

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

April 05, 2022

Station 91

6:30 PM

AGENDA

Held virtually due to COVID-19

Dial 1-253-215-8782; Meeting ID 889 9546 5136 Passcode 229657

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of March 15, 2022 Regular Board Meeting Minutes.
2. Approval of March 15, 2022 Local BVFF Meeting Minutes.
3. Approval of Financial Transactions.
4. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

This Meeting is Being Recorded.

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

Page # 1 of 2

FIRE DISTRICT BUSINESS:

- Open House Date
- Grant Opportunities
 1. Via Facebook
 2. Safer Grant for Volunteers
 3. Private Donations

COMMITTEE MEETINGS:

- Communication with Neighboring Elected Officials
 - Camas – TBA
 - City of Washougal –TBA
- Risk Group – April 6, 2022 at 9:00 AM
- Safety Committee – April 28, 2022 Station 91 at 7:30 PM
- Revenue Exploratory Committee – Held on March 23, 2022 at 1:00 pm via Zoom
- ECAAB – TBA

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar.
Strategic Planning Meeting April 12, 2022, 3:00 PM

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: April 19, 2022 Station 91 at 6:30 PM.



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 April 05, 2022**

1. Minutes –
 - March 15, 2022 Regular Board Meeting
 - March 15, 2022 Local BVFF Meeting

2. Invoices
 - \$2,582.85
 - i. Check Nos. 14189-14198 dated March 30, 2022

3. Approved Commissioner Stipends April 10th Pay Date

Name	For the Period March 16 – March 31					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Hofmaster	0	0	0	0	0	0
Martin	0	0	0	0	1	1
Petty	0	1	0	0	0	1
Seeds	0	0	0	0	0	0
Taggart	0	1	0	0	0	1

4. Voided/Destroyed Claims/Payroll Warrants

5. Payroll/Benefits/EFT's
 - \$ 65,189.95 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Mike Taggart – Vice Chair

 Commissioner Joshua Seeds

 Commissioner Sherry Petty

 Commissioner Steve Hofmaster

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 15, 2022

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Sherry Petty
Robert Jacobs

Mike Taggart
Steve Hofmaster
Debbie Macias

Joshua Seeds
Chief Carnes
Station 91 Duty Crew

CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 18:34 via Zoom Meeting.
Chief Carnes led the Flag salute.

AGENDA ADJUSTMENTS:

None.

CONSENT AGENDA:

Approval of March 1, 2022 Regular Board Meeting Minutes.
Approval of March 1, 2022 Local BVFF&RO Meeting Minutes.
Approval of March 2, 2022 Strategic Planning Meeting Minutes
Approval of Financial Transactions.
Excuse Absent Commissioner(s): Commissioner Petty, excused absence.

Motion by Commissioner Taggart to approve the amended consent agenda seconded by Commissioner Hofmaster. Motion passed unanimously.

OPEN TO PUBLIC:

No Comments.

CORRESPONDENCE:

None.

STAFF REPORT:

Chief Carnes read his report; a copy is in the packet.
Commissioner Taggart asked if we had, any applications come in for the Chief position. Chief Carnes said that we have not had any come in yet and does not expect any to come in until we get closer to the date of the closing of job posting.

Assistant Chief Jacobs gave his report as follows:
DOC training postponed until allowed by state mandate guidelines.
March EST/Tender training will be March 29, 2022 at Station 93 at 7 PM.

We will be starting annual inspections on apparatus shortly; we will try to get several completed before summer.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing new to report.

SAFETY REPORT:

- Last Safety Committee meeting held on February 24, 2022.
- Next Safety Committee meeting will be on April 28, 2022 at Station 91 at 7:30 PM.
- No reported accidents/incidents since the last board meeting.
- Page 33 in Board Packet you will find last safety meeting minutes.

FIRE DISTRICT BUSINESS:

Chief Carnes shared that he has given conditional offers to two candidates for two of the three part-time positions and we have given a conditional offer to one of our volunteers for the third open part-time position. We made a conditional offer to another firefighter by the name of Austin Wyman from Lewis County Fire District 2, he is the only paid firefighter in that District and it will be a lateral move for him.

Chief Carnes shared that he is in contact with three different companies regarding the Facility and Financial Analysis update. One is Makers Architecture, they do many fire stations but also do financial planning, that is what we are looking at, and they will have some good ideas on what stations will costs. The other company is called TCE; they do planning and design with a specialty in fire stations. They will be able to help with the financial part of it. The third company is ECO Northwest. Chief Carnes said he has three different avenues; he will put together some ideas to present to these different entities to see what their expectations are and let them know what our expectations are. We have not hired anyone yet but wanted to let the Board know he is working on it and hopes to have something together for our next Strategic Planning Meeting.

Commissioner Martin asked the Board if they have changes or feedback on the State of the District Column. Commissioner Seeds said that he has some changes and edits. He asked what the preferred method to send them is; Commissioner Martin said to email them.

Chief Carnes asked if the Board would consider changing the next Strategic Planning Meeting because Pam and Debbie will be at a training. Commissioner Seeds asked which date is the Chief thinking. Chief Carnes said he could adapt his schedule to any day the Board chooses. Chief asked if Tuesday, April 12 would work. Everyone agreed.

Approve Policy

#00.1.4 Electronic and Authorized Signature Policy

Motion by Commissioner Taggart to approve, #00.1.4 Electronic and Authorized Signature Policy with the correction of the fourth word under policy, seconded by Commissioner Seeds. Motion passed unanimously.

Approve Policy

#00.2 Electronic Communication Systems Policy

Motion by Commissioner Taggart to approve, #00.2 Electronic Communication Policy, seconded by Commissioner Seeds. Motion passed unanimously

COMMITTEE MEETINGS:

Communication with Neighboring Elected Officials

City of Camas – TBA

City of Washougal –TBA

Risk Group

April 6, 2022 9:00 AM

Safety Committee Representative

April 28, 2022 Station 91 at 7:30 PM

Revenue Exploratory Committee

March 23, 2022 at 1:00 PM via Zoom

ECAAB

TBA

COMMISSIONER COMMENTS:

Commissioner Hofmaster mentioned he was pleased about the new hire candidates.

OPEN TO PUBLIC:

Chief Carnes commentated that the fire station and office staff is now able to roam around un-masked. Chief Carnes also mentioned that there are some documents he has to go over from L&I, the Governor, the Washington Department of Health that he needs to go through and then the Board will have to make a decision on when they want to start in person meetings again. We will work through it.

Debbie Macias asked the Board to confirm that everyone is still attending the Snure webinar on April 2, 2022.

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

No New Business.

ROUND TABLE:

Monthly Event Calendar.

Strategic Planning Workshop Meeting changed to April 12th 3:00 PM.

ADJOURNMENT:

Next Regular Board Meeting: April 5, 2022 Station 91, 6:30 PM via Zoom.

Motion by Commissioner Taggart to adjourn at 19:10 hours, seconded by Commissioner Martin.

Motion passed unanimously.

Martha Martin, Chairperson

Joshua Seeds, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Michael Taggart, Commissioner

ATTEST:

DISTRICT SEAL:

Debbie Macias, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
March 15, 2022

CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 19:05 at Station 91.

The following were in attendance:

Martha Martin
Sherry Petty
Robert Jacobs

Mike Taggart
Steve Hofmaster
Debbie Macias

Joshua Seeds
Chief Carnes
Station 91 Duty Crew

BUSINESS:

No new business.

ADJOURNMENT:

The Local Board adjourned at 19:05.

Respectfully Submitted,

Mike Taggart, Commissioner,
Sherry Petty, Alternate

Joel VanNess, FF's Assoc. Liaison
Tad Crum, Alternate

Bob Jacobs, Chief is Rep.
Mike Carnes, Alternate

Martha Martin, Chairperson
Joshua Seeds, Alternate

DISTRICT SEAL:

Debbie Macias, District Secretary
Mike Carnes, Alternate

CHECK REGISTER

East County Fire & Rescue

Time: 13:30:24 Date: 04/01/2022

03/16/2022 To: 03/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
306	03/30/2022	Claims	6291	14189	CDW Government	166.69	Invoice # T077685 001 - 522 20 32 002 - Equipment 166.69 Coax Cell/LTE Wifi Black Antenna for MDC New Squad
307	03/30/2022	Claims	6291	14190	CLARK CO. FIRE RESCUE RISK MGMT GROUP	118.00	Invoice #2022-02 001 - 522 20 46 000 - Bldgs/Liability/Equip Insuranc 118.00 Premium for Changing the Value of 2022 Ford Brush Truck Vin Ending # 5572 Effective March 21, 2022
308	03/30/2022	Claims	6291	14191	EMBROIDER IT	15.73	Invoice # 20230 IdEIEI 001 - 522 20 25 001 - FF Uniforms 15.73 Name Tapes (Vera) Qty (2)
309	03/30/2022	Claims	6291	14192	LN CURTIS & SONS	70.61	Invoice # INV579918 Job Shirt XL w/denim details for (D. Kent) 001 - 522 20 25 001 - FF Uniforms 70.61 Job Shirt XL w/denim details for (D. Kent)
310	03/30/2022	Claims	6291	14193	PACIFIC TRUCK & TRAILER SERVICE, INC	483.33	Invoice # 2022-33405 - Station 93 Genset Replaced block heater filled, cooling system and checked for leaks. Found bypass elbow leaking. Ordered parts. Changed fuel filters and test run. 001 - 522 60 47 001 - Emergency Generators Repair/ 483.33 Station 93 Genset Replaced block heater, filled cooling system and checked for leaks. Found bypass elbow leaking. Ordered parts. Changed fuel filters and test run.
311	03/30/2022	Claims	6291	14194	STAPLES ADVANTAGE	64.05	Invoice # 3502246591 - Office Supplies - Flashdrives and note pads for Station 91 and Station 94 001 - 522 10 30 000 - Office Supplies 64.05 Office Supplies - Flashdrives and note pads for Station 91 and Station 94
312	03/30/2022	Claims	6291	14195	URGENT MEDICAL CENTER SALMON CREEK	80.00	Invoice # 18623 - 4/13/2021 - Respirator Form Drivers Medical Questionnaire - Carnes, Jacobs, Prasch - Urgent Medical Computers had a billing error for 2021 and these didn't get billed last year. 001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati 80.00 4/13/2021 - Respirator Form Drivers Medical Questionnaire - Carnes, Jacobs, Prasch - Urgent Medical Computers had a billing error for 2021 and these didn't get billed last year..
313	03/30/2022	Claims	6291	14196	URGENT MEDICAL CENTER SALMON CREEK	594.00	Invoice # 18655 - Pre-Placement Drug Screen and physical (Crawford, Lidstone, Wyman) 001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati 594.00 Pre-Placement Drug Screen and physical (Crawford, Lidstone, Wyman)
314	03/30/2022	Payroll	6291	14197	OPEIU Local 11	59.90	Pay Cycle(s) 03/25/2022 To 03/25/2022 - OPEIU Dues 001 - 589 99 99 000 - Payroll Clearing 29.95 001 - 589 99 99 000 - Payroll Clearing 29.95
315	03/30/2022	Payroll	6291	14198	TRUSTEED PLANS SERVICE CORPORATION	930.54	Pay Cycle(s) 03/10/2022 To 03/25/2022 - Disability - FF 001 - 522 20 26 001 - FF Disability 90.05

CHECK REGISTER

East County Fire & Rescue

Time: 13:30:24 Date: 04/01/2022

03/16/2022 To: 03/31/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 20 26 001 - FF Disability				103.20	
		001 - 522 20 26 001 - FF Disability				65.63	
		001 - 522 20 26 001 - FF Disability				85.66	
		001 - 522 20 26 001 - FF Disability				111.96	
		001 - 522 20 26 001 - FF Disability				94.44	
		001 - 522 20 26 001 - FF Disability				83.15	
		001 - 522 20 26 001 - FF Disability				111.96	
		001 - 522 20 26 001 - FF Disability				94.44	
		001 - 522 20 26 001 - FF Disability				90.05	
		001 General Fund				2,582.85	
						<u>2,582.85</u>	Claims: 1,592.41
							Payroll: 990.44

CHECK REGISTER

East County Fire & Rescue

Time: 15:53:57 Date: 04/04/2022

03/16/2022 To: 03/31/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
273	03/25/2022	Payroll	6291	EFT		2,338.76	
274	03/25/2022	Payroll	6291	EFT		2,851.91	
275	03/25/2022	Payroll	6291	EFT		3,497.17	
276	03/25/2022	Payroll	6291	EFT		3,358.38	
277	03/25/2022	Payroll	6291	EFT		2,693.86	
278	03/25/2022	Payroll	6291	EFT		3,317.09	
279	03/25/2022	Payroll	6291	EFT		352.93	
280	03/25/2022	Payroll	6291	EFT		1,839.33	
281	03/25/2022	Payroll	6291	EFT		600.27	
282	03/25/2022	Payroll	6291	EFT		1,394.45	
283	03/25/2022	Payroll	6291	EFT		352.93	
284	03/25/2022	Payroll	6291	EFT		1,051.84	
285	03/25/2022	Payroll	6291	EFT		235.30	
286	03/25/2022	Payroll	6291	EFT		2,480.38	
287	03/25/2022	Payroll	6291	EFT		352.93	
288	03/25/2022	Payroll	6291	EFT		2,371.00	
289	03/25/2022	Payroll	6291	EFT		332.65	
290	03/25/2022	Payroll	6291	EFT		325.60	
291	03/25/2022	Payroll	6291	EFT		2,082.25	
292	03/25/2022	Payroll	6291	EFT		1,941.36	
293	03/25/2022	Payroll	6291	EFT		3,932.13	
294	03/25/2022	Payroll	6291	EFT		2,530.19	
295	03/25/2022	Payroll	6291	EFT	IAFF2444	669.90	Pay Cycle(s) 03/25/2022 To 03/25/2022 - IAFF Dues
296	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	2,841.43	Pay Cycle(s) 03/25/2022 To 03/25/2022 - DComp
297	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,520.50	Pay Cycle(s) 03/25/2022 To 03/25/2022 - PERS2
298	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	58.53	Pay Cycle(s) 03/25/2022 To 03/25/2022 - PERS3
299	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	6,894.93	Pay Cycle(s) 03/25/2022 To 03/25/2022 - LEOFF2
300	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	2,164.09	Pay Cycle(s) 03/25/2022 To 03/25/2022 - DComp Match
301	03/25/2022	Payroll	6291	EFT	IRS	8,951.34	941 Deposit for Pay Cycle(s) 03/25/2022 - 03/25/2022
302	03/25/2022	Payroll	6291	EFT	OR Department of Revenue	553.00	Pay Cycle(s) for OR Tax: 03/25/2022 - 03/25/2022
303	03/25/2022	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 03/25/2022 To 03/25/2022 - WA Child Support
304	03/25/2022	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	603.52	Pay Cycle(s) 03/11/2022 To 03/11/2022 - LEOFF2

001 General Fund

65,189.95

65,189.95 Payroll: 65,189.95

Chief's Report

4-5-2022

Calls since last Commissioner meeting, 44

EMS: 29

Fire: 2

Other: 13

Calls YTD: 2022- **221**

Mutual and Auto aid – 18% 2022, Year-to-date - 23%, 50 calls

FY2021 = 244, 23% of total calls FY2020 = 251, 23% of total calls

Staff Overtime Numbers:

Budget Amount: **\$230,000**

Used YTD: **\$54,630**

Percent Used: 23.75 %

Brown outs since last meeting: 2 (12 hour shifts)

19 callback shifts (12-Sick, 4-Vac, 3- short staff)

Covered by 18 OT Shifts

- Attended a special Chiefs meeting with CRESA at Station 61 on Wednesday, March 16 for continued discussions on the recent CAD updates.
- Attended a Clark County Op's Chiefs meeting on Tuesday, March 22 at Station 21 in Ridgefield. We continued discussions on the RDPO WUI project. We should be getting some feedback from RDPO within the next 6 months as to what the next steps will be.
- I completed and sent the DNR grant application off to the State on Tuesday, March 29. We are asking for funds to replace all of our wildland fire hose for all 3 of our squads. We also asked for some funds to replace some of our wildland hose appliances. The total amount of grant funds requested was \$12,642.
- Our MPD, Dr. Wittwer is retiring this November and the planning is in process for finding a replacement director.
- SOHA signs installed the ECFR logos on the new Squad 94 on Thursday, March 31. I believe this completes all the work for this new apparatus.
- Things are progressing well with filling our firefighter job openings. The candidates are working through the pre-hire requirements and will be starting shifts soon.

AC Jacobs Report

4-5-22

DOC training continues to be postponed until allowed by guidelines.

March EST/Tender training was 3-29-22.

April EST/Tender training 4-18-22 7 PM Sta. 93.

Annual inspections have started and we have an issue with the tank on T93.

S91 has covered 3,857 miles since it has been placed in service.

Safety Report

Last safety committee meeting was 2-24-2022.

Next safety committee meeting will be changed to 4-25-22 instead of 4-28-22 Sta. 91 7:30 PM.

No reported accidents/incidents since the last board meeting.

Sun		Mon		Tue		Wed	
						Apr 1 A SHIFT	2 B SHIFT
3 C SHIFT	4 A SHIFT	5 B SHIFT	6 C SHIFT	7 A SHIFT	8 B SHIFT	9 C SHIFT	
		Events Commissioner Meetir 18:30 - 21:00 Station 91					
10 A SHIFT	11 B SHIFT	12 C SHIFT	13 A SHIFT	14 B SHIFT	15 C SHIFT	16 A SHIFT	
		Events Strategic Planning Me 15:00 - 16:30 Station 91					
17 B SHIFT	18 C SHIFT	19 A SHIFT	20 B SHIFT	21 C SHIFT	22 A SHIFT	23 B SHIFT	
		Events Commissioner Meetir 18:30 - 21:00 Station 91		Events Scott demonstration 15:00 - 16:00			
24 C SHIFT	25 A SHIFT	26 B SHIFT	27 C SHIFT	28 A SHIFT	29 B SHIFT	30 C SHIFT	
Events EVIP classroom portik 08:00 - 17:00 St. 91						Events EVIP rodeo 08:00 - 17:00 St. 91	

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