

# **EAST COUNTY FIRE & RESCUE**

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

**July 18, 2017**

**Station 91**

**7 PM**

## **AGENDA**

### **CALL TO ORDER:**

Flag Salute

### **AGENDA ADJUSTMENTS:**

### **CONSENT AGENDA:**

1. Approval of July 5, 2017 Regular Board Meeting Minutes
2. Approval of July 5, 2017 Local BVFF&RO Meeting Minutes
3. Approval of July 13, 2017 Special Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

### **OPEN TO PUBLIC:**

### **CORRESPONDENCE:**

### **STAFF REPORT:**

Deputy Chief Carnes  
Assistant Chief Jacobs

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

### **SAFETY REPORT:**

### **FIRE DISTRICT BUSINESS:**

Consider Full Time Accounting Assistant Position  
Port of CW Hydrant Proposal

(See Reverse)

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

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

**ROUND TABLE:**

**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: August 1, 2017, Station 91, 7 PM



**EAST COUNTY FIRE & RESCUE  
CONSENT AGENDA  
July 18, 2017**

1. Minutes –
  - July 5, 2017 Regular Meeting
  - July 5, 2017 Local BVFF&RO Meeting
  - July 13, 2017 Special Meeting Minutes
2. Invoices
  - \$ 20,959.12
    - i. Check Nos.10222-10244 dated July 11, 2017
3. Approved Commissioner Stipends July 10 Pay Date

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

4. Voided/Destroyed Claims/Payroll Warrants
  - None
5. Payroll/Benefits
  - \$ 45,842.27 (Payroll/EFTs)
  - \$ 9,394.49 (Benefits, including payroll deductions)
    - i. Check Nos. 10245 – 10246 dated July 11, 2017

\_\_\_\_\_  
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**

July 05, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Tom Gianatasio  
Tad Crum

Sherry Petty  
Mike Taggart  
Peter Capell

Mike Berg  
Mike Carnes  
Nick Swinhart

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

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

Commissioner Taggart added Mr. Capell to the agenda.

**CONSENT AGENDA:**

1. Approval of June 20, 2017 Regular Board Meeting Minutes
2. Approval of June 20, 2017 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

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

**Motion passed.**

**OPEN TO PUBLIC:**

Peter Capell, the Camas City Administrator, spoke to the board briefly about the result of the EMS study conducted by ESCI. Mr. Capell and Chief Swinhart fielded questions about potential future consolidations, levy rates, staffing, response and dispatch times.

**CORRESPONDENCE:**

The WFCFA sent out a memorandum requesting email addresses for employees.

**STAFF REPORT:**

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

Chief Carnes read Chief Jacobs' report; a copy is in the packet.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

The next Safety Committee meeting will be July 26<sup>th</sup>, 2017 at 7:30 PM.

**FIRE DISTRICT BUSINESS:**

**Consider Full Time Accounting Position:**

The board will discuss this in executive session.

**Resolution #223-07052017:**

The Board previously voted on this resolution, this item is for signing the resolution.

**Resolution #224-07052017:**

The Board previously voted on this resolution, this item is for signing the resolution.

**COMMISSIONER COMMENTS:**

Commissioner Petty inquired about the repair costs for several power tools. Commissioner Martin shared that she is participating in the upcoming blood drive at Station 91. Commissioner Taggart reminded everyone that there is a policy review meeting on July 13<sup>th</sup>, 6:30 PM at Station 91, and an EMS delivery review meeting at 6:30 PM, East County's Open House is scheduled for July 23<sup>rd</sup> at 11:00 AM, and a strategic planning meeting has been scheduled for September 7<sup>th</sup>, 6:30 PM at Station 91.

**OPEN TO PUBLIC:**

Nothing

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

Nothing

**ROUND TABLE:**

Nothing

**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 went into executive session at 20:03 for 20 minutes.

An extension was announced for 10 minutes.

The board reconvened at 20:33

**The board takes no action.**

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

**ADJOURNMENT:      20:34**

\_\_\_\_\_  
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

July 5, 2017

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

The meeting was called to order by Chairperson Mike Taggart at 19:36 at Station 91.

The following were in attendance:

Martha Martin

Tom Gianatasio

Tad Crum

Sherry Petty

Mike Taggart

Peter Capell

Mike Berg

Mike Carnes

Nick Swinhart

#### **BUSINESS:**

None

#### **ADJOURNMENT:**

The Local Board adjourned at 19:36.

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

July 13th, 2017

Station 91

### Draft Minutes

**ATTENDANCE:**

Martha Martin

Sherry Petty

Linda Durrett

Mike Taggart

Mike Carnes

Tom Gianatasio

Robert Jacobs

**CALL TO ORDER:** 06:33 PM

Chief Carnes led the meeting with an overview of the topic, which is policy review. The board reviewed policies from 10.3.1 through 10.7.14. Each policy was reviewed and discussed, resulting in several proposed changes or a recommendation to have the District's attorney review the policy. The policies will continue to be reviewed at future meetings. The next meeting is scheduled for September 28<sup>th</sup>, 2017, 6:30 PM at Station 91.

**Meeting adjourned:** 08:30

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

07/01/2017 To: 07/15/2017

Time: 12:23:16 Date: 07/17/2017

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
664	07/11/2017	Claims	6291	10222	AMERICAN MESSAGING	57.47	Account W4-102871
					001 - 522 20 41 000 - Pagers	57.47	Pager Service
665	07/11/2017	Claims	6291	10223	ANNAS CONSULTANTS, INC	531.69	Invoice 2207
					001 - 522 60 41 004 - SCBA Mtce	531.69	Annual SCBA Compressor Mtce
666	07/11/2017	Claims	6291	10224	BUSINESS CARD BANK OF AMERICA	2,435.11	Account Ending In 8515
					001 - 522 10 30 001 - Postage	2.03	Postage For Resp. Form
					001 - 522 10 44 000 - Professional Services	39.00	County Error: Returned Check Fee
					001 - 522 20 32 000 - Expendable Equipment	111.45	Ear Plugs For Each Station
					001 - 522 20 32 001 - Other Operating Supplies	173.43	Cookware For ST94
					001 - 522 20 32 002 - Equipment	67.32	Toolboxes
					001 - 522 20 32 002 - Equipment	532.57	Hand Tools For First Out Apparatus
					001 - 522 20 32 002 - Equipment	138.58	Water Filters For ST91 Refrigerators
					001 - 522 40 42 000 - Lodging	334.47	Carnes Lodging Chief's Conference
					001 - 522 50 30 000 - Grounds & Park	221.99	Striping Paint For ST94 Parking Lot
					001 - 522 50 42 091 - Comcast Tel/Internet (St 91)	307.59	Comcast ST91
					001 - 522 50 42 093 - Comcast Tel/Internet (St 93)	159.94	Comcast ST93
					001 - 522 50 42 094 - Comcast Tel/Internet (St 94)	271.84	Comcast ST94
					001 - 522 50 42 095 - Telephone (St 95)	74.90	Comcast ST95
667	07/11/2017	Claims	6291	10225	CDW Government	831.86	Customer #10704219
					001 - 522 10 33 000 - Computer/Software/Supplies	831.86	BitDefender Antivirus Renewal
668	07/11/2017	Claims	6291	10226	CHEVRON AND TEXACO BUSINESS CARD SERVICE	533.83	Account 7898808949
					001 - 522 20 36 000 - Diesel / Gas	533.83	Fuel Purchases June 2017
669	07/11/2017	Claims	6291	10227	CITY OF CAMAS	205.74	Accounts 031060-000 & 016111-000
					001 - 522 20 43 000 - Hydrant/Fireline	91.26	Fireline/Hydrant ST91
					001 - 522 50 46 091 - Water & Sewer (St 91)	114.48	Water Service ST91
670	07/11/2017	Claims	6291	10228	CLARK COUNTY AUDITOR	10,900.00	Invoice 31009971
					001 - 522 20 40 000 - Radio Dispatch	10,900.00	3rd Qtr Radio Dispatch
671	07/11/2017	Claims	6291	10229	CLARK COUNTY AUTO & TRUCK SUPPLY INC	15.17	Acct 12400
					001 - 522 60 48 014 - E91	15.17	Coolant E91
672	07/11/2017	Claims	6291	10230	CLARK PUBLIC UTILITIES	1,289.33	
					001 - 522 50 43 091 - Electrical Service (St 91)	620.06	Electricity ST91
					001 - 522 50 43 093 - Electrical & Htg (St 93)	323.95	Electricity ST93
					001 - 522 50 43 094 - Electric & Heating (St 94)	345.32	Electricity ST94
673	07/11/2017	Claims	6291	10231	FERN PRAIRIE FIREFIGHTERS ASSOC	150.00	Invoice 7717
					001 - 522 20 42 000 - Advertising	150.00	Reimb. Advertising For Open House
674	07/11/2017	Claims	6291	10232	GENERAL FIRE APPARATUS, INC	226.29	Invoice 715
					001 - 522 60 48 014 - E91	226.29	Valve Repair Kit, Junction Boxes
675	07/11/2017	Claims	6291	10233	GRAINGER	172.07	Account 832220545
					001 - 522 10 32 000 - Cleaning and Sanitation	172.07	Disinfectant And Spray Bottles
676	07/11/2017	Claims	6291	10234	HI-WAY FUEL	260.44	Account 710
					001 - 522 20 36 000 - Diesel / Gas	260.44	Fuel Purchases For June 2017
677	07/11/2017	Claims	6291	10235	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	27.71	Invoice 246145131

## CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

07/01/2017 To: 07/15/2017

Time: 12:23:16 Date: 07/17/2017  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 40 002 - Copier Mtce			27.71	St91 Copier Mtce
<b>678</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10236</b>	<b>LUTZ HARDWARE</b>	<b>15.66</b>	<b>Acct 1095</b>
			001 - 522 20 32 001 - Other Operating Supplies			3.78	Patch Kit For Vac Splint
			001 - 522 20 32 001 - Other Operating Supplies			11.88	Buckets For Absorbents On Squads
<b>679</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10237</b>	<b>PALADIN BACKGROUND SCREENING</b>	<b>123.00</b>	<b>Invoice 914</b>
			001 - 522 10 44 000 - Professional Services			123.00	Background Checks Grable, Christopher & VanNess
<b>680</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10238</b>	<b>Alyssa Matilla PIERCE COUNTY FIRE DIST 5</b>	<b>1,725.00</b>	<b>Crunch Time Registrations</b>
			001 - 522 40 43 000 - Tuition			1,725.00	Crunch Time Registration Hongel Grable & Reamer
<b>681</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10239</b>	<b>SECURE COM INC</b>	<b>266.85</b>	<b>Accounts 157 &amp; 4263</b>
			001 - 522 50 41 091 - Monitoring (St 91)			108.00	Alarm Monitoring ST91
			001 - 522 50 41 094 - Monitoring (St 94)			158.85	Alarm Monitoring ST94
<b>682</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10240</b>	<b>URGENT MEDICAL CENTER</b>	<b>540.00</b>	
			001 - 522 10 43 000 - Medical/Drug Screen/Vaccina			540.00	Respirator Forms And Pre-employment Screenings
<b>683</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10241</b>	<b>VERIZON WIRELESS</b>	<b>80.02</b>	<b>Account 471176028-00001</b>
			001 - 522 20 41 002 - Verizon MDC Cards			80.02	Verizon MDC Cards
<b>684</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10242</b>	<b>BUDGET AND FISCAL SERVICE WASHINGTON STATE PATROL</b>	<b>380.00</b>	<b>Account EAS207</b>
			001 - 522 40 43 000 - Tuition			380.00	Fire Control 1 Tuition For Hongel And Hougan
<b>685</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10243</b>	<b>WASHOUGAL HARDWARE</b>	<b>26.40</b>	<b>Account 500331</b>
			001 - 522 50 40 000 - Bldg Repair & Maint			26.40	Toilet Repair ST94
<b>686</b>	<b>07/11/2017</b>	<b>Claims</b>	<b>6291</b>	<b>10244</b>	<b>VANCOUVER DISTRICT 2010 WASTE CONNECTIONS</b>	<b>165.48</b>	<b>Accounts 2010-458647 2010-1022802</b>
			001 - 522 50 44 091 - Garbage (St 91)			108.65	Garbage Service ST91
			001 - 522 50 44 094 - Garbage (St 94)			56.83	Garbage Service ST94
						<hr/>	
001 General Fund						20,959.12	
						<hr/>	
						20,959.12	Claims: 20,959.12

# Deputy Chief Report

**7-18-17**

Calls since last Commissioner meeting: **35**

EMS: **15**

Fire: **7**

Other: **13**

Calls YTD: 2017- **510**

**Staff Overtime Numbers:**

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

Used YTD: **\$28,134.78**

% Used: **41.37%**

- Brown outs since last meeting: **None**
- ECFR held a successful Red Cross blood drive on Friday, July 7<sup>th</sup> at Station 91. Thank-you to FF Nicole Aden for organizing this event. Looks like we had 16 donors.
- New Intern FF Joel VanNess started on Monday, July 10<sup>th</sup>. We now have an Intern on all 3 shifts.
- Open House scheduled for Sunday, July 23<sup>rd</sup>. 1100-1400 hours at Station 91.
- Working on an operational plan for Moto-X weekend with Chief Jacobs.

## AC Jacobs Report

7-18-2017.

July ACC/EOC training was 7-11-2017.

July EST training 7-24-2017 Sta. 93 & PM.

August ACC/EOC training 8-8-2017 Sta. 91 7 PM.

Emergency Vehicle Incident Prevention rodeo 8-6-2017.

### Safety Report

Safety Committee meeting was held 5-30-17

Next safety committee meeting, 7-26-17 Sta. 91 7:30 PM

No reported accidents or incidents since the last board meeting.



# Viking Automatic Sprinkler Company

- Portland, OR  
  Medford, OR  
  Meridian, ID  
 Seattle, WA  
  Longview, WA

Foreman's Report Week Ending: 7/16/17 Viking Job# WPT-  
 Employee Name: Josh Nordwell (Print name-one person per time slip)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date			7/12				
Reg			2				
OT							
DT							
Shift							

Parking	\$
Ferry	\$
Travel Expense (Miles)	#
Subsistence (Days)	#
Miscellaneous Expense	\$

Job Name: Bot of Cones/Warehouse Customer PO# \_\_\_\_\_ Hours on Job 2 Travel Time \_\_\_\_\_  
 Job Address: 632 NE 267th Building Area: OUTSIDE

Foreman's Signature: [Signature]

Provide brief description of work performed:

89 Static 29 RES Pitot 28psi 893 gpm  
\* Flow CD 20psi 1062.6 gpm

Comment on status of job (future work to be completed, parts needed, desirable improvements): \_\_\_\_\_

- Material List? Yes ( ) No (X)
- Is job complete? Yes (X) No ( )
- Was sprinkler system shut off by others? Yes ( ) No (X)
- Was sprinkler system restored by Viking? Valve Seal # \_\_\_\_\_ Yes ( ) No ( )
- Are all shut-off valves open? Yes ( ) No ( )
- Is system to be restored by others? If yes, by whom \_\_\_\_\_ Yes ( ) No ( )
- Is system connected to central signal service? Yes ( ) No ( )
- If yes, Monitor Co: \_\_\_\_\_ Monitor Phone # \_\_\_\_\_ Code: \_\_\_\_\_

### Viking Employee Report of Safety

**\*Must be completed**

Work area inspected for safety prior to starting work? Yes (X) No ( )

# of Viking Employee's on job: 1 Number of Viking Employee's in attendance: 1

Issues found: None

Suggestions Offered: \_\_\_\_\_

### Authorization to perform work and acknowledgement of service

Signature of Owner or Representative: [Signature] Date: 7-16-17

Print Name and Title: \_\_\_\_\_