

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

January 19, 2016

Station 91

7 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### GUESTS:

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of January 5, 2016 Regular Board Meeting Minutes
2. Approval of January 5, 2016 Local BVFF&RO Meeting Minutes
3. Approval of January 14, 2016 Special Meeting Minutes
4. Approval of January 19, 2016 Financial Statement
5. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

CORRESPONDENCE: None

### STAFF REPORT:

Assistant Chief Jacobs  
Interim Administrative Chief Gillespie

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

Executive Search Committee  
Fire District Planning Group  
Review 2015 Mobilization Revenue  
Consider the sale of Station 96  
Proposed WFCA training in March  
Adopt Part Time Candidate List  
Consider Hiring New Part-Time Employees  
(See Reverse)

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**This Meeting is Being Recorded.**

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

Page # 1 of 2

Standard of Cover Report

**OPEN TO PUBLIC:**

**COMMISSIONER COMMENTS:**

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

**ROUND TABLE:**

**EXECUTIVE SESSION:**

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

RCW 42.30.110(1)(c) to consider the sale of real estate, and RCW 42.30.140 relating to collective bargaining issues and negotiations.

**ADJOURNMENT:**

Next Regular Board Meeting: February 2, 2016, Station 91, 7 PM

**EAST COUNTY FIRE & RESCUE**  
**REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

January 5, 2016, 2015

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Sherry Petty  
Tad Crum  
Al Gillespie  
Michelle McDermott

Mike Berg  
Tom Gianatasio  
Richard Hamby  
Mike Carnes

Mike Taggart  
Robert Jacobs  
Paula Knapp  
Kacie Jones

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

Flag Salute

**OATH OF OFFICE:**

Commissioners Taggart, Gianatasio, Petty and Berg recited the oath of office.

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of December 15, 2015 Regular Board Meeting Minutes
2. Approval of December 15, 2015 Local BVFF&RO Meeting Minutes
3. Approval of January 5, 2015 Financial Report
4. Excuse Absent Commissioner(s):

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

**OPEN TO PUBLIC:**

No Comments

**CORRESPONDENCE:**

None

**STAFF REPORT:**

Assistant Chief Jacobs read his report; a copy is in the packet. AC Jacobs briefly covered cost for a replacement engine that is comparable to E91. Chief Gillespie read his report, Commissioner Martin asked that it be included in the minutes. Chief Gillespie described a Standard of Coverage report that he intends to implement prior to the next meeting.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

Chief Jacobs stated the next safety meeting will be on 1/27/2016, 19:30 at Station 91. There were no accidents/incidents since the last meeting.

**FIRE DISTRICT BUSINESS:**

**Executive Search Committee:**

Commissioner Taggart does not have a total number of potential candidates, but ESCI and Chief Gillespie have received inquiries from interested parties.

**Fire District Planning Group:**

A meeting to continue discussions and planning was scheduled for January 14<sup>th</sup>, 08:00 at station 91.

**Consider Resolution #205-01052016: Regular Meeting Schedule:**

The Commissioners reviewed the proposed schedule of dates and times for regular board meetings. Meetings were scheduled continue to be the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 19:00. **Motion by Commissioner Gianatasio to adopt** the resolution, seconded by Berg. **Motion passed** unanimously.

**Review 2015 Mobilization Revenue:**

Discussion was tabled until a more thorough report from Captain Long is made available.

**Review Status and discuss options for station 96:**

The board intends to cover this in Executive Session.

**Proposed WFCFA training in March:**

Commissioner Martin shared that she had spoken briefly with Brian Snure about possibly having Mr. Snure attend station 91 and present a seminar, as opposed to incurring the expense associated with travel and lodging to attend a seminar. The board agreed to pursue this possibility more in depth and discuss it when more information is available.

**OPEN TO PUBLIC:**

No Comments

**COMMISSIONER COMMENTS:**

Commissioner Berg thanked the staff for being safe and conscientious with the terrible road conditions we have had. Commissioners Martin and Gianatasio have a meeting scheduled with Mayor Higgins and Councilman Anderson on January 14<sup>th</sup> in the Mayor's office in an effort to continue discussions with elected officials in Camas. Commissioner Martin and Commissioner Taggart will collaborate to present conference information.

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

Nothing

**ROUND TABLE:**

Assistant Chief Jacobs advised that the C.A.R.O.L. program went well, despite low participation. Approximately 124 families were served.

**EXECUTIVE SESSION:**

RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

RCW 42.30.110(1)(c) to consider the sale of real estate, and RCW 42.30.140 relating to collective bargaining issues and negotiations.

The Board went into executive session at 19:50. Anticipated return of 20:30.

A 15 minute extension was declared at 20:29.

The board reconvened at 20:47

Motion by Commissioner Berg to set an agenda item to consider the sale of station 96. Seconded by Taggart. Motion passed unanimously. By consensus, the board moves to table the proposed contract of the administrative specialist.

**Motion by Commissioner Gianatasio to adjourn, second by Petty; Motion passed.**

**ADJOURNMENT: 20:49**

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

\_\_\_\_\_  
Mike Taggart, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

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

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

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# Staff Report

Submitted by  
Interim Executive Fire Chief  
05 January 2016  
16 December through 31 December 2015

## Operations

- 43 Incidents since last Board meeting
  - 23 EMS
  - 5 Good intent, no incident found or Cancelled In Route
  - 9 MVA's
  - 2 Public Service
  - 1 Fire Call (rubbish)
  - 3 Building Fire
  
- 957 calls 01 January-31 December 2015
  - All Fire Calls
    - 49
  - Overpressure, Rupture, Explosion, Overheat
    - 1
  - EMS Calls excluding MVA
    - 478
  - MVA with or without injury
    - 115
  - Rescue, EMS Standby, High Angle Rescue or Extrication
    - 4
  - Electrical
    - 8
  - MVA Cleanup or Hazardous Condition
    - 2
  - Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
    - 58
  - Good Intent, Cancelled Enroute, No Incident Found, Smoke Scare, Authorized Controlled Burn, Steam Vapor, Fog or Dust Thought to be Smoke
    - 218
  - Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
    - 21
  - Flood assist, Citizen Compliant, or Special type of incident
    - 3

# EAST COUNTY FIRE & RESCUE

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

Draft Minutes  
January 5, 2016

### CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 8:58 PM at Station 91.

The following were in attendance:

Martha Martin

Tom Gianatasio

Bob Jacobs

Paula Knapp

Michelle McDermott

Mike Berg

Mike Taggart

Tad Crum

Al Gillespie

Sherry Petty

Kacie Jones

Richard Hamby

Michael Carnes

### BUSINESS:

There is no business tonight.

### ADJOURNMENT:

The Local Board adjourned at 8:59 PM.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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**Tad Crum**, FF's Assoc. Liaison  
Paula Knapp, FF's Assoc. Liaison Alternate

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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**Martha Martin**, Chairperson  
Mike Taggart, Alternate

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

**DISTRICT SEAL:**

**EAST COUNTY FIRE & RESCUE**  
**SPECIAL BOARD OF FIRE COMMISSIONERS MEETING**  
**December 8, 2015**  
**Station 91**

**Draft Minutes**

**ATTENDANCE:**

Al Gillespie	Sherry Petty	Tom Gianatasio	Martha Martin
Mike Berg	Mike Taggart	Wes Long	Michael Carnes
Robert Jacobs	Linda Durrett	Kacie Jones	James Troutman

**CALL TO ORDER: 08:00**

Chief Gillespie outlined the areas of discussion for this meeting, which included possible dispositions of Station 96, relocating a generator to Station 94, proposed apparatus replacement costs, hiring part time staff and the viability of continuing to participate in state mobilizations. Another planning meeting was scheduled for Wednesday, Feb 10<sup>th</sup> 2016, 08:00 at Station 91.

Meeting adjourned at 09:58.

Respectfully Submitted,

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

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

\_\_\_\_\_  
Tom Gianatasio, Commissioner

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

\_\_\_\_\_  
Mike Taggart, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary



## Financial Data

Balance Summary

January 19, 2016

Balances reflect as of close of business 01/13/2016

December 2016 Allocation Rate 0.659%

Fund	Fund Name	Cash	Investment at Cost	Encumbered	Balance
6291	East County Fire & Rescue		\$ 1,360,885.28	\$38,416.78	\$ 1,360,885.28
6291-1	New Tender FD 9		\$ 298,832.76		\$ 298,678.89
6291-2	Capital Facility		\$ 20,908.02		\$ 20,908.02
6291-3	Leave Accrual		\$ 42,408.73		\$ 42,386.89
6291-4	Safer Grant Year 3		\$ -		\$ -
6291-5	Plans Trailer Copier		\$ 2,023.08		\$ 2,023.08
6248	Fire District 9 GO Bond Fund				\$ -
6292	Fire District 9 Capital Fund				\$ -
<b>Transmittals</b>	<b>TOTALS</b>	<b>\$0.00</b>	<b>\$ 1,725,057.87</b>	<b>\$38,416.78</b>	<b>\$ 1,724,882.16</b>
TR2015 ECFR	December 31, 2015	\$ 20,304.82			
TR2015 ECFR	December 31, 2015	\$ 1,501.75			
TR2016 ECFR	January 11, 2016	\$ 1,483.82			
TR201 ECFR	January 19, 2016	\$ 15,126.39			
TR2016 ECFR					
TR2016 ECFR					
TR2016 ECFR					
TR2016 ECFR					
TR2016 ECFR					

Payroll Costs for SM1 \$40,703.40

\*Previously paid transmittals submitted and paid per Resolution #177-03182014

## AC Jacobs Report

1-19-2016

January EST training was Wed. Jan. 13<sup>th</sup> CPR. Sta. 91 7 PM.

January ACC/EOC training was Jan. 12<sup>th</sup> Sta. 91 7 PM.  
Ares-Races system test. The test went very well,  
Commissioner Taggart attended. Identified some minor  
issues to work out.

February ACC/EOC training 2-9-2016 Sta. 91 7PM.

February EST training 2-22-2016 Sta. 93 7PM.

### Safety Report

Safety Committee meeting was held 11-25-15

Next safety committee meeting, 1-27-16 Sta. 91 7:30 PM.

No reported accidents/incidents since the last board  
meeting.

## 2015 Mobilizations

Date	Agency	Incident Name	Personnel		Apparatus	
			Amt. Inv.	Amt. Rec.	Amt. Inv.	Amt. Rec.
6/11/15	DNR	South Jones	\$1,488.25	\$1,488.25	\$2,142.00	\$2,142.00
6/22/15	DNR	Nichols Hill	\$83.17	\$83.17	\$535.50	\$535.50
7/7/15	WSP	Les Blair	\$2,301.99	\$2,301.99	\$1,370.07	\$1,433.07
7/7/15	WSP	Sleepy Hollow	\$576.36	\$576.36	\$389.96	\$396.50
7/8/15	WSP	Road 6	\$5,802.22	\$2,492.54	\$2,401.96	\$1,285.27
2nd Payment		Road 6		\$3,309.68		\$2,042.01
7/14/15	WSP	Junction Fire	\$1,316.45	\$1,281.05	\$1,043.75	\$1,002.00
7/16/15	WSP	Hills Fire	\$1,955.93	\$1,709.90	\$1,837.00	\$2,110.66
7/16/15	WSP	Gilmore Gulch	\$6,329.36	\$6,144.03	\$4,509.25	\$4,425.50
8/4/15	DNR	Neah Bay 200 Line	\$1,502.25	\$1,502.25	\$0.00	
8/5/15	WSP	Blue Creek	\$11,984.20	\$11,755.46	\$6,680.00	\$6,554.76
8/12/15	DNR	Livingston Quarry	\$836.42	\$836.42	\$1,831.00	\$1,579.50
9/1/15	DNR	Highway 8	\$3,831.77	\$3,831.77	\$0.00	
8/18/15	WSP	Deckerville	\$3,505.56		\$2,113.46	\$2,209.24
9/1/15	DNR	Deckerville	\$5,228.34	\$5,228.34	\$3,980.74	\$3,445.38
9/1/15	DNR	Taylor Town	\$742.98	\$742.98	\$1,095.56	\$1,095.56
9/1/15	DNR	Lodge Pole	\$1,652.44	\$1,652.44	\$1,100.76	\$565.26
9/2/15	DNR	SPS-Pre-Po	\$1,969.61	\$1,969.61	\$1,690.29	
9/8/15	DNR	Coulee Hite	\$5,481.72	\$5,481.72	\$3,930.06	\$3,672.99
9/2/15	DNR	Rutter Canyon	\$5,254.77	\$5,254.77	\$4,544.81	\$4,284.00
		Rutter Canyon Command Vehicle				\$284.49
9/3/15	WSP	Stickpin	\$7,289.16		\$4,980.00	\$4,980.00
9/8/15	WSP	Renner	\$10,527.16		\$8,040.00	
8/19/15	DNR	Gold Rush	\$0.00		\$6,419.00	\$4,389.00
		Gold Rush Engines				\$2,030.00
9/8/15	WSP	Stickpin 2	\$3,084.54		\$2,303.50	\$3,408.50
9/8/15	WSP	Renner 2	\$2,356.54		\$6,573.47	
9/23/15	WSP	Horse Thief Butte	\$2,613.11		\$4,161.50	
<b>Totals</b>			<b>\$87,714.30</b>	<b>\$57,642.73</b>	<b>\$73,673.64</b>	<b>\$53,871.19</b>

### Notes:

12/30/2015 - The balance of the amount due should be received by mid-February.

Personnel costs reflected in the 2015 working budget are higher than the amount invoiced due to methods of paying for backfill. Backfill hours entered into timecards are all applied to mobilization (straight time and overtime). Mobilization funds only pay for the overtime portion of backfill.

## Kacie Jones

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**From:** Al Gillespie  
**Sent:** Thursday, January 14, 2016 6:56 AM  
**To:** Martha Martin  
**Cc:** Kacie Jones  
**Subject:** RE: Snure Seminar Road Trip information requested

Can do!

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**From:** Martha Martin  
**Sent:** Wednesday, January 13, 2016 11:48 AM  
**To:** Commissioner <[Commissioner@ecfr.us](mailto:Commissioner@ecfr.us)>  
**Cc:** Al Gillespie <[agillespie@ecfr.us](mailto:agillespie@ecfr.us)>  
**Subject:** RE: Snure Seminar Road Trip information requested

FYI - Do Not Reply

Hello everyone,

Here is Brian Snure's response to our request for information about his Road Trips. It appears that we can invite other districts to offset the cost.

We can discuss at our January 19th meeting. Chief, please place this on our agenda once again.

Martha Martin, Commissioner  
Board Chair  
East County Fire & Rescue

**Disclaimer:** This email and related attachments--and any response--is subject to public disclosure pursuant to Ch 42.56 RCW.

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**From:** Brian Snure [Brian@snurelaw.com]  
**Sent:** Monday, January 11, 2016 7:28 AM  
**To:** Martha Martin  
**Subject:** Re: Snure Seminar Road Trip information requested

Martha,

Thanks for asking, here is some information for your Board to consider.

1. The topics that you list would take a minimum of a six hour class or, more preferably, could be done with two separate 4 hour classes. If you want to keep the class to a single 4 hour class, I would likely need to cut the financing and bid law sections or we could work together to focus in on the topics you want addressed in 4 hours.
2. The topics that you list are pretty much what I will be covering at WFCA's Ocean Shores seminar on March 19th and Spokane Seminar on February 27th so attending those seminars might also be an option for your Board members.
3. I generally charge a flat fee of \$1,500 for up to a 4 hour class plus mileage and one nights lodging if required. For a six hour class I would charge \$2,000.

4. The flat fee includes all prep, travel and instruction time and all materials (I will generally provide the District electronic copies of the materials and ask that you print out the materials as necessary).
5. I have no objection to allowing the hosting District to invite other districts and to charge other Districts to attend. However, in that situation, if the out of District attendees cover my flat fee cost I then request a 60% share of any additional fees.

Let me know if the Board wishes to pursue and we can work out the details.

Thanks.

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Sincerely,

Brian Snure  
Snure Law Office, PSC  
612 S. 227th St.  
Des Moines, WA 98198  
Phone: 206-824-5630  
Toll Free: 800-486-9484  
Fax: 206-824-9096  
Email: [Brian@snurelaw.com](mailto:Brian@snurelaw.com)

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On Jan 10, 2016, at 3:33 PM, Martha Martin <[mmartin@ecfr.us](mailto:mmartin@ecfr.us)> wrote:

Hello Brian,

The Board has directed me to inquire about your Road Trip Seminars. They are interested in having you come and do one, and want to know the possible dates you would be available, and the cost.

Topics of interest include: Consolidation options; The Relationships between Fire commissioners and Personnel; Employee Management; Powers, Authority, Duties & Responsibilities of Commissioners, Chief and Secretaries; Financing/Revenue Options; Open Public meetings Act and Executive Session compliance; Bid law and contracting; and Ethics. It's possible I missed something, but I think that is the majority.

We will be discussing any information you send us at our next regular board meeting on January 19th.

Thanks so much,

Martha Martin, Commissioner  
Board Chair  
East County Fire & Rescue

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East County Fire & Rescue  
600 NE 267<sup>th</sup> Avenue, Camas, WA. 98607

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January 2, 2016

Please find the final results for ECFR's Part-Time Firefighter hiring process below. The following list is subject to approval by the Board of Commissioners. The next Board meeting is scheduled for January 5, 2016 at 1900 hours, Station 91.

Matthew Cushwa  
Russell Franklin-Lyons  
Myron Kinnunen  
Nicole Aden  
Brandon Chidester

Chief interviews will be scheduled utilizing the rule of three.

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Fern Prairie Station  
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Camas, WA 98607  
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(360) 834-5454 fax

**Prevent, Protect & Serve**

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