

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 5, 2019

Station 91

6:30 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### SWEAR IN NEW FIRE CHIEF:

Swear In Chief Carnes

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of January 15, 2019 Regular Board Meeting Minutes
2. Approval of January 15, 2019 Local BVFF&RO Meeting Minutes
3. Approval of January 14, 2019 Policy Review Meeting Minutes
4. Approval of January 22, 2019 Special Board Meeting Minutes
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

### CORRESPONDENCE:

### STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

- Approve Policies
  - 70.1 Open Public Meetings Act Requirements
  - 70.1.1 Citizen Comment Guidelines
  - 70.2 Emergency Access Policy
  - 70.4 Facility Use
  - 70.4.1 Solicitation on Fire District Property
  - 70.5 Expenditure of Public Funds

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**This Meeting is Being Recorded.**

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

Page # 1 of 2

- Update on Surplus Vehicle
- Station 95 Parking Lot

**COMMITTEES AND SPECIAL MEETINGS:**

- ECAAB – (Hand-outs)
- Risk Group – Next meeting scheduled for June 5<sup>th</sup>, 2019
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

Paula Knapp Retirement

**ROUND TABLE:**

Monthly Event Calendar

Strategic Planning Meeting – February 6, 2019, 2:00 PM

Commissioner Training in Olympia WA – February 9, 2019

Set new date for next Policy Meeting

**EXECUTIVE SESSION:**

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

**ADJOURNMENT:**

Next Regular Board Meeting: February 19, 2019, Station 91, 6:30 PM



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 February 5, 2019**

1. Minutes –

- January 15, 2019 Regular Meeting
- January 15, 2019 Local BVFF&RO Meeting
- January 14, 2019 Policy Review Minutes
- January 22, 2019 Special Board Meeting Minutes

2. Invoices

- \$5,087.45
  - i. Check Nos.11128-11142 dated January 18, 2019
- \$28,192.31
  - i. Check Nos. 11143-11156 dated January 31,2019

3. Approved Commissioner Stipends February 10 Pay Date

Name	For the Period			Education	Other	Total
	Regular Meeting	Committee Meeting	Special Mtg			
<b>Berg</b>	0	1	1	0	0	<b>2</b>
<b>Martin</b>	0	1	1	0	0	<b>2</b>
<b>Petty</b>	0	1	1	0	0	<b>2</b>
<b>Seeds</b>	0	0	1	0	0	<b>1</b>
<b>Taggart</b>	0	2	1	0	0	<b>3</b>

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits EFT's

- \$48,218.77 (Payroll)
- \$173.91 (Use Tax EFT)

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

January 15, 2019

Station 91

6:30 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Mike Berg

Mike Taggart

Robert Jacobs

**CALL TO ORDER:** 18:30

Flag Salute

**AGENDA ADJUSTMENTS:**

**CONSENT AGENDA:**

1. Approval of January 7, 2019 Regular Board Meeting Minutes
2. Approval of January 7, 2019 Local BVFF&RO Meeting Minutes
3. Approval of January 9, 2019 Strategic Planning Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

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

**OPEN TO PUBLIC:**

None

**CORRESPONDENCE:**

Clark County Workday project update and transaction freeze.

The Board reviewed the correspondence. Deputy Chief Carnes mentioned that the Treasurer's Office is basically asking the District to minimize making any transactions during the three-week transition period starting in early February. The County will be switching from "Oracle" to "Workday" financial systems. Payroll will run as normal during this time.

**STAFF REPORT:**

Chief Swinhart submitted no report for the Board.

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

- Chief Carnes informed the Board that DNR had contacted him to discuss the possible use of Station 93 this summer. They are looking for a place in our area to stage a helicopter for wildfire season. They are looking at a couple different areas in the County and will get back

to us if they decide on our location. They will provide details of their proposed contract for Board discussion and possible approval.

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

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

None

**SAFETY REPORT:**

- Chief Jacobs reported that there were no accidents or incidents since the last board meeting.
- The next Safety Committee meeting will be January 23, 2019, 7:30PM at Station 91.

**FIRE DISTRICT BUSINESS:**

Accounting Assistant Position

Chief Carnes asked the Boards permission to hire Pam Jensen to fill our accounting assistant position. Pam worked in this position at ECFR part-time in 2013 for 1.5 years. Pam's background in accounting along with her previous employment with us will make the transition run efficiently. Pam will be a great asset to our organization.

**Motion by Commissioner Taggart to approve the hiring of Pam Jensen as our new Accounting Assistant, seconded by Commissioner Seeds. Motion passed unanimously.**

Washington's Paid Family and Medical Leave program

The Board reviewed the Washington's Paid Family and Medical Leave program flyer that was sent to us by the State of Washington. Administration is trying to determine if the Board of Commissioners have to participate in the program. The Board would like to seek more information from the Washington Fire Commissioners Association before moving forward.

Update on Surplus Vehicle

None

Station 95 Parking Lot

None

**COMMITTEES AND SPECIAL MEETINGS:**

ECAAB

None

Risk Group

Next Meeting is scheduled for June 5, 2019.

Safety Committee Representatives

None

Revenue Exploratory Committee

The Revenue Committee is scheduled to meet again on January 16<sup>th</sup>, 2019 at 10:00 a.m. at Station 91.

Communication with Neighboring Elected Officials

None

**COMMISSIONER COMMENTS:**

- Commissioner Martin wanted to share with the Board that her and Commissioner Taggart had a conference call with the Districts attorney on Monday, 1-14-19. There was some discussion on the possible surplus of Station 95.
- Commissioner Taggart asked Deputy Chief Carnes to forward an email from A.J. (Liz Loomis) that discussed other Districts "Lid Lift" ballot language to all of the Commissioners.
- Commissioner Berg asked if there would be any member appreciation functions scheduled for this year. Deputy Chief Carnes stated that staff was looking at some sort of an appreciation BBQ gathering at a local park to schedule in late summer.
- Commissioner Seeds would like to know what type of firefighting foam the District is using for firefighting operations. There are some concerns around the state of Oregon and Washington that some types of firefighting foam are not safe for the environment. Chief Carnes stated that he will get the name of the foam the District is currently using to Commissioner Seeds along with a copy of the SDS.

**OPEN TO PUBLIC:**

None

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

None

**ROUND TABLE:**

Monthly Event Calendar  
 Strategic Planning, Wednesday, 2-6-19, Station 91 @ 2:00 p.m.  
 Policy Meeting, Monday, 2-20-19, Station 91 @ 6:00 p.m.

**EXECUTIVE SESSION:**

None

**ADJOURNMENT:**

Next Regular Board Meeting: February 5, 2019 Station 91, 6:30PM

**Motion by Commissioner Taggart to adjourn at 19:43 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:**

\_\_\_\_\_  
Michael Carnes, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes  
January 15, 2019

### CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 19:38 at Station 91.

The following were in attendance:

Martha Martin  
Joshua Seeds  
Mike Carnes

Sherry Petty  
Mike Berg

Mike Taggart  
Robert Jacobs

### BUSINESS:

None

### ADJOURNMENT:

The Local Board adjourned at 19:39.

Respectfully Submitted,

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**Sherry Petty**, Commissioner,  
Mike Berg, Alternate

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**Tad Crum**, FF's Assoc. Liaison

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

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**Martha Martin**, Chairperson  
Michael Taggart, Alternate

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**Michael Carnes**, District Secretary  
Bob Jacobs, Alternate

**DISTRICT SEAL:**



# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

January 14, 2019

Station 91

Policy Review Meeting

### Draft Minutes

**ATTENDANCE:**

Martha Martin  
Robert Jacobs  
Sherry Petty

Mike Taggart  
Mike Carnes  
Mike Berg

Joshua Seeds  
Linda Durrett

**CALL TO ORDER:** 18:00

Commissioner Martin called the meeting to order. Linda Durrett handed out the following policies for review; Open Public Meetings Act Requirements #70.1, Citizen Comment Guidelines #70.1.1, Emergency Access Policy #70.2, Facility Use #70.4, Solicitation on Fire District Property #70.4.1 and Expenditure of Public Funds #70.5, these policies were reviewed and will be brought forward with clean copies for final action at the February 5<sup>th</sup>, 2019 Board Meeting.

Also discussed was the Social Media Policy #50.2 However this policy has been tabled for further analysis at the next policy review meeting. There was discussion on how we might retain records of our social media content, staff will look at some different options and make recommendations to the Board at the next policy review meeting.

The next policy meeting date will be set at the regular Board of Commissioners meeting on Wednesday, 2-20-19.

**Meeting adjourned:** 19:38

Respectfully Submitted,

\_\_\_\_\_  
Martha Martin, Chairperson

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

\_\_\_\_\_  
Michael Taggart, Commissioner

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

\_\_\_\_\_  
Joshua Seeds, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Michael Carnes, District Secretary

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

January 22, 2019

Station 91

Discussion on 2018 Fire Levy Lid Lift Results

### Draft Minutes

**ATTENDANCE:**

Martha Martin  
Robert Jacobs  
Sherry Petty

Mike Taggart  
Mike Carnes  
Mike Berg

Joshua Seeds  
Linda Durrett  
Liz Loomis

**CALL TO ORDER:** 18:30

Commissioner Martin called the meeting to order. Liz Loomis was invited to give her summery of our resent unsuccessful 2018 Fire Levy Lid Lift. There were 4 main areas that Liz felt contributed to the lid lift not passing. The following areas were, tax sensitivity in our area, the inflationary wording on the ballot, some "brand" confusion and lack of social media access. There was Board discussion in each of these 4 specific areas.

The Board asked Liz for her thoughts on moving forward. Liz stated that she felt we should go back to the voters soon and that we consider changes in our lid lift ballot language. The Board had discussion on several possible changes and it was determined that we needed to discuss further at our next strategic planning meeting scheduled on February 6<sup>th</sup> 2019. Liz thanked the Board for the opportunity to speak in person with them and stated that she would be more than glad to answer any questions we may have in the future.

**Meeting adjourned:** 20:00

Respectfully Submitted,

\_\_\_\_\_  
Martha Martin, Chairperson

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

\_\_\_\_\_  
Michael Taggart, Commissioner

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

\_\_\_\_\_  
Joshua Seeds, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Michael Carnes, District Secretary

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

01/01/2019 To: 01/31/2019

Time: 13:38:14 Date: 02/01/2019  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
97	01/18/2019	Claims	6291	11128	BI-MART CORPORATION	71.66	
					001 - 522 20 31 000 - Food and Water	71.66	Drinking Water For Station 94
98	01/18/2019	Claims	6291	11129	Daniel D Burch	198.00	
					001 - 522 45 41 000 - Meals (Training)	198.00	Per Diem - Fire Officer II Training
99	01/18/2019	Claims	6291	11130	CITY OF CAMAS (Water)	209.37	
					001 - 522 20 43 000 - Hydrant/Fireline	95.82	Station 91 Fireline
					001 - 522 50 46 091 - Water & Sewer (St 91)	113.55	Station 91 Water Service
100	01/18/2019	Claims	6291	11131	CLARK COUNTY TREASURER	1,708.27	
					001 - 522 20 40 000 - Radio Dispatch	101.04	2018 Q4 NetMotion Support
					001 - 522 20 45 001 - Election Fees	1,607.23	Nov 2018 Election Fee
101	01/18/2019	Claims	6291	11132	CLARK PUBLIC UTILITIES	1,949.51	
					001 - 522 50 43 091 - Electrical Service (St 91)	573.12	Station 91 Electrical Service
					001 - 522 50 43 093 - Electrical & Htg (St 93)	477.34	Station 93 Electrical Service
					001 - 522 50 43 094 - Electric & Heating (St 94)	899.05	Station 94 Electrical Service
102	01/18/2019	Claims	6291	11133	CONSOLIDATED ELECTRICAL DISTRIBUTORS	81.30	
					001 - 522 20 34 000 - Bldg Supplies/Facility Misc	81.30	Light Bulbs For Station 91
103	01/18/2019	Claims	6291	11134	KAREN'S SEW IT ALL	20.00	
					001 - 522 10 25 001 - Admin Uniforms	20.00	Sew Patches On Uniform Shirts - Chief Carnes
104	01/18/2019	Claims	6291	11135	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	29.17	
					001 - 522 10 40 002 - Copier Mtce	29.17	Station 91 Copier Maintenance
105	01/18/2019	Claims	6291	11136	NI GOVERNMENT SERVICES, INC	30.20	
					001 - 522 20 41 001 - Satellite Phone	30.20	December 2018 Satellite Phone
106	01/18/2019	Claims	6291	11137	PACIFIC TRUCK & TRAILER SERVICE, INC	28.21	
					001 - 522 60 47 001 - Emergency Generators Repair	28.21	Coolant For Station 91 Generator
107	01/18/2019	Claims	6291	11138	ALLAN PUDLITZKE	150.00	
					001 - 522 10 40 001 - Computer/Website Mtce & R	150.00	Quarterly Website Maintenance
108	01/18/2019	Claims	6291	11139	SNURE LAW OFFICE, PSC	144.00	
					001 - 522 10 42 000 - Legal Services	144.00	Legal Fees Re: Property Issue
109	01/18/2019	Claims	6291	11140	URGENT MEDICAL CENTER	71.00	
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccina	71.00	Flu Vaccine & TB Test
110	01/18/2019	Claims	6291	11141	VERIZON WIRELESS	185.62	
					001 - 522 20 41 002 - Verizon MDC Cards	80.02	Engine 91 & 94 MDC Cards
					001 - 522 20 41 003 - Cell Phones E91 & E94	105.60	Engine 91 & 94 Cell Phones
111	01/18/2019	Claims	6291	11142	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	211.14	
					001 - 522 50 44 091 - Garbage (St 91)	123.20	Station 91 Garbage Service
					001 - 522 50 44 093 - Garbage (St 93)	29.18	Station 93 Garbage Service
					001 - 522 50 44 094 - Garbage (St 94)	58.76	Station 94 Garbage Service
116	01/31/2019	Claims	6291	11143	CLARK COUNTY TREASURER	156.10	Customer #1802

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

01/01/2019 To: 01/31/2019

Time: 13:38:14 Date: 02/01/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 30 000 - Maps/Books/ Periodicals	156.10	3 Response Area Maps For Stations
117	01/31/2019	Claims	6291	11144	CLARK PUBLIC UTILITIES	206.23	Account #7196-908-3; 7169-997-9
					001 - 522 50 43 092 - Electrical & Heating (St 92)	124.56	Electrical Service - Station 92
					001 - 522 50 43 095 - Electrical & Heating (St 95)	81.67	Station 95 Electrical Service
118	01/31/2019	Claims	6291	11145	Duo-Safety Ladder Corp	222.46	Customer No. 9999999
					001 - 522 60 41 002 - Ladder Testing/Repair	222.46	Replacement Rungs & Reamer Tool
119	01/31/2019	Claims	6291	11146	Martin Fowler	475.00	Fire Officer 2 - Burch
					001 - 522 45 43 000 - Tuition	475.00	Fire Officer 2 - Burch
120	01/31/2019	Claims	6291	11147	Robert L Jacobs	18.95	Locks For A93
					001 - 522 20 32 001 - Other Operating Supplies	18.95	Padlocks For Air 93
121	01/31/2019	Claims	6291	11148	KAREN'S SEW IT ALL	10.00	ECFR 1-25-19
					001 - 522 10 25 001 - Admin Uniforms	10.00	Sew Patches On Job Shirts For Chief Carnes
122	01/31/2019	Claims	6291	11149	LN CURTIS & SONS	116.68	C32870
					001 - 522 10 25 001 - Admin Uniforms	116.68	2 Job Shirts For Chief Carnes
123	01/31/2019	Claims	6291	11150	MILLER'S HEATING & AIR	138.93	Job #226715
					001 - 522 50 40 000 - Bldg Repair & Maint	138.93	Service Call - Heating At Station 93
124	01/31/2019	Claims	6291	11151	NW NATURAL	802.54	Account #1264540-4; Account #2074612-9
					001 - 522 50 45 091 - Gas (St 91)	754.38	Natural Gas Station 91
					001 - 522 50 45 095 - Gas (St 95)	48.16	Natural Gas Station 95
125	01/31/2019	Claims	6291	11152	PACIFIC TRUCK & TRAILER SERVICE, INC	285.72	ECFR Ladder Repair; ECFR APP #916
					001 - 522 60 41 002 - Ladder Testing/Repair	150.68	Replace Rung On Ladder
					001 - 522 60 48 916 - E95	135.04	Replace Onboard Battery Charger - E95
126	01/31/2019	Claims	6291	11153	SNURE SEMINARS	390.00	Snure Seminar - Taggart, Martin, Seeds
					001 - 522 10 48 005 - Commissioner Tuition	390.00	Snure Seminar - Taggart, Martin, Seeds
127	01/31/2019	Payroll	6291	11154	BENEFIT PLANS ADMINISTRATIVE SERVICES	9,900.00	2019 - VEBA Contributions
					001 - 522 10 27 001 - Admin VEBA	900.00	
					001 - 522 10 27 001 - Admin VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
					001 - 522 20 27 001 - FF VEBA	900.00	
128	01/31/2019	Payroll	6291	11155	OPEIU Local 11	29.00	Pay Cycle(s) 01/25/2019 To 01/25/2019 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	29.00	
129	01/31/2019	Payroll	6291	11156	TRUSTEED PLANS SERVICE CORPORATION	15,440.70	Pay Cycle(s) 01/01/2019 To 01/31/2019 - PPO-100; Pay Cycle(s) 01/01/2019 To 01/31/2019 - Kaiser; Pay Cycle(s) 01/01/2019 To 01/31/2019 - Dental; Pay Cycle(s) 01/01/2019 To 01/31/2019 - Disability - FF

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

01/01/2019 To: 01/31/2019

Time: 13:38:14 Date: 02/01/2019  
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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 10 22 001		- Admin Medical Insurance	1,363.51	
		001 - 522 10 22 001		- Admin Medical Insurance	-1,429.70	
		001 - 522 10 22 001		- Admin Medical Insurance	-1,563.06	Reserve Adjustment
		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	-170.86	
		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	311.84	
		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	1,830.59	
		001 - 522 20 22 001		- FF Medical Insurance	1,410.69	
		001 - 522 20 22 001		- FF Medical Insurance	363.60	
		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	1,095.34	
		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	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	88.90	
		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	
		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	10.00	
		001 - 589 99 99 000		- Payroll Clearing	151.84	
		001 - 589 99 99 000		- Payroll Clearing	37.50	
		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	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	128.35	
		001 - 589 99 99 000		- Payroll Clearing	46.66	
		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	11.73	

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

01/01/2019 To: 01/31/2019

Time: 13:38:14 Date: 02/01/2019

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Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
	001 - 589 99 99 000 - Payroll Clearing				11.73	
	001 - 589 99 99 000 - Payroll Clearing				3.93	
001 General Fund					33,279.76	
					<u>33,279.76</u>	Claims: 7,910.06
						Payroll: 25,369.70

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

01/25/2019 To: 01/31/2019

Time: 13:39:41 Date: 02/01/2019

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
73	01/31/2019	Claims	6291	EFT	STATE OF WASHINGTON DEPARTMENT OF REVENUE	173.91	Written From Use Tax Report
74	01/25/2019	Payroll	6291	EFT		2,077.51	
75	01/25/2019	Payroll	6291	EFT		541.30	
76	01/25/2019	Payroll	6291	EFT		2,172.84	
77	01/25/2019	Payroll	6291	EFT		2,408.06	
78	01/25/2019	Payroll	6291	EFT		577.36	
79	01/25/2019	Payroll	6291	EFT		2,300.29	
80	01/25/2019	Payroll	6291	EFT		2,199.37	
81	01/25/2019	Payroll	6291	EFT		686.29	
82	01/25/2019	Payroll	6291	EFT		777.08	
83	01/25/2019	Payroll	6291	EFT		1,974.90	
84	01/25/2019	Payroll	6291	EFT		2,273.68	
85	01/25/2019	Payroll	6291	EFT		927.67	
86	01/25/2019	Payroll	6291	EFT		380.94	
87	01/25/2019	Payroll	6291	EFT		591.04	
88	01/25/2019	Payroll	6291	EFT		472.84	
89	01/25/2019	Payroll	6291	EFT		2,203.13	
90	01/25/2019	Payroll	6291	EFT		532.80	
91	01/25/2019	Payroll	6291	EFT		472.84	
92	01/25/2019	Payroll	6291	EFT		541.30	
93	01/25/2019	Payroll	6291	EFT		662.59	
94	01/25/2019	Payroll	6291	EFT		2,314.41	
95	01/25/2019	Payroll	6291	EFT		2,377.21	
96	01/25/2019	Payroll	6291	EFT		1,795.37	
112	01/25/2019	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	9,901.45	Pay Cycle(s) 01/25/2019 To 01/25/2019 - DComp; Pay Cycle(s) 01/25/2019 To 01/25/2019 - PERS2; Pay Cycle(s) 01/25/2019 To 01/25/2019 - PERS3; Pay Cycle(s) 01/25/2019 To 01/25/2019 - LEOFF2
113	01/25/2019	Payroll	6291	EFT	IAFF2444	522.30	Pay Cycle(s) 01/25/2019 To 01/25/2019 - IAFF Dues
114	01/25/2019	Payroll	6291	EFT	IRS	6,108.20	941 Deposit for Pay Cycle(s) 01/25/2019 - 01/25/2019
115	01/25/2019	Payroll	6291	EFT	OR Department of Revenue	426.00	Pay Cycle(s) for OR Tax01/25/2019 - 01/25/2019
001 General Fund						48,392.68	
						48,392.68	Claims: 173.91 Payroll: 48,218.77

# Chief's Report

2-5-19

Calls since last Commissioner meeting: **33**

EMS: **20**

Fire: **0**

Other: **13**

Calls YTD: 2019- **62**

## Staff Overtime Numbers:

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

Used YTD: **\$654.92**

% Used: **0.75%**

- Brown outs since last meeting: **7**
  - 01-16-19, Station 94, 24 hours
  - 01-21-19, Station 94, 24 hours
  - 01-22-19, Station 94, 24 hours
  - 01-25-19, Station 94, 24 hours
  - 01-28-19, Station 94, 24 hours
  - 01-29-19, Station 94, 24 hours
  - 01-31-19, Station 94, 24 hours
- Experiencing a surge of brown-outs due to sick leave, Kelly days and scheduled vacations. Good news is that we were able to staff both stations using Volunteer Firefighters to supplement staffing on 8, 24 hr. shifts in the same timeframe.
- Attended a County Op's Chiefs meeting on 1-22-19 at Station 21. The County Bridge project was the main topic. ECFR has one county owned bridge that will have some restrictions. The bridge is located on the Evergreen Hi-way at the intersection with Sunset View Road. The restriction will not limit our fire response access.
- Ordered an "under-the-counter" water filtering system for Station 93. Will get it installed soon.
- Working on flag pole light repairs at Station 91.
- New Accounting Assistant (Pam Jensen) will start on Monday, February 11<sup>th</sup> 2019.
- DNR has decided to stage their helicopter this summer at Camp Bonneville. Logistically they feel the Camp will reduce impact on the residential communities in the area, with regards to noise pollution. The Camp provides a bit more security with the control measures that currently exist at the Camp.



# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Open Public Meetings Act Requirements**

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**PPG NUMBER: 70.1**

**Page 1 of 3**

**DATE OF ISSUE: 10-04-11**

**APPROVED BY:** \_\_\_\_\_  
Board Chair

**REVISED: 02-05-2019**

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### **1. Overview**

The Open Public Meetings Act (OPMA), codified as Chapter 42.30 RCW, requires that all meetings of the governing bodies of a public agency and any committees of such governing bodies shall be open and public with certain limited exceptions. The following policy statement confirms that the District Board of Commissioners is subject to the OPMA and outlines the steps that each member is required to take in order to comply with this Act. The Board of Commissioners or its committees shall not take any action except in an open public meeting or executive session to which notice has been given according to this policy statement. "Actions" are defined as including: deliberations, discussions, considerations, reviews, evaluations, resolutions, rules, regulations, orders, and directives. Any action taken at meetings failing to comply with the OPMA shall be null and void.

### **2. Meetings Subject to the Act**

All regularly scheduled meetings of the Board of Commissioners and special meetings, including committee meetings, attended by at least 3 Board members are subject to the Open Public Meetings Act.

### **3. Executive and Closed Sessions**

Although all East County Fire and Rescue Board of Commissioner meetings must be open to the public as described above, a meeting may be recessed into executive (closed) session to consider certain matters as defined by law. A meeting devoted entirely to such matters must still have the required notices filed, be open to the public, and then recess to executive session. Prior to the executive session, the chairperson must publicly announce the purpose of the session and time when the executive session will be concluded. This announcement may be generic in nature, such as, "We are now going into executive session to evaluate an employee and will reconvene in public session at 7:30 P.M."

#### **a. Purposes for Executive Sessions**

Executive Sessions are permissible for the following reasons:

1. To consider matters affecting national security.
2. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
3. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause the likelihood of decreased price. However, final action selling or leasing of public property shall be taken in a meeting open to the public.
4. To review negotiations on the performance of publicly-bid contracts when public knowledge regarding such consideration would increase cost.

5. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a hearing or meeting open to the public shall be conducted upon such complaint or charge.
6. To evaluate the qualifications of an applicant for public employment or review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public. Further, when a governing body elects to take final action on hiring, setting the salary of an individual employee, or of all employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.
7. To discuss with legal counsel representing the District, litigation or potential litigation to which the District is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequences to the District.

**b. Purposes for Other Closed Sessions**

Certain other functions are exempt from the OPMA and may be conducted in closed session.

1. Quasi-Judicial Matters—Quasi-judicial meetings are "court-like" proceedings to hold hearings on disputed claims or alleged infractions of rules and regulations and to make decisions in the general manner of procedures conducted by judges.
2. Labor Relations—Closed sessions may be used for collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretations or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or positions to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations of proceedings in progress.

**c. Final Actions Required in Open Meetings**

When the Board of Commissioners comes out of executive session, no announcement need be made regarding what has occurred during the executive session. However, final actions must be accomplished in open session.

**4. Procedures for Filing Meeting Notices**

The Fire Chief coordinates the filing of all meeting notices for the District. Filing requirements for both regular and special meetings are described below.

**a. Regular Meetings**

The Board of Commissioners shall adopt a regular meeting schedule annually in order to minimize filing requirements.

**b. Special Meetings**

Special meetings are all meetings other than regular meetings. Special meeting notices shall be posted on the District website and at the front door of staffed stations. Notice shall also be delivered to members of the Board of Commissioners and any news media that have filed a written request for such notices, at least 24 hours prior to the meeting. The notice should contain the following:

1. The name of the governing body or committee;
2. The date and time the special meeting will be held;
3. The meeting location; and
4. The purpose of the meeting or a complete agenda.

No final action may be taken on any matter outside the agenda or stated purpose of a special meeting.

### **5. Minutes of Open Meetings**

The law requires that notes be taken at all open meetings, both regular and special. The notes shall then be approved as minutes at the following regular meeting. Note that all documents produced in executive session are also subject to disclosure under the Public Disclosure Act unless specifically exempt under that Act.

### **6. Rescheduling of Regular Meetings**

A regular meeting falling on a holiday may be postponed to the next business day. Postponement of a regular meeting, either for a holiday or some other reason, must be posted at the door of the meeting room ahead of the usual scheduled date. If a decision is made to hold a regular meeting ahead of the usual scheduled date, it should be treated as a special meeting. A special meeting notice can also be used to cancel a regular meeting and set a new one.

### **7. Recesses of Meetings**

Recesses are permitted under the OPMA. Any regular or special meeting may be recessed to another time and/or place by posting the time and place of the reconvened meeting at the door of the original meeting room. Any new location for the meeting should be reasonably calculated to permit full public attendance.

### **8. Emergency Situations**

If an emergency situation, such as fire, flood, earthquake, etc., creates a need for expedited action by the Board of Commissioners to meet the emergency or makes it unsafe to meet in the designated place, the Board Chairperson may call a meeting and designate another place for the meeting without complying with the notice requirement.

### **9. Conduct of Open Meetings**

#### **a. Right to Speak**

Although the OPMA does not require a governing body to allow everyone to speak at a public meeting, East County Fire & Rescue permits public comment as outlined in district policy 70.1.1. *However, public comment may not be permitted during special meetings unless allowed by the Chairperson and strictly germane to the subject of the special meeting.*

#### **b. Conduct**

Members of the public or the news media may attend an open meeting without being required to give their names, complete a questionnaire, or provide other information.

In the event individuals disrupt the meeting so that the Board of Commissioners cannot continue to conduct the meeting in an orderly way, the members of the Board of Commissioners may order the meeting room cleared. The meeting may be adjourned by majority vote and reconvened at another location. Individuals not responsible for disturbing the meeting can be readmitted.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Citizen Comment Guidelines**

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**PPG NUMBER : 70.1.1**

**PAGE: 1 of 2**

**DATE OF ISSUE: 02-15-11**

**APPROVED BY:** \_\_\_\_\_  
Board Chair

**REVISED: 02-05-2019**

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**CITIZEN COMMENT GUIDELINES**

The purpose of East County Fire & Rescue Board Meetings is to conduct Fire District business. ECFR Commissioner Meetings, Workshops and Public Hearings are noticed and held in accordance with Washington's Open Public Meetings Act (RCW 42.30). Meeting notices and agendas are available on our web site ([www.ECFR.us](http://www.ECFR.us)) or through other media outlets.

Public comment is taken at Commissioner Meetings to provide Fire Commissioners with information, public perspective and opinion on matters before them for action. The following procedures organize and clarify how the public may provide comments at Commissioner Meetings and Workshops; and testimony at Public Hearings.

1. Individual Citizen comments may be limited to a maximum of three minutes; and representatives of organizations, a maximum of five minutes.
2. Comments should address issues *directly* related to Fire District operations or concerns.
3. Comments should be respectful in their delivery.
4. In the interests of time, the Commission Chair may limit the number of persons speaking on any topic, or may limit testimony to those having new information or material to present.
5. The Commission does not engage in discussion or debate with commenters during Commission Meetings, Workshops or Public Hearings. Questions and requests for information or documents may be addressed to Fire District staff, or to individual Commissioners, outside of Commission meetings.
6. An individual or organization representative may have the text of their remarks appended to the Commission Minutes by submitting a written text at, or before, the Meeting. The appended written text will be preserved as part of the Official Packet of Board Minutes.
7. The Chair can limit total public comment time to 30 minutes, per Comment session, at which time the Chair can halt comment and return to the business of the meeting.

The Board Chair may allow Citizen comment during other sections of the Agenda. However, the Board Chair shall ensure that Board Members are granted adequate time to conduct Board business—without interruption from audience members.

The public is reminded that Fire District Administration and Station Staff is, typically, available at all reasonable hours to answer questions; and the Fire Chief and Command Staff are, typically, the first Fire District representatives to deal with Citizen comments, concerns and complaints. Citizens can, therefore, immediately deliver their comments, concerns and complaints to Staff without having to wait for the next Regular Board Meeting.

However, the Board *will* hear Citizens who have issues, concerns or complaints related to current Board business (the intent will be to seek solutions)—as time allows—at Regular Board Meetings. All other issues can be communicated to Commissioners or Command Staff in an email, written communication, or by phone message, and will be addressed outside of meeting time.

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Emergency Access Policy**

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**PPG NUMBER: 70.2**

**Page 1 of 1**

**DATE OF ISSUE: 10-18-11**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**REVISED: 02-05-2019**

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Personnel and equipment of East County Fire and Rescue are in many instances required to gain access to the scene of an emergency by traversing privately owned access routes. Access routes may include privately constructed roadways, driveways and bridges that have not been constructed or maintained in accordance with state or county standards.

While the Board of Commissioners of the District recognizes the responsibility to provide emergency services to all persons and properties within the District, it also recognizes its responsibility to use reasonable means to protect District personnel and equipment from unreasonable risks that could result in injury to persons or damage to property.

In order to provide reasonable protection to District personnel and equipment without impairing the District's ability to respond to the scene of emergencies in all parts of the District, it is the policy of the District to impose the following requirements and conditions;

1. The District shall require that all privately owned bridges used for vehicular access to private property be inspected by a licensed engineer at least every five years to determine the load carrying capacity of the bridge. The maximum weight limit of the bridge, as determined by the engineering inspection, shall be conspicuously posted on or adjacent to the bridge. The property owner shall furnish a copy of the engineering inspection report to the District.
2. In the event any bridge shall not be inspected and posted as required above, or in the event the weight of District vehicles shall exceed the posted limit, the District emergency vehicles shall not be permitted to cross such bridge.
3. In the event the District should discover any private roads, over which District vehicles would require to travel in the event of an emergency, that are deemed to be unsafe or unusable in the opinion of District personnel because of road grade, road width, unstable surface conditions, vehicle height limitations or other factors, the District vehicles shall not be permitted to travel on such roads.
4. District personnel who cannot traverse a bridge or roadway shall attempt to find alternate means to deliver needed service(s) to customer(s).
5. In the event that District personnel shall become aware of any unsafe or un-posted bridge, or unsafe private roadways, the District shall notify the reputed owners of all properties served by such bridge or roadway in writing, as soon as it is reasonably possible.

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Facility Use**

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**PPG NUMBER: 70.4**

**Page 1 of 5**

**DATE OF ISSUE: 06-05-07**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**REVISED: 12-19-2017**

**REVIEWED: 02-05-2019**

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**POLICY:**

Under certain restrictions and in compliance with all applicable legal regulations, Fire District facilities may be made available for public use. 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.

A non-refundable \$40.00 per use fee may be charged to help defray expenses to insure, repair and maintain the building.

**1.0 Priority Uses of Facilities**

East County Fire and Rescue related activities and functions shall have precedence when scheduling facility usage.

**Approved Groups**

- Fire District Activities.
- Firefighters Association Functions.
- Clark County and other governmental agencies.
- Community Groups, Neighborhood Associations (HOA's & ROA's), Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
- 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.

**2.0 Applications for Use of Fire District Facilities**

Applications for facility use are obtained from East County Fire and Rescue's administrative office. The application must be completed and submitted by an adult representative of the organization.

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 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

- Each requested use of a facility shall require a user agreement. Frequency of meetings may be limited. It is not intended that the facilities be used for regular, recurring meetings (for non-governmental concerns). 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.
- 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.
- 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.
- Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with Policy 70.4 are conditions of usage.
- The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
- Facility usage shall be limited to the classroom, public restrooms, parking lot.
- Alcoholic beverages and/or illegal drugs will not be brought to, nor consumed on Fire District premises.
- Use of tobacco or tobacco products shall not be allowed on Fire District property.
- Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
- The Fire Chief or their designee may require that a designated Fire District representative be on-site during usage.
- Only that portion of the building listed and approved on the application will be available for use by the organization. An organization or user may be allowed temporary door code access to the building with the approval of the Fire Chief or their designee.
- Attendees shall not exceed the Fire Marshal's maximum rating for room capacity.
- 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 is issued will be required to pay the cost of removal.
- All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
- All meetings will terminate, and the facility shall be vacated by 2130 hrs., unless previous arrangements have been made with the Fire Chief or their designee.
- No animals are allowed inside any Fire District building—except Service Animals.
- No use of East County Fire and Rescue audio-visual equipment is permitted for non-ECFR sponsored events.



- 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 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.
- 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.
- The Board of Fire Commissioners, Fire Chief or their designee reserve the right to cancel any 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.
- The Fire Chief or their designee may cancel user agreements in favor of Fire District activities whenever a scheduling conflict may occur.



## Facility Use Agreement

600 NE 267 Ave. Camas WA 98607  
 Phone: 360-834-4908, Fax: 360-834-5454

Use/Activity Information				
Fire Station Number or Location:				
Facility Requested (i.e. classroom, parking lot):				
Date(s) Requested:				
Time Requested (Include setup, breakdown)	Start:		End	
Description of Activity				
Open to Public?		Number of People Expected:		
Is there a charge for attending?			Cost per Person:	
Will Food and/or beverages be served?				

User Information			
Applicant/Organization:			
Contact Person:			
Phone:		Phone2:	
Email:			

User Signature	
<p>By signing below I agree to the following:</p> <ul style="list-style-type: none"> <li>• I am a duly authorized agent of the applicant.</li> <li>• I have read and agree to comply with East County Fire &amp; Rescue Policy "70.4 Facility Use."</li> <li>• I will return the facility in a clean and undamaged condition. If I do not I agree to reimburse the District for the cost of repair, replacement, and/or cleaning.</li> <li>• I understand that I may be required to pay a fee for the use of the facility and that the fee must be paid prior to my use.</li> <li>• I further agree to release, indemnify and forever hold harmless East County Fire &amp; Rescue and its officers, employees, agents, elected officials, or members from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any harm that may come to me, my family members, guests, or invitees during the rental/usage, "directly or indirectly" as a result of my use of the facility. I further agree to defend, indemnify and hold harmless East County Fire and Rescue, its officers, employees, agents, elected officials, or members from and against any and all claims, suits or judgments, actions, costs or liabilities arising from my use of the facility.</li> </ul>	
User Signature: _____	Date: _____

East County Fire & Rescue Use Only					
Approved:	Yes	No	Certificate of Insurance Required:	Yes	No
User Fee Required:	Yes	No			
Chief Officer Signature:				Date:	
Temporary Door Code:					
Date Payment Received:			Receipt #		

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Solicitation on Fire District Property**

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**PPG NUMBER: 70.4.1**

**PAGE 1 of 1**

**DATE OF ISSUE: 08/03/2010**

**APPROVED BY: \_\_\_\_\_**

**REVISED: 02-05-2019**

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**Board Chair**

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**Background.** East County Fire & Rescue allows for the use of its public facilities for non-profit entities and other agencies as defined in its Facility Use Policy #70.4. It is not the intent of such policy to allow solicitation on the premises of East County Fire & Rescue. Solicitation is defined as a plea for something; to try to get something by making insistent requests or pleas, to ask somebody for something; to plead with or petition a person or group for something.

**Action.** It shall be the policy of the Board of Commissioners of East County Fire & Rescue that signs and posters, notices etc., for the purpose of either public or private solicitation, shall not be allowed. This shall include the outside signboards, fences, yards, bays, windows and walls on all EFCR property. Indoor walls, bulletin boards and class room dry-erase boards are for official use only. This policy shall include the selling of, or collecting for future delivery of, any item by organizations other than the Volunteer Firefighter Association of ECFR (which will require pre-approval of the Fire Chief).

# East County Fire & Rescue

## Policies, Procedures, and Guidelines

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**Subject: Expenditure of Public Funds**

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**PPG NUMBER: 70.5**

**Page 1 of 1**

**DATE OF ISSUE: 06-16-2009**

**APPROVED BY:** \_\_\_\_\_

**Board Chair**

**REVISED: 02-05-2019**

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**Background:** Primary funding for the District is derived from public funds provided by the taxpayer/citizens of the District for the purpose of fire suppression, basic lifesaving medical service and emergency rescue services. The Board of Commissioners is comprised of elected officials charged with the management, control and authorized expenditure of those funds. Therefore the annual operating budget must be approved by the Commissioners after a public hearing at a regular or special meeting.

**Action:** There shall be *no* use of equipment, duty personnel (paid or volunteer), supplies or any material for personal or private use, by members, citizens, groups or organizations without prior approval by the Fire Chief or Board of Commissioners.

Feb 2019 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
3	4	5 <b>Events</b> Commissioner Meeting Station 91 18:30 - 21:00	6 <b>Events</b> Strategic Planning Meetin. Station 91 14:00 - 16:00 OTEP Station 43 19:00 - 21:00	7	8	9 <b>Events</b> Private Pilot Ground Scho Station 91 09:00 - 12:00
10	11	12	13	14	15	16 <b>Events</b> Private Pilot Ground Scho Station 91 09:00 - 12:00
17	18	19 <b>Events</b> Commissioner Meeting Station 91 18:30 - 21:00	20	21	22	23 <b>Events</b> Private Pilot Ground Scho Station 91 09:00 - 12:00
24	25	26	27	28		

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