

# EAST COUNTY FIRE & RESCUE

## REGULAR BOARD OF FIRE COMMISSIONERS MEETING

September 4, 2018

Station 91

6:30 PM

## AGENDA

### CALL TO ORDER:

Flag Salute

### AGENDA ADJUSTMENTS:

### CONSENT AGENDA:

1. Approval of August 21, 2018 Regular Board Meeting Minutes
2. Approval of August 21, 2018 Local BVFF&RO Meeting Minutes
3. Approval of August 22, 2018 Policy Review Meeting
4. Approval of August 29, 2018 Amended Budget Meeting
5. Approval of Financial Transactions
6. Excuse Absent Commissioner(s):

### OPEN TO PUBLIC:

### CORRESPONDENCE:

### STAFF REPORT:

Chief Swinhart  
Deputy Chief Carnes  
Assistant Chief Jacobs

### VOLUNTEER FIRE FIGHTERS ASSOCIATION:

### SAFETY REPORT:

### FIRE DISTRICT BUSINESS:

- Approve Policies:
  - 10.7.3 Violence/Threats of Violence
  - 20.0.1 Safety
  - 20.0.2 Safety Award and Rewards
  - 20.2.1 Rapid Intervention Teams (RITs)
  - 20.3.1 Bloodborne Pathogens Exposure Control Program
  - 20.3.2 Safety Data Sheets (SDS)
  - 20.5.2 Safety – Employee's Responsibility
- DNR Reimbursement
- FY2018 Budget Amendment
- Lid Lift Status
- Update on Surplus Vehicles.

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**This Meeting is Being Recorded.**

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

Page # 1 of 2

**COMMITTEES AND SPECIAL MEETINGS:**

- ECAAB
- Shared Service Committee
- Risk Group
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

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

**ROUND TABLE:**

Monthly Event Calendar

Shared Services Meeting Wednesday, September 5, 2018 2:00 PM

Revenue Exploratory Meeting Tuesday September 11, 2018 10:00 AM

Policy Review Meeting Wednesday, September 26, 2018 6:00 PM

**EXECUTIVE SESSION:**

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

RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

**ADJOURNMENT:**

Next Regular Board Meeting: September 18, 2018, Station 91, 6:30 PM



**EAST COUNTY FIRE & RESCUE  
 CONSENT AGENDA  
 September 5, 2018**

1. Minutes –

- August 21, 2018 Regular Meeting
- August 21, 2018 Local BVFF&RO Meeting
- August 22, 2018 Policy Meeting Meeting
- August 29, 2018 Amended Budget Meeting

2. Invoices

- \$29,480.50
  - i. Check Nos.10898-10918 dated August 24, 2018

3. Approved Commissioner Stipends September 10 Pay Date

Name	For the Period				Education	Other	Total
	Regular Meeting	Committee Meeting	Special Mtg	Aug 16 Aug 31			
<b>Berg</b>	1	0	1	0	0	<b>2</b>	
<b>Martin</b>	1	1	2	0	0	<b>4</b>	
<b>Petty</b>	1	0	2	0	0	<b>3</b>	
<b>Taggart</b>	1	1	2	0	0	<b>4</b>	
<b>Seeds</b>	1	0	2	0	0	<b>3</b>	

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits EFT's

- \$53,217.09

\_\_\_\_\_  
 Commissioner Mike Taggart – Chair

\_\_\_\_\_  
 Commissioner Martha Martin – Vice Chair

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

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

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

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

August 21, 2018

Station 91

6:30 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin

Mike Carnes

Tad Crum

Joshua Seeds

Lisa Anderson

Sherry Petty

Robert Jacobs

Linda Durrett

Sara Lowe

Mike Taggart

Mike Berg

Iliana Ortega

Mary McDonald

**CALL TO ORDER:** 18:30

Flag Salute

**AGENDA ADJUSTMENTS:**

**CONSENT AGENDA:**

1. Approval of August 7, 2018 Regular Board Meeting Minutes
2. Approval of August 7, 2018 Local BVFF&RO Meeting Minutes
3. Approval of August 6, 2018 Shared Services Committee Meeting
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s): None

**Motion by Commissioner Seeds to approve the consent agenda, seconded by Commissioner Martin. Motion passed unanimously.**

**OPEN TO PUBLIC:**

None

**CORRESPONDENCE:**

Letter from General Election Office regarding notification of ballot Measure to the Washington Public Disclosure Commission. District Secretary will follow up and complete all processes to properly notify the Washington Public Disclosure Commission of our upcoming ballot measure.

**STAFF REPORT:**

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

- There have been 0 Brown Outs at Station 94 since the last meeting.
- Chief Carnes announced that he is working with Staff on FY2018 Amended Budget.
- Station 91 Reader Board repairs completed.
- Station 91 Bio-Swale maintenance completed.

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

- EST training is scheduled for August 27, 2018 at Station 93 at 7:00 PM.
- Chief Jacobs reported that the next DOC/EOC training will be held on September 11<sup>th</sup>, 2018

at Station 91 at 7:00 PM.

- A joint exercise with the ARES/RACES group will take place on September 11, 2018
- Chief Jacobs reported that Apparatus #1014 (old E91) repairs are completed and is now Engine 94.

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

None

**SAFETY REPORT:**

- Chief Jacobs reported that no accidents or injuries have taken place since the last committee meeting.
- Chief Jacobs reported that one near miss report was reviewed at the last Safety Committee Meeting.
- The next Safety Committee meeting will be September 25, 2018, 7:30PM at Station 91.

**FIRE DISTRICT BUSINESS:**

Meeting with County Treasurer and DNR

Representative from DNR and the County Treasurer attended the Board Meeting and gave an explanation to the Board of Commissioners regarding the error in revenue distribution. DNR gave a presentation and explanation on Trust Land and Sources of Revenue.

DNR also lead a discussion that helped clarify that the misallocated funds started in 2007 and came from a contract with the Livingston Rock Quarry. The Clark County Treasurer representative provided copies of a breakdown report of all the entities that received revenue in error. Of the total misapplied money East County Fire & Rescue is accountable for 8%.

All parties further discussed possible repayment options. It was agreed that DNR would look into possible deferment payments from future revenue, and that ECFR Commissioners would have more feedback after their upcoming amended budget meeting.

Adopt FY2019 Budget Calendar

ECFR Staff generated a budget calendar for the preparation of the 2019 year budget. There was only one revision to the deadline date for the Legal Ad, changed from September 3<sup>rd</sup> to August 31<sup>st</sup>.

**Motion by Commissioner Martin to adopt the FY2019 Budget Calendar, seconded by Commissioner Berg. Motion passed unanimously**

Lid Lift Status

Press Release on the District's financial state is scheduled to be released on August 22<sup>nd</sup>. The Board of Commissioners have reviewed the release, and made one suggestion for grammatical revision. Once completed the Press Release is approved to final.

Update on Surplus Vehicles

The 2008 Mercury, Grand Marquis was sold at full price on Monday August 20<sup>th</sup>. The Engine still remains advertised on Craigslist and EBay.

**COMMITTEES AND SPECIAL MEETINGS:**

**ECAAB**

None

**Shared Services Committee**

The Shared Services Committee has not met, however Commissioner Martin has drafted letters to City of Camas and City of Washougal to formally invite them to future workshops.

**Risk Group**

None

**Safety Committee Representatives**

None

**Revenue Exploratory Committee**

The Revenue Exploratory Meeting has set their next meeting for September 11<sup>th</sup> at 10:00 AM.

**Communication with Neighboring Elected Officials**

None

**COMMISSIONER COMMENTS:**

- Commissioner Petty asked for clarification on costs related to the repair of the Reader Board at Station 91 and Hazard Mowing at Station 91.
- Commissioner Martin reminded Commissioners that the Washington Fire Commissioners Association Annual Conference will be taking place October 25-27 in Yakima.
- Commissioner Seeds briefly conversed with Mary McDonald with DNR regarding the possibility of differing future payments to the district to offset the amount that is owed back to DNR, and unfortunately that does not seem likely due to current harvest not being ready.
- Commissioner Seeds also announced that Fire District 13 levy passed by 68.24%.

**OPEN TO PUBLIC:**

None

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

Invoice Voucher for Volunteer Physical Exam Reimbursement was reviewed.

**Motion by Assistant Fire Chief Robert Jacobs to approve the invoice voucher for volunteer physical exam reimbursement, seconded by Commissioner Taggart. Motion passed unanimously**

**ROUND TABLE:**

Monthly Event Calendar

Policy Review Meeting Wednesday, August 22, 2018 6:00

2018 Amended Budget Workshop Meeting Wednesday, August 29, 2018 6:00 PM

Shared Services Meeting Wednesday, September 5, 2018 2:00 PM

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: September 4, 2018, Station 91, 6:30PM

**Motion by Commissioner Petty to adjourn at 20:17 hours, seconded by Commissioner Martin. Motion passed unanimously.**

\_\_\_\_\_  
Mike Taggart, Chairperson

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Martha Martin, Vice Chair

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Sherry Petty, Commissioner

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Mike Berg, Commissioner

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

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Iliana Ortega, District Secretary

# EAST COUNTY FIRE & RESCUE

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

Draft Minutes  
August 21, 2018

### CALL TO ORDER:

The meeting was called to order by Chairperson Mike Taggart at 20:16 at Station 91.

The following were in attendance:

Martha Martin

Sherry Petty

Mike Taggart

Mike Carnes

Robert Jacobs

Mike Berg

Tad Crum

Linda Durrett

Iliana Ortega

Joshua Seeds

### BUSINESS:

Invoice Voucher for Volunteer physical exam reimbursement reviewed.

**Motion by Assistant Fire Chief Robert Jacobs to approve the invoice voucher for volunteer physical exam reimbursement, seconded by Commissioner Taggart. Motion passed unanimously**

### ADJOURNMENT:

The Local Board adjourned at 20:16.

Respectfully Submitted,

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

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

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

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

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**Iliana Ortega**, District Secretary  
Bob Jacobs, Alternate

**DISTRICT SEAL:**



# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

August 22, 2018

Station 91

### Draft Minutes

#### ATTENDANCE:

Martha Martin

Joshua Seeds

Linda Durrett

Mike Taggart

Robert Jacobs

Iliana Ortega

Sherry Petty

Mike Carnes

#### CALL TO ORDER: 18:00

Commissioner Taggart called the meeting to order. Linda Durrett handed out revised policies for further review.

The group discussed the feedback received from Brian Snure regarding the text in the Violence/Threat of Violence Policy #10.7.3, as there were questions regarding the correct verbiage. Revisions have been addressed and the Board of Commissioners have agreed to bring the Violence/Threat of Violence Policy #10.7.3 forward to the next meeting for possible final and approval.

The Following Policies were also reviewed and revisions were made; Safety #20.0.1, Safety Awards and Rewards #20.0.2, Rapid Intervention Teams (RIT's) #20.2.1, Bloodborne Pathogens Exposure Control Program #20.3.1, Safety Data Sheets (SDS) Policy #20.3.2, and Safety Employee's Responsibility #20.5.2.

The next policy meeting is scheduled for Wednesday, September 26<sup>th</sup>, 2018.

#### Meeting adjourned: 19:30

Respectfully Submitted,

Absent

\_\_\_\_\_  
Mike Taggart, Chairperson

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

\_\_\_\_\_  
Martha Martin, Commissioner

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

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

**ATTEST:**

**DISTRICT SEAL:**

\_\_\_\_\_  
Iliana Ortega, District Secretary

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

August 29, 2018

Station 91

### Draft Minutes

**ATTENDANCE:**

Martha Martin  
Mike Berg  
Joshua Seeds

Mike Taggart  
Robert Jacobs  
Iliana Ortega

Sherry Petty  
Mike Carnes

**CALL TO ORDER:** 18:01

Commissioner Taggart called the meeting to order. First order of Business was to review the amended budget FY2018. ECFR Administration put together a proposal of items with respective notes to explain why a budget amendment is required. Further Discussion preceded to clarify notes, and to address all questions and suggestions. The Board will be recommending a resolution to approve the amended version of the FY2018 budget at an upcoming Board Meeting.

ECFR staff and Board of Commissioners also reviewed the maintenance list generated from the Station Tours meeting. Many of the projects have either been completed or are scheduled for completion by October 31<sup>st</sup>, 2018. The Board has recommended and highlighted that weather related projects take a first priority in being accomplished before the rain season begins.

The next Strategic Planning meeting is scheduled for Thursday, October 4<sup>th</sup>, 2018.

**Meeting adjourned:** 19:45

Respectfully Submitted,

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Mike Taggart, Chairperson

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Mike Berg, Commissioner

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

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

\_\_\_\_\_  
Martha Martin, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Iliana Ortega, District Secretary

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/01/2018 To: 08/31/2018

Time: 13:41:19 Date: 08/31/2018  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
971	08/24/2018	Claims	6291	10898	ADVANTAGE PROTECTION	102.48	Customer ID# 09682D000G0Q 001 - 522 50 41 093 - Monitoring (St 93) 102.48 Station 93 Quarterly Monitoring
972	08/24/2018	Claims	6291	10899	BENTON COUNTY FIRE DISTRICT #1	500.00	Invoice # FTC2018-34 001 - 522 45 43 000 - Tuition 500.00 IFCSAC Fire Officer II Registration - Matt Hazlett
973	08/24/2018	Claims	6291	10900	BI-MART CORPORATION	271.60	Account # 930279 001 - 522 10 31 000 - Furniture/Appliances 99.99 Water Cooler For Station 94 Use 001 - 522 20 31 000 - Food and Water 18.92 Station 94 Bottled Water 001 - 522 20 31 000 - Food and Water 36.32 Station 94 Drinking Water 001 - 522 20 31 000 - Food and Water 35.89 Station 94 Drinking Water 001 - 522 20 31 000 - Food and Water 36.86 Station 94 Drinking Water 001 - 522 50 30 000 - Grounds & Park 7.90 Weed Wacker String Replacement 001 - 522 60 48 000 - Vehicle Repair & Maint 35.72 New Wash Brushes At Staion 94
974	08/24/2018	Claims	6291	10901	CLARK PUBLIC UTILITIES	1,172.83	Account # 7177-363-4; Account # 7200-401-3; Account # 7200-239-7 001 - 522 50 43 091 - Electrical Service (St 91) 539.19 Station 91 Electrical Service 001 - 522 50 43 093 - Electrical & Htg (St 93) 343.76 Station 93 Electrical Use 001 - 522 50 43 094 - Electric & Heating (St 94) 289.88 Station 94 Electrical Service
975	08/24/2018	Claims	6291	10902	GENERAL FIRE APPARATUS, INC	258.91	Invoice #3008; Invoice #3188 001 - 522 60 48 014 - E94 81.57 Pump Switch For Apparatus #1014 001 - 522 60 48 014 - E94 177.34 Class 1 Pressure Gages For Apparatus #1014
976	08/24/2018	Claims	6291	10903	GLORY DAYS TROPHIES	487.80	Invoice # 2605 001 - 522 20 33 001 - T-Shirts/Sweatshirts 487.80 Beanies For Volunteers And Staff
977	08/24/2018	Claims	6291	10904	KAREN'S SEW IT ALL	12.00	Invoice # 7710 001 - 522 20 25 001 - FF Uniforms 12.00 Hem Uniform Pants - Prasch
978	08/24/2018	Claims	6291	10905	KITCHEN ELECTRIC	212.71	Invoice # 5176 001 - 522 50 40 000 - Bldg Repair & Maint 212.71 Station 94 Service Calls On Nonworking Outlets Due To Water Damage
979	08/24/2018	Claims	6291	10906	LN CURTIS & SONS	1,903.86	Customer# C32870 001 - 522 20 38 000 - Turn-Outs 1,903.86 Replacement Turnouts For Captain Burch
980	08/24/2018	Claims	6291	10907	NW NATURAL	69.97	Account # 2074612-9; Account # 1264540-4 001 - 522 50 45 091 - Gas (St 91) 50.64 Station 91 Gas Service 001 - 522 50 45 095 - Gas (St 95) 19.33 Station 95 Gas Service
981	08/24/2018	Claims	6291	10908	OXARC	96.00	Customer #74632 001 - 522 60 41 004 - SCBA Mtce 96.00 Cylinder Testing
982	08/24/2018	Claims	6291	10909	RICOH USA, INC	20.56	Customer # 4207421 001 - 522 10 40 002 - Copier Mtce 20.56 Station 94 Copier Maintenance
983	08/24/2018	Claims	6291	10910	STAPLES ADVANTAGE	12.37	Customer # LA113379872 001 - 522 10 30 000 - Office Supplies 12.37 Commissioner Name Badge, Berg
984	08/24/2018	Claims	6291	10911	ERIC TIERNEY	500.00	Invoice # 283 001 - 522 10 40 001 - Computer/Website Mtce & R 500.00 September 2018 Computer Service
985	08/24/2018	Claims	6291	10912	WALSH AND COMPANY	2,477.10	Invoice # 30085 001 - 522 50 30 000 - Grounds & Park 2,477.10 Station 91 Bio-swale Clean Up Services And Disposal
986	08/24/2018	Claims	6291	10913	WASHINGTON FIRE COMMISSIONERS ASSN	660.00	Invoice # CF2018-018

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/01/2018 To: 08/31/2018

Time: 13:41:19 Date: 08/31/2018  
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 48 005 - Commissioner Tuition			660.00	WFCA Conference Registration - Martin, Taggart
987	08/24/2018	Claims	6291	10914	WESTLIE FORD	267.01	Customer # 2346
			001 - 522 60 48 917 - S93			267.01	Battery Replacement For Apparatus 917
988	08/24/2018	Payroll	6291	10915	BENEFIT PLANS ADMINISTRATIVE SERVICES	825.00	Pay Cycle(s) 08/25/2018 To 08/25/2018 - VEBA
			001 - 522 10 27 001 - Admin VEBA			825.00	
989	08/24/2018	Payroll	6291	10916	OPEIU Local 11	57.00	Pay Cycle(s) 08/25/2018 To 08/25/2018 - OPEIU Dues
			001 - 589 99 99 000 - Payroll Clearing			28.50	
			001 - 589 99 99 000 - Payroll Clearing			28.50	
990	08/24/2018	Payroll	6291	10917	TRUSTEED PLANS SERVICE CORPORATION	19,560.93	Pay Cycle(s) 08/01/2018 To 08/31/2018 - PPO-100; Pay Cycle(s) 08/01/2018 To 08/31/2018 - Kaiser; Pay Cycle(s) 08/01/2018 To 08/31/2018 - Dental; Pay Cycle(s) 08/01/2018 To 08/31/2018 - Disability - FF
			001 - 522 10 22 001 - Admin Medical Insurance			1,184.36	
			001 - 522 10 22 001 - Admin Medical Insurance			1,135.61	
			001 - 522 10 22 001 - Admin Medical Insurance			1,428.88	
			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			1,730.61	
			001 - 522 20 22 001 - FF Medical Insurance			542.33	
			001 - 522 20 22 001 - FF Medical Insurance			1,360.11	
			001 - 522 20 22 001 - FF Medical Insurance			1,764.99	
			001 - 522 20 22 001 - FF Medical Insurance			1,764.99	
			001 - 522 20 22 001 - FF Medical Insurance			651.23	
			001 - 522 20 22 001 - FF Medical Insurance			1,764.99	
			001 - 522 20 22 001 - FF Medical Insurance			651.23	
			001 - 522 20 22 001 - FF Medical Insurance			1,865.85	
			001 - 522 20 22 001 - FF Medical Insurance			489.15	Reserve Adjustment
			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			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 22 001 - FF Medical Insurance			53.54	
			001 - 522 20 22 001 - FF Medical Insurance			159.62	
			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	

# CHECK REGISTER

East County Fire & Rescue

Time: 13:41:19 Date: 08/31/2018

MCAG #: 1060

08/01/2018 To: 08/31/2018

Page: 3

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 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	132.03	
					001 - 589 99 99 000 - Payroll Clearing	75.00	
					001 - 589 99 99 000 - Payroll Clearing	78.77	
					001 - 589 99 99 000 - Payroll Clearing	123.75	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	123.75	
					001 - 589 99 99 000 - Payroll Clearing	123.75	
					001 - 589 99 99 000 - Payroll Clearing	134.96	
					001 - 589 99 99 000 - Payroll Clearing	3.93	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.73	
					001 - 589 99 99 000 - Payroll Clearing	11.79	
<b>991</b>	<b>08/24/2018</b>	<b>Claims</b>	<b>6291</b>	<b>10918</b>	<b>STAPLES ADVANTAGE</b>		<b>12.37</b> Customer # LA113379872
					001 - 522 10 30 000 - Office Supplies	12.37	Commissioner Name Badge, Seeds
					001 General Fund	29,480.50	
						29,480.50	Claims: 9,037.57
							Payroll: 20,442.93

# CHECK REGISTER

East County Fire & Rescue  
 MCAG #: 1060

08/16/2018 To: 08/31/2018

Time: 13:42:30 Date: 08/31/2018  
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>942</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,448.22</b>	
					001 - 522 20 10 001 - Firefighter Salaries	2,428.80	
					001 - 522 20 14 001 - FF Overtime	958.24	
					001 - 589 99 99 000 - Payroll Clearing	-938.82	
<b>943</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>105.28</b>	
					001 - 522 10 11 001 - Commissioner Wages	114.00	
					001 - 589 99 99 000 - Payroll Clearing	-8.72	
<b>944</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>3,381.78</b>	
					001 - 522 20 10 001 - Firefighter Salaries	3,355.20	
					001 - 522 20 14 001 - FF Overtime	1,006.56	
					001 - 522 20 19 001 - Capt Deferred Comp	270.43	
					001 - 589 99 99 000 - Payroll Clearing	-1,250.41	
<b>945</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,320.74</b>	
					001 - 522 10 10 001 - Admin Salaries	3,780.51	
					001 - 522 10 19 001 - Admin Deferred Comp	234.39	
					001 - 589 99 99 000 - Payroll Clearing	-1,694.16	
<b>946</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>634.69</b>	
					001 - 522 20 10 001 - Firefighter Salaries	770.00	
					001 - 589 99 99 000 - Payroll Clearing	-135.31	
<b>947</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,207.79</b>	
					001 - 522 10 10 001 - Admin Salaries	2,332.80	
					001 - 522 10 10 001 - Admin Salaries	518.40	
					001 - 522 10 19 001 - Admin Deferred Comp	176.77	
					001 - 589 99 99 000 - Payroll Clearing	-820.18	
<b>948</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,823.83</b>	
					001 - 522 20 10 001 - Firefighter Salaries	3,036.00	
					001 - 522 20 10 001 - Firefighter Salaries	607.20	
					001 - 589 99 99 000 - Payroll Clearing	-819.37	
<b>949</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>995.22</b>	
					001 - 522 20 10 001 - Firefighter Salaries	1,344.00	
					001 - 589 99 99 000 - Payroll Clearing	-348.78	
<b>950</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>920.96</b>	
					001 - 522 20 10 001 - Firefighter Salaries	1,218.00	
					001 - 522 20 14 001 - FF Overtime	21.75	
					001 - 589 99 99 000 - Payroll Clearing	-318.79	
<b>951</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>1,192.75</b>	
					001 - 522 20 10 001 - Firefighter Salaries	1,630.08	
					001 - 589 99 99 000 - Payroll Clearing	-437.33	
<b>952</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,180.04</b>	
					001 - 522 20 10 001 - Firefighter Salaries	2,811.84	
					001 - 522 20 10 001 - Firefighter Salaries	702.96	
					001 - 522 20 19 001 - Capt Deferred Comp	217.92	
					001 - 589 99 99 000 - Payroll Clearing	-1,552.68	
<b>953</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>535.86</b>	
					001 - 522 20 10 001 - Firefighter Salaries	660.00	
					001 - 589 99 99 000 - Payroll Clearing	-124.14	
<b>954</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>557.64</b>	
					001 - 522 20 11 001 - Volunteer Stipends	618.75	
					001 - 589 99 99 000 - Payroll Clearing	-61.11	
<b>955</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>210.55</b>	
					001 - 522 10 11 001 - Commissioner Wages	228.00	

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/16/2018 To: 08/31/2018

Time: 13:42:30 Date: 08/31/2018  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 589 99 99 000 - Payroll Clearing			-17.45	
<b>956</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>1,207.20</b>	
			001 - 522 10 10 001 - Admin Salaries			1,402.20	
			001 - 522 10 10 001 - Admin Salaries			91.77	
			001 - 522 10 10 001 - Admin Salaries			41.00	
			001 - 522 10 14 001 - Admin Overtime			36.90	
			001 - 589 99 99 000 - Payroll Clearing			-364.67	
<b>957</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>315.84</b>	
			001 - 522 10 11 001 - Commissioner Wages			342.00	
			001 - 589 99 99 000 - Payroll Clearing			-26.16	
<b>958</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>3,105.06</b>	
			001 - 522 20 10 001 - Firefighter Salaries			2,316.81	
			001 - 522 20 10 001 - Firefighter Salaries			671.04	
			001 - 522 20 14 001 - FF Overtime			1,318.35	
			001 - 589 99 99 000 - Payroll Clearing			-1,201.14	
<b>959</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>626.52</b>	
			001 - 522 20 10 001 - Firefighter Salaries			861.25	
			001 - 589 99 99 000 - Payroll Clearing			-234.73	
<b>960</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>105.28</b>	
			001 - 522 10 11 001 - Commissioner Wages			114.00	
			001 - 589 99 99 000 - Payroll Clearing			-8.72	
<b>961</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>297.04</b>	
			001 - 522 10 11 001 - Commissioner Wages			342.00	
			001 - 589 99 99 000 - Payroll Clearing			-44.96	
<b>962</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>433.96</b>	
			001 - 522 20 10 001 - Firefighter Salaries			660.00	
			001 - 589 99 99 000 - Payroll Clearing			-226.04	
<b>963</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,346.78</b>	
			001 - 522 20 10 001 - Firefighter Salaries			2,988.26	
			001 - 522 20 10 001 - Firefighter Salaries			990.76	
			001 - 522 20 19 001 - Capt Deferred Comp			246.70	
			001 - 589 99 99 000 - Payroll Clearing			-1,878.94	
<b>964</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>3,273.48</b>	
			001 - 522 20 10 001 - Firefighter Salaries			4,021.13	
			001 - 522 20 10 001 - Firefighter Salaries			31.92	
			001 - 522 20 14 001 - FF Overtime			679.15	
			001 - 589 99 99 000 - Payroll Clearing			-1,458.72	
<b>965</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>		<b>2,358.42</b>	
			001 - 522 20 10 001 - Firefighter Salaries			1,558.05	
			001 - 522 20 10 001 - Firefighter Salaries			743.07	
			001 - 522 20 10 001 - Firefighter Salaries			1,150.56	
			001 - 589 99 99 000 - Payroll Clearing			-1,093.26	
<b>966</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>	<b>DEPT OF RETIREMENT SYSTEMS</b>	<b>10,834.44</b>	Pay Cycle(s) 08/25/2018 To 08/25/2018 - DComp; Pay Cycle(s) 08/25/2018 To 08/25/2018 - PERS2; Pay Cycle(s) 08/25/2018 To 08/25/2018 - PERS3; Pay Cycle(s) 08/25/2018 To 08/25/2018 - LEOFF2
			001 - 522 10 26 002 - Admin Retirement PERS			384.55	
			001 - 522 10 26 002 - Admin Retirement PERS			199.63	
			001 - 522 10 28 001 - Admin Retirement LEOFF			218.01	
			001 - 522 20 26 002 - FF Retirement PERS			97.79	

# CHECK REGISTER

East County Fire & Rescue  
MCAG #: 1060

08/16/2018 To: 08/31/2018

Time: 13:42:30 Date: 08/31/2018  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 26 002 - FF Retirement PERS	170.69	
					001 - 522 20 26 002 - FF Retirement PERS	157.45	
					001 - 522 20 26 002 - FF Retirement PERS	83.82	
					001 - 522 20 26 002 - FF Retirement PERS	83.82	
					001 - 522 20 26 002 - FF Retirement PERS	109.38	
					001 - 522 20 28 001 - FF Retirement LEOFF	183.92	
					001 - 522 20 28 001 - FF Retirement LEOFF	251.53	
					001 - 522 20 28 001 - FF Retirement LEOFF	197.83	
					001 - 522 20 28 001 - FF Retirement LEOFF	88.51	
					001 - 522 20 28 001 - FF Retirement LEOFF	202.69	
					001 - 522 20 28 001 - FF Retirement LEOFF	233.83	
					001 - 522 20 28 001 - FF Retirement LEOFF	229.46	
					001 - 522 20 28 001 - FF Retirement LEOFF	256.96	
					001 - 522 20 28 001 - FF Retirement LEOFF	187.43	
					001 - 589 99 99 000 - Payroll Clearing	285.43	
					001 - 589 99 99 000 - Payroll Clearing	1,034.39	
					001 - 589 99 99 000 - Payroll Clearing	286.77	
					001 - 589 99 99 000 - Payroll Clearing	55.00	
					001 - 589 99 99 000 - Payroll Clearing	567.92	
					001 - 589 99 99 000 - Payroll Clearing	106.77	
					001 - 589 99 99 000 - Payroll Clearing	846.70	
					001 - 589 99 99 000 - Payroll Clearing	150.00	
					001 - 589 99 99 000 - Payroll Clearing	90.00	
					001 - 589 99 99 000 - Payroll Clearing	56.83	
					001 - 589 99 99 000 - Payroll Clearing	223.46	
					001 - 589 99 99 000 - Payroll Clearing	99.19	
					001 - 589 99 99 000 - Payroll Clearing	91.49	
					001 - 589 99 99 000 - Payroll Clearing	48.71	
					001 - 589 99 99 000 - Payroll Clearing	116.00	
					001 - 589 99 99 000 - Payroll Clearing	48.71	
					001 - 589 99 99 000 - Payroll Clearing	86.13	
					001 - 589 99 99 000 - Payroll Clearing	296.37	
					001 - 589 99 99 000 - Payroll Clearing	405.32	
					001 - 589 99 99 000 - Payroll Clearing	351.30	
					001 - 589 99 99 000 - Payroll Clearing	318.78	
					001 - 589 99 99 000 - Payroll Clearing	142.63	
					001 - 589 99 99 000 - Payroll Clearing	326.61	
					001 - 589 99 99 000 - Payroll Clearing	376.79	
					001 - 589 99 99 000 - Payroll Clearing	369.75	
					001 - 589 99 99 000 - Payroll Clearing	414.07	
					001 - 589 99 99 000 - Payroll Clearing	302.02	
<b>967</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>	<b>IAFF2444</b>		<b>522.30</b> Pay Cycle(s) 08/25/2018 To 08/25/2018 - IAFF Dues
					001 - 589 99 99 000 - Payroll Clearing	54.80	
					001 - 589 99 99 000 - Payroll Clearing	61.03	
					001 - 589 99 99 000 - Payroll Clearing	54.80	
					001 - 589 99 99 000 - Payroll Clearing	52.73	
					001 - 589 99 99 000 - Payroll Clearing	61.03	
					001 - 589 99 99 000 - Payroll Clearing	58.96	
					001 - 589 99 99 000 - Payroll Clearing	67.26	
					001 - 589 99 99 000 - Payroll Clearing	58.96	
					001 - 589 99 99 000 - Payroll Clearing	52.73	
<b>968</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>	<b>IRS</b>		<b>6,774.42</b> 941 Deposit for Pay Cycle(s) 08/25/2018 - 08/25/2018
					001 - 522 10 20 001 - Admin Unemployment/Medic	58.14	
					001 - 522 10 20 001 - Admin Unemployment/Medic	43.83	
					001 - 522 10 20 001 - Admin Unemployment/Medic	22.25	
					001 - 522 10 21 001 - Commissioner Payroll Benefi	8.72	
					001 - 522 10 21 001 - Commissioner Payroll Benefi	17.45	
					001 - 522 10 21 001 - Commissioner Payroll Benefi	26.16	
					001 - 522 10 21 001 - Commissioner Payroll Benefi	8.72	



# CHECK REGISTER

East County Fire & Rescue  
 MCAG #: 1060

08/16/2018 To: 08/31/2018

Time: 13:42:30 Date: 08/31/2018

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 10 21 001 - Commissioner Payroll Benefi	26.16	
					001 - 522 20 20 001 - FF Unemployment/Medicare	48.51	
					001 - 522 20 20 001 - FF Unemployment/Medicare	66.18	
					001 - 522 20 20 001 - FF Unemployment/Medicare	58.91	
					001 - 522 20 20 001 - FF Unemployment/Medicare	51.84	
					001 - 522 20 20 001 - FF Unemployment/Medicare	102.82	
					001 - 522 20 20 001 - FF Unemployment/Medicare	94.84	
					001 - 522 20 20 001 - FF Unemployment/Medicare	23.64	
					001 - 522 20 20 001 - FF Unemployment/Medicare	53.08	
					001 - 522 20 20 001 - FF Unemployment/Medicare	50.49	
					001 - 522 20 20 001 - FF Unemployment/Medicare	62.44	
					001 - 522 20 20 001 - FF Unemployment/Medicare	65.89	
					001 - 522 20 20 001 - FF Unemployment/Medicare	50.49	
					001 - 522 20 20 001 - FF Unemployment/Medicare	60.29	
					001 - 522 20 20 001 - FF Unemployment/Medicare	68.62	
					001 - 522 20 20 001 - FF Unemployment/Medicare	47.92	
					001 - 522 20 21 001 - Medicare/SS Vol	47.33	
					001 - 589 99 99 000 - Payroll Clearing	516.24	
					001 - 589 99 99 000 - Payroll Clearing	8.72	
					001 - 589 99 99 000 - Payroll Clearing	395.18	
					001 - 589 99 99 000 - Payroll Clearing	299.45	
					001 - 589 99 99 000 - Payroll Clearing	64.84	
					001 - 589 99 99 000 - Payroll Clearing	271.76	
					001 - 589 99 99 000 - Payroll Clearing	348.29	
					001 - 589 99 99 000 - Payroll Clearing	225.78	
					001 - 589 99 99 000 - Payroll Clearing	206.21	
					001 - 589 99 99 000 - Payroll Clearing	169.11	
					001 - 589 99 99 000 - Payroll Clearing	311.44	
					001 - 589 99 99 000 - Payroll Clearing	63.52	
					001 - 589 99 99 000 - Payroll Clearing	61.11	
					001 - 589 99 99 000 - Payroll Clearing	17.45	
					001 - 589 99 99 000 - Payroll Clearing	70.23	
					001 - 589 99 99 000 - Payroll Clearing	26.16	
					001 - 589 99 99 000 - Payroll Clearing	444.67	
					001 - 589 99 99 000 - Payroll Clearing	132.48	
					001 - 589 99 99 000 - Payroll Clearing	8.72	
					001 - 589 99 99 000 - Payroll Clearing	44.96	
					001 - 589 99 99 000 - Payroll Clearing	139.42	
					001 - 589 99 99 000 - Payroll Clearing	504.31	
					001 - 589 99 99 000 - Payroll Clearing	794.01	
					001 - 589 99 99 000 - Payroll Clearing	485.64	
<b>969</b>	<b>08/25/2018</b>	<b>Payroll</b>	<b>6291</b>	<b>EFT</b>	<b>OR Department of Revenue</b>	<b>501.00</b>	<b>Pay Cycle(s) for OR Tax08/25/2018 - 08/25/2018</b>
					001 - 589 99 99 000 - Payroll Clearing	190.00	
					001 - 589 99 99 000 - Payroll Clearing	285.00	
					001 - 589 99 99 000 - Payroll Clearing	26.00	
						<hr/>	
001 General Fund						53,217.09	
						<hr/>	
						53,217.09	Payroll: 53,217.09

# Deputy Chief Report

9-4-18

Calls since last Commissioner meeting: **39**

EMS: **20**

Fire: **4**

Other: **15**

Calls YTD: 2018- **639**

## Staff Overtime Numbers:

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

Used YTD: **\$60,851.43**

% Used: **90.82%**

- Brown outs since last meeting: **1**

8-19-18, Station 94, 24 hours

- Full time Firefighter/EMT Michael Garrison has given notice that he is leaving to take a Firefighter job with the Vancouver Fire Department. Michael will be greatly missed and ECFR wishes him well on his future endeavors. Michaels last shift with us will be September 16<sup>th</sup>.
- ECFR has offered a conditional Full-time Firefighter position to Part-time Firefighter/EMT Brooke Trammell. Brooke will be filling the position vacated by Michael Garrison.
- Chief Swinhart and I had a nice visit with Kelly Moyer from the Post Record to discuss our upcoming Lid Lift scheduled for the November election.
- New Intern Jordan Watson is completing the entry process and will be on-board in the next few weeks.

## AC Jacobs Report

9-4-18

Next DOC/EOC training September 11<sup>th</sup> Sta. 91 7PM.

We are planning a joint exercise with the ARES/RACES group Sept. 11<sup>th</sup> Sta. 91 7PM.

August EST training was 8-27-2018.

September EST training 9-24-2018

### Safety Report

Last safety committee meeting was 7-24-18

Next safety committee meeting, 9-25-18 Sta. 91 7:30 PM.

No accidents/ incidents since the last board meeting.

One near miss report reviewed at the last Safety Committee meeting.

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

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**SUBJECT: Violence/Threats of Violence**

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**PPG NUMBER: 10.7.3**

**PAGE: 1 of 2**

**DATE OF ISSUE: 5-15-07**

**APPROVED BY:** \_\_\_\_\_ **REVISED:** 09/04/2018  
Board Chair

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**POLICY:**

East County Fire & Rescue is committed to providing a safe work environment. The District prohibits and does not tolerate violent acts or threats against members, visitors, guests or other individuals within its facilities or during any District-related activity.

Violence may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited contact includes, but is not limited to the following:

- Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury.
- Inflicting or threatening injury or damage to another person's life, health, well being, family or property.
- Using or brandishing a firearm, or explosive on District premises.
- Carrying, exhibiting, displaying, or drawing any dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.
- Abusing or damaging District or member property.
- Using obscene or abusive language or gestures in a threatening manner.
- Raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation that was committed. Violations of this policy may also result in arrest and/or prosecution.

**Reporting Procedure**

1. **Contact your immediate Supervisor. If you are uncomfortable making such a report, have a trusted District member make the report for you. You will be contacted by a Superior to obtain information in writing to substantiate this allegation.**
2. **If you or your designee are uncomfortable contacting your immediate Supervisor, or if your immediate Supervisor is the person engaged in this wrongdoing, contact the next higher ranking Officer.**

- 3. If you or your designees are uncomfortable contacting the next higher ranking Officer, or if the next higher ranking Officer is the person engaged in this wrongdoing, contact any higher ranking Officer, up to and including the Fire Chief or a member of the Board of Commissioners.**

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

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**SUBJECT: Safety**

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**PPG NUMBER :20.0.1**

**PAGE: 1 of 2**

**DATE OF ISSUE: 06-21-11**

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

**REVISED: 09/04/2018**

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**Policy**

1. It is the policy of East County Fire & Rescue to provide the highest level of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are goals of East County Fire & Rescue and shall be primary consideration at all times. This concern for safety and health applies to all member of the District but also others who may be involved in Fire Department activities.
2. East County Fire & Rescue shall make every reasonable effort to provide a safe and healthy work environment, recognizing the dangers involved in the types of service we deliver. All members shall operate with heightened concern for safety and health. Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.

**Safety Strategy**

1. East County Fire & Rescue shall operate a Safety Program to eliminate accidents, medical and hazardous material exposures, as well as damage to equipment and facilities. The basic safety strategy shall be:
  - a. Reduce the likelihood of sustaining accidents and injury by maintaining a work force that is physically and mentally fit.
  - b. Provide high-quality equipment and protective clothing.
  - c. Conduct regular safety inspections of worksites and equipment.
  - d. Keep all members informed of the status of safety programs and issues.
  - e. Collect and analyze accident, injury and exposure information.
  - f. Formulate specific action plans to improve safety.

**Safety Committee**

1. The District Safety Committee shall:

- a. Provide policy guidance pertaining to health, fitness and safety issues.
  - b. Identify trends and department-wide roles and responsibilities.
  - c. Develop, implement, review, and revise safety procedures and programs such as the "Near Miss" Program.
  - d. Act as a fact-finding and review agency with the authority to cause immediate corrective action when any hazardous condition or practice is detected.
  - e. Advise the District Training Officer if training needs are identified through their review or management of Safety Programs.
2. The Safety Committee shall consist of at least four Members:
    - a. One Officer (preferably a Chief Officer)
    - b. Two Members who are combat Firefighters
    - c. One Member of the Board of Commissioners
    - d. Additional members: EMT, EST and/or Admin/Support personnel may be present when required.
  3. This Committee shall meet regularly, keep minutes and report to the Board at Regular meetings of that body.
  4. All Members are empowered by this Board to stop unsafe practices utilizing proper procedures and channels, and shall report such actions or incidents without fear of censure or reprisal.

**Safety Officer**

1. The Safety Officer shall be responsible for managing the District's safety program. The Safety Officer duties shall include:
  - a. Provide for safety at incident scenes.
  - b. Produce or provide safety posters and bulletins.
  - c. Provide input on equipment and protective clothing safety.
  - d. Manage the safety inspection program.
  - e. Ensure that all accidents, injuries, and exposures are investigated.
  - f. Maintain accident, injury, and exposure records.
  - g. Provide for safety education of all department members.

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

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**SUBJECT: Safety Awards and Rewards**

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**PPG NUMBER : 20.0.2**

**PAGE: 1 of 1**

**DATE OF ISSUE: 6-21-11**

**APPROVED BY:** \_\_\_\_\_ **REVISED:** 09/04/2018  
**Board Chair**

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**Background.** The District Policy PPG # 20.0.1 authorizes the District Safety Committee to develop and implement safety programs such as the Near Miss Program, and other programs that shall promote and reinforce the concept of Safety for our members and the citizens of East County Fire & Rescue. To that end, a system of awards and rewards shall be authorized to assist in that effort.

**Action.** The Chief shall be authorized to budget for and expend funds for the awarding/rewarding of members who may be selected for recognition by the Safety Committee and the District for their contributions or superior service to the concepts of the Safety Program throughout each year. Funds may be expended for Medals, Plaques, Gifts, etc. but shall not include cash awards.



# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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SUBJECT: Rapid Intervention Teams (RITs)

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PPG NUMBER: 20.2.1

PAGE: 1 of 1

DATE OF ISSUE: 06-05-07

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

Board Chair

REVISED: 09/04/2018

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### POLICY:

- 1.1 It is the policy of East County Fire & Rescue to establish and utilize a Rapid Intervention Team(s) to protect Fire Fighters engaged in hazardous conditions.

### PROCEDURE:

- 2.1 The Incident Commander shall establish a RIT as soon as possible into these events, but **MUST have at least one interior qualified Fire Fighter assigned outside the hazard area (rescue situations: 2-in, 1-out) or at least two interior qualified Fire Fighters assigned outside the hazard area (non-rescue situations: 2-in, 2-out) prior to sending fire attack teams into structures with fire incidents occurring beyond the incipient phase.** Examples of such events are:
- Structure Fires
  - Haz Mat Incidents
  - Trench Rescue Incidents
  - Confined Space Rescue Incidents
  - Any other incident posing significant risk to Fire Fighters.
- 2.2 More RITs may be added due to the size of the building, number of access points used by crews, or complexity of the incident. **THINK ABOUT MULTIPLE RITs**, if needed.
- 2.3 The IC shall establish a **new RIT** any time a current RIT is sent in. The IC shall **request an additional alarm** to provide adequate resources for both Fire Fighter rescue and incident stabilization.
- 2.4 A RIT shall consist of **AT LEAST TWO (2)** entry-level Fire Fighters immediately available for the rescue of other Fire Fighters. **Consider two teams of two Fire Fighters** for more options. As manpower allows, or **when the incident grows to a 2<sup>nd</sup> or greater Alarm**, raise the minimum RIT **staffing to FOUR (4) Fire Fighters.**
- 2.5 Fire Fighters assigned to a RIT will:
- Be ready to **IMMEDIATELY** enter a building and perform a rescue
  - Have SCBA donned, with mask hanging around neck in the STANDBY mode
  - Be with the IC at the command Post, or where assigned
  - Be closely monitoring radio traffic to know the status of crews on the scene (interior, ventilation, search & rescue, etc.).
  - **Respond only when assigned by the IC**
  - Have with them the minimum equipment listed below:
    - Silver Tarp
    - RIT Bag
    - Dedicated Hose Line
    - Spare radio on MAYDAY channel
    - Extrication Tools (saws, halligan, flathead axe, flashlight, long tool)
    - Other equipment required by IC

# EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

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**SUBJECT: Bloodborne Pathogens Exposure Control Program**

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**PPG NUMBER: 20.3.1**

**PAGE: 1 of 1**

**DATE OF ISSUE: August 19, 2008**

**APPROVED BY:** \_\_\_\_\_ **REVIEWED:** 09/04/2018  
Board Chair

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**PURPOSE:**

To reduce the risk of occupational exposure to bloodborne pathogens, and/or other potentially infectious materials, in compliance with federal and state regulations.

**POLICY:**

East County Fire and Rescue shall develop, maintain, and follow a written Exposure Control Plan in accordance with OSHA Standard 29 CFR 1910.1030 and WAC 296-823 "Occupational Exposure to Bloodborne Pathogens".

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

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**SUBJECT: Safety Data Sheets (SDS) Policy**

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**PPG NUMBER: 20.3.2**

**PAGE: 1 of 2**

**DATE OF ISSUE: 12-20-2011**

**APPROVED BY:** \_\_\_\_\_ **REVIEWED:** 09/04/2018  
Board Chair

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**POLICY:**

**PURPOSE:** To notify personnel of hazardous substances stored in fire stations and on other Fire Department property so that protective measures can be taken.

**SCOPE:** ALL ECFR Personnel

**POLICY:** In order to comply with the Occupational Safety and Health Standard on Hazard Communications, 29 CFR 1910.1200, the following written Hazard Communication Program has been established. All members of the Department are included in the program. This written program is to be maintained in a location that is accessible to all personnel.

East County Fire & Rescue will meet the requirements of this regulation as follows.

**I. Container Labeling:**

A. The SDS Program Manager will verify that all containers received for use will:

1. Be clearly labeled as to the contents.
2. Note the appropriate hazard warning.
3. List the name and address of the manufacturer.

B. Company officers at each fire station will ensure that all containers are labeled to reflect the contents of the container. Insufficient labelling shall be reported to the SDS Program Manager for correction.

**II. Safety Data Sheets (SDS):**

A. Copies of the SDS for all hazardous chemicals to which employees may be exposed at Fire Department buildings will be included in a labelled yellow binder. The yellow SDS binder will be available at all ECFR stations. The binder shall be located near the de-con room or eyewash station. If an SDS is not available or new chemicals do not have an SDS, call the Program Manager immediately.

**III. Employee Training and Information:**

A. Prior to starting work, each new employee will attend a safety and health orientation to receive information and training. New firefighters and other Fire Department employees who may be exposed to hazardous material used on-site will receive this training through the Department's Training Division. Current employees will receive the orientation, using this procedure as a guideline from their company officers.

- B. Training will cover the following items:
1. An overview of the requirements contained in the Hazard Communication Standards, 29 CFR 1910.1200
  2. Chemicals present in fire stations.
  3. Locations and availability of the written hazard communication program and SDS binder
  4. Physical and health effects of the hazardous chemical that are on site.
  5. Methods and observations techniques used to determine the presence and release of hazardous chemicals in the work area.
  6. How to lessen or prevent exposure to these hazardous chemicals through use of control work practices, and personnel protective equipment.
  7. Steps the Department has taken to lessen or prevent exposure to these chemicals.
  8. Emergency procedures to follow if someone is exposed to these chemicals.
  9. How to read labels and review an SDS to obtain appropriate hazard information.
- C. East County Fire and Rescue requires new and current employees and volunteers to receive initial and annual hazardous communications training, as required by WAC 296-901-14016.
- D. Prior to a new hazardous chemical being introduced into any Fire Department building, each affected member will be given information as outlined above. The SDS Program Manager is responsible for ensuring that an SDS on any new chemical is available.

IV. Hazardous Non-routine Tasks. Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his or her supervisor about hazardous chemicals to which he or she may be exposed.

- A. This information will include:
1. Specific chemical hazards.
  2. Protective/Safety measures the employee can take.
  3. Measures that the Fire Department has taken to lessen the hazard including ventilation, respirators, presence of another employee and emergency procedures.

# EAST COUNTY FIRE & RESCUE

## POLICIES, PROCEDURES & GUIDELINES

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**SUBJECT: Safety – Employee’s Responsibility**

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**PPG NUMBER: 20.5.2**

**DATE OF ISSUE: 12-03-2013**

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

**REVIEWED: 09/04/2018**

**Board Chair**

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### REFERENCE

WAC 296-305-01511

### POLICY

1. Firefighters shall cooperate with the employer and other employees in efforts to eliminate accidents.
2. All East County Fire and Rescue personnel shall comply with the provisions of WAC 296-305 which are applicable to his/her own actions and conduct in the course of his/her employment.
3. All East County Fire and Rescue personnel shall notify their immediate supervisor or the Health and Safety Officer of unsafe work practices and of unsafe conditions of equipment, apparatus or work places.
4. All East County Fire and Rescue personnel shall apply the principles of accident prevention in their work. They shall use all required safety devices, protective equipment, and safety practices, as provided and/or developed by management.
5. Each Firefighter shall take proper care of all personal protective equipment.
6. Firefighters shall attend, when on duty, required training and/or orientation programs designed to increase their competency in occupational safety and health.
7. Personnel who are under the influence of alcohol or drugs shall not participate in any Fire District operations or other functions. This rule does not apply to persons taking prescription drugs as directed by a physician or dentist, providing such use does not endanger the worker or others.

**Iliana Ortega**

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**From:** Brian Snure <Brian@snurelaw.com>  
**Sent:** Friday, August 31, 2018 9:48 AM  
**To:** Iliana Ortega  
**Cc:** Mike Carnes  
**Subject:** Re: DNR Revenue Distribution - Misallocated Funds

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Iliana,

I apologize for the delay in responding to this email. It looks like you may have already had the meeting with the Treasurer and DNR. Based on face value if DNR is correct that they made a mistake, the general rule of law is that the District would need to refund the portions of the mistake that were paid to the District as the District was never entitled to receive the funds in the first place. I have analyzed this issue from the perspective of my clients paying out incorrect amounts and being entitled/required to recover erroneous payments. The same basic rules would apply to DNR.

With that said, if there is any question as to the validity of DNR's position, i.e. the rock quarry was not on school trust lands or if there is any opposition being raised by the County or other affected tax districts, I could certainly engage in a more detailed review and analysis.

Let me know if you have any questions or if there have been any additional developments that might affect the above advice.

Thanks.

FYI, I will be out of the office on vacation with limited availability September 7-15.

--  
Sincerely,

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

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**FOR IMMEDIATE RELEASE**

Date: September 12, 2018  
Contact: Deputy Chief Mike Carnes (360) 834-4908 [mcarnes@ecfr.us](mailto:mcarnes@ecfr.us)

**East County Fire and Rescue improves insurance rating**  
*Service levels linked to premiums paid by home and business owners*

CAMAS, WASH. – East County Fire and Rescue improved its community insurance rating last year from a Protection Class 8 to 5. This is primarily due to 24-hour staffing the agency has provided at two stations on each end of the district and additional hydrant connections with the city of Camas.

ECFR serves 10,000 people over 60 square miles in the unincorporated areas of Vancouver, Camas and Washougal. The agency is asking voters to consider a Fire Levy lid lift during the November General Election. If approved, the lid lift would return the Fire Levy to \$1.50 per \$1,000 of assessed property value – the same rate it was in 2008.

“The lid lift will help us maintain emergency service levels,” said Deputy Chief Mike Carnes. “Service levels are directly tied to staffing, and that correlates with how much home and business owners pay in insurance premiums.”

The community insurance rating also is tied to the number of stations the fire district has and its ability to replace aging apparatus and equipment. This includes bunker gear, self-contained breathing apparatus, and motor vehicle accident extrication tools (often referred to as the “Jaws of Life”).

Increasing call volumes have meant the fire district is dedicating revenue to responding to those emergencies. Since 2007, emergency call volumes have increased 52 percent. The agency is allowed a one percent revenue increase per year by law, but that amount is not even keeping up with the cost of inflation.

“We maintained response times, but that meant funding for apparatus and facilities suffered,” said Chief Carnes. “Adequate facilities and apparatus aren’t as exciting as firefighters and paramedics, but they are just as important to saving lives and property.”

If approved by voters, funding from the lid lift would be used to maintain staffing service levels, improve firefighter training, maintain facilities, and replace equipment and apparatus. The proposal will be on the November 6 General Election ballot and cost 21 cents per \$1,000 of assessed property value (or

\$7.87 per month for the owner of a \$450,000 home). Since 2008, the levy rate has declined to \$1.29 which happens as property values rise to limit the fire district to roughly the same amount of revenue per year.

ECFR operates under a balanced budget and has passed all its completed audits by the state. It relies on volunteers to provide some emergency services, which saves on labor costs. The agency applies for grants and pays cash for emergency apparatus to avoid interest payments. It even paid off loans early and refinanced bonds, saving taxpayers \$250,000.

“We waited as long as we could to ask for this,” said Chief Carnes.

More information about the lid lift can be found on the fire district’s web site at [www.ecfr.us](http://www.ecfr.us).

###

*East County Fire and Rescue (ECFR) serves 10,000 people over 60 square miles in the unincorporated areas of Vancouver, Camas and Washougal. The fire district operates under a balanced budget and has passed all its independent audits by the state. The level of service provided by ECFR has improved the community’s insurance rating, which reduced premiums for home and business owners. More information on East County Fire and Rescue can be found on its web site [www.ecfr.us](http://www.ecfr.us).*





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

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Phone: 360.834.4908  
Fax: 360.834.5454

August 21, 2018

City of Camas  
Mayor and Councilmembers

Dear Mayor and Councilmembers,

The Board of Commissioners of East County Fire & Rescue formally invite members of the council to participate in our Shared Services Committee meetings.

These meetings are scheduled for the first Wednesday of each month at 2:00 pm, lasting no more than 2 hours. The first meeting is scheduled for Wednesday September 5, 2018 at 2:00 pm in the meeting room of station 91, 600 NE 267<sup>th</sup> Ave., Camas, WA.

These special meetings would be conducted as workshops with round table discussions. We will start by looking at two items; current call numbers between our districts and; future design and costs related to forming a Fire District or Regional Fire Authority, utilizing the current boundaries for all our designated fire services areas.

Our Board has also invited councilmembers from the City of Washougal.

Please let the Board know who is interested in joining us for these important workshops by contacting Deputy Chief Carnes at 360-834-4908.

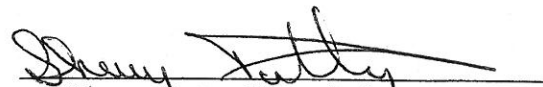
We look forward to continued discussion and cooperation and welcome your ideas and suggestions.

Sincerely,

  
Mike Taggart, Board Chair

  
Martha Martin, Vice Chair

  
Mike Berg, Commissioner

  
Sherry Petty, Commissioner

  
Joshua Seeds, Commissioner

---

**Prevent, Protect & Serve**



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

---

Phone: 360.834.4908  
Fax: 360.834.5454

August 21, 2018

City of Washougal  
Mayor and Councilmembers

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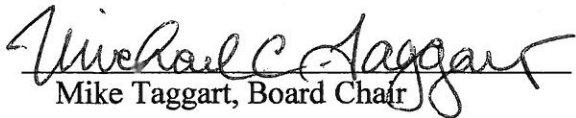
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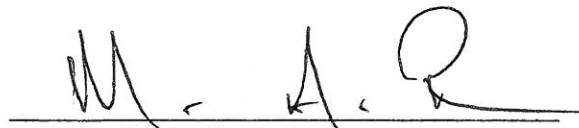
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Mike Taggart, Board Chair

  
Martha Martin, Vice Chair

  
Mike Berg, Commissioner

  
Sherry Petty, Commissioner

  
Joshua Seeds, Commissioner

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**Prevent, Protect & Serve**

## Safety Committee Meeting Minutes

7-24-2018

Reviewed shift safety meeting minutes.

There were no accident/ incident reports to review.

Thanks to all for working safely.

Reviewed on near miss report involving a compartment door on E91 opening while returning from a call. Nothing came out of the compartment. The compartment door latch has been adjusted to prevent further occurrences.

Reviewed station safety inspections, minor repairs have been done by on duty crews,

Paving continues on Everett and construction on 28<sup>th</sup> St.

Watch for oil and gravel resurfacing on roads, loose gravel can be very slippery.

School will be starting at the end of August, use extra caution around students and school buses.

Date of next safety committee meeting 9-25-2018 7:30 PM Sta91.

Sep 2018 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						Sep 1
2	3	4 <b>Events</b> Commissioner Meeting Station 91 18:30 - 21:00	5 <b>Events</b> Shared Services Meeting Station 91 14:00 - 16:00	6	7	8
9	10	11 <b>Events</b> Revenue Exploratory Meel Station 91 ACC/EOC Station 91 10:00 - 11:30 19:00 - 21:00	12 <b>Events</b> OTEP Station 91 19:00 - 21:00	13	14	15
16	17	18 <b>Events</b> Commissioner Meeting Station 91 18:30 - 21:00	19	20	21 <b>Events</b> POW/MIA Flag 07:00 - 07:00	22
23	24 <b>Events</b> EST Meeting Station 93 19:00 - 21:00	25 <b>Events</b> Camas Instrument Suppor Station 91 Training Rooi 19:00 - 21:00	26 <b>Events</b> Policy Review Meeting Station 91 18:00 - 19:30	27	28	29
30						