cleaning - construction - Residential	40.50 SF @	0.37 =	14.99

Labor Minimums Applied

DESCRIPTION	QTY	UNIT PRICE	TOTAL
34. Insulation labor minimum	1.00 EA @	80.04 =	80.04
35. Floor cleaning labor minimum	1.00 EA @	69.39 =	69.39
36. Siding labor minimum	1.00 EA @	213.97 =	213.97
37. Vinyl floor covering labor minimum	1.00 EA @	205.28 =	205.28
38. Cleaning labor minimum	1.00 EA @	41.43 =	41.43

Grand Total Areas:

546.67 SF Walls	153.50 SF Ceiling	700.17 SF Walls and Ceiling
153.50 SF Floor	17.06 SY Flooring	68.33 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	68.33 LF Ceil. Perimeter
153.50 Floor Area	174.94 Total Area	546.67 Interior Wall Area
537.00 Exterior Wall Area	59.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Country Restoration

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Summary

Line Item Total	4,199.34
Overhead	419.97
Profit	419.97
Sales Tax	388.01
Replacement Cost Value	\$5,427.29
Net Claim	\$5,427.29

Matthew Wilson
Estimator

Client: Washougal Fire District
Project: Water damage repair
Date: 11/3/2017



<u>Description</u>	<u>Cost</u>
General Conditions	\$ 3,150
Demo	\$ 1,500
Siding	\$ 1,100
Gable vent	\$ 200
Rot repair	\$ 700
Insulation	\$ 500
Drywall	\$ 2,000
Window sill	\$ 400
Paint	\$ 800
Reinstall carpet/base	\$ 500
Final clean	\$ 500
Subtotal	\$ 11,350
General liability insurance	\$ 114
Profit	\$ 1,135
Overhead	\$ 1,135
Sales Tax	\$ 1,153.61
TOTAL BID PRICE	\$ 14,887

Estimated duration is 2 weeks.

Gen conditions breakdown:

<u>Desc</u>	<u>Unit price</u>	<u>Unit</u>	<u>Total</u>
Project management	500	week	\$ 1,000
Job office	300	month	\$ -
Outhouse	100	month	\$ - Assumes use of fire station
Vehicle	100	week	\$ 200
Fuel	100	week	\$ 200
Misc tools/equipment	100	week	\$ 200
Waste management	650	week	\$ 1,300
Safety/Office supplies	150	week	\$ 150
Phone/Internet	50	week	\$ 100
		Total	\$ 3,150

EAST COUNTY FIRE & RESCUE BOARD ASSIGNMENTS FOR 2018

<u>POSITION</u>	<u>ECF&R BOARD</u>
-----------------	------------------------

Chair	_____
-------	-------

Vice Chair	_____
------------	-------

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	_____	_____

EAST COUNTY FIRE & RESCUE

600 NE 267th Avenue

Camas, WA 98607

Phone: 360.834.4908 Fax: 360.834.5454

www.ECFR.us

FY 2018 Holidays

Legal Holidays Observed by the Fire District

New Years Day	January 1, 2018
Martin Luther King Day	January 15, 2018
Presidents Day	February 19, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Day	December 25, 2018

Adopted by the Board of Fire Commissioners at the December 5, 2017 Regular Meeting.

East County Fire & Rescue 2018 Regular Board of Commissioner Meeting Schedule

January 2, 2018	July 3, 2018
January 16, 2018	July 17, 2018
February 6, 2018	August 7, 2018
February 20, 2018	August 21, 2018
March 6, 2018	September 4, 2018
March 20, 2018	September 18, 2018
April 3, 2018	October 2, 2018
April 17, 2018	October 16, 2018
May 1, 2018	November 6, 2018
May 15, 2018	November 20, 2018
June 5, 2018	December 4, 2018
June 19, 2018	December 18, 2018



Office & Professional Employees International Union, Local 11, AFL-CIO
3815 Columbia Street Vancouver, WA 98660
Vancouver Line: (360) 719-1766
General Email: opeiul1@opeiu11.comcastbiz.net

Phone: (503) 257-6691
Toll Free: (800) 547-8902

November 30, 2017

Mike Carnes, Deputy Chief
East County Fire & Rescue
600 NE 267th Ave
Camas, WA 98607

Dear Deputy Chief Carnes,

A review of our records shows that we have not yet received a signed original of the enclosed Memorandum of Understanding, so we are resending it. Please find two (2) originals of the Memorandum of Understanding and revised Exhibit A between the East County Fire & Rescue and the Office & Professional Employees International Union, Local 11.

Please review and have both documents signed where indicated, retaining one (1) completed MOU for your records and returning one (1) completed MOU to OPEIU Local 11. A mailing label is included for your convenience.

Please telephone me at the Union office if you have any questions.

Thank you for your assistance.

Respectfully,

Maureen Colvin
Executive Secretary-Treasurer

MC/dmt
opeiu11/afl-cio
Priority Mail

**MEMORANDUM OF UNDERSTANDING
BETWEEN
EAST COUNTY FIRE & RESCUE
AND THE
OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION, LOCAL 11**


This Memorandum of Understanding is entered into between East County Fire & Rescue and the Office & Professional Employees International Union, Local 11 with the intent to allow proper communications between the parties listed above and in accordance with Article 11 and Exhibit "A" within the Collective Bargaining Agreement.

It is mutually agreed by all parties that the CPI-U announced in August of 2017 came in at 4.4% and that the current wage rates within Exhibit "A" shall be amended to a three percent (3%) maximum increase in accordance with Article 11; for an effective date of January 1, 2018; within the Collective Bargaining Agreement.

Be it further agreed that this memorandum shall be pursuant to the terms of Article 21/Grievance Machinery should there be any dispute regarding the interpretation and/or application of this memorandum.

This memorandum is agreed to on this 1st day of September, 2017

Sherry Petty, Commissioner
East County Fire & Rescue



Maureen Colvin, Executive Secretary-Treasurer
OPEIU Local 11

Martha Martin, Commissioner
East County Fire & Rescue

Mike Taggart, Commissioner
East County Fire & Rescue

Mike Berg, Commissioner
East County Fire & Rescue

Tom Gianatasio, Commissioner
East County Fire & Rescue

MC/dmt
opeiu11/afl-cio

EXHIBIT "A"

It is mutually agreed to by all parties that the wage scales herein established shall be considered minimum wages and be it further agreed that all employees over scale shall receive the wage increases negotiated in accordance with Article 11 – Compensation to this Agreement.

2018 WAGE RATES

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Administrative Specialist	Starting Rate \$20.13	1-Year \$20.73	2-Years \$21.35	3-Years \$21.99	4-Years \$22.65	5-Years \$23.33	6-Years \$24.03	7-Years \$24.75	8-Years \$25.49	9-Years \$26.27	10-Years \$27.05	11-Years \$27.85
Accounting Assistant	Starting Rate \$15.92	1-Year \$16.41	2-Years \$16.89	3-Years \$17.40	4-Years \$17.92	5-Years \$18.46	6-Years \$19.01	7-Years \$19.59	8-Years \$20.18	9-Years \$20.79	10-Years \$21.40	11-Years \$22.04

Be it further agreed that upon receiving the CPI-U a new Exhibit "A" shall be reflective to this Agreement and signed by the parties in accordance with Article 11.3 within this Agreement.

Dec 2017 - East County Fire & Rescue

	Sun	Mon	Tue	Wed	Thur	Fri	Fri	Sat
	Sun	Mon	Tue	Wed	Thur	Fri	Fri	Sat
3	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift A 07:00-07:00
Events	Livngston Min. HOA Station 91 Community F 18:30 - 20:30		Events Commissioner Meeting Station 91 19:00 - 21:00		Events POW/MIA Flag 07:00 - 07:00			Events Mills Park Neighborhood N Station 93 11:00 - 14:00
10	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift B 07:00-07:00
Events		ACC/EOC, Chief Jacobs Stetion 91 Community F 19:00 - 21:00	Events Carnetery Board Meeting Station 91 Community F ACC/EOC Station 91 Community F 19:00 - 21:00	Events OTEP 19:00 - 21:00				
17	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift A 07:00-07:00
Events			Events Commissioner Meeting Station 91 19:00 - 21:00					
24	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift C 07:00-07:00	Shift A 07:00-07:00	Shift B 07:00-07:00	Shift B 07:00-07:00
Events			Events Camas Instrument Suppor Station 91 Community F 19:00 - 21:00					
31	Shift C 07:00-07:00							

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