



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Regular Board of Fire Commissioners Meeting October 01, 2024

Station 91

6:30 PM

Agenda



This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: <https://us02web.zoom.us/j/81408199365?>

Dial-In Telephone Number: (253) 215-8782

Meeting ID 814 0819 9365 and Passcode 472546

This meeting is being recorded, please silence or turn off your personal cell phones, pagers, etc.

Call to Order

Flag Salute

Public Hearing

- Income Sources for FY2025.

Agenda Adjustments

Consent Agenda

- Approval of September 17, 2024 Regular Board Meeting Minutes.
- Approval of September 17, 2024 Local BVFF&RO Meeting Minutes.
- Approval of September 20, 2024 Special Board of Commissioners Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Correspondence

Staff Reports

1. Chief Hartin.
2. Assistant Chief Jacobs.
3. Volunteer Firefighters Association.
4. Safety Committee.

Fire District Business

1. Approval/Disapproval of the purpose, scope, and policies for SOG 1.1.9 Providing Food and Beverages.
2. Resolution #354-10012024 – Sole Source Generator Maintenance Contract.
3. Resolution #355-10012024 – Surplus Equipment – See attachment A
4. Ratification of Collective Bargaining Agreement.
5. Status update on Fire Chief Recruitment.

Committee Meetings:

1. Communication with Neighboring Elected Officials.
 - City of Camas on October 22, 2024 at 3:00 PM at Station 91.
 - City of Washougal on November 21 2024 at 3:00 PM at City Hall.
2. Risk Group, TBA.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting held September 25, 2024.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting October 15, 2024 Station 91 at 6:30 PM – hybrid format.
- Next Commissioner Staff Workshop Meeting October 10, 2024 Station 91 at 3:00 PM – hybrid format.

Executive Session

Adjournment



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Board of Fire Commissioners Consent Agenda

October 01, 2024

1. Approval of minutes:
 - September 17, 2024, Regular Board Meeting Minutes.
 - September 17, 2024 BVFF Meeting Minutes.
2. Invoices for \$32,175.08 check number 15266 through 15266 dated September 17, 2024.
3. Invoices for \$31,585.22 check number 15267 through 15284 dated September 17, 2024.
4. Invoices for \$14,978.63 check number 15285 through 15287 dated September 24, 2024.
5. Approved commissioner stipends for the period of September 16 through September 30 with an October 10 pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Addis	0	0	1	0	0	1
Hofmaster	1	1	1	0	0	3
Martin	1	0	1	0	0	2
Seeds	1	0	1	0	0	2
Taggart	1	1	1	0	0	3

6. Voided/Destroyed Claims/Payroll Warrants.
7. Excuse absent Commissioner(s).
8. Payroll/Benefits/EFT's in the amount of \$77,457.80 (Payroll).

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Regular Board of Fire Commissioners Meeting September 17, 2024

Station 91
6:30 PM
Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Steve Hofmaster

Debbie Macias

Chief Ed Hartin

Assistant Chief Jacobs

Chris Miller

Mia Santander

Opal Seeds

Call to Order

Chairperson Joshua Seeds called the meeting to order at 18:30. This meeting was conducted in hybrid in-person/video conference format.

Flag Salute

Debbie Macias led the flag salute.

Agenda Adjustments

Consent Agenda

- Approval of September 03, 2024 2024 Regular Board Meeting Minutes.
- Approval of September 03, 2024 Local BVFF&RO Meeting Minutes.
- Approval of September 05, 2024 Commissioner Staff Workshop Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s). Commissioner Brendan Addis

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

Public Input

No comments.

Correspondence

None.

Staff Reports

1. Chief Hartin's report is in the meeting packet.
2. Assistant Chief Jacobs gave his report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that per the safety committee there was no accident/incident since the last board meeting.

Fire District Business

1. Approve/Disapprove purpose scope and policies for Standard Operating Guidelines 4.2.9 Incident Accountability. **Motion by Commissioner Taggart** to approve Standard Operating Guidelines 4.2.9 Incident Accountability, **seconded by Commissioner Martin. Motion passes unanimously.**
2. Approve/Disapprove purpose scope and policies for Stand Operating Guidelines 5.6.1 Professional Development Plans. **Motion by Commissioner Hofmaster** to approve Standard Operating Guidelines 5.6.1 Professional Development Plans, **seconded by Commissioner Taggart. Motion passed unanimously.**
3. Procurement SOG update. – Chief Hartin let the board know that there are some minor changes being made to this SOG regarding fuel purchases. Nothing that needs to be voted on.
4. Fire Chief Recruitment timeline. – Chief asked the board to get some dates together for the chief recruitment. The decision to do a meet and greet would be week of October 28, 2024. The dates of October 30 and 31 were chosen. If something comes up and needs it needs to be changed the Board will let the Chief know.
5. Risk Group Support Discussion – Commissioner Taggart let the board and staff know that we will need to choose a new insurance company in the very near future. Discussion ensued.
6. Establishment of deputy chief compensation range. – Chief Hartin shared a salary chart on what it would look like to hire a deputy chief in the future. Discussion ensued.

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, October 22, 2024 at 3:00 PM at Station 91.
 - City of Washougal, November 21, 2024 at 3:00 PM at City Hall.
2. Risk Group, TBA.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting September 25, 2024 at Station 91 at 7:30 PM.

Commissioners Comments

Commissioner Martin – Mentioned Gresham’s injured firefighter is now out of the hospital and is recovering. Good news for all. She also mentioned that she is happy wild fire season might be over.

Commissioner Hofmaster – Mentioned he was pleased to hear about the injured firefighter recovering well and able to go home.

Commissioner Seeds – Shared that recreational fires in approved fire pits are allowed now. He also said that the tentative local agreement looks good and thanked the Chief and everyone else involved getting it done.

Public Input

None.

Local Board for Volunteer Firefighters and Reserve Officers

No new business.

Upcoming Meetings

- Review of the district’s monthly event calendar.
- Regular Board meeting will be October 01, 2024 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop October 10, 2024 Station 91 at 3:00 pm. – Hybrid format.

Both the strategic planning workshop and regular board meeting will be in hybrid format permitting in-person or video conference participation. The link for video conference participation is provided on the district’s website (www.ecfr.us).

Executive Session

Adjournment

Motion by Commissioner Martin to adjourn at 19:21, seconded by Commissioner Hofmaster. Motion passed unanimously.

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Local Board for Volunteer Fire Fighters & Reserve Officers Meeting September 03, 2024

Station 91
Draft Minutes

Attendance

Martha Martin

Assistant Chief Jacobs

Opal Seeds

Mia Santander

Mike Taggart

Steve Hofmaster

Debbie Macias

Joshua Seeds

Chief Ed Hartin

Chris Miller

Call to Order

This meeting was conducted in hybrid in-person/video conference format.

Chairperson Joshua Seeds called the meeting to order at 19:21 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:21.

Joshua Seeds, Commissioner Chairperson
Michael Taggart, (Alternate)

Firefighters Association Liaison

Ed Hartin, Chief
Robert Jacobs, Assistant Chief (Alternate)

Martha Martin, Commissioner
Steve Hofmaster, (Alternate)

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Special Board of Fire Commissioners Meeting

September 20, 2024

Station 91
11:00 AM
Draft Minutes

Attendance

Martha Martin
Steve Hofmaster
Debbie Macias

Mike Taggart
Brendan Addis

Joshua Seeds
Chief Ed Hartin

Call to Order

This meeting was in hybrid version in-person/video conference format.

Chairperson Joshua Seeds called the hybrid meeting to order at 11:00 AM.

Fire District Business

1. District Insurance - Commissioner Seeds handed the meeting over to Commissioner Taggart. Commissioner Taggart spoke about the document he sent over about the new insurance that was presented to him by the new broker. Discussion ensued. **Motion by Commissioner Seeds** to have Commissioner Taggart be able to negotiate on the district's behalf to switch new agents/broker, **seconded by Commissioner Martin. Motion passed unanimously.**

Public Input

None.

Adjournment

Motion by Taggart to adjourn at 11:17, **seconded by Commissioner Martin. Motion passed unanimously.**

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)

CHECK REGISTER

East County Fire & Rescue

Time: 07:35:24 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
976	09/17/2024	Claims	6291	15267	CITY OF CAMAS (Water)	142.15	Account # 016111-000 - Water service at station 91. Service period 7/1/2024-8/31/2024.
					001 - 522 50 47 091 - Station 91 Water	142.15	Water service at station 91. Service period 7/1/2024-8/31/2024.
977	09/17/2024	Claims	6291	15268	CLARK PUBLIC UTILITIES	675.06	Clark Public Utilities - Electric service at station 91. Service period 8/7/2024-9/9/2024.
					001 - 522 50 43 091 - Station 91 Electrical Service	675.06	Electric service at station 91. Service period 8/7/2024-9/9/2024.
978	09/17/2024	Claims	6291	15269	GRAINGER	136.06	Invoice # 9226830033 - Tyvek hooded coveralls. Qty (6) Large and Qty (6) XL.
					001 - 522 20 38 002 - Personal Protective Equipment	136.06	Tyvek hooded coveralls. Qty (6) Large and Qty (6) XL.
979	09/17/2024	Claims	6291	15270	KONICA MINOLTA BUSINESS SOLUTIONS USA IN	35.96	Invoice # 295539652 - Copier maintenance at station 91.
					001 - 522 10 40 002 - Copier Maintenance	35.96	Copier maintenance at station 91.
980	09/17/2024	Claims	6291	15271	Lockbox #785341 MAGELLAN HEALTHCARE	595.04	Invoice # 0031264933 - Professional services provided Oct-2024-Dec 2024
					001 - 522 10 24 001 - Employee Assistance Program	595.04	Professional services provided Oct-2024-Dec 2024
981	09/17/2024	Claims	6291	15272	NAPA AUTO PARTS	7.26	Invoice # 550769 - Apparatus #916. Rear Brake Light bulb to replace burnt out bulb.
					001 - 522 60 44 004 - E93 (916)	7.26	Apparatus #916. Rear Brake Light bulb to replace burnt out bulb.
982	09/17/2024	Claims	6291	15273	NATIONAL HOSE TESTING SPECIALTIES	6,298.50	Invoice 51484 - Annual ladder, hose and nozzle testing.
					001 - 522 60 40 002 - Hose & Nozzle	5,177.00	2024 Fire Hose Testing (16,700 ft.)
					001 - 522 60 40 002 - Hose & Nozzle	104.00	Heat Sensors Installed Qty. (52)
					001 - 522 60 40 002 - Hose & Nozzle	330.00	2024 Nozzle & Appliance Testing. Qty. (33)
					001 - 522 60 40 004 - Ladders	687.50	2024 Ground Ladder Testing (275 ft.)
983	09/17/2024	Claims	6291	15274	PACIFIC TRUCK & TRAILER SERVICE, INC	192.19	Invoice # 2024-35818 - Apparatus # 1014. Replaced left hand low beam headlight.; Invoice # 2024-35822 - Apparatus 1020. Dissassemble right hand door. Installed customer furnished mirror assembly. Reass
					001 - 522 60 44 000 - E91 (1020)	135.63	Apparatus 1020. Dissassemble right hand door. Installed customer furnished mirror assembly. Reassembled door.
					001 - 522 60 44 003 - E94 (1014)	56.56	- Apparatus # 1014. Replaced left hand low beam headlight.
984	09/17/2024	Claims	6291	15275	STAPLES ADVANTAGE	85.76	Invoice # 6000839974 - Re-stock 12mm brother label tape Qty (2).; Invoice # 6000846850 - Re-stock medium paper clips. Qty. (1,000); Invoice # 6001033042 - Re-stock 9mm brother label tape. Qty. (2)
					001 - 522 10 30 000 - Office Supplies	29.95	- Re-stock 12mm brother label tape Qty (2).
					001 - 522 10 30 000 - Office Supplies	14.12	Re-stock medium paper clips. Qty. (1,000)

CHECK REGISTER

East County Fire & Rescue

Time: 07:35:24 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 30 000 - Office Supplies			41.69	6001033042 - Re-stock 9mm brother label tape. Qty. (2)
985	09/17/2024	Claims	6291	15276	STATE AUDITOR'S OFFICE	10,432.50	Invoice # L163294 - Continuation of 2024 Accountability and Financial Audit.
			001 - 522 10 41 000 - State Audit			10,432.50	Continuation of 2024 Accountability and Financial Audit.
986	09/17/2024	Claims	6291	15277	STRYKER	1,370.84	Invoice # 9207003450 and 9207023156. Trainer 1000 AED and Trainer electrode for AED.
			001 - 522 45 34 000 - Training Equipment			1,281.44	Invoice #9207023156 Trainer 1000 AED.
			001 - 522 45 34 000 - Training Equipment			89.40	Invoice #9207003450 Trainer Electrode AED.
987	09/17/2024	Claims	6291	15278	TLC TOWING	539.50	Invoice # 165610 - Apparatus 1014. - Towed apparatus 1014 to Pacific Truck and Trailer after it broke down 9/6/2024.
			001 - 522 60 44 003 - E94 (1014)			539.50	Apparatus 1014. - Towed apparatus 1014 to Pacific Truck and Trailer after it broke down 9/6/2024.
988	09/17/2024	Claims	6291	15279	U.S. BANK (One Card)	9,658.42	Account ending in 3017 - August Statement.
			001 - 522 10 33 000 - Computer Software and Suppli			46.55	MX Guardian - Monthly fee for spam filter.
			001 - 522 10 33 000 - Computer Software and Suppli			17.24	Zoom - Video streaming for board meetings.
			001 - 522 10 40 001 - Information Technology Service			249.00	Streamline - Website Maintenance Aug - Sept 2024.
			001 - 522 10 40 001 - Information Technology Service			249.00	Streamline - Website maintenance Sept - Oct 2024.
			001 - 522 10 48 001 - Administration Dues & Membe			325.00	Center for Public Safety Excellence - CFO Designation renewal. (Hartin)
			001 - 522 10 49 002 - Training Travel, Lodging, & Me:			176.21	Alaska Airlines - Airfare for WFCFA Conference 2024 (Taggart)
			001 - 522 10 49 002 - Training Travel, Lodging, & Me:			247.07	Alaska Airlines - Airfare for WFCFA Conference 2024 (Hofmaster)
			001 - 522 10 49 002 - Training Travel, Lodging, & Me:			8.00	Alaska Airlines -Seat charge WFCFA 2024 Conference (Taggart)
			001 - 522 10 49 002 - Training Travel, Lodging, & Me:			12.98	Alaska Airlines - Seat charge WFCFA 2024 Conference (Hofmaster)
			001 - 522 10 49 004 - Administration Travel, Lodging,			472.38	Alaska Airlines - Airfare for WFCFA Conference 2024 Spokane (Jensen and Macias)
			001 - 522 10 49 004 - Administration Travel, Lodging,			8.00	Alaska Airlines - Seat charge WFCFA 2024 Conference (Jensen)
			001 - 522 10 49 004 - Administration Travel, Lodging,			8.00	Alaska Airlines- Seat charge WFCFA 2024 Conference (Macias)
			001 - 522 20 31 000 - Incident Rehabilitation Supplie:			13.01	Costco - Water for rehab.
			001 - 522 20 32 004 - Fire Operating Supplies			246.85	WPSG- Fire Hooks, water can harness w/straps. Engine 91, 94 and 95.
			001 - 522 20 32 004 - Fire Operating Supplies			436.05	Creation Organics - Throw and go bags.
			001 - 522 20 34 004 - Uniforms			19.53	Imperial Cleaners - Hem Pants. (Parry)
			001 - 522 20 34 004 - Uniforms			433.78	Galls - Nomex pants Qty (2) - (Miller and Santander) Nomex s/s class B Qty (1) (Payne)
			001 - 522 20 34 004 - Uniforms			179.02	Imperial Cleaners - Sew patches (12) onto uniform shirts. (Payne and Santander)
			001 - 522 20 34 004 - Uniforms			48.83	Imperial Cleaners - Sew Patches on uniform shirt. (Miller)

CHECK REGISTER

East County Fire & Rescue

Time: 07:35:24 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 20 34 004 - Uniforms				19.51	Imperial Cleaners - Hem new nomex pants for (Miller)
		001 - 522 20 41 002 - Mobile Data Computer Cellular				200.05	Verizon - MDC
		001 - 522 20 41 003 - Cell Phones				83.96	Verizon - Cell phones for E91 and E94.
		001 - 522 30 30 000 - Fire Prevention & Public Educa				254.98	Mikes Party Rental - Bounce house for Open House 2024.
		001 - 522 45 33 000 - Training Supplies				97.49	Washougal Lumber - Particle Board for small burn demo.
		001 - 522 45 33 000 - Training Supplies				22.79	Washougal Lumber - items for small burn prop.
		001 - 522 45 41 001 - Fire Training Registration				425.00	WSU Prof Education - Registration fee for Fire Instructor 1. 9/4/2024 and 9/26/2024 (Charles)
		001 - 522 45 44 000 - Other Training Travel, Lodging,				1,238.20	Snoqualmie Inn - Lodging for Fire Officer 2 class. 5 nights. 8/11/2024-8/16/2024- (Sorensen)
		001 - 522 45 44 001 - Other Training Registration				500.00	Fowler Fire - Class Registration Fee for Fire Officer 2. 8/12/2024-8/16/2024- (Sorensen)
		001 - 522 50 31 000 - Station Supplies				180.45	Costco - Station supplies.
		001 - 522 50 42 091 - Station 91 Telephone & Interne				544.44	Comcast - Telephone/internet service at station 91. Service period 7/19/2024-8/18/2024.
		001 - 522 50 42 093 - Station 93 Telephone & Interne				337.49	Comcast - Telephone/internet service at station 93. Service period 8/10/2024-9/09/2024.
		001 - 522 50 42 094 - Station 94 Telephone & Interne				463.18	Comcast - Telephone/internet service at station 94. Service period 8/14/2024-9/13/2024.
		001 - 522 50 43 092 - Station 92 Electrical Service				53.74	Clark Public Utilities - Electric service at station 92. Service period 6/24/2024-7/22/2024.
		001 - 522 50 43 092 - Station 92 Electrical Service				50.66	Clark Public Utilities - Electric service at station 92. Service period 7/22/2024-8/21/2024.
		001 - 522 50 43 093 - Station 93 Electrical Service				308.83	Clark Public Utilites - Electric service at station 93. Service period 7/8/2024-8/7/2024.
		001 - 522 50 43 094 - Station 94 Electrical Service				288.23	Clark Public Utilites - Electric service at station 94. Service period 7/8/2024-8/7/2024.
		001 - 522 50 45 091 - Station 91 Garbage				160.56	Waste Connections - Trash service at station 91. Service period 7/1/2024-7/31/2024.
		001 - 522 50 45 093 - Station 93 Garbage				52.71	Waste Connections - Trash service at station 93. Service period 7/1/2024-7/31/2024.
		001 - 522 50 45 094 - Station 94 Garbage				70.94	Waste Connections - Trash service at station 94. Service period 7/1/2024-7/31/2024.
		001 - 522 50 46 091 - Station 91 Gas				82.23	NW Natural - Gas service at station 91. Service period 6/14/2024-7/16/2024.
		001 - 522 50 46 091 - Station 91 Gas				76.66	NW Natural - Gas service at station 91. Service period 7/16/2024-8/14/2024.
		001 - 522 50 48 093 - Station 93 Pest Control				140.22	NW Pest Control - Pest control service at station 93.
		001 - 522 60 40 002 - Hose & Nozzle				29.09	Amazon - Hose and Nozzle supplies.
		001 - 522 60 40 004 - Ladders				756.81	Amazon - Welding spool gun to repair ladders.
		001 - 522 60 40 004 - Ladders				23.70	Amazon - Aluminum welding wire for ladder repair.

CHECK REGISTER

East County Fire & Rescue

Time: 07:35:24 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
989	09/17/2024	Claims	6291	15280	WASHOUGAL HARDWARE	35.77	Account 500331 - August statment
					001 - 522 50 31 000 - Station Supplies	35.77	Nozzle twist Qty. (1). K/Bth sealant clear. Qty. (1). Silicone Qty. (1).
990	09/17/2024	Claims	6291	15281	VANCOUVER DISTRICT 2010 WASTE CONNECTIONS	192.00	Invoice # 208409528010 - Shred records per retention period specified on the retention schedule. Qty. (20) boxes.
					001 - 522 10 44 000 - Professional Services	192.00	Shred records per retention period specified on the retention schedule. Qty. (20) boxes.
991	09/17/2024	Payroll	6291	15282	OPEIU Local 11	61.90	Pay Cycle(s) 09/10/2024 To 09/10/2024 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	30.95	
					001 - 589 99 99 000 - Payroll Clearing	30.95	
992	09/17/2024	Payroll	6291	15283	TRUSTEED PLANS SERVICE CORPORATION	1,061.31	Pay Cycle(s) 09/10/2024 To 09/25/2024 - Disability - FF (Case#37014)
					001 - 522 20 26 001 - Disability/Life Insurance	90.05	
					001 - 522 20 26 001 - Disability/Life Insurance	103.20	
					001 - 522 20 26 001 - Disability/Life Insurance	89.55	
					001 - 522 20 26 001 - Disability/Life Insurance	90.17	
					001 - 522 20 26 001 - Disability/Life Insurance	65.63	
					001 - 522 20 26 001 - Disability/Life Insurance	90.17	
					001 - 522 20 26 001 - Disability/Life Insurance	93.92	
					001 - 522 20 26 001 - Disability/Life Insurance	93.92	
					001 - 522 20 26 001 - Disability/Life Insurance	72.67	
					001 - 522 20 26 001 - Disability/Life Insurance	94.44	
					001 - 522 20 26 001 - Disability/Life Insurance	83.15	
					001 - 522 20 26 001 - Disability/Life Insurance	94.44	
993	09/17/2024	Payroll	6291	15284	WASHINGTON COUNCIL OF POLICE	65.00	Pay Cycle(s) 09/10/2024 To 09/25/2024 - WACOPS Invoice #26733
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
					001 - 522 20 26 001 - Disability/Life Insurance	5.00	
1027	09/25/2024	Claims	6291	15285	CLARK COUNTY TREASURER	13,300.50	Invoice # CI068056 - Q4 (October, November, December) Cresa dispatching operations allocation. Q4 Cresa radio operations allocations. Q4 Cresa ER & R Fund allocations.
					001 - 522 20 40 000 - CRESA Dispatch Fee	13,300.50	Q4 (October, November, December) Cresa dispatching operations allocation. Q4 Cresa radio operations allocations. Q4 Cresa ER & R Fund allocations.
1028	09/25/2024	Claims	6291	15286	WEX BANK -	1,616.23	Invoice # 99751346 - August/September Fuel Charge.

CHECK REGISTER

East County Fire & Rescue

Time: 07:35:24 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 49 008 - Finance Charges			184.85	Finance Charge/Statement Fee/Account Fee
			001 - 522 20 36 000 - Fuel (Diesel/Gasoline)			1,431.38	August/September Fuel Charge.
1029	09/25/2024	Payroll	6291	15287	OPEIU Local 11	61.90	Pay Cycle(s) 09/25/2024 To 09/25/2024 - OPEIU Dues
			001 - 589 99 99 000 - Payroll Clearing			30.95	
			001 - 589 99 99 000 - Payroll Clearing			30.95	
975	09/17/2024	Claims	62916	15266	AIR EXCHANGE	32,175.08	Invoice #91612616 - Ducting and installation materials at station 93.
			007 - 594 22 63 050 - Facilities (Equipment)			32,175.08	Ducting and installation materials at station 93.
						46,563.85	
						32,175.08	
						78,738.93	Claims: 77,488.82 Payroll: 1,250.11

CHECK REGISTER

East County Fire & Rescue

Time: 07:37:16 Date: 09/27/2024

09/15/2024 To: 09/30/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
994	09/25/2024	Payroll	6291	EFT		293.80	
995	09/25/2024	Payroll	6291	EFT		4,702.57	
996	09/25/2024	Payroll	6291	EFT		3,131.15	
997	09/25/2024	Payroll	6291	EFT		2,540.61	
998	09/25/2024	Payroll	6291	EFT		387.01	
999	09/25/2024	Payroll	6291	EFT		994.00	
1000	09/25/2024	Payroll	6291	EFT		3,658.27	
1001	09/25/2024	Payroll	6291	EFT		1,796.60	
1002	09/25/2024	Payroll	6291	EFT		293.80	
1003	09/25/2024	Payroll	6291	EFT		1,829.54	
1004	09/25/2024	Payroll	6291	EFT		1,831.35	
1005	09/25/2024	Payroll	6291	EFT		1,319.21	
1006	09/25/2024	Payroll	6291	EFT		293.80	
1007	09/25/2024	Payroll	6291	EFT		3,840.46	
1008	09/25/2024	Payroll	6291	EFT		2,593.70	
1009	09/25/2024	Payroll	6291	EFT		2,063.51	
1010	09/25/2024	Payroll	6291	EFT		550.62	
1011	09/25/2024	Payroll	6291	EFT		6,034.36	
1012	09/25/2024	Payroll	6291	EFT		346.89	
1013	09/25/2024	Payroll	6291	EFT		293.80	
1014	09/25/2024	Payroll	6291	EFT		2,468.69	
1015	09/25/2024	Payroll	6291	EFT		417.39	
1016	09/25/2024	Payroll	6291	EFT		2,895.36	09/12/2024 on a trade w/Parry and called out sick.
1017	09/25/2024	Payroll	6291	EFT		1,566.53	
1018	09/25/2024	Payroll	6291	EFT	IAFF2444	972.54	Pay Cycle(s) 09/25/2024 To 09/25/2024 - IAFF Dues
1019	09/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	8,581.93	Pay Cycle(s) 09/25/2024 To 09/25/2024 - LEOFF2
1020	09/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,276.83	Pay Cycle(s) 09/25/2024 To 09/25/2024 - PERS2
1021	09/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,589.20	Pay Cycle(s) 09/25/2024 To 09/25/2024 - DComp
1022	09/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	4,598.30	Pay Cycle(s) 09/25/2024 To 09/25/2024 - DComp Match
1023	09/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	315.19	Pay Cycle(s) 09/25/2024 To 09/25/2024 - NLEC
1024	09/25/2024	Payroll	6291	EFT	IRS	10,160.79	941 Deposit for Pay Cycle(s) 09/25/2024 - 09/25/2024
1025	09/25/2024	Payroll	6291	EFT	OR Department of Revenue	1,120.00	Pay Cycle(s) for OR Tax: 09/25/2024 - 09/25/2024
1026	09/25/2024	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 09/25/2024 To 09/25/2024 - WA Child Support

001 General Fund

77,457.80

77,457.80 Payroll: 77,457.80



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



To: Board of Fire Commissioners
 From: Chief Ed Hartin
 Date: October 1, 2024
 Subject: Chief's Report

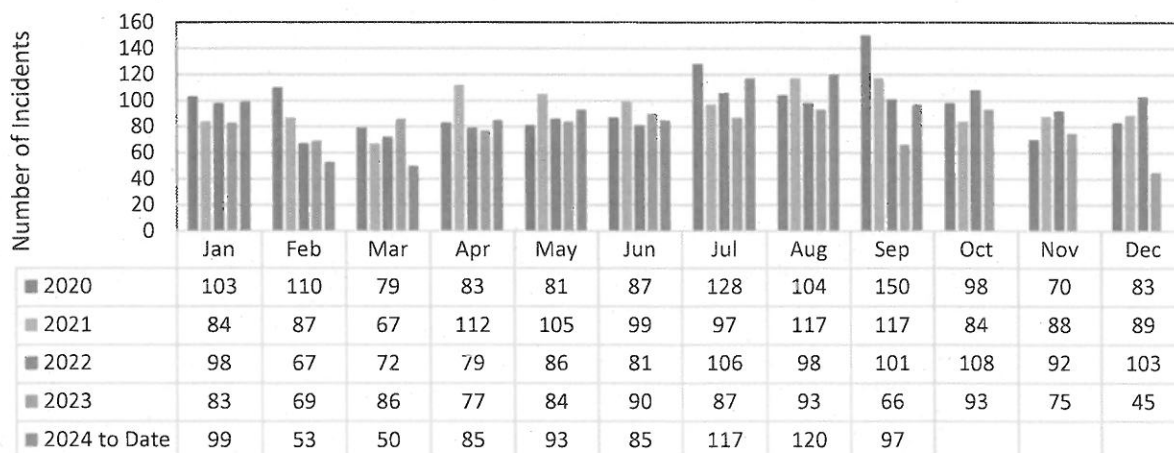
Response Activity

In September the district responded to 97 calls for service. Table 1 outlines the distribution of incidents.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	2
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	70
4 - Hazardous Condition (No Fire)	0
5 - Service Call	7
6 - Good Intent Call	17
7 - False Alarm & False Call	1
9 - Special Incident Type	0
Total Responses	97

Figure 1. Incident Responses by Month 2020-2024



Staffing and Deployment

During the month of September, the district maintained a 90th percentile¹ shift staffing level of 2.00 personnel during the day (07:00-19:00) and 2.00 personnel at night (19:00-07:00). Station 94 was unstaffed once during the day and 11 times for a full shift (07:00-07:00) and as such, the availability of response from this station was 61.67%. This is the lowest availability for response from this station since 2023. Staffing has been significantly impacted by the three personnel on paid family medical leave and one member off work with a duty related injury.

Daily shift staffing is illustrated in Figure 2 and Figure 3 illustrates 90th percentile staffing and availability from Station 94.

Figure 2. Daily Shift Staffing

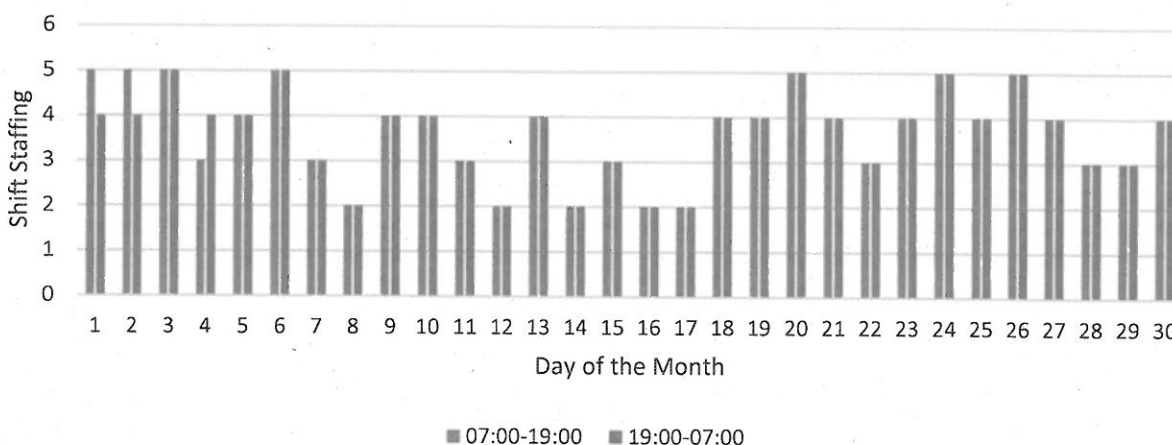
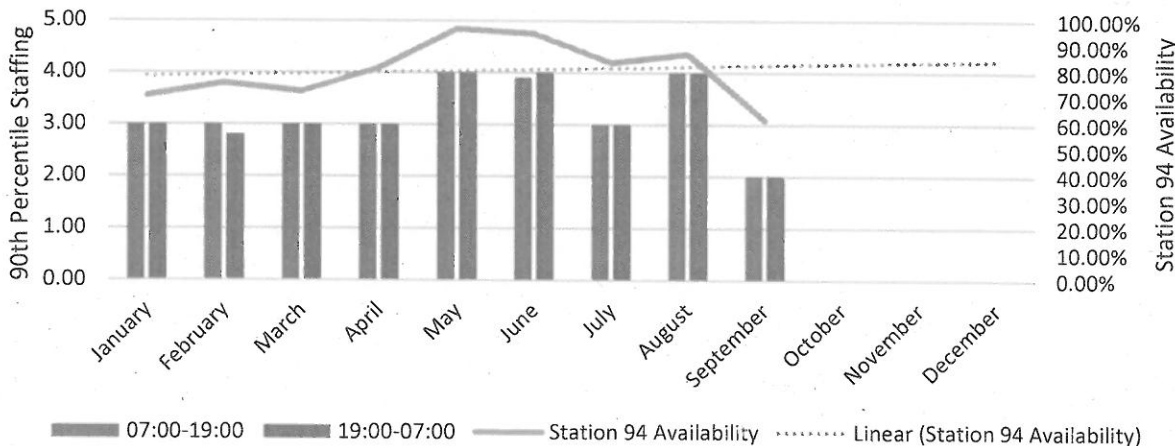


Figure 3. 90th Percentile Shift Staffing and Station 94/93² Availability for Response



¹ Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

² Station 94 was closed during the 1st Quarter (Jan-Mar) due to mold remediation and water damage repair.

During the month of September, ten incidents were impacted by a lack of staffing at Station 94 as illustrated in Table 2. Five of these incidents were priority two, and two was priority three.

Table 2. Incidents Impacted by Unavailability for Response from Station 94

Date	Time	FMZ	Priority	Event Type	First Due
9/11/2024	7:52	ECFR	94	2	HEMORRHAGE/LACERATIONS
9/15/2024	13:14	ECFR	94	2	TRAFFIC/TRANSPORTATION ACCIDENTS
9/15/2024	13:36	ECFR	94	3	TRAFFIC/TRANSPORTATION ACCIDENTS
9/16/2024	12:11	ECFR	94	2	STROKE
9/17/2024	18:00	ECFR	95	5	TRAUMATIC INJURY
9/22/2024	23:50	ECFR	94	5	ALARMS
9/28/2024	18:29	ECFR	94	2	TRAUMATIC INJURY
9/28/2024	19:08	ECFR	96	3	TRAFFIC/TRANSPORTATION ACCIDENTS
9/29/2024	3:28	ECFR	95	2	TRAFFIC/TRANSPORTATION ACCIDENTS
9/29/2024	21:00	ECFR	94	3	TRAFFIC/TRANSPORTATION ACCIDENTS

In addition to full- and part-time staffing, the district’s volunteer members worked 21 shifts during the day and 4 shifts during the night for a total of 252 hours of service to the community. Several of our volunteer members are currently certified as EMTs, as firefighters, or both. Others are at the start of their training. However, all our volunteer members provide a valuable service and contribute to the great work being done by staff on shift.

Shift Reports

A Shift/Training: Training this month included EMS ongoing training and evaluation focused on cardiac arrest. Fire training focused on ladders, targeted search, and structure fire rescue. In addition, members completed four tactical decision simulations for the initial incident commander and one for the first arriving command officer. Volunteer firefighter 2023 and 2024 cohorts worked on ladder skills, portable fire extinguishers, and hazmat.

B Shift/Facilities and Community Risk Reduction: Captain Sorensen continued with minor facilities maintenance projects and generator maintenance and repair. Vegetation was also removed from the stormwater control ponds at Stations 93 and 91.

C Shift/Apparatus and Equipment: Engine 94 experienced a catastrophic failure of the cooling fan while returning from a medical incident. Failure of the fan damaged the fan shroud, radiator and radiator hoses. As previously reported to the board, the cost for towing was \$539.50 and estimated cost for repair is \$10,099.44 and this apparatus will be out of service for over a month due to the length of time necessary to obtain parts.

Programs and Projects

Budget and Financial Plan Update: Chief Hartin has completed the proposed 2025 district budget and is finishing work on the related performance measures. The proposed budget will be distributed to the board prior to their second regular meeting in October.

Full-Time Staffing: Firefighter Zach Allen is managing the full-time firefighter recruitment process that will be conducted this fall to develop a pool of qualified candidates for full-time positions to be filled in January of 2025. We anticipate making conditional offers to fill these positions in mid to late November.

Part-Time Staffing: Volunteer Trevor Pederson Santander was promoted to Part-Time Firefighter effective September 16, 2024. With the promotion of Firefighter Pederson, brings the district to 100% of our authorized part-time staffing level.

Gresham Fire Department Serious Injury Investigation: Firefighter Spencer Tejedas has been released from the hospital and returned home. Hopefully Chief Hartin and Battalion Chief Peter Graves will be able to meet with him in the near future to gain further clarity on this incident.

Professional Development: Chief Hartin will be attending the Blue Card Hazard Zone Conference this week from October 2nd through the 4th (at his own expense). Lessons learned at the conference will be incorporated into our in-service training and professional development program as we move through the 4th quarter of 2024.



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us →



To: Board of Fire Commissioners
From: Assistant Chief Robert Jacobs
Date: October 1, 2024
Subject: Assistant Chief's Report

Training

September DOC training was 9/10/2024.

September EST/Tender was 9/24/2024.

October DOC training will be 10/8/2024 Sta. 91 7 PM.

October EST/Tender training will be 10/22/2024 Sta. 93 at 7 PM.

Apparatus

The last part needed for E94 Apparatus 1014 is supposed to arrive on October 4, 2024.

The list of tire manufacturing dates has been completed.

Safety

Last safety committee meeting was 09/25/2024.

Next safety committee meeting will be 11/25/2024 Station 91 7:30 PM.

No new accidents/incidents since the last board meeting.



East County Fire and Rescue Standard Operating Guidelines

Title Providing Food and Beverages	SOG # 1.1.9
Policy Adoption	Date
Standard Operating Guideline Adoption	Date

Purpose

Addressing the topic of eating and drinking at public expense, the Washington Attorney General’s Office provides the following guidance:

The consumption of nourishment is perhaps the classic example of what is ordinarily to be regarded as a private, personal and not public activity... Public employees, just like their brothers and sisters in the private sector, are compensated in the form of salary and are generally expected to select and pay for their own food and entertainment without looking to their employers for these items.

Thus, to pay for food and drink with public money is very much the exception rather than the rule. Because the purchase of food and beverages at public expense is almost never explicitly mentioned in law, the recognized exceptions to the general rule must be searched for in the shadowy areas of implied authority or derived by extension from principles primarily relating to some other topic (Reaves, 1987).

The policies and procedural guidance provided in this standard operating guideline defines the limited circumstances under which the district may provide food and beverages to members or others.

Scope

This standard operating guideline (SOG) defines policy and procedure for providing food and/or beverages during meetings, training, and emergency incident operations. This SOG applies to all members inclusive of elected officials, employees, and volunteers.

Policies

East County Fire and Rescue has adopted the following policies related to provision of food and beverages for district members:

- The district may provide food and/or beverages to participants at district meetings if it is a special situation or outside routine business for district employees and the meal is an integral part of the meeting (e.g., working meal).

Title Providing Food and Beverages	SOG # 1.1.9
---------------------------------------	----------------

- The district may provide food and/or beverages to participants at district training activities to maintain hydration during strenuous activity or when the training is conducted at remote locations where leaving the training site for a meal would compromise the effectiveness of the training activity.
- The district may provide food and/or beverages to response personnel (e.g., firefighters and officers) to maintain hydration during strenuous activity and provide meals during extended emergency operations.
- District expenditure for each individual meal shall not exceed the applicable General Services Administration (GSA) per-diem meal allowance for the location of the incident, meeting, or training activity with an itemized receipt provided for meal purchases.
- Beverages and food items used for incident or training rehabilitation and to maintain hydration may be purchased in bulk, maintained in stock by the district, and not allocated to a specific training activity or incident.

Procedure

East County Fire and Rescue (ECFR) has established the following procedures related to providing food and beverages.

Meetings

The district may provide food and beverages for district meetings if the following requirements are met:

- The meeting is to conduct district business; **and**
- The food and beverages (e.g., meal) are an integral part of the meeting (e.g., a working lunch or dinner); **and**
- The meeting is a special situation or occasion outside the normal business of district members; **and**
- Approval is obtained from the fire chief using a Food and Beverage Approval Form (Appendix A); **and**
- The amount paid for meals does not exceed the applicable meal allowance as specified by the United States General Services Administration for the location of the meeting (generally this will be for the City of Vancouver and Clark/Cowlitz/Skamania counties). See <https://www.gsa.gov/travel/plan-book/per-diem-rates>; **and**
- The purchaser obtains an itemized receipt for the actual cost of the food and beverages; **and**
- List of names for the individuals provided with food and beverages.

District funds cannot be used to provide food and beverages for routine district meetings, or any event deemed to be social in nature. In addition, district funds may not be used for purchase of alcoholic beverages.

Title	SOG #
Providing Food and Beverages	1.1.9

Training

The district can provide food and beverages for rehabilitation and to maintain hydration at any district training activity involving physiological stressful activity. Providing food and beverages under these circumstances is consistent with the provisions of WAC 296-126-094, which states: "It shall be the responsibility of every employer to maintain conditions within the work place environment that will not endanger the health, safety or welfare of employees. All facilities, equipment, practices, methods, operations and procedures shall be reasonably adequate to protect employees' health, safety and welfare".

The district may provide meals for training activities if the following requirements are met:

- The training is provided to district elected officials, employees, or volunteers; **and**
- The food and beverages (e.g., meal) is an integral part of the training (e.g., a working lunch or dinner); **or**
- The training location is remote from a fire station, restaurants, or other facilities where food and beverages may be obtained; **and**
- Approval is obtained from the fire chief and documented on a Food and Beverage Approval Form (see Appendix A); **and**
- The amount paid for meals does not exceed the applicable meal allowance as specified by the United States General Services Administration for the location of the meeting (generally this will be for the City of Vancouver and Clark/Cowlitz/Skamania counties). See <https://www.gsa.gov/travel/plan-book/per-diem-rates>; **and**
- The purchaser obtains an itemized receipt for the actual cost of the food and beverages; **and**
- List of names for the individuals provided with food and beverages.

Emergency Incident Operations

As with physiologically stressful training activities providing food and beverages for rehabilitation and to maintain hydration is consistent with the provisions of WAC 296-126-094.

The district may provide meals during incidents within the district's jurisdiction during extended incident operations under the following conditions. Extended operations are defined as having a duration of more than four hours and/or extending past normal mealtimes.

- Authorization may be granted by any district officer or member working out of class as an officer but will generally be granted by the incident commander.
- Whenever possible, meals should be requested from the Responder Resource Center (RRC) (contact Mark Greisz at (360) 798-5966). The RRC provides meals to responders at no cost to the district.

Title Providing Food and Beverages	SOG # 1.1.9
---------------------------------------	----------------

- If meals are not available from the RRC food and beverages may be purchased from a retail outlet or restaurant.
- While it may not be feasible to research the GSA per diem rate during incident operations, the purchaser should endeavor to provide food and beverages within the applicable meal allowance; **and**
- A Food and Beverage Approval Form must be completed post-hoc and submitted with an itemized receipt for the actual cost of the food and beverages; **and**
- A list of names for the individuals provided with food and beverages is attached to the Food and Beverage Approval Form. If this is not feasible during incident operations, attach a list of what agencies and companies along with the number of personnel (e.g., Vancouver Fire Department Engine 4, 3 personnel).

Exceptions

Exceptions to these procedures may be approved by the fire chief on a case by case basis, but the rationale for the exception and compliance with the intent of this procedure must be documented in writing and attached to the Food and Beverage Approval.

References

Reaves, L. (1987). *Eating and drinking at public expense*. Retrieved September 20, 2024, from <https://mrsc.org/getmedia/7c69510c-5971-4f29-ab0e-9056793a3390/w3ag051487.pdf>.

United States General Services Administration (GSA). (2024). *Per diem rates*. Retrieved September 20, 2024, from <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Washington Administrative Code (WAC) 296-126 standards of labor for the protection of the safety, health and welfare of employees for all occupations subject to Chapter 49.12 RCW sections. Retrieved September 20, 2024, from <https://app.leg.wa.gov/wac/default.aspx?cite=296-126>.

Title

Providing Food and Beverages

SOG #

1.1.9

Appendix A-Food and Beverage Approval Form



East County Fire and Rescue
Food and Beverage Approval

Activity	
Location (City, State, Zip)	
Date	Time

Type of Activity <input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Incident Operations Incident #:	Food and Beverages Provided For <input type="checkbox"/> ECFR Elected Officials <input type="checkbox"/> ECFR Employees and/or Volunteers <input type="checkbox"/> Other Personnel Specify: <i>Attach a List of Names</i>
---	---

Food and Beverage Expense Estimated Number of Persons GSA Per-Diem Meal Allowance Estimated Cost Line-Item Number	Type of Food and Beverage Service <input type="checkbox"/> Incident Rehab (Fluids and Snacks) Incident #: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
--	---

Purchaser: _____ Date: _____

Authorized by: _____ Date: _____



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution #354-10012024

A resolution providing for Justification of sole source procurement under the provisions of RCW 39.04.280.

WHEREAS, East County Fire and Rescue, Clark County (the “district”, is a fire protection district established under Revised Code of Washington (RCW) 52; and

WHEREAS, RCW 52.14.110, RCW 52.14.120, and RCW 39.04 define the statutory requirements for use of competitive bids and exceptions to bid requirements; and

WHEREAS, RCW 52.14.110(4) and RCW 39.04.280 authorize the district to waive these statutory requirements when purchases are clearly and legitimately limited to a single source of supply; and

WHEREAS, this purchase clearly and legitimately is limited to a single source of supply (see the attached justification of sole source procurement).

THEREFORE BE IT RESOLVED THAT:

Section 1. Pursuant to RCW 39.04.280, the board of fire commissioners hereby declares that the requirements for sole source procurement have been met.

Section 2. Pursuant to RCW 39.04.280, the board of fire commissioners hereby waives the competitive bidding and other requirements of RCW 52.14.110 and 39.04 for purchases of Generator Maintenance Contract – Station 91 and Station 93.

Section 3. The board of fire commissioners authorizes the fire chief or his or her designee to issue a purchase order for this procurement consistent with the provisions of *Standard Operating Guideline (SOG) 1.3.2 Procurement*.

Section 4. This resolution shall be in full force and effective immediately upon its adoption and approval.

ADOPTED at a regular meeting of the Board of Commissioners for East County Fire and Rescue, October 01, 2024 with the following commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary
Chief Ed Hartin (Alternate)



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Justification of Sole Source Procurement

Sole source procurement applies in circumstances where there is clearly and legitimately a single source of supply (RCW 39.04.280). Sole source justification is not required for procurement involving an expenditure of less than \$1,000. Sole source procurement involving expenditure of between \$1,000 and \$5,000 may be approved by the fire chief. Sole source procurements involving expenditure of greater than \$5,000 must be approved by resolution of the board of fire commissioners.

Description of Supplies or Services Required

Stations 91 and 93 are each outfitted with emergency backup generators to ensure uninterrupted operation of critical facility functions relating to emergency response. The district previously had a preventative maintenance contract with Pacific Power Group for the generator at Station 93 but did not have a service contract for the generator serving Station 91. The proposed service contract provides the following for the emergency generators at Station 91 and Station 93: full annual preventative maintenance (inclusive of replacement of engine oil and filters, replacement of diesel fuel filters and fuel/water separators, replacement of coolant filters, and samples of fluids for analysis) and 1.5 Hour Load Test compliant with NFPA-110.

Circumstances Permitting Exemption from Bid Requirements

Each of the following requirements must be met for a sole source procurement:

- The district has conducted a screening process whereby it can justify purchase of a specific product.
- Specifications have legitimately been drafted to which only one vendor can successfully respond (if specifications could be drafted to permit competition, sole source procurement may not be used).
- The product is available only through one manufacturer and distributor (and the manufacturer so certifies).
- The vendor certifies that the district is receiving the lowest price it offers anyone.


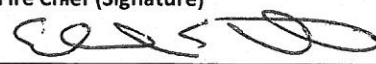
Narrative description of how this procurement is consistent with the requirements of RCW 39.04.280.

Consistent with RCW 39.04.280 Section 1.B, competitive bid requirements may be waived by resolution of the Board of Fire Commissioners if purchases (services) involve special facilities or market conditions. Both generators require service by licensed CAT mechanics which limits the vendors who can perform service on these two generators therefore these generators can be considered special facilities due to their make and required use in facilities necessary for public safety/emergency response. The narrative description below also identifies market conditions impacting sole source procurement.

Narrative description of attempts to solicit multiple quotes.

In the solicitation for the previous contract for service in 2023, it was identified that Pacific Power Group was the sole service provider in the marketplace that could provide service or emergency repairs for CAT generators at Station 91 and Station 93. Due to the nature and use of the equipment as a backup power source for two of the district's stations in the event of emergency repairs, Pacific Power Group provides the only identified CAT-certified mechanics in immediate geographic area to provide timely repairs and maintenance on critical facilities infrastructure.

List of sources expressing and interest during the market survey.

I certify that this justification of sole source procurement is accurate and complete to the best of my knowledge and belief.	Purchaser (Signature) 	Date 09 / 27 / 2024
	Fire Chief (Signature) 	Date 09 / 27 / 2024
Resolution # (Attached) -	Board Chairperson	Date _ / _ / _



Generator Service Proposal

To: DEBBIE MACIAS
 EAST COUNTY FIRE & RESCUE #116075
 600 NE 267TH AVE
 CAMAS, WA 98607
 Phone: 360.834.4908
 dmacias@ecfr.us

From: SCOTT KOYEN
 6100 S 6TH WAY
 RIDGEFIELD, WA 98642
 Office: 13608875902
 skoyen@pacificpowergroup.com

WA STATE CONTRACT 02420, PW

Date: September 23, 2024

Proposal #: 82055 Please reference Proposal # on POs and all correspondence.

Quantity	Description	Price
1	ANNUAL PM SERVICE 312TH AVE MODEL: D135P2SX KW: 135 S/N: OLY00000HNPS01390 This proposal is to perform annual full PM services per schedule "C" scope of work as attached during dayshift hours. **Prevailing wage included State Contract 02420 PW	\$1,605.82
1	ANNUAL 1.5 HOUR LOAD BANK TEST 312TH AVE This proposal is to perform 1.5-hour resistive Load Bank Test per NFPA-110. Minimum load steps will be 30 minutes @ 50% load, 60 minutes @ 75% load.	\$1,576.78

Unless itemized above, proposed price does not include tax. Due to recent, frequent, and significant cost increases, Pacific Power Group reserves the right to revise pricing if our costs of labor or materials increase after the date of the proposal.

Signature: _____ Date: _____

Print Name: _____ Purchase Order #: _____

Contact for Service: _____ Phone: _____

This transaction is governed by and subject to the Terms and Conditions of Sale and Service (the "Terms and Conditions") of Pacific Power Group ("Seller") that are in effect as of the date of this proposal. The Terms and Conditions are available online at www.pacificpowergroup.com/terms, and they are incorporated in full by this reference and made a part of this transaction. Customer acknowledges that Customer has read the Terms and Conditions. By purchasing goods and/or services from Seller, Customer agrees to be bound by the Terms and Conditions that are set forth on Seller's website. Customer's payment for and acceptance of the products and/or services described in this proposal will confirm Customer's acceptance of the Terms and Conditions. Upon Customer's request, Seller will provide Customer with a hard copy of the Terms and Conditions. Unless otherwise noted, services are to be performed during normal business hours.

Quantity	Description	Price
	<p>**Prevailing wage included State Contract 02420 PW</p> <p>This quote includes the cost of the electrical permit for load bank connection as required by Washington State Department of Labor and Industries, and load bank connection will be performed by PPG licensed electrician as required by Washington state law.</p>	
1	<p>ANNUAL PM SERVICE STATION 91 MFR: CAT MODEL: D125-6 KW: 125 S/N: CAT00C66LSDA00468</p> <p>This proposal is to perform annual full PM services per schedule "C" scope of work as attached during dayshift hours.</p> <p>**Prevailing wage included State Contract 02420 PW</p>	\$1,539.18
1	<p>ANNUAL 1.5 HOUR LOAD BANK TEST STATION 91</p> <p>This proposal is to perform 1.5-hour resistive Load Bank Test per NFPA-110. Minimum load steps will be 30 minutes @ 50% load, 60 minutes @ 75% load.</p> <p>**Prevailing wage included State Contract 02420 PW</p> <p>This quote includes the cost of the electrical permit for load bank connection as required by Washington State Department of Labor and Industries, and load bank connection will be performed by PPG licensed electrician as required by Washington state law.</p>	\$1,592.78

*Unless itemized above, quoted price does not include tax.

Pacific Power Group Clarifications To Our Proposal

Unless stated otherwise in our proposal, the following clarifications apply:

General:

- Pricing assumes all work is performed during dayshift hours. Additional charges may apply for afterhours work.
- It is the client's responsibility to understand State and Federal Prevailing Wage requirements and to communicate those requirements to Pacific Power Group. Pricing does not include Prevailing Wage labor unless specifically noted. If Prevailing Wage requirements become known after the completion of work, additional labor charges will apply.
- It is the client's responsibility to understand applicable compliance requirements related to services to their generator(s), including but not limited to NERC and to communicate those requirements to Pacific Power Group. Only the Authority Having Jurisdiction can specify or define what services are required for compliance.
- Pricing assumes the award of all quoted work. Pacific Power Group reserves the right to requote pricing if award is for a lesser volume of work.
- Pricing assumes reasonable access to power generation equipment, and parking for our service vehicles adjacent to work site. Additional charges may apply for difficult access (roof top installations, ladders required to access equipment, distant parking from work site, etc.).
- Pricing does not include costs for parking permits. Parking permits, if required, may be billed additional.
- Pacific Power Group reserves the right to requote work if our cost of materials or labor increases after 30 days of the date quoted.
- All work performed will be governed by Pacific Power Group Standard Terms and Conditions. If a client-provided contract is required, additional charges will apply for contract review.
- Any additional needed work discovered during the course of performing quoted work will be noted and quoted to be performed at additional cost.
- Any site-specific training or certifications required to perform work may be billed additional.
- Any additional charges or fees related to invoicing or filing through a third party, including filing fees, registration fees, permit costs, etc., may be billed additional, and may include related administrative charges.
- Any applicable taxes will be billed additional and are not included in quoted price.
- Service reports will be provided on Pacific Power Group standardized reports. Any client-required specialized or custom reports may be billed additional.
- Pacific Power Group does not mandate vaccinations for our employees. Site or client specific vaccination requirements for vendor personnel may cause delays in scheduling and performing of services. Pacific Power Group is not responsible for delays in services due to site or client vaccination requirements.

Load Bank Testing:

- Pricing for load bank testing in Washington state includes the cost of electrical permits as required by Washington State Department of Labor and Industries for connection of load banks.
- Load bank connections in Washington state will be performed by Pacific Power Group licensed electricians as required by Washington state law.
- Pricing for load bank testing assumes access for our load bank within 50' of connection point, with free air flow and free of overhead fire sprinkler heads or other heat sensitive equipment. Additional charges may apply for longer cable runs.
- Pricing for load bank testing assumes a direct line of sight exists between generator controller and load bank controller. Additional charges may apply for a second technician if a direct line of sight does not exist.
- Load bank testing is performed at time of annual PM services or other services and does not include travel for a dedicated trip.
- Load bank testing will be performed using resistive load banks. Reactive load bank testing can be performed at additional cost upon request.

Limitations on Scope of Work:

- Alarms and shutdowns will be tested/ inspected to the extent possible without removal of sensors. Testing of some alarms and shutdowns is not possible on some newer electronic engines.
- Level switches, transfer pumps and controls will be tested/ inspected to the extent possible without removing level switches or manipulating fluid levels.
- Coolant flushes (if included) are limited to one water flush only. If additional flushing and/or chemical flush is required due to conditions of cooling system, additional charges may apply.
- Fluid sampling and lab analysis of fluids (lube oil, coolant, and fuel) can be provided upon request but is not included unless specifically noted.
- Fluids for top off will be billed additional.

Transfer Switches/ Electrical Gear:

- Any electrical cabinets that require arc flash protection greater than 40 Cal will not be opened by Pacific Power Group technicians while energized. De-energizing of transfer switches and electrical gear is by others.
- Performing load transfer tests will disrupt power to the load and requires owner authorization.
- If load transfer tests must be performed after hours additional overtime labor charges may apply.

Travel and Standby Time:

- Standby time beyond our control in excess of 15 minutes may be invoiced additional at our current labor rates. Travel expenses related to standby time may be billed additional.
- Pacific Power Group cannot be responsible for delays in our response time beyond our control, including but not limited to traffic delays, weather events, and acts of God.
- Pricing includes one way travel and assumes work can be scheduled at Pacific Power Group's discretion to be combined with other work in the area for shared travel costs. Additional travel charges may apply if a dedicated trip is required to perform work.

1.5 HOUR LOAD TEST SCOPE OF WORK

- Check lube oil level prior to testing
- Check air filter prior to testing
- Check coolant level prior to testing
- Check fuel system and day tank prior to testing
- Check fuel quality (visual analysis)
- Check charging and starting system
- Check exhaust system
- Check for fluid leaks
- Check for control faults
- Check AC voltage and frequency
- Check instruments and lamps
- Commence testing as required
- Operate generator at not less than 50% of nameplate rating for 30 minutes, and not less than 75% of nameplate rating for 60 minutes, for a total of 1.5 continuous hours per 2010 & 2013 editions of NFPA-110
- Record data at 15 minute intervals
- Top off all fluids after engine run
- Reset switches to auto and reset breaker
- Submit load test / inspection report and advise on any abnormalities or repairs needed
- *Pacific Power Group, LLC will purchase and provide electrical permit for connection of load bank as required by WAC 296-46B-901 (Washington state only)*
- *Load bank connections will be performed by Pacific Power Group, LLC licensed electrician as required by RCW 19.28 19.28.041 and RCW 19.28.061 (Washington state only)*
- *Load bank and cabling will be UL listed and labeled or third party listed and labeled as required by WAC 296-46B-010 (Washington state only)*

Please note: Any fluids required for top off will be billed additional.

GENERATOR PM SCOPE OF WORK

ANNUAL FULL SERVICE

1. Replace Engine lube oil and lube oil filters
2. Replace Engine diesel fuel filters and fuel/water separator filters
3. Replace coolant filter(s) (where applicable)
4. Obtain oil, coolant, and fuel sample for lab analysis

SERVICE CHECKS

1. Check oil level
2. Check and adjust engine block heater operation
3. Visual inspection of engine before and after test run
4. Check turbocharger rubber sleeves for cracking, damage, and leaks
5. Inspect charge air cooler and condensate drains for coolant discharge
6. Check Ignition system (points, plugs, condenser, cap, rotor, coil, and wiring where applicable/gaseous engines)
7. Test run engine listen for unusual noise and check for vibration
8. Check and record oil pressure, coolant temp and RPM
9. Check exhaust and turbo for signs of wet stacking
10. Check air louvers and air flow duct operation (where applicable)
11. Check exhaust piping and condensation trap
12. Check fuel system hoses and supply tank level
13. Check air filters (advise on replacement)
14. Check for leaks (fuel, water, and oil)
15. Check radiator hoses
16. Check fan belt condition and tension
17. Check coolant freeze points
18. Check and Verify controls are cleared of alarms
19. Check and adjust battery charger rate and operation
20. Check specific gravity and load test batteries, clean as required
21. Check seismic vibration isolator mounts
22. Check governor operation
23. Check engine alternator and DC charge rate
24. Check gauges and meters for operation
25. Check and Test automatic shutdown protections, alarms, and fault lamps (where applicable)
26. Check automatic transfer switch for dust and debris.
27. Check and Test time delay for engine start, load transfer and retransfer (authorization required)
28. Check and Test emergency system operation with load transfer (authorization required)
29. Check generator output voltage
30. Check voltage frequency
31. Check for rodent infestation
32. Update onsite maintenance records
33. Reset switches to auto and reset breakers
34. Clean work area
35. Submit service reports and advise on any abnormalities or repairs needed

Note: Any fluids required for top off will be billed additional.

RCW 39.04.280 Competitive bidding requirements—Exemptions.

This section provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases. The statutes governing a specific type of municipality may also include other exemptions from competitive bidding requirements. The purpose of this section is to supplement and not to limit the current powers of any municipality to provide exemptions from competitive bidding requirements.

(1) Competitive bidding requirements may be waived by the governing body of the municipality for:

(a) Purchases that are clearly and legitimately limited to a single source of supply;

(b) Purchases involving special facilities or market conditions;

(c) Purchases in the event of an emergency;

(d) Purchases of insurance or bonds; and

(e) Public works in the event of an emergency.

(2) (a) The waiver of competitive bidding requirements under subsection (1) of this section may be by resolution or by the terms of written policies adopted by the municipality, at the option of the governing body of the municipality. If the governing body elects to waive competitive bidding requirements by the terms of written policies adopted by the municipality, immediately after the award of any contract, the contract and the factual basis for the exception must be recorded and open to public inspection.

If a resolution is adopted by a governing body to waive competitive bidding requirements under (b) of this subsection, the resolution must recite the factual basis for the exception. This subsection (2) (a) does not apply in the event of an emergency.

(b) If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

(3) For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. [1998 c 278 s 1.]



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Resolution 355-10012024

A resolution providing for disposal of equipment deemed to be surplus to the reasonably foreseeable needs of East County Fire and Rescue.

WHEREAS, the equipment shown in Attachment A, belonging to East County Fire & Rescue is obsolete and no longer needed by the district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Based upon the findings and recommendations of the Fire Chief, this equipment is surplus to the foreseeable needs of the district.
2. Disposal of this equipment will benefit the district.
3. The fire chief is authorized dispose of this equipment in a manner that will be to the best advantage of East County Fire and Rescue.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue October 01, 2024, with the following Commissioners being present and voting:

Joshua Seeds, Chairperson

Michael Taggart, Vice Chair

Martha Martin, Commissioner

Steve Hofmaster, Commissioner

Brendan Addis, Commissioner

Attest

Debbie Macias, District Secretary
Ed Hartin, Chief (Alternate)

October 2024

October 2024							November 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 29	30	Oct 1 11:30am Exit Conference East County Fire & Rescue (Microsoft Teams Meeting) - Velasco, Tyra (SAO)	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 3:00pm Q4 - ECFR & Camas Meeting (At ECFR Station 91) 7:00pm EST Training (Station 93)	23	24	25	26
27	28	29	30	31	Nov 1	2