

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

April 2, 2019

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of March 19, 2019 Regular Board Meeting Minutes
2. Approval of March 19, 2019 Local BVFF&RO Meeting Minutes
3. Approval of March 26, 2019 Special Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

WFCFA 2018 Annual Report

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Approve Policies
 - 90.1 Budget Policy - Revised
 - 90.2.5.A Vacation Leave - Revised
 - 90.2.5.B Holidays/Personal Days Off - Revised
 - 90.2.5.D Bereavement Leave - Revised
 - 90.2.5.E Jury Duty/Court Appearances - Revised
 - 90.2.5.F Physical Fitness - Revised
 - 90.2.6 Wage Scale for Temporary Firefighters during Mobilization – Revised

This Meeting is Being Recorded.

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

Page # 1 of 2

- 90.2.8 Seniority Policy – Revised
- 90.2.8.A Probation-Promotion-Reversion – Revised
- 90.2.9 Health Care Coverage – Revised
- 90.2.11 EMT Reimbursement - Revised

- Suspend Policies
 - 10.4.4 Unpaid Holidays for Reasons of Faith or Conscience
 - 90.2.3.A Shift Work Overtime
 - 90.2.3.B Shift Work Schedule
 - 90.2.10 Compensation Policy

- Fire Levy LID Lift Resolution
- Fire Levy LID Lift Calendar
- Update on Surplus Vehicle
- Station 95 Parking Lot

COMMITTEES AND SPECIAL MEETINGS:

- ECAAB – Station 42, April 23, 2019, 5:30 PM
- Risk Group – Next meeting scheduled for June 5th, 2019
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials
 - Washougal City Hall, April 10, 2019, 2:00 PM
 - Camas Mayor, Station 91, April 23, 2019, 4:30 PM

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar
 Strategic Planning Meeting April 3, 2019 – 2:00 PM
 Policy Review Meeting April 17, 2019 – 6:00 PM
 Revenue Exploratory Committee May 14, 2019 – 11:00 AM

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: April 16, 2019, Station 91, 6:30 PM

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



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 April 2, 2019**

1. Minutes –

- March 19, 2019 Regular Board Meeting
- March 19, 2019 Local BVFF&RO Meeting
- March 26, 2019 Special Board Meeting

2. Invoices

- \$34,924.90
 - i. Check Nos.11197-11221 dated March 22, 2019

3. Approved Commissioner Stipends April 10 Pay Date

Name	For the Period				Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Education		
Berg	1	0	0	0	0	1
Martin	1	1	1	1	0	4
Petty	1	0	1	0	0	2
Seeds	1	0	1	0	0	2
Taggart	1	1	1	1	0	4

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits/EFT's

- \$53,039.60 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Mike Taggart – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Joshua Seeds

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 19, 2019

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Mike Carnes

Cody Sorensen

Sherry Petty

Mike Berg

Pam Jensen

Michael Garrison

Mike Taggart

Robert Jacobs

James Troutman

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:30 at Station 91.

Flag Salute was led by Chief Mike Carnes.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of March 5, 2019 Regular Board Meeting Minutes
2. Approval of March 5, 2019 Local BVFF&RO Meeting Minutes
3. Approval of March 6, 2019 Special Board Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

Motion by Commissioner Taggart to approve the consent agenda, seconded by Commissioner Petty. Motion passed unanimously.

OPEN TO PUBLIC:

None

CORRESPONDENCE:

None

STAFF REPORT:

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

- Chief Carnes stated the Captains just finished their classroom session of Blue Card Training. March 20th and March 21st is scheduled for the Blue Card Practical Labs.
- Chairperson Martha Martin asked for an update on the Station Signage for brown-outs. Fire Fighter Michael Garrison stated the sign drafts were approved and the signs are in production.

Assistant Chief Jacobs gave his report as follows:

DOC/ACC training was on March 12th.

Next EST training is scheduled for March 25, 2019 at Station 93, 7:00 p.m.

Next DOC/EOC training is May 14, 2019 at Station 91, 7:00 p.m.

Assistant Chief Jacobs stated they are trying to recruit additional people for DOC/ACC Group as they are down to three now and they need at least six.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Chief Jacobs stated the first meeting that was scheduled March 6, 2019 needed to be rescheduled, due to needing to split the OTEP group into two different groups. Planning to reschedule the meeting in April.

SAFETY REPORT:

- There was a Safety Committee meeting on February 4, 2019.
- The next Safety Committee meeting will be March 27, 2019 at Station 91, 7:30 PM.
- Chief Jacobs reported that there were no accidents or incidents since the last board meeting.

FIRE DISTRICT BUSINESS:

Fire Levy Lid Lift

Reviewed the Lid Lift Calendar.

Discussion was held on the two types of Lid Lifts.

Update on Surplus Vehicle

Ad has been reposted and no offers have been received since the last board meeting. Chief Jacobs is continuing to look into contacting companies who purchase used fire equipment for resale.

Station 95 Parking Lot

Chairperson Martha Martin stated the City of Washougal is awaiting an appraisal of Station 95. The appraisal is scheduled to take place in April 2019.

COMMITTEES AND SPECIAL MEETINGS:

ECAAB

Nothing new to report.

Risk Group

Next Meeting is scheduled for June 5, 2019.

Safety Committee Representatives

None

Revenue Exploratory Committee

AFG and USDA Grants were discussed at the last meeting held on March 13, 2019.

The Revenue Exploratory Committee is scheduled to meet again on May 14th, 2019 at 11:00 a.m. at Station 91.

Communication with Neighboring Elected Officials

Meeting with Camas at the end of March 2019. Next meeting with Washougal is on April 8, 2019.

COMMISSIONER COMMENTS:

- Commissioner Seeds is researching Class A, B foams used in firefighting and the exposure risks associated with the use of foam. He would like to review our procedures for Post Incident Clean Up to prevent exposure and promote long term occupational safety.
Commissioner Seeds stated he would not be able to attend the Commissioner Training in Olympia, WA on March 23, 2019 due to a death in the family.
- Chairperson Martin discussed the Town Hall Meeting she attended on Friday.
Discussed the importance of Safety and procedures in light of the Boeing B-737 MAX safety issues.

OPEN TO PUBLIC:

None

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar

Policy Meeting, Tuesday, March 26, 2019, Station 91 at 6:30 p.m.

Strategic Planning, Wednesday, April 3, 2019, Station 91 at 2:00 p.m.

EXECUTIVE SESSION:

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

Board went into executive session at 19:25 for 15 minutes.

An extension was announced until 19:51

The board reconvened at 19:51

No action taken at this time.

ADJOURNMENT:

Next Regular Board Meeting: April 2, 2019 Station 91, 6:30PM

Motion by Commissioner Seeds to adjourn at 19:52 hours, seconded by Commissioner Petty.

Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Joshua Seeds, Commissioner

DISTRICT SEAL:

ATTEST:

Pam Jensen, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
March 19, 2019

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 19:18 at Station 91.

The following were in attendance:

Martha Martin
Joshua Seeds
Mike Carnes
Cody Sorensen

Sherry Petty
Mike Berg
Pam Jensen
Michael Garrison

Mike Taggart
Robert Jacobs
James Troutman

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 19:18

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

Tad Crum, FF's Assoc. Liaison

Bob Jacobs, Chief's Rep.

Martha Martin, Chairperson
Michael Taggart, Alternate

Pam Jensen, District Secretary
Bob Jacobs, Alternate

DISTRICT SEAL:

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

March 26, 2019

Station 91

Policy Review Meeting

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Carnes

Sherry Petty

Mike Taggart

Linda Durrett

Joshua Seeds

Pam Jensen

Robert Jacobs

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:31.

Linda Durrett handed out the following policies for review; Budget Policy #90.1, Vacation Leave #90.2.5.A, Holidays/Personal Days Off #90.2.5.B, Bereavement Leave #90.2.5.D, Jury Duty #90.2.5.E, Physical Fitness #90.2.5.F, Wage Scale for Temporary Firefighters during Mobilization #90.2.6, Seniority Policy #90.2.8, Probation-Promotion-Reversion #90.2.8.A, Health Care Coverage #90.2.9 and EMT Reimbursement #90.2.11, these policies were reviewed and will be brought forward with clean copies for final action at the April 2nd, 2019 Board Meeting.

The following policies were discussed and agreed upon to suspend; Unpaid Holidays for Reasons of Faith Or Conscience #10.4.4, Shift Work Overtime #90.2.3.A, Shift Work Schedule #90.2.3.B, and Compensation Policy #90.2.10, these policies were reviewed and will be brought forward with clean copies for final action at the April 2nd, 2019 Board Meeting.

The next policy meeting date will be on Wednesday, April 17th at 18:00 at Station 91.

Meeting adjourned: 20:02

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Michael Taggart, Commissioner

Sherry Petty, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

03/20/2019 To: 03/31/2019

Time: 14:45:41 Date: 04/02/2019
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
301	03/22/2019	Claims	6291	11197	BI-MART CORPORATION	69.70	Account# 930279 02/2019
					001 - 522 20 31 000 - Food and Water	23.89	Inv#023366100; ST 94 Water
					001 - 522 20 31 000 - Food and Water	45.81	Inv#125066100; ST 94 Water
302	03/22/2019	Claims	6291	11198	CITY OF CAMAS (Water)	127.12	Account #016111-000 02/2019
					001 - 522 50 46 091 - Water & Sewer (St 91)	127.12	ST 91 Water Service 01/01/2019 - 02/28/2019
303	03/22/2019	Claims	6291	11199	CLARK COUNTY TREASURER	1,267.09	Station 94, Property Account # 143056000; Station 92, Property Account # 139633000; Station 93, Property Account # 142081000; Station 91, Property Account # 175554000
					001 - 522 10 46 000 - Taxes and Assessments	253.33	Station 94, Property Account # 143056000-Assessment
					001 - 522 10 46 000 - Taxes and Assessments	58.39	Station 92, Property Account # 139633000-Assessment
					001 - 522 10 46 000 - Taxes and Assessments	365.79	Station 93, Property Account # 142081000 - Assessment
					001 - 522 10 46 000 - Taxes and Assessments	589.58	Station 91, Property Account # 175554000-Assessment
304	03/22/2019	Claims	6291	11200	CLARK PUBLIC UTILITIES	2,890.83	ST 91 Usage 2/7/19 - 3/7/19; ST 94 Usage 2/7/19 - 3/7/19; ST 93 Usage 2/7/19 - 3/7/19
					001 - 522 50 43 091 - Electrical Service (St 91)	537.77	ST 91 Usage 2/7/19 - 3/7/19
					001 - 522 50 43 093 - Electrical & Htg (St 93)	968.65	ST 93 Usage 2/7/19 - 3/7/19
					001 - 522 50 43 094 - Electric & Heating (St 94)	1,384.41	ST 94 Usage 2/7/19 - 3/7/19
305	03/22/2019	Claims	6291	11201	COUNTY WIDE CHAPLAINCY	810.00	Invoice # 108
					001 - 522 10 44 000 - Professional Services	810.00	Chaplain Service
306	03/22/2019	Claims	6291	11202	Michael L Carnes	106.00	Per Diem; Leadership Seminar, Olympia, WA 3-27-2019 Thru 3-28-2019.
					001 - 522 10 49 002 - Admin Training Meals	106.00	Per Diem; Leadership Seminar, Olympia, WA 3-27-2019 Thru 3-28-2019.
307	03/22/2019	Claims	6291	11203	Ryan R Grable	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
					001 - 522 45 41 000 - Meals (Training)	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
308	03/22/2019	Claims	6291	11204	Ryan R Grable	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.
					001 - 522 45 41 000 - Meals (Training)	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.
309	03/22/2019	Claims	6291	11205	Zachary M Hougan	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
					001 - 522 45 41 000 - Meals (Training)	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
310	03/22/2019	Claims	6291	11206	Zachary M Hougan	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.
					001 - 522 45 41 000 - Meals (Training)	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.

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East County Fire & Rescue
MCAG #: 1060

03/20/2019 To: 03/31/2019

Time: 14:45:41 Date: 04/02/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
311	03/22/2019	Claims	6291	11207	KAREN'S SEW IT ALL	16.00	Invoice # 7825
					001 - 522 20 25 001 - FF Uniforms	16.00	Harrington: Sew On Name Tag, EMT And ECFR Patches
312	03/22/2019	Claims	6291	11208	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	13.58	ST 91 Copier Maintenance Fee
					001 - 522 10 40 002 - Copier Mtce	13.58	ST 91 Copier Maintenance Fee 02/01/2019 - 02/28/2019
313	03/22/2019	Claims	6291	11209	Lockbox #785341 MAGELLAN HEALTHCARE	246.75	Customer ID: CCDS00-01
					001 - 522 10 24 001 - Magellan - EAP	246.75	Service Provided April - June 2019
314	03/22/2019	Claims	6291	11210	MALLORY SAFETY & SUPPLY LLC	1,998.92	Inv# 4610737 - Fireade Foam-Replace CWFD Foam; Inv# 4610739 - Fireade Foam-Resupply ECFR Stock
					001 - 522 20 32 001 - Other Operating Supplies	999.46	Fireade Foam-Replace Foam Borrowed From Camas For Structure Fire On 3/2/19
					001 - 522 20 32 001 - Other Operating Supplies	999.46	Fireade Foam - Resupply ECFR Stock
315	03/22/2019	Claims	6291	11211	NORTHWEST SAFETY CLEAN	75.28	SR-71 Turnout Cleaner 2 Qty
					001 - 522 10 32 000 - Cleaning and Sanitation	75.28	SR-71 Turnout Cleaner 2 Qty
316	03/22/2019	Claims	6291	11212	NW NATURAL	736.44	ACCOUNT # 2044612-9; 03/2019
					001 - 522 50 45 091 - Gas (St 91)	736.44	Station 91; Usage 2/15/19 - 3/19/19
317	03/22/2019	Claims	6291	11213	STAPLES ADVANTAGE	94.70	Customer # LA 113379872
					001 - 522 10 30 000 - Office Supplies	94.70	Office Supplies: 3 Tab File Folders, Ballpoint Pens And Printable Business Card Stock
318	03/22/2019	Claims	6291	11214	ERIC TIERNEY	500.00	April 2019 - Computer And Network Support.
					001 - 522 10 40 001 - Computer/Website Mtce & R	500.00	April 2019 - Computer And Network Support.
319	03/22/2019	Claims	6291	11215	VERIZON WIRELESS	185.72	Account # 471176028 Jan 29 - Feb 28, 2019
					001 - 522 20 41 002 - Verizon MDC Cards	80.02	Jan 29 - Feb 28, 2019 MDC Cards
					001 - 522 20 41 003 - Cell Phones E91 & E94	105.70	Jan 29 -Feb 28, 2019 Engine 91 And 94 Cell Phones
320	03/22/2019	Claims	6291	11216	Joel VanNess	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
					001 - 522 45 41 000 - Meals (Training)	97.00	Per Diem; Pump Academy, Hermiston, OR 3-29-2019 Thru 3-31-2019.
321	03/22/2019	Claims	6291	11217	Joel VanNess	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.
					001 - 522 45 41 000 - Meals (Training)	87.00	Per Diem; Pump Academy, Hermiston, OR 4-6-2019 Thru 4-7-2019.
322	03/22/2019	Claims	6291	11218	WASHOUGAL HARDWARE	37.48	Account # 500331 2/2019
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	29.25	Inv # A255013; Light Bulbs, U Joint Pipe For Sink At ST 94
					001 - 522 50 40 000 - Bldg Repair & Maint	8.23	Inv # A257037; Air Hose Fitting For Shoreline At ST 94

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

03/20/2019 To: 03/31/2019

Time: 14:45:41 Date: 04/02/2019
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
323	03/22/2019	Claims	6291	11219	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	231.63	Account #2010-1022802 ST 91; Account #2010-458647 ST94; Account # 2010-975129 ST 93
					001 - 522 50 44 091 - Garbage (St 91)	125.43	ST 91 Garbage Service 02/01/2019 - 02/28/2019
					001 - 522 50 44 093 - Garbage (St 93)	46.15	Station 93 Waste Service
					001 - 522 50 44 094 - Garbage (St 94)	60.05	ST 94 Garbage Service 02/01/2019 - 02/28/2019
324	03/22/2019	Payroll	6291	11220	OPEIU Local 11	58.00	Pay Cycle(s) 03/25/2019 To 03/25/2019 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	29.00	
					001 - 589 99 99 000 - Payroll Clearing	29.00	
325	03/22/2019	Payroll	6291	11221	TRUSTEED PLANS SERVICE CORPORATION	24,907.66	Pay Cycle(s) 03/01/2019 To 03/31/2019 - PPO-100; Pay Cycle(s) 03/01/2019 To 03/31/2019 - Kaiser; Pay Cycle(s) 03/01/2019 To 03/31/2019 - Dental; Pay Cycle(s) 03/01/2019 To 03/31/2019 - Disability - FF
					001 - 522 10 22 001 - Admin Medical Insurance	1,363.51	
					001 - 522 10 22 001 - Admin Medical Insurance	1,482.38	
					001 - 522 10 22 001 - Admin Medical Insurance	1,585.21	Reserve Adjustment
					001 - 522 10 22 001 - Admin Medical Insurance	2,979.76	Jensen, Pamela J - Kaiser Retro To 2/1/2019
					001 - 522 10 22 001 - Admin Medical Insurance	1,482.38	
					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	185.66	Jensen, Pamela J - Dental Retro To 2/1/2019
					001 - 522 10 22 001 - Admin Medical Insurance	92.83	
					001 - 522 10 26 001 - Admin Disability	113.23	
					001 - 522 10 26 001 - Admin Disability	2.40	
					001 - 522 20 22 001 - FF Medical Insurance	1,990.19	
					001 - 522 20 22 001 - FF Medical Insurance	1,410.69	
					001 - 522 20 22 001 - FF Medical Insurance	1,830.59	
					001 - 522 20 22 001 - FF Medical Insurance	1,095.34	
					001 - 522 20 22 001 - FF Medical Insurance	675.44	
					001 - 522 20 22 001 - FF Medical Insurance	1,830.59	
					001 - 522 20 22 001 - FF Medical Insurance	675.44	
					001 - 522 20 22 001 - FF Medical Insurance	1,830.59	
					001 - 522 20 22 001 - FF Medical Insurance	1,410.69	
					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	88.90	
					001 - 522 20 22 001 - FF Medical Insurance	88.90	
					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	159.13	
					001 - 522 20 26 001 - FF Disability	86.44	
					001 - 522 20 26 001 - FF Disability	95.07	
					001 - 522 20 26 001 - FF Disability	82.12	
					001 - 522 20 26 001 - FF Disability	77.82	
					001 - 522 20 26 001 - FF Disability	99.39	
					001 - 522 20 26 001 - FF Disability	90.76	
					001 - 522 20 26 001 - FF Disability	108.06	
					001 - 522 20 26 001 - FF Disability	90.76	
					001 - 522 20 26 001 - FF Disability	82.12	
					001 - 522 20 26 001 - FF Disability	2.40	

CHECK REGISTER

East County Fire & Rescue
 MCAG #: 1060

03/20/2019 To: 03/31/2019

Time: 14:45:41 Date: 04/02/2019
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	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	
	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 - 589 99 99 000 - Payroll Clearing				151.84	
	001 - 589 99 99 000 - Payroll Clearing				10.00	
	001 - 589 99 99 000 - Payroll Clearing				81.69	
	001 - 589 99 99 000 - Payroll Clearing				128.35	
	001 - 589 99 99 000 - Payroll Clearing				46.66	
	001 - 589 99 99 000 - Payroll Clearing				128.35	
	001 - 589 99 99 000 - Payroll Clearing				10.00	
	001 - 589 99 99 000 - Payroll Clearing				5.00	Jensen, Pamela J - Kaiser Retro To 2/1/2019
	001 - 589 99 99 000 - Payroll Clearing				10.00	
	001 - 589 99 99 000 - Payroll Clearing				128.35	
	001 - 589 99 99 000 - Payroll Clearing				81.69	
	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				3.93	
	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 General Fund					34,924.90	
					34,924.90	Claims: 9,959.24
						Payroll: 24,965.66

CHECK REGISTER

East County Fire & Rescue
 MCAG #: 1060

03/20/2019 To: 03/31/2019

Time: 10:38:54 Date: 03/29/2019

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
273	03/25/2019	Payroll	6291	EFT		1,799.10	
274	03/25/2019	Payroll	6291	EFT		225.97	
275	03/25/2019	Payroll	6291	EFT		3,437.72	
276	03/25/2019	Payroll	6291	EFT		2,698.91	
277	03/25/2019	Payroll	6291	EFT		551.45	
278	03/25/2019	Payroll	6291	EFT		2,219.43	
279	03/25/2019	Payroll	6291	EFT		2,832.96	
280	03/25/2019	Payroll	6291	EFT		547.92	
281	03/25/2019	Payroll	6291	EFT		693.74	
282	03/25/2019	Payroll	6291	EFT		2,042.18	
283	03/25/2019	Payroll	6291	EFT		2,714.96	
284	03/25/2019	Payroll	6291	EFT		1,203.25	
285	03/25/2019	Payroll	6291	EFT		1,464.20	
286	03/25/2019	Payroll	6291	EFT		353.65	
287	03/25/2019	Payroll	6291	EFT		471.54	
288	03/25/2019	Payroll	6291	EFT		2,023.86	
289	03/25/2019	Payroll	6291	EFT		532.80	
290	03/25/2019	Payroll	6291	EFT		235.77	
291	03/25/2019	Payroll	6291	EFT		436.14	
292	03/25/2019	Payroll	6291	EFT		662.59	
293	03/25/2019	Payroll	6291	EFT		2,238.40	
294	03/25/2019	Payroll	6291	EFT		2,233.53	
295	03/25/2019	Payroll	6291	EFT		2,443.39	
296	03/25/2019	Payroll	6291	EFT	IAFF2444	570.22	Pay Cycle(s) 03/25/2019 To 03/25/2019 - IAFF Dues
297	03/25/2019	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,146.47	Pay Cycle(s) 03/25/2019 To 03/25/2019 - DComp; Pay Cycle(s) 03/25/2019 To 03/25/2019 - PERS2; Pay Cycle(s) 03/25/2019 To 03/25/2019 - PERS3; Pay Cycle(s) 03/25/2019 To 03/25/2019 - LEOFF2
298	03/25/2019	Payroll	6291	EFT	IRS	6,789.45	941 Deposit for Pay Cycle(s) 03/25/2019 - 03/25/2019
299	03/25/2019	Payroll	6291	EFT	OR Department of Revenue	470.00	Pay Cycle(s) for OR Tax03/25/2019 - 03/25/2019

001 General Fund

53,039.60

53,039.60 Payroll: 53,039.60



WASHINGTON FIRE COMMISSIONERS ASSOCIATION

March 29, 2019

RECEIVED
APR 02 2019

BY:

TO: Fire District Board of Commissioners
FROM: Roger Ferris, Executive Director
RE: WFCA Annual Report—2018

Please find enclosed the Washington Fire Commissioners Association Annual Report for 2018. This report is produced by the WFCA in order to give more transparency to member districts, departments and regional fire authorities and to provide a yearly recap of the association's finances, activities and programs.

The report provides an overview of the financial health of the WFCA and gives a snapshot of what has occurred during the past year with regard to legislation, education and the health care program. Once you have reviewed the report, I encourage you to contact me if you have any questions or concerns.

The association could not be what it is and where it is without the strong leadership and support of the Board of Directors, committees and member fire service agencies. I look forward to working with you in 2019 and encourage your district's active participation in the state association.

RF/jm

✓ Enclosure

Chief's Report

4-2-19

Calls since last Commissioner meeting: **28**

EMS: **22**

Fire: **1**

Other: **5**

Calls YTD: 2019- **180**

Staff Overtime Numbers:

Budget Amount: **\$87,000.00**

Used YTD: **\$5,553.78**

% Used: **6.38%**

- Brown outs since last meeting: **5**
 - 3-20-19**
 - 3-21-19**
 - 3-26-19**
 - 3-27-19**
 - 3-28-19**
- Completed maintenance work (cleaning out sediment) on the catch basins and drywells at Station 94. This work was necessary based off an inspection completed by Clark County.
- Attended an operation chiefs meeting on Tuesday, March 26th at Station 21 in Ridgefield.
- We have 2 new volunteer college interns starting this next week.
- Administrative staff is continuing to build and add to our Facebook site.
- I attended a leadership seminar up in Olympia WA. on the 28th and 29th.

AC Jacobs Report

4-2-19

EST training was March 25th.

Next DOC/ACC training April 9th Sta. 91 7 PM.

We have some new people for the DOC, 3 from the ARES/RACES group and two from CERT.

We are switching back to monthly ACC/DOC training to get new people trained.

Next EST training April 22nd Sta. 93 7 PM.

Safety Report

Last safety committee meeting was 3-27-2019.

Next safety committee meeting, 5-23-2019 Sta. 91 7:30 PM.

No reported accidents or incidents since the last board meeting.

Safety Committee Meeting Minutes

3-27-2019

Reviewed shift safety meeting minutes.

There were no accident/exposure reports, thanks to all for working safely!

There were no near miss reports to review.

Reviewed station safety inspections, minor issues already corrected or in process.

Warm weather will be with us soon, as temperatures go up be sure to stay hydrated.

Warm weather brings more people outdoors, be aware of people and animals close to the road when driving.

Date of next safety committee meeting 5-23-2019 7:30 PM Sta. 91.

EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Budget Policy

PPG NUMBER: 90.1

Page 1 of 2

DATE OF ISSUE: 5-15-07

ADOPTED BY: _____

Board Chair

REVISED: 04-02-2019

1.0 Purpose:

1.1 To provide guidance and clarification on how the District's budget will be structured and developed.

2.0 Policy:

2.1 General

- 2.1.1 The District shall develop budgets for all funds reportable to the Office of the Washington State Auditor; e.g. General Fund, Debt Service Fund, and EMS Levy Fund.
- 2.1.2 The budgets shall be based on a fiscal year beginning on January 1 and ending on December 31.
- 2.1.3 The total proposed expenditures shall not exceed the total of estimated income and rollover from the previous year.
- 2.1.4 Budgets for all funds shall be adopted annually.

3.0 Procedure

3.1 Budget Calendar for Operating Budget

- 3.1.1 The District's administrative personnel shall develop a Budget Calendar to be adopted by the Board of Commissioners in August of each year. The Budget Calendar shall include the following:
 - 3.1.1.1 Adopt Budget Calendar – Last regular Board meeting in August
 - 3.1.1.2 Accept Input to Budget – The day after Commissioners adopt the budget calendar through the end of September
 - 3.1.1.3 Deadline to Submit Legal Ad for Notice of Public Hearing – Notice shall be published once each week for two consecutive weeks prior to the first Board meeting in October
 - 3.1.1.4 Public Hearing Date (Income Sources) – First Board meeting in October
 - 3.1.1.5 Presentation of Draft Budget – Last regular Board meeting in October
 - 3.1.1.6 Review of Final Budget – First Board meeting in November
 - 3.1.1.7 Approve Final Budget – Second Board meeting in November

3.2 Budget Process

- 3.2.1 Annually, the Clark County Assessor will provide taxable assessed value information that administrative staff will use to determine levy rates and amounts.
- 3.2.2 The Board of Commissioners shall adopt Levy Resolutions indicating the amount of increase over the previous year's levy.
- 3.2.3 The Fire Chief shall solicit District staff for input on budget expenditures.
- 3.2.4 All of the District's budgets shall be balanced; i.e. The expenditures shall be equal to the sum total of projected revenues and rollover from the previous year.
- 3.2.5 The District's Debt Service budget will be determined by the required payments to Debt Service.
- 3.2.6 The Board of Commissioners shall hold a public hearing at the first regular Board meeting in October in accordance with RCW 84.55.120. The purpose of the public hearing is to discuss projected revenue and adopt Levy Resolutions. Administrative staff shall submit information to the local newspaper for a legal ad to be published once each week for the two consecutive weeks prior to the first regular board meeting in October.
- 3.2.7 Administrative staff shall prepare a draft budget and present it to the Board of Commissioners not later than the last regular Board meeting in October. The Board may choose to schedule a special meeting to discuss the draft budget.
- 3.2.8 Administrative staff shall present the proposed final budget to the Board of Commissioners at the first regular Board meeting in November.
- 3.2.9 The Board of Commissioner's shall adopt the District budgets by resolution at the last Board meeting in November.
- 3.2.10 The District's levy resolutions, resolutions to adopt budgets and the adopted budgets shall be delivered to the Clark County Board of Commissioners and the Clark County Assessor prior to November 30. The adopted budgets shall also be sent to the Clark County Treasurer.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Vacation Leave

PPG NUMBER: 90.2.5.A

Page 1 of 1

DATE OF ISSUE: 11-2-10

APPROVED BY: _____
Board Chair

REVISED: 04-02-2019

POLICY:

Each full-time employee shall be granted vacation leave in accordance with the following schedule. Vacation hours shall begin to accrue monthly upon the first day of employment. Vacation may not be used during the first six (6) months of employment.

- 0-2 years 80 hours per year (3.33 hrs. per pay period)
- 3-5 years 120 hours per year (5 hrs. per pay period)
- 6-9 years 160 hours per year (6.66 hrs. per pay period)
- 10-15 years 180 hours per year (7.5 hrs. per pay period)
- 16+ years 200 hours per year (8.33 hrs. per pay period)

Vacation Leave for represented employees shall be in accordance with the collective bargaining agreement.

The maximum amount of vacation hours which may be accrued is two (2) times the annual leave amount. Leave accumulated in excess of two (2) times the annual leave amount shall be forfeited by the employee until such time that the leave bank is decreased below two (2) times the annual amount.

Vacation Scheduling

Employees shall submit their requests for vacation leave no later than December 16 of the prior working year for the upcoming year. Seniority shall be considered for assigning vacations during the same time period.

Any vacation requested after the December 16 deadline shall be granted based on the availability with consideration given to the operational needs of the District.

Any regular permanent employee who is on vacation and becomes incapacitated through illness, accident, or hospitalization shall have the right to revert to sick leave status. In such cases, provisions of Policy #90.2.5C Sick Leave shall apply.

If separated from service by reason of resignation with adequate notice, layoff, dismissal, retirement, or death, employees shall be entitled to a lump sum payment of unused vacation.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Holidays/Personal Days Off

PPG NUMBER: 90.2.5.B

Page 1 of 1

DATE OF ISSUE: 12-21-10

APPROVED BY: _____

Board Chair

REVISED: 04-02-2019

POLICY:

Paid Holidays/Personal Days Off

Full-time employees working a forty (40) hour work week shall be entitled to eight (8) hours of holiday pay for the holidays listed below. Holidays that fall on Saturday are typically observed on the Friday immediately previous to that holiday. Holidays that fall on Sunday are typically observed on the Monday immediately following that holiday.

Full-time employees may work these holidays in exchange for other days off with prior written approval from their supervisor and notification given to payroll.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day-After Thanksgiving Day
- Christmas Day

Full-time employees working a forty (40) hour work week shall be entitled to two eight hour (8) personal days off with pay (floating holidays). A written notice shall be submitted to their supervisor ten (10) calendar days prior to the use of floating holidays.

Unpaid Holidays/Personal Days Off

Employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the WAC 82-56.

If possible, an employee should submit a written request for the unpaid holiday(s) to the employee's supervisor a minimum of 14 days prior to the requested day. The unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship," pursuant to RCW 1.16.050, Paragraph 3.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Bereavement Leave

PPG NUMBER : 90.2.5.D

Page 1 of 1

DATE OF ISSUE: 12-21-10

APPROVED BY: _____
Board Chair

REVISED: 04-02-2019

POLICY:

Bereavement Leave.

Up to 24 hours of leave shall be granted for bereavement and funeral leave (with pay) to the employee when the following family members are involved: spouse, children, parents, brother, sister (or the step- and in-law equivalents), grandparents, grandchildren, aunts, uncles, or other relatives living in the employee's household. Time off, with pay, will be allowed for purposes of attending the funeral of a District employee.

Prior to approval a written request shall be sent to the Fire Chief. Requests shall include dates requested, name of the deceased and relationship to the employee.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Jury Duty/Court Appearance

PPG NUMBER: 90.2.5.E

Page 1 of 1

DATE OF ISSUE: 12-21-10

APPROVED BY: _____
Board Chair

REVISED: 04-02-2019

POLICY:

Jury Duty.

Upon receipt of notification from the State or Federal courts of an obligation to serve on a jury or to act as a court witness, the employee shall notify his/her supervisor. The employee is required to provide copies of the subpoena or jury summons to the Fire Chief.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance shall not be compensated. Vacation or unpaid time shall be used for these instances. However, time spent when called to court to represent the District shall be compensated.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Physical Fitness

PPG NUMBER: 90.2.5.F

Page 1 of 1

DATE OF ISSUE: 12-21-10

APPROVED BY: _____
Board Chair

REVISED: 04-02-2019

POLICY:

Physical Fitness.

The District shall provide time as practical during each standard work period for employees working a 24/48 hour shift to participate in an on-duty physical fitness program. The physical fitness program (inclusive of showering) shall be completed within 90 minutes (total time) with return to an acceptable duty uniform.

Employees working a forty (40) hour work week, or part-time schedule, will be granted time during their work week to engage in a physical fitness program. Times and occurrences will vary based on employees' work schedules.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Wage Scale for Temporary Firefighters during Mobilization

PPG NUMBER: 90.2.6

Page 1 of 1

DATE OF ISSUE: 7-7-09

Revised: August 6, 2013

APPROVED BY: _____

Board Chair

REVIEWED: 04-02-2019

POLICY:

It is the policy of the Fire District to pay volunteer and part-time personnel the following wage when mobilized for wildland fires by *Washington State Fire Services Resource Mobilization Plan*, the *Department of Natural Resources**, *State EMD*, *EMAC assignments* and/or the *Cooperative Agreement with the USDA Forest Service*, as authorized by the Fire Chief:

\$16.50 per hour

This rate of pay is temporary and only applies while a firefighter is mobilized.

Employee/Volunteer Signature _____ Date _____

Supervisor Signature _____ Date _____

*When suppression agreement with DNR is in place the above rates will not apply.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Seniority Policy

PPG NUMBER: 90.2.8

Page 1 of 2

DATE OF ISSUE: 10-19-10

Revised : 07-05-11

APPROVED BY: _____

Board Chair

REVISED: 04-02-2019

POLICY:

1. Seniority shall be the length of continuous service with East County Fire and Rescue, from the date of hire. Continuous service shall be broken by resignation, discharge, or retirement. "Date of hire" shall mean the official date of employment as indicated on the employees "Conditional Offer of Employment" with the District.
2. Seniority shall not accrue during the period that any employee is on an authorized leave-of-absence without pay, disability retirement or lay-off status.
3. Employees with the same hire date shall be assigned to the seniority list in order of position on the hiring list used on the date of hire. An employee shall lose all seniority credit in the event of voluntary or involuntary termination or a lay-off period of sixty (60) or more days separation.
4. Two separate seniority lists shall be maintained one for full-time line personnel and one for part-time personnel.
5. Seniority lists shall be posted on the "Members" section of the District website and updated as needed.

REDUCTION IN FORCE

1. In the event a work force reduction is required, reductions in force will be made on a seniority basis (those employees on the bottom of the list will be laid off first).
2. Employees with the least seniority (within their respective list) shall be laid off first. Should the reduction in force necessitate any reduction in rank for remaining personnel, the person(s) with the least seniority in the higher rank shall be reduced first. Reduction in rank shall be based on time in grade (classification). In the event a reduction-in-force occurs for a full-time employee, they will have the opportunity to move to the top of the part-time list. If this were to occur, the part-timer(s) with the least seniority may receive a reduction-in-force notification.
3. The District shall give a minimum of thirty (30) days notice to any employee prior to a reduction-in-force or demotion. Upon lay-off, the employee will be placed on a reinstatement list for a period of six (6) months. During this period of time, new promotions shall not be made ahead of promotions lost as a result of work force reduction. Employees on lay-off status shall keep the District notified of address, telephone number and hours at which he/she may be contacted. East

County Fire & Rescue will make every attempt to make a timely notification in case of possible rehire.

RETURN TO DUTY

- A. In the event of a call to return to duty, the last employee laid off shall be the first employee recalled. New employees shall not be hired until all laid off employees have been given an opportunity to return to duty. This obligation shall remain in effect for a period of six (6) months from the time a lay-off has occurred; or the District has been unable to notify an employee to return to duty (per section B, below).
- B. If the District is unable to contact the employee within fourteen (14) calendar days from the determination of possible re-hire, the District's obligation to recall the employee ceases.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Probation-Promotion-Reversion

PPG NUMBER: 90.2.8.A

Page 1 of 1

DATE OF ISSUE: 11-02-10

Revised: 2-19-13

APPROVED BY: _____

Board Chair

REVISED: 04-02-2019

POLICY:

PROBATION

Length of Probationary Period

All new employees shall be subject to a probationary period. The probationary period for employees covered by this policy shall be twelve (12) calendar months from date of their employment. The employee's supervisor shall provide a written performance evaluation at six (6) months and twelve (12) months during the first year of employment.

Termination during Probationary Period

During the probationary period, the Fire Chief or designee, at their discretion, may terminate the employment of a probationary employee. Such a probationary employee shall not have recourse to the grievance procedure.

PROMOTION

It is the intention of the District to fill newly created positions or position vacancies from within before hiring new employees, provided employees are available with the necessary qualifications and abilities to fill the vacant position. For additional information reference PPG 10.8.2 Hiring Policy.

REVERSION

Any District employee who is promoted to a new position shall serve a probationary period as specified above. A promoted employee who fails to successfully pass the probationary period shall be reinstated to their previous position without any loss of seniority or pay, provided the pay rate shall not exceed the normal rate for that position. For additional information reference PPG 10.8.2 Hiring Policy.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Health Care Coverage

PPG NUMBER: 90.2.9

Page 1 of 1

DATE OF ISSUE: 11-16-10

APPROVED BY: _____
Board Chair

REVISED: 04-02-2019

POLICY:

The District shall obtain and maintain group medical, dental, and vision insurance for full-time employees in accordance with employment and union contracts, as well as applicable laws. The District may provide up to 100% of the cost of the premium for the full-time employee.

DISABILITY

The District agrees to provide additional disability and life insurance for full-time employees.

The District shall obtain and maintain accident and sickness coverage for all employees and volunteer members.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: EMT Reimbursement

PPG NUMBER: 90.2.11

Page 1 of 1

DATE OF ISSUE: 8-02-11

APPROVED BY: _____

Board Chair

REVISED: 04-02-2019

Policy:

It is the policy of East County Fire & Rescue to offer reimbursement to volunteer personnel for the successful completion of Emergency Medical Technician (EMT) training when the following guidelines are met:

- Volunteers in good standing with East County Fire & Rescue shall receive one-third of tuition reimbursed upon completion of the first year as an EMT responder. The remainder of their tuition shall be reimbursed in two additional payments: one-third after the second year, and one-third after the third year in good standing.
- The member seeking reimbursement is responsible for submitting paperwork (EMT Reimbursement Request).
- Volunteers must provide acceptable proof of tuition paid.
- Member must meet activity standards as defined in SOG 401.
- No lapse in membership is allowed when seeking reimbursement.

EAST COUNTY FIRE & RESCUE
Policies, Procedures and Guidelines

SUBJECT: Unpaid Holidays for Reasons of Faith or Conscience

PPG NUMBER: 10.4.4

Page 1 of 1

DATE OF ISSUE: 07-01-14

REVISED: 11-21-2017

APPROVED BY: _____

Board Chair

SUSPENDED: 04-02-2019

POLICY: UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization

The employee may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days they have selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the WAC 82-56.

If possible, an employee should submit a written request for the unpaid holiday(s) to the employee's supervisor a minimum of 14 days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" pursuant to RCW 1.16.050, Paragraph 3.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Shift Work Overtime

PPG NUMBER: 90.2.3.A

Page 1 of 1

DATE OF ISSUE: 10-19-10

DATE IF RE-ISSUE 03-01-11

APPROVED BY: _____

Board Chair

SUSPENDED: 04-02-2019

POLICY: SHIFT WORK OVERTIME

All hours worked 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**.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Shift Work Schedule

PPG NUMBER: 90.2.3.B

Page 1 of 1

DATE OF ISSUE: 11-02-10

APPROVED BY: _____
Board Chair

SUSPENDED: 04-02-2019

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 & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Compensation Policy

PPG NUMBER: 90.2.10

Page 1 of 1

DATE OF ISSUE: 8-2-11

APPROVED BY: _____

Board Chair

SUSPENDED: 04-02-2019

The personnel of East County Fire & Rescue are its most valuable assets. To achieve the organization's mission, we must attract, retain and motivate a highly qualified and competent workforce. At a minimum, we target our base pay at the market median for other comparable agencies while considering our local market, and retaining internal equity.

East County Fire & Rescue will utilize agency-wide, performance based incentive programs to supplement our base pay. The following system(s) may be used to assign compensation based on individual performance reviews.

- Annual Performance Reviews
- Merit Matrix
- Step Plan
- Job Specific Skills/Education

In addition to direct compensation, East County Fire & Rescue will provide a comprehensive benefits package for our employees to include health and welfare as well as income security. We value a positive and healthy work environment that addresses the physical and mental well-being of employees and their families.

The Board of Commissioner's of East County Fire & Rescue recognizes the need to balance the expectations of its employees with that of the financial impact to the agency. As such, the Board of Commissioners decree that the overall benefits and compensation shall not exceed the annual budget line allowance.

**EAST COUNTY FIRE AND RESCUE
RESOLUTION NO. 251-04022019
RESOLUTION PROVIDING FOR THE SUBMISSION OF LEVY
PRIMARY ELECTION**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF EAST COUNTY FIRE AND RESCUE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE DISTRICT AT AN ELECTION TO BE HELD WITHIN THE DISTRICT ON AUGUST 6, 2019, IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING A LEVY OF A PROPERTY TAX NOT TO EXCEED \$1.50 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS.

Background: WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that the fire and emergency medical services be provided by the District.

WHEREAS, The Board of Commissioners has determined that the accelerated demands for, and increasing costs of, providing services will necessitate the expenditure of revenues for improved fire protection operations, replacing apparatus and equipment, firefighter recruitment and training and maintaining emergency medical service levels in excess of those which can be provided by the District's regular tax revenue levied at the current rate of approximately \$1.16 per \$1,000.00 of assessed valuation of taxable property within the District as limited by the 101% limitation, not to exceed 1% maximum increase per year.

WHEREAS, The Board of Commissioners has determined that it is in the best interest of the District that the maximum allowable levy authorized by this Resolution serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Resolution: NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of East County Fire and Rescue, Clark County, Washington as follows:

Section 1. In order to meet increased call volumes, maintain the level of fire protection, prevention, emergency medical services and the protection of life and property in the District, it is necessary for the District to operate and maintain emergency fire and medical service vehicles and improve station and other capital facilities and to retain properly trained firefighters equipped with proper firefighting and emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of maintaining and providing the services described in Section 1 and to assure the continuation and improvement of such services the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2019 and collect beginning in 2020, pursuant to RCW 52.16.130, RCW 52.16.140 and RCW 52.16.160, a general tax on taxable property within the District at a rate of \$1.50 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. The amount levied in 2019 shall serve as the District's tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Section 4. There shall be submitted to the qualified electors of the District for their ratification or rejection, at an election on August 6, 2019, in conjunction with the state primary election to be held on the same date, the question of whether or not the regular property tax levy of the District should be restored to \$1.50 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Board of Commissioners hereby requests the auditor of Clark County, as ex-officio Supervisor of Elections, to call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: East County Fire and Rescue
Proposition #: Proposition No. 1
Short Title: Property Tax Levy for Fire Protection and Emergency Medical Services.

Ballot Title: The Board of East County Fire and Rescue adopted Resolution No. 251-04022019 concerning a proposition to maintain and adequately fund District operations.

In order to maintain fire protection and emergency medical services this proposition authorizes the District to establish its regular property tax levy at \$1.50 per \$1,000.00 of assessed valuation for collection in 2020. The maximum allowable levy in 2019 shall serve as the base for subsequent levy limitations as provided by chapter 84.55 RCW.

Should this proposition be:

Approved

Rejected

Section 5. Pursuant to RCW 84.55.050(1), the measure requires a simple majority vote to be approved.

Section 6. The Board hereby assigns to the Chief or designee the task of appointing members to a committee to advocate voters' approval of the proposition and to a committee to prepare arguments advocating voters' rejection of the proposition.

Section 7. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board hereby designates the Chief or designee as the individuals to whom the County Auditor shall provide such notice.

Section 8. The Chief or designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

Section 9. The Chief, or designee, is hereby authorized and directed, no later than May 10, 2019, to provide to the County Auditor a certified copy of this resolution and the proper District officials

are authorized to perform such other duties or take such other actions as are necessary or required by law to the end that the proposition described in this resolution appear on the ballot before the voters at the August 6, 2019 election.

Section 10. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 11. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 12. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Board of Commissioners of East County Fire and Rescue at an open public meeting of such Board on the 2nd day of April 2019, the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Secretary

DISTRICT SEAL

2019 "Lid Lift" Draft Calendar		March	April	May	June	July	August
	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts	Strategic Planning, Weekly Facebook posts
Board agrees to a single year Lid Lift - Permanent *Levy Lid Lift to \$1.50 per \$1000	Resolution, Resolution coversheet	Draft Resolution for Lid Lift due April 2nd	Resolution to Election Office by May 10	Resolution to Election Office by May 10	Resolution to Election Office by May 10	Resolution to Election Office by May 10	Resolution to Election Office by May 10
		Board to meet on Lid Lift Resolution, Public invited, April 2nd	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th	Publish "Pro's & Con's" for Lid Lift on Facebook, May 28th
		(Commissioner Martin)"For" and "Against" Appointments by May 10	"For" and "Against" Statements by May 21	"For" and "Against" Statements by May 21	"For" and "Against" Statements by May 21	"For" and "Against" Statements by May 21	"For" and "Against" Statements by May 21
	Website and Facebook update	Board to vote on Lid Lift Resolution, April 16th, Media Release on Board Approved Resolution	Letter to Editor(Commissioner), June 24th	Letter to Editor(Commissioner), June 24th	Letter to Editor(Commissioner), June 24th	Letter to Editor(Commissioner), June 24th	Letter to Editor(Commissioner), June 24th
		Work on FireWire Newsletter	Mailer - FireWire/Newsletter, May 20th	Mailer - FireWire/Newsletter, May 20th	Mailer - FireWire/Newsletter, May 20th	Mailer - FireWire/Newsletter, May 20th	Mailer - FireWire/Newsletter, May 20th
*2019 Levy Rate \$1.16 per \$1000		Draft for "Pro's & Cons" for Lid Lift, April 3rd					
\$0.34 increase = \$12.75 per month for the owner of a \$450,000 home							

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Apr 1 C SHIFT	3 B SHIFT	2 A SHIFT	4 C SHIFT	5 A SHIFT	6 B SHIFT	
7 C SHIFT	8 A SHIFT	9 B SHIFT	10 C SHIFT	11 A SHIFT	12 B SHIFT	13 C SHIFT	
		Events Commissioner Meeting Station 91 18:30 - 21:00	Events Strategic Planning Meetin. Station 91 OTEP Station 43 14:00 - 16:00 19:00 - 21:00	Events Commissioner Meeting Station 91 07:00 - 07:00	Events Pilot Ground School Station 91 09:00 - 12:00	Events Springbrook HOA Meeting Station 91 10:00 - 11:30	
14 A SHIFT	15 B SHIFT	16 C SHIFT	17 A SHIFT	18 B SHIFT	19 C SHIFT	20 A SHIFT	
		Events Commissioner Meeting Station 91 18:30 - 21:00	Events Policy Review Meeting Station 91 18:00 - 19:30			Events Pilot Ground School Station 91 09:00 - 12:00	
21 B SHIFT	22 C SHIFT	23 A SHIFT	24 B SHIFT	25 C SHIFT	26 A SHIFT	27 B SHIFT	
		Events Commissioner Meeting w/C Station 91 16:30 - 18:30					
28 C SHIFT	29 A SHIFT	30 B SHIFT					

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