



# 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 January 07, 2025

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/83761958608>

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

Meeting ID 837 6195 8608 and Passcode 913688

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

### Call to Order

### Flag Salute

### Agenda Adjustments

### Consent Agenda

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

### Public Input

### Swearing In

Swearing in of three new Full-Time Firefighters (Krystal Moncier, Dalton Payne, Trevor Pedersen, Chris Miller and David Lockwood).

### Special Unit Citation

Kevin Hawkey.

**Correspondence**

**Staff Reports**

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

**Fire District Business**

1. Purchase Approval – Approve invoice for \$6,548.94 for Target Solutions schedule software.
2. Purchase approval – Approve invoice for \$8,838.66 for Springbrook accounting software.

**Committee Meetings:**

1. Communication with Neighboring Elected Officials.
  - City of Camas – TBA.
  - City of Washougal – TBA.
2. Risk Group - TBA.
3. East County Ambulance Advisory Board (ECAAB), TBA.
4. Safety Meeting January 27, 2025 at Station 91 at 7:30 PM.

**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 January 21, 2025 Station 91 at 6:30 PM – hybrid format.
- Next Commissioner Staff Workshop Meeting January 09, 2025 Station 91 at 3:00 PM – hybrid format.

**Executive Session**

**Adjournment**



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## Board of Fire Commissioners Consent Agenda

January 07, 2025

1. Approval of minutes:
  - December 17, 2024 Regular Board Meeting Minutes.
  - December 17, 2024 BVFF Meeting Minutes.
2. Invoices for \$58,868.75 check number 15392 through 15405 dated December 19, 2024.
3. Invoices for \$1,051.70 check number 15406 through 15408 dates December 30, 2024.
4. Approved commissioner stipends for the period of December 16, 2024 through December 31, 2024 with a January 10 pay date.

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

5. Voided/Destroyed Claims/Payroll Warrants.
6. Excuse absent Commissioner(s).
7. Payroll/Benefits/EFT's in the amount of \$78,875.64 (Payroll).
8. Use Tax \$123.50 Q4- dated January 7, 2025 (EFT).

\_\_\_\_\_  
Joshua Seeds, Chairperson

\_\_\_\_\_  
Michael Taggart, Vice Chair

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

\_\_\_\_\_  
Steve Hofmaster, Commissioner

\_\_\_\_\_  
Brendan Addis, Commissioner



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## Regular Board of Fire Commissioners Meeting December 17, 2024

Station 91  
6:30 PM  
Draft Minutes

### Attendance

Martha Martin	Mike Taggart	Joshua Seeds
Steve Hofmaster	Debbie Macias	Chief Ed Hartin
Brendan Addis	Assistant Chief Jacobs	Chief Steve Black
Station 94 Duty Crew	Trevor Pedersen	

### 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

Chief Black led the flag salute.

### Agenda Adjustments

#### Consent Agenda

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

**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. Purchase request – Magellan - EAP Professional services January 2025-December 2025 – Contract Renewal for \$6000.12. **Motion by Commissioner Taggart** to renew Magellan - EAP Professional services January 2025-December 2025, **Seconded by Commissioner Seeds. Motion passed unanimously.**
2. Purchase request – To purchase TecGen 51 – Deluxe PPE Coat Qty. (15) and TecGen 51 – Deluxe PPE Pants Qty. (15) from Municipal Emergency Services for \$17,722.32 per quote. **Motion by Commissioner Hofmaster** to purchase TecGen 51 – Deluxe PPE Coat Qty. (15) and TecGen 51 – Deluxe PPE Pants Qty. (15) from Municipal Emergency Services for \$17,722.32 per quote. **Seconded by Commissioner Martin. Motion passed unanimously.**
3. Purchase request - To purchase one (1) Rosenbauer water tender, complete with Kenworth chassis per attached specifications for \$644,579.00 plus sales tax. **Motion by Commissioner Taggart** to purchase one (1) Rosenbauer water tender, complete with Kenworth chassis per attached specifications for \$644,579.00 plus sales tax. **Seconded by Commissioner Martin. Motion passed unanimously.**
4. Approve/Disapprove paying invoice 2024-23 for \$20,080.97 – Premium for tail coverage insurance from VFIS/Yearend deadline for payment. **Motion by Commissioner Hofmaster** to pay invoice 2024-23 for \$20,080.97 – Premium for tail coverage insurance from VFIS/Yearend deadline for payment. **Seconded by Commissioner Taggart. Motion passed unanimously.**
5. Approve/Disapprove of the deputy chief classification specification. **Motion by Commissioner Martin** approving the deputy chief classification specification. **Seconded by Commissioner Addis. Motion passed unanimously.**
6. Resolution #362-12172024 – Surplus equipment, see attachment A – (1) Fire Extinguisher. **Motion by Commissioner Hofmaster** to surplus equipment in attachment A (1) Fire Extinguisher. **Seconded by Commissioner Martin. Motion passed unanimously.**
7. Resolution #363-12172024 – Approve 4<sup>th</sup> quarter budget amendment. **Motion by Commissioner Martin** to approve the 4<sup>th</sup> quarter budget amendment. **Seconded by Commissioner Addis. Motion passed unanimously.**

8. Resolution # 364-12172024 – Approve FY2025 Board Meeting Dates. **Motion by Commissioner Martin** to approve the FY2025 Board Meeting Dates. **Seconded by Commissioner Hofmaster. Motion passed unanimously.**
9. Approve – FY2025 Board Assignments. **Motion by Commissioner Martin** to approve FY2025 Board Assignments. **Seconded by Commissioner Hofmaster. Motion passed unanimously.**
10. Approve – FY2025 Observed Holidays. **Motion by Commissioner Addis** to approve FY2025 Observed Holidays. **Seconded by Commissioner Taggart. Motion passed unanimously.**

### **Committee Meetings**

1. Communication with neighboring elected officials.
  - City of Camas, TBA.
  - 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 January 27, 2025 at Station 91 at 7:30 PM.

### **Commissioners Comments**

Commissioner Taggart – Going to miss doing C.A.R.O.L. boxes this year. Hopes everyone has a good holiday.

Commissioner Martin – Shared that the Washougal parade was awesome and also wished everyone a good holiday.

Commissioner Hofmaster and Addis wished everyone a good holiday and new year.

Commissioner Seeds – Thanked Chief Hartin for moving us forward this year. He is happy with the leadership also happy we are moving forward with safer gear. Discussion ensued.

### **Public Input**

No comments.

### **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 January 07, 2024 Station 91 at 6:30 pm. – Hybrid format.
- Commissioner Staff Workshop Meeting January 09, 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](http://www.ecfr.us)).

**Executive Session**

**Adjournment**

**Motion by Commissioner Martin to adjourn at 19:33, seconded by Commissioner Taggart. Motion passed unanimously.**

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Joshua Seeds, Chairperson

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Michael Taggart, Vice Chair

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Martha Martin, Commissioner

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Steve Hofmaster, Commissioner

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Brendan Addis, Commissioner

**Attest**

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



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## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting December 17, 2024

Station 91  
Draft Minutes

### Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Brendan Addis

Steve Hofmaster

Chief Ed Hartin

Assistant Chief Jacobs

Debbie Macias

Chief Steve Black

Station 94 Duty Crew

Trevor Pedersen

### Call to Order

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

Chairperson Joshua Seeds called the meeting to order at 19:32 via Hybrid Meeting.

### Business

No new business.

### Adjournment

The local board adjourned at 19:32.



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Joshua Seeds, Commissioner Chairperson  
Michael Taggart, (Alternate)

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Firefighters Association Liaison

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

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Martha Martin, Commissioner  
Steve Hofmaster, (Alternate)

**Attest**

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

# CHECK REGISTER

East County Fire & Rescue

Time: 10:06:35 Date: 01/03/2025

12/16/2024 To: 12/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>1389</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15392</b>	<b>ACROSS THE STREET PRODUCTION</b>	<b>3,335.62</b>	<b>Invoice #26730 - Blue Card registration renewal for (2) instructors, (15) people.</b>
					001 - 522 45 41 001 - Fire Training Registration	2,000.00	Blue Card registration renewal for (2) instructors.
					001 - 522 45 41 001 - Fire Training Registration	1,875.00	Blue Card registration renewal for (15) people.
					001 - 522 45 41 001 - Fire Training Registration	-539.38	Prorated adjustment.
<b>1390</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15393</b>	<b>CLARK CO. FIRE RESCUE RISK MGMT GROUP</b>	<b>20,080.97</b>	<b>Invoice # 2024-23 - Premium tail coverage from VFIS/Year end deadline for payment.</b>
					001 - 522 10 47 001 - Insurance	20,080.97	Premium tail coverage from VFIS/Year end deadline for payment.
<b>1391</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15394</b>	<b>CLARK COUNTY TREASURER</b>	<b>328.20</b>	<b>Invoice # CI070355 - Qtr 3 NetMotion Support up to 5 Licenses.</b>
					001 - 522 20 40 000 - CRESA Dispatch Fee	328.20	Qtr 3 NetMotion Support up to 5 Licenses.
<b>1392</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15395</b>	<b>DEER &amp; COMPANY</b>	<b>5,039.82</b>	<b>Invoice # 117692777 - Riding lawn mower for the district. Purchsed from a Government contract sale. Clark County Lawn &amp; Tractor gets paid by John Deer and we pay John Deer.</b>
					001 - 522 50 30 000 - Grounds Maintenance	5,039.82	Riding lawn mower for the district. Purchsed from a Government contract sale. Clark County Lawn & Tractor gets paid by John Deer and we pay John Deer.
<b>1393</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15396</b>	<b>EMBROIDER IT</b>	<b>51.09</b>	<b>Invoice # 19843 - Nametape. Qty. (1) - (Moncier); Invoice # 19864 - Sew patches and embroider names on job shirts for Commissioners Qty. (3). (Seeds, Addis, Hofmaster).</b>
					001 - 522 10 25 001 - Uniforms	43.21	Sew patches and embroider names on job shirts for Commissioners Qty. (3). (Seeds, Addis, Hofmaster).
					001 - 522 20 34 004 - Uniforms	7.88	Nametape. Qty. (1) - (Moncier)
<b>1394</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15397</b>	<b>LES SCHWAB</b>	<b>2,634.56</b>	<b>Invoice # 71400634241 - Appartus 916 - (4) Drive tires 11R-22.5/16 M-647. Mount, dismount and balance the new tires. Disposal tire fee.</b>
					001 - 522 60 44 004 - E93 (916)	2,456.78	(4) Drive tires 11R-22.5/16 M-647.
					001 - 522 60 44 004 - E93 (916)	173.54	Mount, dismount and balancee the new tires.
					001 - 522 60 44 004 - E93 (916)	4.24	Disposal tire fee.
<b>1395</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15398</b>	<b>LUTZ HARDWARE</b>	<b>270.62</b>	<b>Account # 1095 - November Statement.</b>
					001 - 522 50 40 000 - Building Repair & Maintenance	58.11	Inv # A1294109 - Repair and apparatus washing supplies. 10" Replacement wash brush. Qty (1). 10" Replacement brush head. Qty. (1), 60" Wood handle Qty (2)
					001 - 522 50 40 091 - Station 91 Building R&M	52.70	Inv # A1290773 - Locking connector shoreline Qty, (1), and wire connectors Qty (2), for station 91.
					001 - 522 50 40 091 - Station 91 Building R&M	-40.13	Inv # A1290808 - Returned part - Locking connector shoreline for station 91.

# CHECK REGISTER

East County Fire & Rescue

12/16/2024 To: 12/31/2024

Time: 10:06:35 Date: 01/03/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 50 40 094 - Station 94 Building R&M			165.72	Inv # A1294652 - R&M supplies for station 94. Lead free solder kit (1), 4-in-1 Fitting tool, (1), 3/4"SWT stop/waste valve, (1), 1" sharkbite ball valve (1), 1" SWT gate valve (1), Tubbing cutter -1
			001 - 522 60 43 000 - Vehicles (General)			13.01	Inv # A1294109 - 30lb black mounting tape. Qty (1).
			001 - 522 60 44 000 - E91 (1020)			21.21	Inv # A1294659 - Engine 91 hose bed repair. 1-1/2x3 1/8" alum bar, Qty (1), Nuts and bolts Qty (1), nuts and bolts, Qty (2), Nuts and bolts Qty (1).
<b>1396</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15399</b>	<b>MUNICIPAL EMERGENCY SERVICES</b>	<b>17,722.32</b>	<b>Invoice # SO2040931 - TecGen 51 Deluxe Coat (15) and Tecgen 51-Deluxe Pant (15). Non PFAS structural gear for Firefighters.</b>
			001 - 522 20 38 002 - Personal Protective Equipment			17,722.32	TecGen 51 Deluxe Coat (15) and Tecgen 51-Deluxe Pant (15). Non PFAS structural gear for Firefighters.
<b>1397</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15400</b>	<b>MUNICIPAL EMERGENCY SERVICES</b>	<b>2,463.23</b>	<b>Invoice # SO2038383 - Premium 3XL Turnout Gear Bags. (12) Black. (3) Red. (15) Tan.</b>
			001 - 522 20 38 002 - Personal Protective Equipment			2,463.23	Premium 3XL Turnout Gear Bags. (12) Black. (3) Red. (15) Tan.
<b>1398</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15401</b>	<b>John M Prasch</b>	<b>150.66</b>	<b>Reimbursement for (Prasch). Cow Valley Fire Reimbursement. 7/14/2024.</b>
			001 - 522 20 10 002 - Wildland Wages			75.66	Tranaction #9033988 Shell Gas Station - Fuel Reimbursement for (Prasch). Cow Valley Fire Reimbursement. 7/14/2024.
			001 - 522 20 10 002 - Wildland Wages			75.00	Transaction #9019816 - Sinclair Gas Station -Fuel Reimbursement for (Prasch). Cow Valley Fire Reimbursement. 7/14/2024.
<b>1399</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15402</b>	<b>RAG TOP FIRE HELMETS &amp; RESTORATION LLC</b>	<b>1,583.35</b>	<b>Invoice # 10549 - Fire Duty Mitts (Structural FF Gloves) Qty. (6) Large and (5) Medium. For firefighters.</b>
			001 - 522 20 38 002 - Personal Protective Equipment			862.92	Fire Duty Mitts (Structural FF Gloves) Qty. (6) Large For firefighters.
			001 - 522 20 38 002 - Personal Protective Equipment			720.43	Fire Duty Mitts (Structural FF Gloves) Qty. (5) Medium. For firefighters.
<b>1400</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15403</b>	<b>SEAWESTERN</b>	<b>2,949.41</b>	<b>Invoice # SO30121 - Haix Fire Eagle Air Structural firefighting boots. Size 9.5 Qty (1), Size 10 M Qty (1), Size 10.5 M Qty (1), Size 11 M Qty (1), Size 11.5 M Qty (1) Size 12 M Qty (1) - stock</b>
			001 - 522 20 38 002 - Personal Protective Equipment			2,949.41	Haix Fire Eagle Air Structural firefighting boots. Size 9.5 Qty (1), Size 10 M Qty (1), Size 10.5 M Qty (1), Size 11 M Qty (1), Size 11.5 M Qty (1) Size 12 M Qty (1) - stock
<b>1401</b>	<b>12/19/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15404</b>	<b>URGENT MEDICAL CENTER SALMON CREEK</b>	<b>195.00</b>	<b>Invoice # 1124 - Drug Screen, PrePlacement/Volunteer FF, Respirator Form and Drivers Medical Questionnaire. (Ford)</b>

# CHECK REGISTER

East County Fire & Rescue

Time: 10:06:35 Date: 01/03/2025

12/16/2024 To: 12/31/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 43 000 - Medical and Psychological			195.00	Drug Screen, PrePlacement/Volunteer FF, Respirator Form and Drivers Medical Questionnaire. (Ford)
<b>1402</b>	<b>12/19/2024</b>	<b>Payroll</b>	<b>6291</b>	<b>15405</b>	<b>OPEIU Local 11</b>	<b>63.90</b>	<b>Pay Cycle(s) 12/25/2024 To 12/25/2024 - OPEIU Dues</b>
			001 - 589 99 99 000 - Payroll Clearing			31.95	
			001 - 589 99 99 000 - Payroll Clearing			31.95	
<b>1407</b>	<b>12/30/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15406</b>	<b>John M Prasch</b>	<b>3.00</b>	<b>Reimbursement for John Prasch for toll at Bridge of the Gods on travel home from Durkee Fire.</b>
			001 - 522 20 10 002 - Wildland Wages			3.00	Reimbursement for John Prasch for toll at Bridge of the Gods on travel home from Durkee Fire.
<b>1408</b>	<b>12/30/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15407</b>	<b>WEX BANK - (Union 76)</b>	<b>979.75</b>	<b>Invoice # 101679358 - November/December Fuel Charge.</b>
			001 - 522 20 36 000 - Fuel (Diesel/Gasoline)			979.75	November/December Fuel Charge.
<b>1409</b>	<b>12/30/2024</b>	<b>Claims</b>	<b>6291</b>	<b>15408</b>	<b>WITMER PUBLIC SAFETY GROUP, INC</b>	<b>68.95</b>	<b>Invoice # INV594203 - Ajax str4ip and peek extrication rescue tool Qty (2). EMI Lifesaver p0lus seat belt cutter Qty (2).</b>
			001 - 522 20 32 009 - Special Operations Equipment			68.95	Ajax str4ip and peek extrication rescue tool Qty (2). EMI Lifesaver p0lus seat belt cutter Qty (2).
001 General Fund						57,920.45	
						<u>57,920.45</u>	Claims: 57,856.55
							Payroll: 63.90

# CHECK REGISTER

East County Fire & Rescue

Time: 08:38:48 Date: 12/27/2024

12/16/2024 To: 12/31/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1354	12/25/2024	Payroll	6291	EFT		293.80	
1355	12/25/2024	Payroll	6291	EFT		3,600.11	
1356	12/25/2024	Payroll	6291	EFT		3,210.60	
1357	12/25/2024	Payroll	6291	EFT		2,838.28	
1358	12/25/2024	Payroll	6291	EFT		1,400.15	
1359	12/25/2024	Payroll	6291	EFT		2,192.75	
1360	12/25/2024	Payroll	6291	EFT		942.03	
1361	12/25/2024	Payroll	6291	EFT		4,909.53	
1362	12/25/2024	Payroll	6291	EFT		1,410.34	
1363	12/25/2024	Payroll	6291	EFT		293.80	
1364	12/25/2024	Payroll	6291	EFT		1,819.10	
1365	12/25/2024	Payroll	6291	EFT		2,866.16	
1366	12/25/2024	Payroll	6291	EFT		1,354.99	
1367	12/25/2024	Payroll	6291	EFT		293.80	
1368	12/25/2024	Payroll	6291	EFT		3,137.61	
1369	12/25/2024	Payroll	6291	EFT		2,593.70	
1370	12/25/2024	Payroll	6291	EFT		2,510.63	
1371	12/25/2024	Payroll	6291	EFT		635.83	
1372	12/25/2024	Payroll	6291	EFT		2,395.29	
1373	12/25/2024	Payroll	6291	EFT		675.83	
1374	12/25/2024	Payroll	6291	EFT		293.80	
1375	12/25/2024	Payroll	6291	EFT		2,466.56	
1376	12/25/2024	Payroll	6291	EFT		286.60	
1377	12/25/2024	Payroll	6291	EFT		2,834.50	
1378	12/25/2024	Payroll	6291	EFT		981.53	
1379	12/25/2024	Payroll	6291	EFT	IAFF2444	972.54	Pay Cycle(s) 12/25/2024 To 12/25/2024 - IAFF Dues
1380	12/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	7,901.58	Pay Cycle(s) 12/25/2024 To 12/25/2024 - LEOFF2
1381	12/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,342.00	Pay Cycle(s) 12/25/2024 To 12/25/2024 - PERS2
1382	12/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	1,566.44	Pay Cycle(s) 12/25/2024 To 12/25/2024 - DComp
1383	12/25/2024	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	4,534.74	Pay Cycle(s) 12/25/2024 To 12/25/2024 - DComp Match
1384	12/25/2024	Payroll	6291	EFT	IRS	7,733.04	941 Deposit for Pay Cycle(s) 12/25/2024 - 12/25/2024
1385	12/25/2024	Payroll	6291	EFT	OR Department of Revenue	588.00	Pay Cycle(s) for OR Tax: 12/25/2024 - 12/25/2024
1386	12/25/2024	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	350.00	Pay Cycle(s) 12/25/2024 To 12/25/2024 - WA Child Support
1387	12/31/2024	Payroll	6291	EFT		2,075.13	AC Jacobs Stipend
1388	12/31/2024	Payroll	6291	EFT	IRS	574.85	941 Deposit for Pay Cycle(s) 12/31/2024 - 12/31/2024
001 General Fund						73,875.64	
						73,875.64	Payroll: 73,875.64



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To: Board of Fire Commissioners  
 From: Chief Ed Hartin  
 Date: January 7, 2025  
 Subject: Chief's Report

## Response Activity

In December the district responded to 82 calls for service. Table 1 outlines the distribution of incidents as illustrated in Table 1.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	3
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	55
4 - Hazardous Condition (No Fire)	1
5 - Service Call	4
6 - Good Intent Call	17
7 - False Alarm & False Call	2
9 - Special Incident Type	0
Total Responses	82

Figure 1. Incident Responses by Month 2020-2024

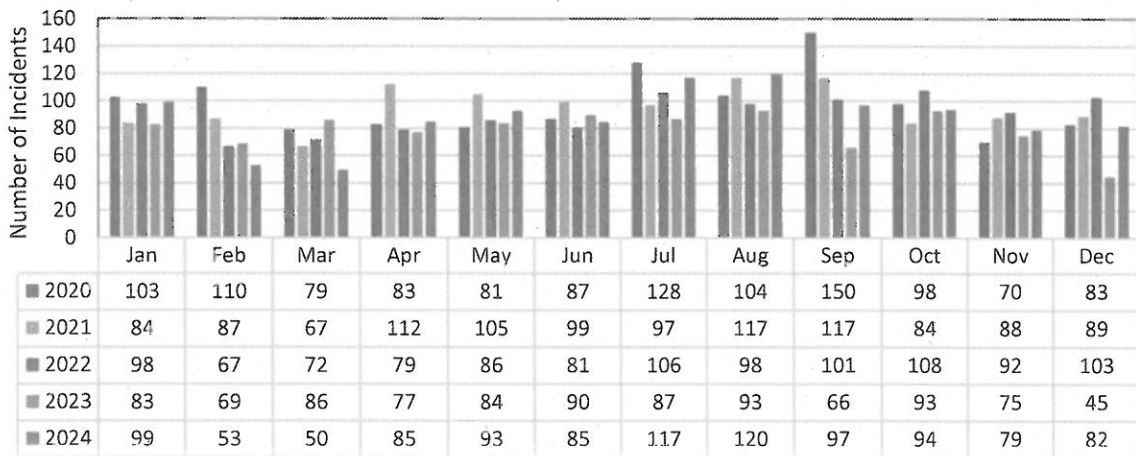
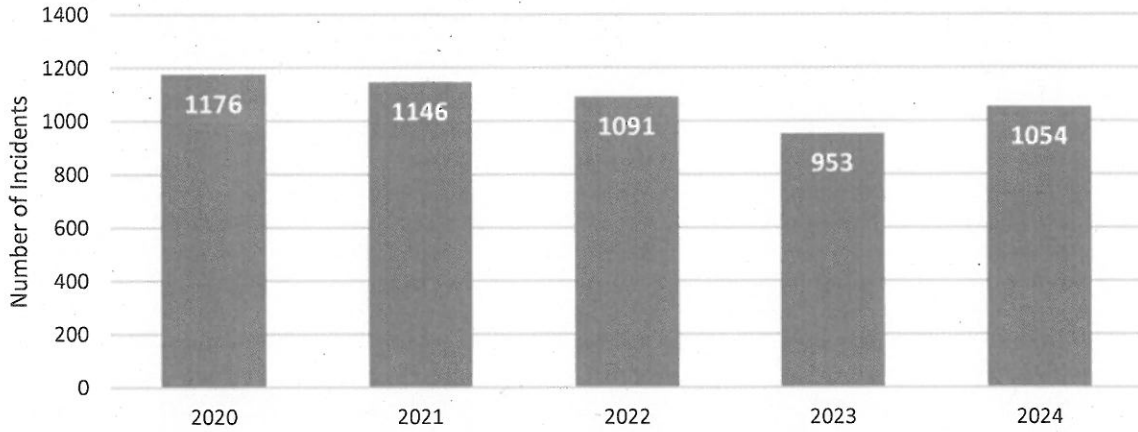


Figure 2. 2020-2024 Total Incidents

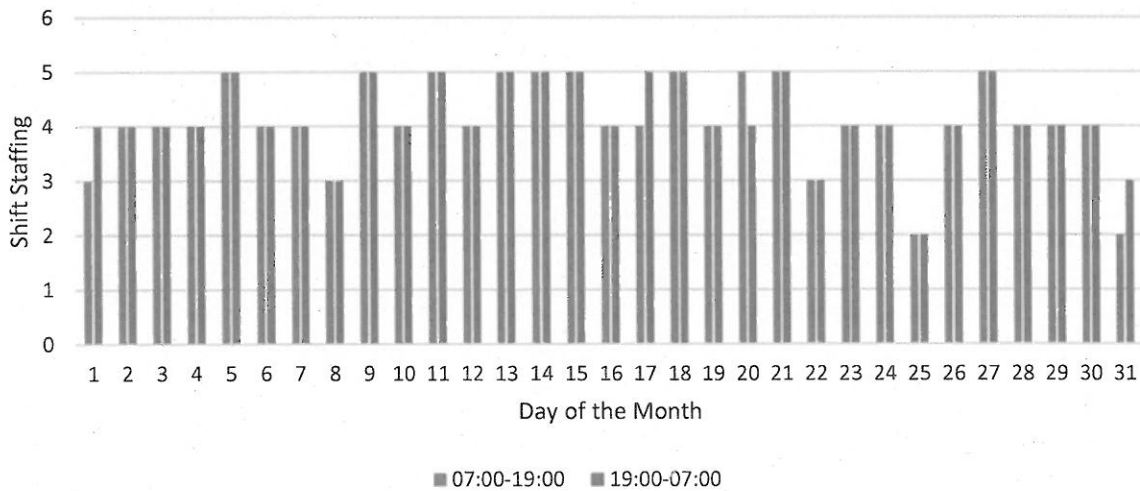


**Staffing and Deployment**

During the month of December, the district maintained a 90<sup>th</sup> percentile<sup>1</sup> shift staffing level of 3.00 personnel during the day (07:00-19:00) and 3.00 personnel at night (19:00-07:00). Station 94 was unstaffed once during the day, once at night, and once for a full shift (07:00-07:00) and as such, the availability of response from this station was 85.48%.

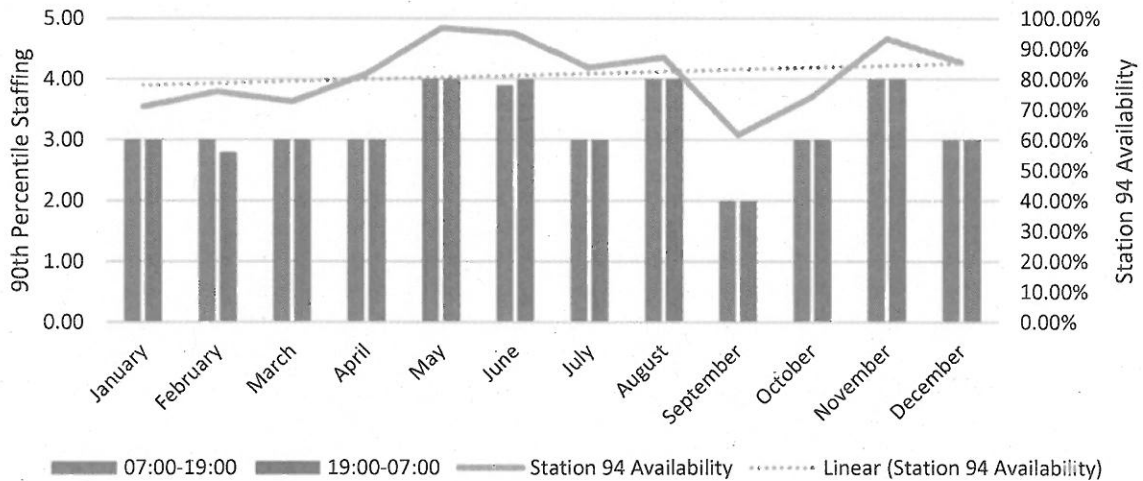
Daily shift staffing is illustrated in Figure 3 and Figure 4 illustrates 90<sup>th</sup> percentile staffing and availability from Station 94.

Figure 3. Daily Shift Staffing



<sup>1</sup> Calculation of the 90<sup>th</sup> percentile reflects the staffing that is available 90% of the time.

Figure 4. 90<sup>th</sup> Percentile Shift Staffing and Station 94/93<sup>2</sup> Availability for Response



During the month of December, five incidents were impacted by a lack of staffing at Station 94 as illustrated in Table 2. One of these incidents was priority two and was handled by E43. The remaining incidents were priority five and were handled by either E91 or E43 (as E91 was on other incidents).

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

Date	Time	FMZ	Priority	Event Type	First Due
12/8/2024	18:55	94	5	ELECTRICAL	E91
12/22/2024	21:57	95	2	SICK PERSON	E43
12/25/2024	7:39	94	5	SICK PERSON	E91
12/25/2024	18:16	94	5	OVERDOSE/POISONING	E43
12/31/2024	22:26	96	5	ALARMS	E43

In addition to full- and part-time staffing, the district’s volunteer members worked six shifts during the day for a total of 72 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 patient care documentation. Fire training addressed attic and basement fires. In addition, members completed four tactical decision simulations for the initial incident commander and one for the first arriving

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



## CHIEF'S REPORT

command officer. Volunteer firefighters worked on search and rescue, hose handling, and self-contained breathing apparatus skill.

**B Shift/Facilities and Community Risk Reduction:** This month Captain Sorensen completed installation of isolation valves for exterior piping at Station 94 to reduce potential for freezing during winter weather.

**C Shift/Apparatus and Equipment:** Captain Prasch completed the joint procurement process (through CRESA) for replacement of portable and mobile radios which was subsequently approved by the board. In addition, the board approved purchase of a water tender to replace Water Tender 93 which has reached the end of its useful life. Kudos to Captain Prasch and Assistant Chief Jacobs for their work on this project.

### Programs and Projects

**Assistance to Firefighters Grant Applications:** The district, submitted two Assistance to Firefighters Grant applications. The first was a regional grant application submitted for ECFR and Camas Washougal Fire Department (CWFD) with ECFR as the lead agency for training and certification of additional Blue Card incident command instructors. If funded, this \$70,885 grant would provide for training two ECFR captains and one ECFR chief officer as Blue Card instructors as well as four additional instructors for CWFD. The second grant application was for an individual agency micro grant (<\$75,000). If funded, this \$66,509 grant would provide water supply equipment including large diameter hard suction hose, low level strainers, and other appliances. This grant application is a scaled down and more focused version of the district's 2023 grant request in order to increase the probability of funding.

**Deputy Chief Recruitment:** Chiefs Hartin and Black have completed the job announcement and the deputy chief position has been advertised nationally on the Daily Dispatch. In addition, the Chiefs have developed a first draft of the assessment process for deputy chief candidates and are in the process of recruiting assessors for the assessment center which will be held the week of February 10, 2024. The assessment process will include the following components:

- Review of application qualifications based on a letter of interest, resume, and district employment application along with supplemental questions.
- Evaluation of a written assignment to be completed prior to the assessment center.
- Leadership and culture panel interview conducted by a cross section of district members.
- Leadership and technical interview conducted by a panel of chief officers.
- Incident management assessment facilitated by Captain Burch (with the assistance of Chief Hartin) and assessed by a panel of chief officers.

At present, the district has a single candidate for this position, but applications will be received until Friday, January 17, 2025.



# East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

[www.ecfr.us](http://www.ecfr.us)



To: Board of Fire Commissioners  
From: Assistant Chief Robert Jacobs  
Date: January 7, 2025  
Subject: Assistant Chief's Report

## Training

No DOC training in December.

No EST/Tender training in December, normal training night is Christmas Eve.

January DOC training is 1/14/2025 Station 91 7PM.

January EST/Tender training is 1/28/2025 Station 93 7PM.

## Apparatus

We have a TEAMS meeting scheduled 2/7/2025, pre-construction meeting for the new tender. Captain Prasch, myself, General Fire rep, and Rosenbauer planners. This is better than traveling to South Dakota this time of year.

We are going to attempt to get annual service completed on the SQ91 and SQ94 before winter weather gets here. SQ94 has some compartment lighting issues that need repair.

## Safety

Last safety committee meeting was 11/25/2024.

Next safety committee meeting will be 01/27/2025 Station 91 7:30 PM.

No new accidents/incidents reported to me since the last board meeting.





TargetSolutions Learning LLC  
 4890 W. Kennedy Blvd.  
 Suite 300  
 Tampa, FL 33609  
 866-546-1212 Opt. 2  
 invoicing@vectorsolutions.com

RECEIVED  
 DEC 03 2024

BY: .....

# Invoice

#INV107972

Doc Date: 12/1/2024

Invoice Date: 12/31/2024

Due Date: 1/30/2025

**Bill To**

East County Fire & Rescue (WA)  
 600 NE 267 Avenue  
 Carnas WA 98607  
 United States

Contract	Customer ID	Salesperson ID	Payment Terms
	0014100000i4ARGAA2	Daniel Cobb	Net 30
Billing Frequency	Billing Start Date	Billing End Date	PO #
Annually	12/31/2024	12/30/2025	

Qty	Item	Rate	Amount
1	TSMINTFEES - Vector LMS, TargetSolutions Edition - Maintenance Fee Formerly Maintenance Fee	395	\$395.00
45	TSPREMIER - Vector LMS, TargetSolutions Edition Premier Membership Formerly TargetSolutions Premier Membership Platform Firefighters	120.62	\$5,427.90
3	TSPREMIER - Vector LMS, TargetSolutions Edition Premier Membership Formerly TargetSolutions Premier Membership Platform Emergency Service Workers	84.06	\$252.18

<b>Subtotal</b>	\$6,075.08
<b>Tax (7.8%)</b>	\$473.86
<b>Total</b>	\$6,548.94
<b>Balance Due:</b>	\$6,548.94

For U.S. customers, Vector is required to collect and remit sales tax in various jurisdictions. Exempt customers should send completed certificates to certs@vectorsolutions.com

For a Copy of our W-9: <http://www.vectorsolutions.com/w9/TSw9-19.pdf>

522 10 40 004

Upon expiration of the initial or any Renewal Term of your Client Agreement, access to the Services may remain active for thirty (30) days solely for purpose of Company's record keeping (the "Expiration Period"). Unless otherwise provided in your Client Agreement, any access to or usage of the Services following the Expiration Period shall be deemed Client's renewal of the Agreement under the same terms and conditions.



# East County Fire and Rescue

600 NE 267th Avenue  
 Camas WA 98607  
 (360) 834-4908  
 (360) 834-5454 (Fax)

## Purchase Order

Vendor	
Name	Springbrook
Address	PO Box 200566 Dallas, TX 75320-0566
Phone	

Date
12/31/2024

Purchase Order #

*If purchased using a district credit card use "Visa" as the PO # and attach the receipt.*

Line Number	Item #/Description	Quantity	Unit Price	Subtotal
522 10 40 004	Springbrook annual subscription renewal. Accounting software. 01/01/2025 - 12/31/2025. Financial Essentials subscription	1	\$3,865.31	\$3,865.31
522 10 40 004	Springbrook annual subscription renewal. Accounting software. 01/01/2025 - 12/31/2025. Payroll Essentials subscription	1	\$3,895.87	\$3,895.87
522 10 40 004	Springbrook annual subscription renewal. Accounting software. 01/01/2025-12/31/2025. Enterprise user	2	\$218.79	\$437.58
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Subtotal	\$8,198.76
Tax Rate	7.80%
Tax	\$639.50
Shipping & Handling	\$0.00
<b>Total</b>	<b>\$8,838.26</b>

Special Instructions/Additional Information
Annual subscription renewal for FY2025

Clark County Sales Tax 7.8% (cities have different rates)

Debbie Macias  
 Requested by

12/31/2024  
 Date

Authorized by

Signature

Date

# INVOICE



BY: .....

Invoice # INV-B001853  
Invoice Date 11/01/2024  
Invoice Date Due 01/30/2025  
Payment Terms Net 90  
PO No.  
Customer ID C-1020

**Bill To:**

East County Fire & Rescue, WA  
East County Fire & Rescue, WA  
600 NE 267th Ave  
Camas Washington 98607

**Ship To:**

East County Fire & Rescue, WA  
Pamela Jensen  
600 NE 267th Ave  
Camas Washington 98607

Description	Term Start Date	Term End Date	Qty.	Ext. Price
Financial Essentials Subscription	01/01/2025	12/31/2025	1	\$3,865.31
Payroll Essentials Subscription	01/01/2025	12/31/2025	1	\$3,895.86
Enterprise User Subscription	01/01/2025	12/31/2025	2	\$437.58

**Subtotal** \$8,198.75  
**TAX** \$639.51  
**Total** \$8,838.26

522 10 4000<sup>01</sup>

Please direct inquiries to:  
Accounts Receivable at (503) 820-2213  
Send an email to: [accountsreceivable@sprbrk.com](mailto:accountsreceivable@sprbrk.com)

Lockbox Payments:  
Springbrook Holding Company LLC  
PO Box 200566  
Dallas, TX 75320-0566

ACH/Wiring Instructions:  
Wells Fargo  
For credit to: Springbrook Holding Company LLC  
Account: 4898138342  
ABA: 121000248

# January 2025

January 2025							February 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 29	30	31	Jan 1, 25	2	3	4
5 Everyday is a training day!	6	7	8 8:00am OTEP - Cardiac arrest Management	9	10	11
12 Everyday is a training day!	13	14	15	16	17	18
19 Everyday is a training day!	20	21	22	23	24	25
26 Everyday is a training day!	27	28	29	30	31	Feb 1