

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 21, 2016

Station 91

7 PM

AGENDA

CALL TO ORDER:

Flag Salute

GUESTS:

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of June 7, 2016 Regular Board Meeting Minutes
2. Approval of June 7, 2016 Local BVFF&RO Meeting Minutes
3. Approval of June 16, 2016 Special Workshop Minutes
4. Approval of June 21, 2016 Financial Statement
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Assistant Chief Jacobs

Interim Administrative Chief Gillespie

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

Planning Group Workshop

Consider Policy #90.3.4 Cash Handling and Receipting

Consider Updated Policy #90.2.3 Non Exempt Employee Compensation

Consider Purchase Request for Turnouts

(See Reverse)

OPEN TO PUBLIC:

This Meeting is Being Recorded.

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

Page # 1 of 2

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

ADJOURNMENT:

Next Regular Board Meeting: July 5, 2016, Station 91, 7 PM

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 7, 2016

Station 91

7 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Sherry Petty
Tad Crum
Michelle McDermott
Kacie Jones
Connor Horne

Mike Berg
Tom Gianatasio
Paula Knapp
Sean Gremer
Danny Burch

Mike Taggart
Robert Jacobs
Al Gillespie
Shelby DeLong
Rachel Burch

CALL TO ORDER: 19:00 PM

Flag Salute
Captain Burch took Officer Oath

GUESTS:

None

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of May 17, 2016 Regular Board Meeting Minutes
2. Approval of May 17, 2016 Local BVFF&RO Meeting Minutes
3. Approval of May 20, 2016 Special Workshop Minutes
4. Approval of May 26, 2016 Special Workshop Minutes
5. Approval of June 7, 2016 Financial Statement
6. Excuse Absent Commissioner(s):

Motion by Commissioner Taggart to approve the consent agenda, second by Gianatasio. **Motion passed** unanimously.

OPEN TO PUBLIC:

No Comments

CORRESPONDENCE:

Commissioner Martin shared a letter from the Clark County Amateur Radio club inviting local officials and public agencies to participate in the Club's 'Field Day'.

STAFF REPORT:

Assistant Chief Jacobs and Chief Gillespie gave their reports. Copies are in the packet. Commissioner Berg asked Chief Gillespie about the timeline for filling the vacant full time position.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing

SAFETY REPORT:

Chief Jacobs announced the next Safety Committee meeting time, which is July 7, 2016, 7:30 PM at Station 94. He also extended his thanks to the crews for going four and a half months with no accidents or incidents. Commissioner Martin asked if radon testing had been conducted at Station 91, and mentioned that the district might want to consider water testing as well.

FIRE DISTRICT BUSINESS:

Planning Group Workshop:

The next planning group workshop is scheduled for Thursday, June 16 2016, 18:30 PM at Station 91.

Consider Resolution #208-06072016 Changing Regular Meeting Times:

Chief Jacobs said that moving the meeting time to 6:30 would make it difficult for him to attend with his current workload. **Motion by Commissioner Petty** to adopt the resolution, **seconded** by Gianatasio. Commissioners Berg, Martin and Taggart vote Nay. Motion **does not pass**.

Consider Resolution #209-06072016:

With a federal grant allowing the district to purchase new hoses and nozzles, Captain Burch has proposed that older hose be made surplus. **Motion by Commissioner Berg** to adopt the resolution, **seconded** by Taggart. Gianatasio votes Nay. Motion **passed**.

Consider Policy #90.3.4 Cash Handling and Receipting:

Secretary Jones advised the board that this policy was included for review and they are not expected to take action at this meeting. Commissioner Martin asked to clarify an abbreviation and add a clearer description of specific employees.

Consider Purchase Request for Anti-Virus Software:

Commissioner Taggart asked about the number of licenses requested. He also suggested the District look into Barracuda Spam Filtering Software. This will be discussed at the next strategic planning meeting. **Motion by Commissioner Berg** to approve, **seconded** by Taggart. **Motion passed**.

OPEN TO PUBLIC:

Nothing.

COMMISSIONER COMMENTS:

Commissioner Martin introduced the topic of an open house event this year. Also, the topic of making space available to store equipment for oil train fires in exchange for rent was broached.

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

Nothing

ROUND TABLE:

Nothing

EXECUTIVE SESSION:

RCW 42.31.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

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

The Board went into executive session at 19:42. Anticipated return of 20:12.

An extension was announced until 20:22

An extension was announced until 20:32

The board reconvened at 20:32

The board took no action.

Motion by Commissioner Taggart to adjourn, second by Gianatasio; Motion passed.

ADJOURNMENT: 20:33

Martha Martin, Chairperson

Mike Taggart, Vice Chair

Tom Gianatasio, Commissioner

Mike Berg, Commissioner

Sherry Petty, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
May 17, 2016

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 7:58 PM at Station 91.

The following were in attendance:

Martha Martin

Sherry Petty

Tad Crum

Michelle McDermott

Kacie Jones

Connor Horne

Mike Berg

Tom Gianatasio

Paula Knapp

Sean Gremer

Danny Burch

Mike Taggart

Robert Jacobs

Al Gillespie

Shelby DeLong

Rachel Burch

BUSINESS:

There is no business tonight.

ADJOURNMENT:

The Local Board adjourned at 7:59 PM.

Respectfully Submitted,

Tom Gianatasio, Commissioner,
Sherry Petty, Alternate

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

Kacie Jones, District Secretary
Bob Jacobs, Alternate

Martha Martin, Chairperson
Mike Taggart, Alternate

DISTRICT SEAL:

Bob Jacobs, Chief's Rep.

EAST COUNTY FIRE & RESCUE
SPECIAL BOARD OF FIRE COMMISSIONERS WORKSHOP
May 26, 2016
Station 91

Draft Minutes

ATTENDANCE:

Al Gillespie	Tom Gianatasio	Martha Martin	Robert Jacobs
Mike Taggart	Sherry Petty	Mike Berg	Kacie Jones
Linda Durrett	Michael Carnes	Ryan Gonzales	Shelby DeLong
Danny Burch	Tad Crum	Matt Cushwa	Michelle McDermott
Paula Knapp			

CALL TO ORDER: 6:30 PM

Chief Gillespie led the meeting with an overview of the topics to be discussed. Captain Carnes presented his Proposals for Change report for the Volunteer program. Topics included recruiting, training and retaining volunteers.

The report from the Washington Survey and Ratings Bureau is expected soon.

There is no change or update on Station 96. The crews have been asked to continue yard maintenance.

Commissioner Petty asked that the district consider implementing parking signs at Station 93, as there is an ongoing problem with large trucks and trailers using the parking lot.

The board entered Executive session at 19:31 under RCW 42.30.140 (4)(a) relating to collective bargaining issues and negotiations. Anticipated return at 20:01. The board reconvened at 20:02. No action was taken. The board accepted Chief Gillespie's candidate recommendation for the full time firefighter position.

Meeting adjourned: 20:05

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Tom Gianatasio, Commissioner

Sherry Petty, Commissioner

Mike Taggart, Commissioner

DISTRICT SEAL:

ATTEST:

Kacie Jones, District Secretary

East County Fire Rescue
 May 31, 2016
 2016 General Operating Budget

	Budget	Month Actual	YTD Actual	%
Revenues				
308800-001-0000 Beg Bal Previous Year Rollover	\$ 150,000	\$ 0.00	\$ 0.00	0.00
311100-000-0000 Property Tax Collected	1,999,536	163,822.07	1,075,790.00	53.80
311100-002-0000 Property Tax - Delinquent	10,000	0.00	0.00	0.00
311105-000-0000 Admin Refund	5	132.69	888.66	17,773.20
317200-000-0000 Leasehold Excise Tax	2,400	0.00	2,206.59	91.94
317400-000-0000 Timber Excise Tax	3,000	0.00	0.00	0.00
331970-002-0000 Hose and Nozzle Grant	20,000	0.00	0.00	0.00
332156-000-0000 Wildlife-In Lieu of Taxes	200	200.70	200.70	100.35
334013-000-0000 WSP FF1 Reimbursement	2,500	0.00	0.00	0.00
334049-000-0000 Grants State/DOH	1,350	1,290.00	1,290.00	95.56
342202-002-0000 Budget Reimb/Accts Receivable	200	425.93	425.93	212.97
342202-003-0000 BVFF	1,500	0.00	0.00	0.00
342210-000-0000 Fire Protection Services	1,000	0.00	0.00	0.00
342210-001-0000 Fire Services MOB-Personnel	90,260	0.00	33,124.35	36.70
342210-002-0000 Fire Services MOB-Equipment	25,000	0.00	16,618.95	66.48
342210-003-0000 WMX	5,500	0.00	0.00	0.00
342210-004-0000 Jemtegaard	600	0.00	0.00	0.00
361109-000-0000 Interest Earnings	3,500	968.86	3,915.65	111.88
361320-000-0000 Unrlzd Gain (loss) on investme	0	(1,082.48)	3,845.04	0.00
362501-000-0000 DNR Timber Rents	10,000	0.00	11,549.27	115.49
367000-000-0000 Contributions & Donations	400	0.00	10.00	2.50
369100-000-0000 Sale of Junk & Salvage	50	0.00	650.00	1,300.00
369910-000-0000 Other Misc. Revenue	50	0.00	0.00	0.00
395100-000-0000 DNR Timber Sales	1,000	0.00	132,664.25	13,266.43
Total Revenues	2,328,051	165,757.77	1,283,179.39	55.12

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East County Fire Rescue
 May 31, 2016
 2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
Expenses					
511600-110	Legislative Salaries	54,720	2,280.00	12,540.00	22.92
511600-210	Commissioner Benefits	4,460	180.15	990.67	22.21
511600-433	Commissioner Mileage	350	0.00	0.00	0.00
511600-435	Commissioner Meals	500	0.00	0.00	0.00
511600-438	Commissioner Lodging	1,200	0.00	0.00	0.00
511600-491	Commissioner Dues/Membership	2,800	0.00	2,358.00	84.21
511600-496	Commissioner Tuition	1,000	0.00	0.00	0.00
522100-110	Miscellaneous Salaries	6,500	0.00	0.00	0.00
522100-110-FT	Salaries Full-time	753,144	59,769.49	271,352.33	36.03
522100-110-PT	Salaries Part-time	151,457	12,509.60	54,575.80	36.03
522100-120	Volunteer Pay	40,000	0.00	12,801.75	32.00
522100-140	Overtime	48,000	4,048.33	14,841.27	30.92
522100-210-001	Magellan - EAP	1,680	0.00	630.00	37.50
522100-210-002	Unemployment/Medicare FT	14,118	1,096.78	4,914.48	34.81
522100-210-003	Unemployment/Medicare PT	2,466	215.38	959.52	38.91
522100-210-004	Medicare/SS Vol	4,207	0.00	979.34	23.28
522100-211-FT	LEOFF/PERS/Disability FT	50,511	4,140.65	21,242.43	42.06
522100-211-PT	PERS PT	14,138	1,416.40	6,283.88	44.45
522100-213	Deferred Comp	24,847	1,437.48	7,653.39	30.80
522100-221	Medical Insurance	151,939	13,203.84	66,019.20	43.45
522100-221-001	VEBA	8,100	0.00	8,100.00	100.00
522100-222-FT	Labor & Industries FT	24,910	2,020.03	9,935.12	39.88
522100-222-PT	Labor & Industries PT	7,720	773.73	3,287.95	42.59
522100-251	Uniforms LD	4,000	125.00	2,299.53	57.49
522200-110	Wildland Salaries	30,000	0.00	0.00	0.00
522200-140	Wildland Overtime	50,000	0.00	0.00	0.00
522200-210	WL UI, Medicare, SS	2,100	0.00	0.00	0.00
522200-211	LEOFF/PERS Wildland MOB	4,100	0.00	0.00	0.00
522200-213	Deferred Comp Wildland MOB	2,400	0.00	0.00	0.00
522200-221	WL Medical Insurance	1,500	0.00	0.00	0.00
522200-222	L&I Wildland MOB	2,500	0.00	0.00	0.00
522200-314	Maps/Books/ Periodicals JT	300	0.00	42.00	14.00
522200-315	Office Supplies	1,500	148.55	213.57	14.24
522200-322	Cleaning and Sanitation	1,500	75.94	510.64	34.04
522200-324	Food and Water	1,200	28.31	641.19	53.43

East County Fire Rescue
May 31, 2016
2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
522200-326	Expendable Equipment	2,000	82.13	270.73	13.54
522200-327	Computer/Software/Supplies	2,000	0.00	279.42	13.97
522200-328	Turn-Outs JT	6,000	0.00	740.82	12.35
522200-328-001	PPE Accessories JT	4,000	0.00	1,252.15	31.30
522200-328-002	Volunteer Uniforms LD	500	23.05	44.19	8.84
522200-328-003	T-Shirts/Sweatshirts LD	2,000	0.00	0.00	0.00
522200-329	Other Operating Supplies	1,500	0.00	228.85	15.26
522200-329-001	Address Signs ZA	150	0.00	0.00	0.00
522200-339	Bldg Supplies/Facility Misc	1,500	5.18	164.03	10.94
522200-359	Other Equipment	3,500	495.00	1,577.92	45.08
522200-359-001	Water Rescue Equipment MH	3,900	0.00	0.00	0.00
522200-359-002	Rope Rescue Equipment MH	100	0.00	0.00	0.00
522200-359-003	Hose & Nozzles DB	21,767	3,238.97	3,238.97	14.88
522200-359-004	Exercise Equipment JT	1,000	0.00	0.00	0.00
522200-364	Diesel / Gas	30,000	707.30	2,849.01	9.50
522200-412	Legal Services	10,000	135.00	1,811.25	18.11
522200-414	Medical/Drug Screen/Consortium	8,000	0.00	1,100.00	13.75
522200-419	Professional Services	23,000	281.54	1,674.24	7.28
522200-419-001	Executive Search	0	0.00	3,495.00	0.00
522200-419-002	Interim Executive Chief	0	11,500.00	23,000.00	0.00
522200-422	Postage	400	45.66	137.68	34.42
522200-423	Radio Dispatch	57,000	101.04	36,610.87	64.23
522200-426	UPS/Federal Express	125	0.00	23.68	18.94
522200-427	Incentives and Awards	1,500	146.35	313.96	20.93
522200-429-001	Pagers	900	79.34	378.51	42.06
522200-429-002	Satellite Phone	375	30.20	120.80	32.21
522200-429-003	Verizon MDC Cards	960	80.02	320.08	33.34
522200-435	Meals	100	0.00	0.00	0.00
522200-441	Advertising	1,500	0.00	250.00	16.67
522200-442	Legal Notices	200	0.00	0.00	0.00
522200-446	Taxes and Assesments	2,500	101.71	1,749.14	69.97
522200-453	Hydrant/Fireline	500	86.92	173.84	34.77
522200-462	Bldgs/Liability/Equip Insuranc	42,000	4,500.85	4,500.85	10.72
522200-465	Volunteer Pensions	3,000	0.00	900.00	30.00
522200-482-002	Fire Extinguisher Maint ZA	1,100	0.00	0.00	0.00
522200-482-003	Exercise Equip Maint JT	1,000	0.00	0.00	0.00
522200-482-004	Hose & Nozzle Mtce DB	250	0.00	0.00	0.00
522200-482-005	Hose Testing DB	150	0.00	0.00	0.00

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East County Fire Rescue
May 31, 2016
2016 General Operating Budget

		Month	YTD		
	Budget	Actual	Actual	%	
522200-482-006	EMS Equipment Mtce DT	500	0.00	0.00	0.00
522200-482-007	Copier Mtce	900	30.27	170.94	18.99
522200-482-008	Ladder Testing/Repair JP	1,500	0.00	788.25	52.55
522200-482-009	Emergency Generators	500	0.00	0.00	0.00
522200-482-010	Hand Tool Maintenance MH	300	0.00	0.00	0.00
522200-484-002	SCBA Mtce JP	6,200	0.00	286.67	4.62
522200-484-003	Minitors/Radios WL	4,500	245.02	245.02	5.44
522200-485-000	Vehicle Repair & Maint DT	2,700	0.00	1,144.99	42.41
522200-485-001	T93	2,250	0.00	0.00	0.00
522200-485-009	E94	3,600	0.00	128.35	3.57
522200-485-010	T95	2,250	0.00	940.48	41.80
522200-485-011	S96	3,600	526.56	645.24	17.92
522200-485-012	U93	675	0.00	357.81	53.01
522200-485-013	S94	3,600	0.00	0.00	0.00
522200-485-014	E91	3,600	0.00	389.90	10.83
522200-485-016	U91	675	195.60	195.60	28.98
522200-485-018	U92	675	23.83	23.83	3.53
522200-485-905	A93	675	0.00	0.00	0.00
522200-485-909	E92	2,250	0.00	280.11	12.45
522200-485-911	E93	3,600	0.00	0.00	0.00
522200-485-912	R93	675	0.00	0.00	0.00
522200-485-914	T94	2,250	0.00	0.00	0.00
522200-485-915	U94	675	0.00	593.59	87.94
522200-485-916	E95	3,600	0.00	4,318.37	119.95
522200-485-917	S91	3,600	0.00	0.00	0.00
522200-485-918	S93	1,800	0.00	1,726.50	95.92
522200-485-919	T91	2,250	0.00	1,996.22	88.72
522200-485-999	Small Engine Repair MH	4,000	0.00	338.93	8.47
522200-487	Computer Maint & Repair LD	5,670	500.00	1,613.75	28.46
522200-491	Dues/Memberships	3,200	0.00	2,615.00	81.72
522200-492	Election Fees	100	0.00	0.00	0.00
522200-493	Filing/Recording/Permit Fees	600	0.00	0.00	0.00
522200-496	Tuition/Registration	500	0.00	0.00	0.00
522200-499	NFIRS/Fire Manager/Bank Char;	6,215	0.00	6,305.01	101.45
522300-313	Educational Supplies	500	0.00	0.00	0.00
522300-415	Printing/Newsletter	600	0.00	0.00	0.00
522300-422	Postage for Newsletter	1,300	0.00	0.00	0.00
522300-440	Advertising	300	0.00	0.00	0.00

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East County Fire Rescue
May 31, 2016
2016 General Operating Budget

		Budget	Month Actual	YTD Actual	%
522400-314	Books/Periodicals	1,500	0.00	725.35	48.36
522400-315	Office Supplies	100	0.00	0.00	0.00
522400-324	Food and Water	100	0.00	0.00	0.00
522400-329	Training Supplies	500	243.90	243.90	48.78
522400-433	Travel	2,000	0.00	0.00	0.00
522400-435	Meals	1,000	726.00	1,610.00	161.00
522400-438	Lodging	3,000	400.50	1,413.30	47.11
522400-496	Tuition	10,000	500.00	2,040.00	20.40
522590-337	Grounds & Park	4,000	124.38	135.73	3.39
522590-481	Bldg Repair & Maint	30,000	4,336.73	22,870.55	76.24
522591-419	Monitoring (St 91)	540	0.00	216.00	40.00
522591-421	Comcast Tel/Internet (St 91)	4,000	307.40	1,229.11	30.73
522591-471	Electrical & Heating (St 91)	7,000	555.71	2,324.86	33.21
522591-472	Garbage (St 91)	1,400	107.54	427.14	30.51
522591-473	Gas (St 91)	3,500	309.35	1,599.23	45.69
522591-476	Water & Sewer (St 91)	1,000	167.82	329.46	32.95
522592-471	Electrical & Heating (St 92)	1,000	71.00	284.00	28.40
522593-419	Monitoring (St 93)	400	95.33	190.66	47.67
522593-421	Comcast Tel/Internet (St 93)	1,700	144.89	577.29	33.96
522593-471	Electrical & Htg (St 93)	5,000	323.00	1,292.00	25.84
522593-472	Garbage (St 93)	150	28.03	56.06	37.37
522594-419	Monitoring (St 94)	635	0.00	317.70	50.03
522594-421	Comcast Tel/Internet (St 94)	2,500	217.82	868.51	34.74
522594-471	Electric & Heating (St 94)	5,500	286.00	1,144.00	20.80
522594-472	Garbage (St 94)	650	56.92	227.68	35.03
522595-419	Monitoring (St 95)	540	0.00	0.00	0.00
522595-421	Comcast Telephone (St 95)	900	74.87	299.40	33.27
522595-471	Electrical & Heating (St 95)	1,500	117.34	525.44	35.03
522595-473	Gas (St 95)	1,000	25.35	277.86	27.79
522595-476	Water & Sewer (St 95)	1,500	0.00	571.63	38.11
522596-471	Electric & Heating (St 96)	0	40.95	93.16	0.00
525600-359	Disaster Preparedness SK	150	0.00	0.00	0.00
594220-649	Capital Purchases	4,600	0.00	0.00	0.00
594220-649-002	Computer Equip LD	5,500	0.00	0.00	0.00
594220-649-003	Virtual Reserve Capital	50,000	0.00	0.00	0.00
594220-649-004	Wildland Capital	25,000	0.00	0.00	0.00
594220-649-005	Radio Payment	40,000	0.00	0.00	0.00
597248-551	Fund Transfer to 6248	246,973	33,486.25	33,486.25	13.56

East County Fire Rescue
 May 31, 2016
 2016 General Operating Budget

	Budget	Month Actual	YTD Actual	%
6291-1 App Res Transfer to Apparatus Reserve	56,000	0.00	0.00	0.00
6291-2 Cap Res Transfer to Capital Reserve	20,484	0.00	0.00	0.00
Total Expenses	2,328,051	169,378.28	690,858.88	29.68

AC Jacobs Report

6-21-2016

May EST training was 5-23-2016 Sta. 93 7 PM. Hot weather emergencies.

June ACC/EOC training was Monday 6-13-2016 Sta. 91 7PM.

June EST training 6-27-2016 Sta. 91 7PM.

July ACC/EOC training Monday 7-11-2016 Sta. 91 & PM.

Great knockdown and containment of a structure fire on Sunday 6-12 by the crew of E91. The fire was contained to the garage and vehicles parked outside the garage, with minor damage around upstairs windows.

Safety Report

Safety Committee meeting was held 5-24-16.

Next safety committee meeting, 7-20-16 Sta. 94 7:30 PM.

Three reported minor injuries at the structure fire on 6-12 only one required treatment..

Staff Report

Submitted by
Al H Gillespie
Interim Executive Fire Chief
21 June 2016
06 June through 19 June 2016

Operations

- 29 Incidents since first meeting in June.
 - 3 Fire
 - 0 Overpressure, Rupture, Explosion, Overheat
 - 11 EMS
 - 6 MVA's
 - 0 Rescue, EMS Standby, High Angle Rescue or Extrication
 - 0 MVA Cleanup or Hazardous Condition, Electrical
 - 2 Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 - 7 Good intent, no incident found or Cancelled Enroute
 - 0 Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - 0 Flood assist, Citizen Compliant, or Special type of incident

- Year to Date: All calls 407
 - All Fire Calls
 - 17
 - Overpressure, Rupture, Explosion, Overheat
 - 0
 - EMS Calls excluding MVA
 - 223
 - MVA with or without injury
 - 46
 - MVA Cleanup or Hazardous Condition, Electrical
 - 6
 - Public Service, Assist Invalid, Police Matter, Unauthorized burning or Lockout
 - 19
 - Good Intent, Cancelled Enroute, No Incident Found, Smoke Scare, Authorized Controlled Burn, Steam Vapor, Fog or Dust Thought to be Smoke
 - 86
 - Smoke Detector unintentional, False Alarm or Call, Alarm System Malfunction
 - 10
 - Flood assist, Citizen Compliant, or Special type of incident
 - 0

Brownouts at Station 94:

- There were two brownouts during this time:
 - 10 hours 07 June
 - 24 hours 09 June

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Overtime:

- \$2,157.08 through 25 January
- \$1,001.55 26 January through 10 February
- \$3,477.49 11 February through 25 February
- \$583.83 26 February through 10 March
- \$1,154.27 11 March through 25 March
- \$789.28 26 March through 08 April
- \$1,782.48 09 April through 25 April
- \$144.90 26 April through 10 May
- \$2,340.12 11 May through 25 May
- \$1,708.21 26 May through 10 June
- \$15,131.21 year to date

Approximately 32% of annual overtime budget

5 months would equate to approximately 42% of annual budget

Chart Title



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Payment information shall be entered into the District's accounting software and a receipt shall be printed for the transaction.

A journal voucher reflecting the receipt of funds shall be prepared and forwarded to the Clark County Treasurer.

The journal voucher, written receipt, deposit receipt, and any supporting documents shall be attached to the transaction receipt and placed in the Accounts Receivable binder.

All funds shall be deposited at the bank designated by the Clark County Treasurer using deposit slips provided by the Treasurer.

All checks must be endorsed with a stamp payable to the District.

Whenever possible, bank deposits shall be made by an administrative employee other than the one that received the funds.

All funds shall be deposited within 24 hours of receipt, unless a waiver has been granted by the Clark County Treasurer.

All funds shall be kept in a secure location until deposited.

Deposits shall be reconciled to the monthly revenue report provided by the Clark County Auditor.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Non-Exempt Employee Compensation

PPG NUMBER: 90.2.3

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

Revised: 05-05-09

APPROVED BY: _____ REVIEWED: _____ BY: _____
Board Chair

Purpose: The purpose of this policy is to comply with federal and state overtime provisions and to control labor costs by managing the expense of overtime pay to nonexempt employees.

I-Compliance: ~~East County Fire & Rescue will compensate at the rate of time and one half the regular rate to nonexempt employees who exceed the regular hours worked thresholds established by State and Federal laws.~~

Subject to the Management Rights Clause Article 3, under the FLSA 29 CFR, the Employer has adopted the 7(k) exemption and the following work periods for employees classified as Firefighters.

- The work period for full-time firefighters shall be defined as 27 days.
- The work period for part-time firefighters shall be defined as 7 days.

The work period for all other employees shall be the standard week beginning at 0001 hours on Monday and ending at 2400 on Sunday.

Work Schedules:

The standard work schedule for Full-time and part-time firefighters shall be 24-hour shifts beginning at 0700 hours. The District reserves the right to adjust work shift start times.

The standard work schedule for all other employees shall be defined by position.

Shift Trades:

Employees shall have the right to voluntarily trade shifts in compliance with Standard Operating Guidelines #208 Shift Trades. Shift trades shall not interfere with the operational needs of the District or cause overtime situations where the regular schedule did not.

~~a. Paid leave, such as holiday, sick or vacation pay, does not apply toward hours worked.~~

~~b. The workweek for employees not covered by the FLSA 207(k) exemption begins at 0001 hours on _____ Monday _____ morning to 2400 hours on Sunday evening.~~

~~e. The standard work period is defined by position and must be approved (employee by employee) by the _____ Fire Chief or his/her designee.~~

~~d. The typical day shift is 0800—1700 hours. This is subject to change to accommodate special _____ circumstances (i.e. station coverage during Wildland fire season) at the Fire Chief's discretion.~~

- 1) ~~Changes in the standard work period shall not be made to avoid of otherwise manipulate overtime hours.~~

2) ~~The overtime threshold for Day Shift employees is 40 hours.~~

e. ~~Employees that work a platoon shift (i.e. 24 hours on and 48 off) fall under the FLSA 207(k) exemption for overtime calculation. The following shall apply for 207(k) employees:~~

1) ~~The District shall utilize a 27 day work period.~~

II. Overtime Approval

All employees are expected to make a good-faith effort to minimize the occurrence of overtime. Supervisors are expected to manage personnel time, as much as is practical, to avoid overtime.

All extra hours worked shall be subject to Standard Operating Guidelines #206 Extra Work Hours and Callback Guideline. ~~overtime must, ultimately, be approved by a Chief Officer. Overtime payments do not commence until the employee exceeds 40 hours in a work week.~~

Compensation for overtime shall be at a rate of one and one-half times the employee's regular rate of pay.

FLSA overtime shall apply to all hours, actually worked, that exceed the threshold for the employee's classification:

- Full-time firefighter – 204 hours in a 27 day work period
- Part-time firefighter – 53 hours in a 7 day work period
- All other employees – 40 hours in a work week
 - a. ~~Scheduled overtime must be pre-approved by a Chief Officer.~~
 - 1) ~~An overtime pre-approval form must be filled out and signed by a Chief Officer.~~
 - 2) ~~The signed pre-approval shall be entered into the schedule and forwarded to payroll.~~
 - b. ~~Unscheduled overtime must be pre-approved by a Chief Officer by the end of the shift.~~
 - 1) ~~An overtime pre-approval form must be filled out and signed by a Chief Officer~~
 - 2) ~~The signed pre-approval shall be entered into the schedule and forwarded to payroll.~~

II. Unauthorized Overtime: Individuals and/or supervisors that fail to comply with the provisions outlined in Section II of this document may be subject to disciplinary action per SOG #403 Code of Discipline.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Shift Work Overtime

PPG NUMBER: 90.2.3.a

PAGE: 1 of 1

DATE OF ISSUE: 10-19-10

DATE IF RE-ISSUE: 03-01-11

APPROVED BY: _____

REVIEWED: _____

BY: _____

Board Chair

POLICY: SHIFT WORK OVERTIME

All hours worked in excess of 204 hours in a work period will be compensated at the rate of one and one-half (1-1/2) times the regular rate. The work period consists of 27 days of which there are 13.5 in one year as defined by FLSA.

Employees shall record their approved (using the overtime/comp form) and performed overtime on their semi-monthly payroll documents and submit them to their direct supervisor. **All overtime except holdover calls must be approved in advance.**

Call Back/Holdover

A minimum of one (1) hour will be paid for call back. There shall be no minimum hours paid when an Employee is on duty and is held over.

Meetings/Training Drills

Time will be compensable **only** when attendance at the meeting/drill is required or requested by a chief officer and the Employee is **not on duty**.

EAST COUNTY *Fire and Rescue*

PURCHASING REQUEST FORM

REQUESTED ITEM(S): Structural turnouts for FF Hazlett, FF Griswold, FF Aden, and FF Webster.

BRAND/MODEL/VENDOR/PART NUMBER: Globe GXCEL purchased through LN Curtis

APPARATUS / STATION NUMBER: N/A

ESTIMATED COST OF REQUESTED ITEM: \$6,844 plus shipping.

EXPLAIN THE NEED FOR REQUESTED ITEM: FF Hazlett is scheduled for a new set FF Aden, FF Webster, and FF Griswold need turnouts that are a better fit.

This is a budgeted item and will be received before the end of the year.

PERSON REQUESTING THE PURCHASE: James Troutman

DATE: 06/20/2016

BUDGET CODING: SUB 522 ELE 200 OBJ 328 ID _____

DATE NEEDED BY: ASAP

DO NOT WRITE BELOW THIS LINE

AUTHORIZATION FOR PURCHASE: _____
AUTHORIZED SIGNATURE

DATE ORDERED: _____

VENDOR: _____

TOTAL COST: _____

PAYMENT METHOD: VISA M/C NET 30 P/C

COMMENTS:

