

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 07, 2023

Station 91

6:30 PM

AGENDA

Held as a hybrid meeting

Dial 1-253-215-8782; Meeting ID 865 2034 7538; Passcode 553347

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 21, 2023 Regular Board Meeting Minutes
2. Approval of February 21, 2023 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Hartin

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- State of the District 2022 Column
- Discussion of Purchase Procedure Policy 90.3.2
- Discussion of Application Policy 10.8.1 and Hiring Policy 10.8.2

COMMITTEE MEETINGS:

- Communication with Neighboring Elected Officials
- Camas – TBA
- City of Washougal – TBA
- Risk Group –April 12, 2023 at 8:00 AM
- Safety Committee Representative – March 29, 2023 at 7:00 PM Station 91.
- Revenue Exploratory Committee – TBA
- ECAAB (East County Ambulance Advisory Board) – TBA

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

ROUND TABLE:

Monthly Event Calendar
Strategic Planning Workshop, March 08, 2023 Station 91 at 3:00 PM.

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: March 21, 2023 Station 91, 6:30 PM



EAST COUNTY FIRE & RESCUE
CONSENT AGENDA
March 07, 2023

- 1. Minutes –
 - February 21, 2023 Regular Board Meeting
 - February 21, 2023 Local BVFF Meeting

- 2. Invoices
 - \$28,025.80

I. Check Nos. 14581-14589 dated February 22, 2023

- 3. Approved Commissioner Stipends March 10th Pay Date

| Name | For the Period February 16 - February 28 | | | | | Total |
|-----------|---|-------------------|-------------|-----------|-------|-------|
| | Regular Meeting | Committee Meeting | Special Mtg | Education | Other | |
| Hofmaster | 1 | 0 | 0 | 0 | 0 | 1 |
| Martin | 1 | 0 | 0 | 0 | 1 | 2 |
| Petty | 0 | 0 | 0 | 0 | 0 | 0 |
| Seeds | 1 | 0 | 0 | 0 | 0 | 1 |
| Taggart | 1 | 0 | 0 | 0 | 0 | 1 |

- 4. Voided/Destroyed Claims/Payroll Warrants

- 5. Payroll/Benefits/EFT's
 - \$72,523.91 (Payroll)

Commissioner Martha Martin – Chair

Commissioner Mike Taggart – Vice Chair

Commissioner Joshua Seeds

Commissioner Sherry Petty

Commissioner Steve Hofmaster

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 21, 2023

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin
Steve Hofmaster
Zach Allen
Debbie Macias

Mike Taggart
Ed Hartin
Station 91 Duty Crew

Joshua Seeds
Robert Jacobs
John Prasch

CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 18:30 via Hybrid Meeting. Commissioner Martin led the Flag salute.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

Approval of February 07, 2023 Regular Board Meeting Minutes.
Approval of February 07, 2023 Local BVFF&RO Meeting Minutes.
Approval of February 08, 2023 Strategic Planning Meeting Minutes.
Approval of Financial Transactions.
Excuse Absent Commissioner(s): Commissioner Sherry Petty

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

OPEN TO PUBLIC:

No Comments

CORRESPONDENCE:

None

STAFF REPORT:

Chief Hartin read his report; a copy is in the packet.
Assistant Chief Jacobs gave his report as follows:
January DOC (Department Operations Center) Training was 02.13.2023
March DOC Training will be 03.14.2023 at 7:00 PM at Station 91. Chief Jacobs is trying to recruit a couple more members of the DOC group from the ARES/RACES group.
February EST/Tender Training was 02.20.2023.
March EST/Tender Training will be 03.28.2023 at 7:00 PM at Station 93.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Nothing new to report.

SAFETY REPORT:

- Last Safety Committee meeting held on January 24, 2023
- Next Safety Committee meeting will be on March 29, 2023 at Station 91 at 7:30 PM.
- No reported accidents/incidents since the last board meeting.

FIRE DISTRICT BUSINESS:

None

COMMITTEE MEETINGS:

Communication with Neighboring Elected Officials

City of Camas – TBA

City of Washougal –Next meeting TBA.

Last meeting on February 10, 2023 take a ways from that meeting.

Commissioner Taggart’s take away was about the partnership between Camas/Washougal and how they are struggling with it. Discussion ensued.

Chief Hartin enjoyed the meeting. Discussion ensued.

Commissioner Martin enjoyed the meeting and how information is shared. Discussion ensued.

Risk Group

April 12, 2023 at 8:00 AM via Zoom

Safety Committee Representative

March 29, 2023 at Station 91 at 7:30 PM.

Revenue Exploratory Committee

TBA

ECAAB – (East County Ambulance Advisory Board)

TBA

COMMISSIONER COMMENTS:

Commissioner Seeds mentioned that he is sad to see Captain Hazlett leave and wished him luck.

Commissioner Martin also mentioned she is sad to see Captain Hazlett leave. She mentioned that she appreciates how our Facebook page has increased activity.

Commissioner Martin also asked Chief Hartin to look into a policy software to help us update our policies.

OPEN TO PUBLIC:

No Comments.

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

No New Business.

ROUND TABLE:

Monthly Event Calendar.

Strategic Planning Workshop Meeting March 08, 2023 Station 91 at 3:00 PM

ADJOURNMENT:

Next Regular Board Meeting: March 07, 2023 Station 91, 6:30 PM via Hybrid.

**Motion by Commissioner Taggart to adjourn at 19:25, seconded by Commissioner Hofmaster.
Motion passed unanimously.**

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

DISTRICT SEAL:

ATTEST:

Debbie Macias, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
February 21, 2023

CALL TO ORDER:

Chairperson Martha Martin called the meeting to order at 19:16 at Station 91.

The following were in attendance:

Martha Martin

Steve Hofmaster

John Prasch

Station 91 Duty Crew

Mike Taggart

Ed Hartin

Debbie Macias

Joshua Seeds

Robert Jacobs

Zach Allen

BUSINESS:

No new business.

ADJOURNMENT:

The Local Board adjourned at 19:16.

Respectfully Submitted,

Mike Taggart, Commissioner,
Sherry Petty, Alternate

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

Bob Jacobs, Chief is Rep.
Ed Hartin, Alternate

Martha Martin, Chairperson
Joshua Seeds, Alternate

DISTRICT SEAL:

Debbie Macias, District Secretary
Ed Hartin, Alternate

CHECK REGISTER

East County Fire & Rescue

02/16/2023 To: 02/28/2023

Time: 07:54:02 Date: 03/01/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|--|----------|--|
| 223 | 02/22/2023 | Claims | 6291 | 14581 | NI GOVERNMENT SERVICES, INC | 34.82 | Invoice # 23012952081 - Satellite phone. Service period 1/1/2023-1/31/2023. |
| | | | | | 001 - 522 20 41 001 - Satellite Phone | 34.82 | Satellite phone. Service period 1/1/2023-1/31/2023. |
| 224 | 02/22/2023 | Claims | 6291 | 14582 | NORTHWEST SAFETY CLEAN | 82.06 | Invoice # 23-34581 - Advanced Cleaning, Includes NFPA Inspection. General Repairs. Patch right rear and left upper leg. (Prasch Turnouts). |
| | | | | | 001 - 522 20 38 000 - Turn-Outs | 82.06 | Advanced Cleaning, Includes NFPA Inspection. General Repairs. Patch right rear and left upper leg. (Prasch Turnouts). |
| 225 | 02/22/2023 | Claims | 6291 | 14583 | PACIFIC TRUCK & TRAILER SERVICE, INC | 119.05 | Invoice # 2023-34320 - Replaced shore air line check valve and tested for leaks. App # 909. |
| | | | | | 001 - 522 60 48 909 - E92 (909) | 119.05 | Replaced shore air line check valve and tested for leaks. App # 909. |
| 226 | 02/22/2023 | Claims | 6291 | 14584 | QUALITY CHAIN CORP | 46.57 | Invoice # 0300321-IN - Chain bags. (1) for Apparatus 1020. (3) for back up. |
| | | | | | 001 - 522 60 48 000 - Vehicle Repair & Maint | 34.93 | Back up (extra) (3) chain bags. |
| | | | | | 001 - 522 60 48 020 - E91 (1020) | 11.64 | Chain Bag (1) for Apparatus 1020. |
| 227 | 02/22/2023 | Claims | 6291 | 14585 | Cody Sorensen | 108.00 | 2.16.2023 - Per Diem for traveling to training to Entiat, WA. Course - Strategy and Tactics. 2/25/2023-2/26/2023. (Sorensen) |
| | | | | | 001 - 522 45 41 000 - Meals (Training) | 108.00 | Per Diem for traveling to training to Entiat, WA. Course - Strategy and Tactics. 2/25/2023-2/26/2023. (Sorensen) |
| 228 | 02/22/2023 | Payroll | 6291 | 14586 | NICHOLSON & ASSOCIATES INSURANCE, LLC | 2,896.00 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - Disability - Admin Inv#'s 37112 & 36990 |
| | | | | | 001 - 522 10 26 001 - Admin Disability | 965.34 | |
| | | | | | 001 - 522 10 26 001 - Admin Disability | 965.33 | |
| | | | | | 001 - 522 10 26 001 - Admin Disability | 965.33 | |
| 229 | 02/22/2023 | Payroll | 6291 | 14587 | OPEIU Local 11 | 60.90 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - OPEIU Dues |
| | | | | | 001 - 589 99 99 000 - Payroll Clearing | 30.45 | |
| | | | | | 001 - 589 99 99 000 - Payroll Clearing | 30.45 | |
| 230 | 02/22/2023 | Payroll | 6291 | 14588 | TRUSTEED PLANS SERVICE CORPORATION | 927.07 | Pay Cycle(s) 02/10/2023 To 02/25/2023 - Disability - FF (Case#37014) |
| | | | | | 001 - 522 20 26 001 - FF Disability | 90.05 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 103.20 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 65.63 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 85.66 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 111.96 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 94.44 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 83.15 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 111.96 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 94.44 | |
| | | | | | 001 - 522 20 26 001 - FF Disability | 86.58 | |

CHECK REGISTER

East County Fire & Rescue

Time: 07:54:02 Date: 03/01/2023

02/16/2023 To: 02/28/2023

Page: 2

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---|--------|-------|-----------------------------------|-----------|---|
| 231 | 02/22/2023 | Payroll | 6291 | 14589 | TRUSTED PLANS SERVICE CORPORATION | 23,751.33 | Pay Cycle(s) 02/10/2023 To 02/25/2023 - PPO-100 (Case#69106); Pay Cycle(s) 02/10/2023 To 02/25/2023 - Kaiser (Case#69106); Pay Cycle(s) 02/10/2023 To 02/25/2023 - Dental |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 1,397.85 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 1,397.85 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | -1,397.85 | Retro Adjust |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 1,512.18 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 688.93 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 92.83 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 92.83 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 92.83 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | 53.54 | |
| | | 001 - 522 10 22 001 - Admin Medical Insurance | | | | -92.83 | Retro Adjustment |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,884.32 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 639.27 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 3,158.24 | Retro Adjust |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,736.29 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,069.69 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,736.29 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,736.29 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 688.93 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,736.29 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 1,736.29 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 688.93 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 53.54 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 147.40 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 53.54 | |
| | | 001 - 522 20 22 001 - FF Medical Insurance | | | | 53.54 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 10.00 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 10.00 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 311.26 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 261.85 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 95.19 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 261.85 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 261.85 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 10.00 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 261.85 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 261.85 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | | 23.46 | |

001 General Fund

28,025.80

Claims: 390.50
 28,025.80 Payroll: 27,635.30

CHECK REGISTER

East County Fire & Rescue

Time: 07:54:33 Date: 03/01/2023

02/16/2023 To: 02/28/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|------------------|------------|---------|--------|-------|--------------------------------------|-----------|---|
| 183 | 02/25/2023 | Payroll | 6291 | EFT | | 1,815.00 | |
| 184 | 02/25/2023 | Payroll | 6291 | EFT | | 2,639.85 | |
| 185 | 02/25/2023 | Payroll | 6291 | EFT | | 3,683.96 | |
| 186 | 02/25/2023 | Payroll | 6291 | EFT | | 630.87 | |
| 187 | 02/25/2023 | Payroll | 6291 | EFT | | 2,396.52 | |
| 188 | 02/25/2023 | Payroll | 6291 | EFT | | 704.01 | |
| 189 | 02/25/2023 | Payroll | 6291 | EFT | | 2,394.53 | |
| 190 | 02/25/2023 | Payroll | 6291 | EFT | | 2,969.27 | |
| 191 | 02/25/2023 | Payroll | 6291 | EFT | | 2,103.94 | |
| 192 | 02/25/2023 | Payroll | 6291 | EFT | | 234.93 | |
| 193 | 02/25/2023 | Payroll | 6291 | EFT | | 2,011.02 | |
| 194 | 02/25/2023 | Payroll | 6291 | EFT | | 1,527.92 | |
| 195 | 02/25/2023 | Payroll | 6291 | EFT | | 352.39 | |
| 196 | 02/25/2023 | Payroll | 6291 | EFT | | 929.62 | |
| 197 | 02/25/2023 | Payroll | 6291 | EFT | | 352.39 | |
| 198 | 02/25/2023 | Payroll | 6291 | EFT | | 2,687.02 | |
| 199 | 02/25/2023 | Payroll | 6291 | EFT | | 352.39 | |
| 200 | 02/25/2023 | Payroll | 6291 | EFT | | 2,733.22 | |
| 201 | 02/25/2023 | Payroll | 6291 | EFT | | 335.86 | |
| 202 | 02/25/2023 | Payroll | 6291 | EFT | | 5,259.56 | |
| 203 | 02/25/2023 | Payroll | 6291 | EFT | | 1,198.70 | |
| 204 | 02/25/2023 | Payroll | 6291 | EFT | | 815.93 | |
| 205 | 02/25/2023 | Payroll | 6291 | EFT | | 4,271.38 | |
| 206 | 02/25/2023 | Payroll | 6291 | EFT | | 3,004.34 | |
| 207 | 02/25/2023 | Payroll | 6291 | EFT | IAFF2444 | 751.59 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - IAFF Dues |
| 208 | 02/25/2023 | Payroll | 6291 | EFT | DEPT OF RETIREMENT SYSTEMS | 7,839.83 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - LEOFF2 |
| 209 | 02/25/2023 | Payroll | 6291 | EFT | DEPT OF RETIREMENT SYSTEMS | 1,686.72 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - PERS2 |
| 210 | 02/25/2023 | Payroll | 6291 | EFT | DEPT OF RETIREMENT SYSTEMS | 4,324.48 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - DComp |
| 211 | 02/25/2023 | Payroll | 6291 | EFT | DEPT OF RETIREMENT SYSTEMS | 2,202.21 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - DComp Match |
| 212 | 02/25/2023 | Payroll | 6291 | EFT | IRS | 9,177.46 | 941 Deposit for Pay Cycle(s) 02/25/2023 - 02/25/2023 |
| 213 | 02/25/2023 | Payroll | 6291 | EFT | OR Department of Revenue | 437.00 | Pay Cycle(s) for OR Tax: 02/25/2023 - 02/25/2023 |
| 214 | 02/25/2023 | Payroll | 6291 | EFT | WASHINGTON STATE SUPPORT REGISTRY | 700.00 | Pay Cycle(s) 02/25/2023 To 02/25/2023 - WA Child Support |
| | | | | | | <hr/> | |
| 001 General Fund | | | | | | 72,523.91 | |
| | | | | | | <hr/> | |
| | | | | | | 72,523.91 | Payroll: |
| | | | | | | | 72,523.91 |

To: Board of Fire Commissioners
 From: Chief Ed Hartin
 Date: March 7, 2023
 Subject: Chief's Report

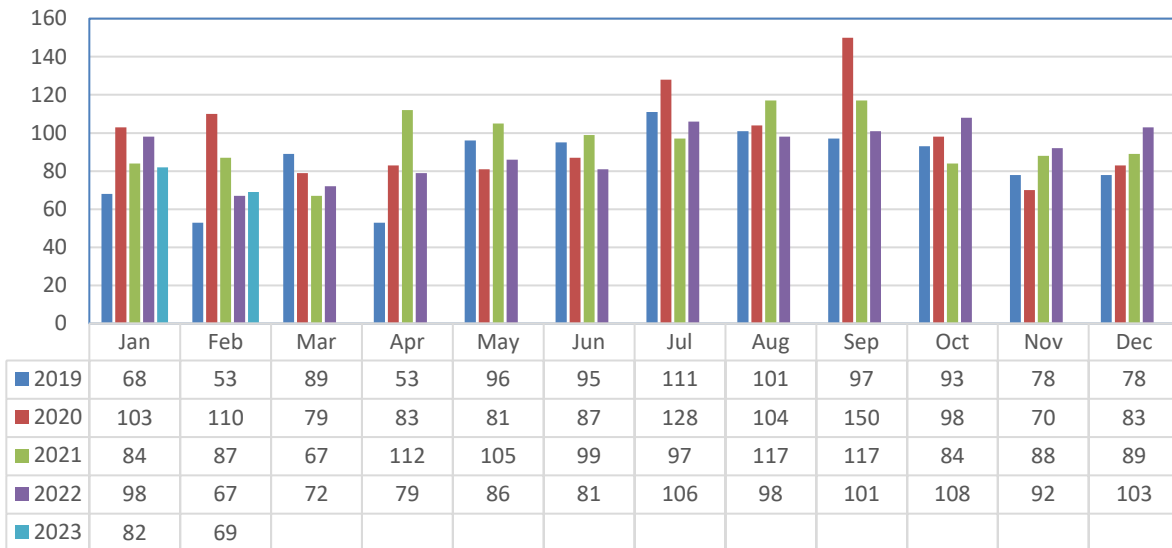
Response Activity

In February, the district responded to 69 calls for service. Table 1 outlines the distribution of incidents by incident type series.

Table 1. February Responses

| Incident Type Series | Number |
|---|--------|
| 1 - Fire | 3 |
| 3 - Rescue & Emergency Medical Service Incident | 48 |
| 4 - Hazardous Condition (No Fire) | 1 |
| 5 - Service Call | 4 |
| 6 - Good Intent Call | 12 |
| 7 - False Alarm & False Call | 1 |
| Total Responses | 69 |

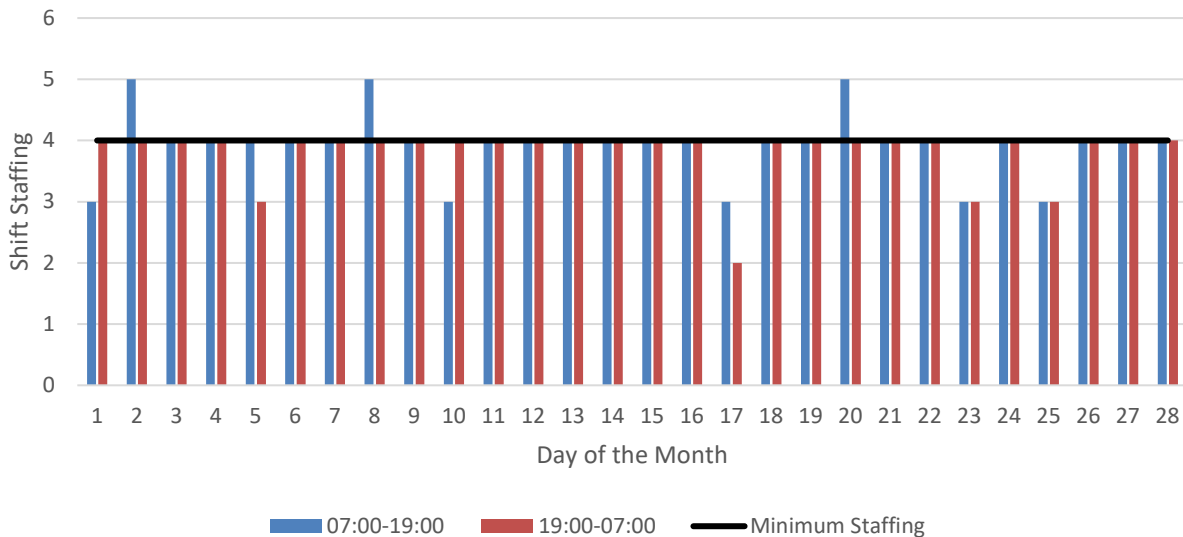
Figure 1. Incident Responses by Month 2019-2023



Staffing and Deployment

During the month of February ECFR maintained a 90th percentile shift staffing level of 4.3 personnel during the day (07:00-19:00) and 4 personnel at night (19:00-07:00). Station 94 was unstaffed five times for a full shift (07:00-07:00) and twice during the day (07:00-19:00) during the month and as such, its availability of response from this station was 78.57% (in comparison with 100% availability from Station 91). Lack of staffing did not affect any incidents where Engine or Squad 94 would have been first due. Daily shift staffing is illustrated in Figure 2.

Figure 2. February Daily Shift Staffing



The district has seen a decrease in availability from Station 94, in particular due to the resignation of three of six part-time firefighters, two of whom accepted full time positions with other agencies and one of whom accepted full-time employment outside the fire service.

Shift Reports

The captains will provide shift reports to the board at the second regular board meeting in March.

Programs and Projects

Personnel Changes: Part-Time Firefighter Lars Valencia submitted his resignation from ECFR to accept a position as a full-time firefighter with the Longview Fire Department. With Lars's departure, the district will have lost 50% of its part-time staffing since January 1, 2023. Turnover is an ongoing challenge endemic to part-time firefighter staffing. Given full-time firefighter recruitment by larger neighboring agencies in both Washington and Oregon, this issue will likely continue.

Effective March 1, 2023, Firefighter John Prasch is serving as temporary captain, consistent with the provisions of the memorandum of understanding (MOU) between the district and Local 2444 International Association of Firefighters (IAFF) regarding temporary promotion dated April 1, 2021. John will serve in this capacity until after the promotional process.

Promotional Process: The district posted the promotional process for captain and an assessment center scheduled Tuesday, May 9, 2023. As evaluation of technical, management, and leadership skill is complex. This promotional process consists of a graded application, personnel management and training role-plays, incident management simulation, and technical and leadership panel interview to ensure a comprehensive evaluation of individual knowledge, skill, and demonstrated work performance

Part-Time Firefighter Recruitment: We interviewed two part-time firefighter applicants and made one conditional offer. If she successfully completes her drug test and medical physical, Ms. Greta Smith will be assigned to A Shift as a part-time firefighter. Recruitment to fill the remaining two part-time firefighter positions is ongoing with this position posted on the Daily Dispatch (Western Fire Chiefs daily news distribution).

Full-Time Firefighter Recruitment: We posted the full-time firefighter position internally and on the districts website, Facebook page, and with the Daily Dispatch. Full-time firefighter applications close March 24, 2023.

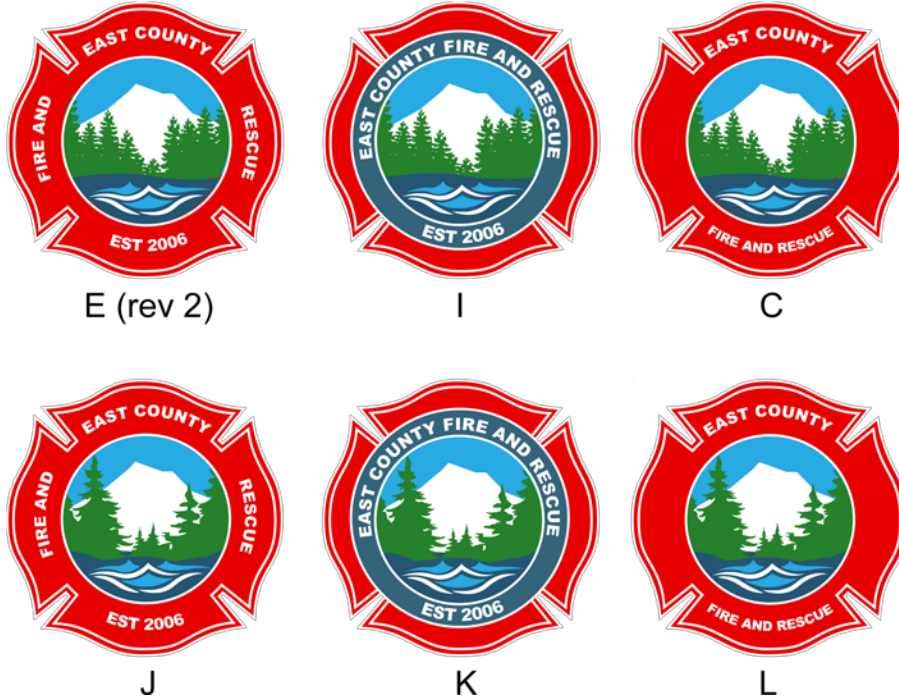
Volunteer Recruitment: Seven candidates for volunteer positions with the district completed panel interviews. Of these, five received conditional offers for volunteer service, pending successful completion of background checks, medical physical exams, and drug tests. Two candidates require rescheduling for a panel interview due to weather conditions. Captain Burch and I will be working to develop a modular training program that will meet the needs of the district and our new volunteers.

Emergency Medical Services (EMS) Ongoing Training and Evaluation Program (OTEP): Following discussion with Camas Washougal Fire Department Chief Cliff Free and Division Chief Shaun Ford, we conducted the March EMS OTEP at Station 93 (which will serve as a consistent location for this training) on March 1, 2023. Our members provided positive feedback on the quality of this training. I will deliver follow on sessions for members who were not working on March 1st.

Branding: I have conducted a survey to solicit feedback from our members on a logo integrating the Maltese cross and the unique characteristics of our district (i.e., forest, river, Mount Hood) and several variations developed by Firefighters Harrington and Sorensen. A survey distributed to all members provided an opportunity to rank order eight logo variants and provide narrative feedback on what they liked about the logo that ranked the highest and what they did not like about the logo that they ranked the lowest. Seventy-eight percent of respondents chose logo “E” as their first choice and twenty-two percent chose logo “C” as their first choice.



There were several suggestions regarding alternatives such as use of the trees from one logo with the mountain and water from another, modifying the blue oval to a circle (as illustrated below). I have distributed a second survey incorporating these variations prior to bringing a final version to the board at their March 21, 2023 meeting.



Labor Management: I will be meeting between representatives of Local 2444 International Association of Firefighters (IAFF) on March 13, 2023 as the first of regularly scheduled labor/management meetings to foster a positive and collaborative working relationship. Topics for discussion at this session will be 1) refinement of the step program for firefighters and captains, 2) staffing, 3) captains responsibility for reviewing incident documentation, and 4) implementation of the IAFF/IAFC wellness/fitness initiative.

Lexipol: At Commissioner Martin’s request, Pam, Debbie, and I had a meeting with a representative of Lexipol, a company that provides customizable, state specific policies and procedures using an on-line platform to allow ease of access. While an interesting concept, a number of the policies were inconsistent with district operational practice and would need substantive revision to provide consistent and clear guidance. In addition, there were no financial policies included in this service (a key area of policy development). The cost of implementation was up to \$30,000 (depending on options selected) with an annual subscription cost of \$12,129. The staff recommendation is that this would not be in the best interest of the district at present.

One-on-One Interview Data: I have completed one-on-one interviews with all members with the exception of the three volunteer emergency support team/tender operators (still working on scheduling time to meet). The greatest value of these interviews was for me to gain an understanding of the members of ECFR that I am working with. I have extracted some qualitative data from these interviews that will aid us in refining our vision for the future, mission, and organizational values. Specifically, I have

extracted 1) individually identified five-year projections for ECFR 2) ECFR's greatest need, and 3) individual values identified by our members. I have attached the raw data for these three topics to this report. Subsequent analysis will examine things that our members find challenging and enjoy most at work.

Five-Year Projections Identified by ECFR Members

- Better brand recognition in the community
- Closer relationship with Camas Washougal Fire Department
- Completely out of debt
- Consolidation or shared service
- Financially sound (lid lift)
- Growing and increased staffing
- Improved staffing and training
- Increased staffing
- Merger (RFA) or other collaboration with other agencies
- Merger between Camas Washougal Fire Department
- Merger with Camas Washougal Fire Department
- Merger with Camas Washougal Fire Department
- Merger with Camas Washougal Fire Department.
- Merger with Camas Washougal Fire Department.
- Merger with Camas Washougal Fire Department.
- Merger/RFA
- More stable
- Self-sustaining fire district
- Smaller (response area) and working from two stations
- Smaller fire district (due to annexation)
- Staffing a Single Station
- Uncertain
- Uncertain
- Uncertain
- Uncertain
- Uncertain
- Uncertain
- Uncertain
- Uncertain
- Uncertain

ECFR's Greatest Needs Identified by ECFR Members

- Accountability
- Apparatus Replacement
- Capital Projects
- Communication
- Communication
- Consistency
- Consistency
- Consistency
- Culture Shift
- Direction
- Diverse Revenue Streams
- Facilities
- Funding
- Leadership
- Leadership
- Leadership
- Open Dialog and Communication.
- Plan for Potential Annexation.
- Positive Perspective
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing
- Staffing (Volunteer, Tender Operators)
- Stop Serving Camas
- Training
- Training
- Training and Development
- Trust
- Vision

Personal Values Identified by ECFR Members

- Accountability
- Attention to detail
- Being forthright.
- Being good to one another
- Being nice
- Being personable
- Being positive
- Being true to yourself.
- Challenge
- Communication
- Communication
- Compassion
- Competence
- Consistency
- Dependability
- Equity
- Fairness
- Faith
- Family
- Family and friends/community
- Family Bond
- Fire Service Camaraderie
- Good boundaries
- Hard work
- Hard work
- Hard work
- Having a good image
- Having a no-nonsense perspective
- Helping others improve
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Honesty
- Humility
- Humility
- Individual rights
- Integrity
- Integrity
- Justice
- Leadership
- Learning
- Leave the world better than you found it.
- Listening and asking questions
- Making informed choices
- Not creating problems
- Open communication
- Patience
- Positive environment
- Positive environment
- Pride in the job
- Professionalism
- Professionalism
- Professionalism
- Putting others first
- Reliability
- Respect
- Respect
- Respect
- Respect (given and received)
- Self-care
- Self-discipline
- Self-discipline
- Stability
- Stewardship
- Sustainability (water and the planet)
- Taking care of others
- Technical proficiency
- Time with family
- Transparency
- Trust
- Trust
- Trust
- Trustworthiness
- Truthfulness
- Work ethic
- Work ethic
- Work/life balance

AC Jacobs Report

3-7-2023

February DOC training was 2-13-23.

March DOC training will be 3-14-23 Sta 91 7PM. I am trying to recruit a couple more members of the DOC group from the ARES/RACES group.

February EST/Tender training was 2-20-2023.

March EST/Tender training will be 3-28-2023 Sta. 93 7 PM.

Assisted with two volunteer interviews on 2-25.

Annual apparatus maintenance will start soon.

Safety Report

Last safety committee meeting was 1-24-23.

Next safety committee meeting will be 3-29-2023 Sta 91 7:30 PM.

No reported accidents/incidents since your last board meeting.

To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: March 7, 2023
Subject: Normalization of Deviance in Policy Application

I have identified a number of areas in which the district's policies and organizational practice are misaligned. Specifically the Purchase Procedure Policy (90.3.2) and Hiring Policy (10.8.2).

Purchase Procedure Policy

Expenditure approval limits serve as a financial control to ensure that expenditures are appropriate. In 2007, the district established the purchase procedure policy that in part defined expenditure approval limits. With any expenditure over \$1,000 requiring board approval. These limits have remained unchanged since their establishment, despite a 44.29% increase in inflation. The board has used resolutions to approve expenditures over \$1,000. However, there are variations in application, for example, when fire apparatus is in the shop for repair and the expense exceeds \$1,000 the board has not passed a resolution authorizing the repair prior to being completed (which makes sense operationally, but is in conflict with the policy). Asking earnest questions regarding this deviance, points to a long-standing interpretation that the policy applies to some things and not to others (not reflected in literal interpretation of the policy). Reflection on this issue leads to several questions:

1. Do the current expenditure limits meet the needs of the district?
2. If not, what expenditure limits would provide reasonable financial control while maximizing efficiency?
3. Are there other financial controls that support ensuring that expenditures are appropriate?

Following discussion with the board, I will develop a proposal for revision of Policy 90.3.2.

Hiring Policy

Similar to the Purchase Procedure Policy, it appears that there has been deviance between the hiring policy and organizational practice. While the policy states that the board makes appointment of new and promoted employees, the fire chief has done so in the past (possibly through delegation of authority by the board which was not incorporated into the policy). I believe that the fire chief is well qualified to make these decisions, but policy and practice should be in alignment. Following discussion with the board, I will develop a proposal for revision of Policy 10.8.2.

Mar 2023 - East County Fire & Rescue

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|--------------|--|--|--|------------|------------|------------|
| | | | Mar 1 B SHIFT | 2 C SHIFT | 3 A SHIFT | 4 B SHIFT |
| 5 C SHIFT | 6 A SHIFT | 7 B SHIFT <u>Events</u> Commissioner Meetir 18:30 - 21:00 Station 91 | 8 C SHIFT <u>Events</u> Strategic Planning Me 15:00 - 16:30 Station 91 Mission/Vision/value: 15:00 - 17:00 St. 91 | 9 A SHIFT | 10 B SHIFT | 11 C SHIFT |
| 12 † A SHIFT | 13 B SHIFT <u>Events</u> Labor/ngmnt meeting 09:00 - 11:00 St. 91 | 14 C SHIFT <u>Events</u> Seawestern meeting 15:30 - 17:00 St. 91 | 15 A SHIFT | 16 B SHIFT | 17 C SHIFT | 18 A SHIFT |
| 19 B SHIFT | 20 C SHIFT | 21 A SHIFT <u>Events</u> Commissioner Meetir 18:30 - 21:00 Station 91 | 22 B SHIFT <u>Events</u> AHA CPR Station 91 09:00 - 12:00 | 23 C SHIFT | 24 A SHIFT | 25 B SHIFT |
| 26 C SHIFT | 27 A SHIFT <u>Events</u> Vera/Wyman Kelly Tre 07:00 - 07:00 Vera Working for W, | 28 B SHIFT | 29 C SHIFT | 30 A SHIFT | 31 B SHIFT | |

* Indicates time starts on following calendar day

* Events and Time Off follow default Split Time of Day of 07:00

† The hour from 02:00 to 03:00 on March 12 does not exist due to Daylight Saving Time.