

**EAST COUNTY FIRE & RESCUE**  
**REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

**April 4, 2017**

**Station 91**

**7 PM**

**AGENDA**

**CALL TO ORDER:**

Flag Salute

**AGENDA ADJUSTMENTS:**

**CONSENT AGENDA:**

1. Approval of March 21, 2017 Regular Board Meeting Minutes
2. Approval of March 21, 2017 Local BVFF&RO Meeting Minutes
3. Approval of March 28, 2017 Special Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

**OPEN TO PUBLIC:**

**CORRESPONDENCE:**

**STAFF REPORT:**

Chief Swinhart

Deputy Chief Carnes

Assistant Chief Jacobs

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

**SAFETY REPORT:**

**FIRE DISTRICT BUSINESS:**

Grove Field Fire System Upgrade

Station 91 Flag Lights

Consider Resolution #221-04042017

(See Reverse)

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**This Meeting is Being Recorded.**

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

Page # 1 of 2

**COMMISSIONER COMMENTS:**

**OPEN TO PUBLIC:**

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

**ROUND TABLE:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Next Regular Board Meeting: April 18, 2017, Station 91, 7 PM



**EAST COUNTY FIRE & RESCUE  
CONSENT AGENDA  
April 4, 2017**

1. Minutes –

- March 21, 2017 Regular Meeting
- March 21, 2017 Local BVFF&RO Meeting
- March 28, 2017 Special Meeting

2. Invoices

- \$553.52
  - i. Check Nos.10084-10085 dated March 24, 2017
- \$16,389.13
  - i. Check Nos.10086-10094 dated March 31, 2017

3. Approved Commissioner Stipends April 10 Pay Date

Name	For the Period March 16 thru March 31					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
<b>Berg</b>	1		1			
<b>Gianatasio</b>	1					
<b>Martin</b>	1		1			
<b>Petty</b>	1					
<b>Taggart</b>	1		1			

4. Voided/Destroyed Claims/Payroll Warrants

- None

\_\_\_\_\_  
Commissioner Mike Taggart – Chair

\_\_\_\_\_  
Commissioner Martha Martin – Vice Chair

\_\_\_\_\_  
Commissioner Mike Berg

\_\_\_\_\_  
Commissioner Tom Gianatasio

\_\_\_\_\_  
Commissioner Sherry Petty

**EAST COUNTY FIRE & RESCUE**  
**REGULAR BOARD OF FIRE COMMISSIONERS MEETING**

March 21, 2017

Station 91

7 PM

**Draft Minutes**

**ATTENDANCE:**

Martha Martin  
Mike Carnes  
Aloma Taggart  
Karen Gianatasio  
Jeremy Wilcox

Mike Taggart  
Mike Berg  
Tad Crum  
Richard Hamby  
Damon Webster

Sherry Petty  
Tom Gianatasio  
Kacie Jones  
Larry Keister  
David Ripp

**CALL TO ORDER:** 19:00 PM

Flag Salute

**GUESTS:**

None

**AGENDA ADJUSTMENTS:**

None

**CONSENT AGENDA:**

1. Approval of March 7, 2017 Regular Board Meeting Minutes
2. Approval of March 7, 2017 Local BVFF&RO Meeting Minutes
3. Approval of Financial Transactions
4. Excuse Absent Commissioner(s):

**Motion by Commissioner Martin** to approve the consent agenda, **seconded by Gianatasio.**  
**Motion passed.**

**OPEN TO PUBLIC:**

Nothing

**CORRESPONDENCE:**

None

**STAFF REPORT:**

Chief Carnes read his report; a copy is in the packet  
Secretary Jones gave an overview of the current budget  
Chief Carnes gave an overview of Chief Swinhart's report; a copy is in the packet

**VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Nothing

**SAFETY REPORT:**

Chief Jacobs was absent. Chief Carnes shared that there has been one minor incident since the last meeting; when E91 was turning around in a driveway, the soft ground led to a private culvert collapse.

**FIRE DISTRICT BUSINESS:**

**Grove Field Fire System Upgrade:**

Damon Webster presented a proposal to the board that involves the Port Airport building a water line that ties into Station 91’s existing fireline in order to supply newly updated fire suppression systems at the airport. Discussion included benefits to the port, potential permitting, financial ramifications and suppression system compatibility. The board would like to consult with their attorney prior to issuing a decision.

**Lexipol:**

Chief Carnes reiterated the meeting date of the Policy Update workshop scheduled for April 27<sup>th</sup>, 2017, 6:30 PM at station 91. This item will remain tabled until further notice.

**Tuition Reimbursement Proposal:**

Chief Carnes provided a brief overview of the previously proposed tuition reimbursement plan for prospective interns. The board discussed financial impact, current provisions for interns and requirements to participate in the program. **Motion by Commissioner Gianatasio** to accept the proposal, seconded by **Commissioner Martin. Motion Passed.**

**Clark County Auditor 2017 Signature Authorizations:**

Secretary Jones explained that these are annual authorizations for the District’s Fund accounts. Historically, the authorized signees have been the board, the department head and the administrative specialist. The board decided to keep those signees.

**COMMISSIONER COMMENTS:**

Commissioner Martin shared that there is a meeting at the Port Authority on March 22<sup>nd</sup> to discuss the proposed multi-purpose building that may be developed near the Steigerwald Refuge.

**OPEN TO PUBLIC:**

Nothing

**LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:**

Nothing

**ROUND TABLE:**

Nothing

**EXECUTIVE SESSION:**

RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price.

The Board went into executive session at 18:45 for 10 minutes.

An extension was announced until 19:00

The board reconvened at 19:03

**The board takes no action.**

**Motion by Commissioner Petty to adjourn, seconded by Commissioner Martin. Motion passed.**

**ADJOURNMENT:      19:04**

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Martha Martin, Vice Chair

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

**DISTRICT SEAL:**

**ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary

# EAST COUNTY FIRE & RESCUE

## Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes  
March 21, 2017

### CALL TO ORDER:

The meeting was called to order by Chairperson Michael Taggart at 20:00 PM at Station 91.

The following were in attendance:

Martha Martin

Mike Carnes

Aloma Taggart

Karen Gianatasio

Jeremy Wilcox

Mike Taggart

Mike Berg

Tad Crum

Richard Hamby

Damon Webster

Sherry Petty

Tom Gianatasio

Kacie Jones

Larry Keister

David Ripp

### BUSINESS:

There is no business this evening.

### ADJOURNMENT:

The Local Board adjourned at 20:01 PM.

Respectfully Submitted,

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**Tom Gianatasio**, Commissioner,  
Sherry Petty, Alternate

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

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**Kacie Jones**, District Secretary  
Bob Jacobs, Alternate

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**Mike Taggart**, Chairperson  
Marth Martin, Alternate

**DISTRICT SEAL:**

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**Bob Jacobs**, Chief's Rep.

# EAST COUNTY FIRE & RESCUE

## SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

March 28<sup>th</sup>, 2017

Camas Council Chambers

### Draft Minutes

#### ATTENDANCE:

Martha Martin  
Nick Swinhart  
Paul Lewis  
John Stouffer  
Alicia Ramsey  
Adam Brice

Mike Taggart  
Mike Carnes  
Tim Hazen  
Sean Guard  
Cliff Free  
Aloma Taggart

Mike Berg  
Kacie Jones  
Peter Capell  
Russ McCallion  
Dave Scott

#### CALL TO ORDER: 08:30 AM

John Stouffer, of ESCI, led the meeting with an overview of ESCI's progress thus far, and an outline of the next steps, which include one on one meetings and some confidential forms. He also went over the options being explored by the study and gave some examples of criteria being considered. Paul Lewis described some of the data collected for the assessment. Commissioner Martin asked whether only current data would be analyzed or whether projections would factor into the report. Adam Brice inquired as to how the integration of EMS and fire will be evaluated in the context of the report. This group will likely reconvene prior to the final results presentation.

#### Meeting adjourned: 08:52 AM

Respectfully Submitted,

\_\_\_\_\_  
Mike Taggart, Chairperson

\_\_\_\_\_  
Mike Berg, Commissioner

\_\_\_\_\_  
Tom Gianatasio, Commissioner

\_\_\_\_\_  
Sherry Petty, Commissioner

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

**DISTRICT SEAL:**

#### **ATTEST:**

\_\_\_\_\_  
Kacie Jones, District Secretary



**ACCOUNTS PAYABLE PAID**

East County Fire & Rescue  
 MCAG #: 1060

Time: 08:33:09 Date: 03/24/2017  
 Page: 1

03/24/2017 To: 03/24/2017

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
145	03/24/2017	2017	132	46	KAREN'S SEW IT ALL	21.00	
	522 20 25 001	FF Uniforms			001 200 210 General Fund	21.00	Uniform Patches For Webster
146	03/24/2017	2017	133	62	NW NATURAL	532.52	
	522 50 45 091	Gas (St 91)			001 600 691 General Fund	532.52	Natural Gas Service ST 91
						<u>553.52</u>	
Fund							Total:
001 General Fund						553.52	

# ACCOUNTS PAYABLE PAID

East County Fire & Rescue  
MCAG #: 1060

Time: 13:49:30 Date: 03/31/2017  
Page: 1

03/31/2017 To: 04/30/2017

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
193	03/31/2017	2017	268	22	CLARK COUNTY AUDITOR	10,900.00	Invoice 31009920
	522 20 40 000	Radio Dispatch			001 200 220 General Fund	10,900.00	Quarterly CRESA User Fees (dispatch, 2nd QTR)
198	03/31/2017	2017	269	23	CLARK COUNTY AUTO & TRUCK	8.03	INV 745-358000
	522 60 43 000	Small Engine Repair			001 500 220 General Fund	8.03	Coupling & Tape For Compressor
185	03/31/2017	2017	270	27	CLARK PUBLIC UTILITIES	137.70	
	522 50 43 092	Electrical & Heating (St 92)			001 600 692 General Fund	61.86	ST 92 Electricity
	522 50 43 095	Electrical & Heating (St 95)			001 600 695 General Fund	75.84	ST 95 Electricity
196	03/31/2017	2017	271	32	DELL MARKETING LP	1,432.09	Invoice 10153258468
	594 22 60 000	Capital Purchases			001 594 594 General Fund	1,432.09	Replacement Computer For Captain's Office
199	03/31/2017	2017	272	47	KONICA MINOLTA BUSINESS SOI	15.86	Invoice 244589516
	522 10 40 002	Copier Mtce			001 100 220 General Fund	15.86	Copier Maintenance ST91
192	03/31/2017	2017	273	62	NW NATURAL	76.16	Account 1264540-4
	522 50 45 095	Gas (St 95)			001 600 695 General Fund	76.16	Natural Gas Service ST 95

Total: 12,569.84

Fund

001 General Fund

12,569.84

# TRANSACTION JOURNAL

East County Fire & Rescue  
MCAG #: 1060

Time: 13:54:02 Date: 03/31/2017  
Page: 1

01/01/2017 To: 12/31/2017

Trans Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
274	03/31/2017	6291	10092	Payroll		DEPT OF RETIREMENT SYSTEMS	2,930.74	Pay Cycle(s) 03/25/2017 To 03/25/2017 -DComp
275	03/31/2017	6291	10093	Payroll		TRUSTEED PLANS SERVICE CORPOR.	838.55	Pay Cycle(s) 03/01/2017 To 03/31/2017 -Disability - FF; Pay Cycle(s) 03/01/2017 To 03/31/2017 - Addtl Life
276	03/31/2017	6291	10094	Payroll		WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 03/01/2017 To 03/31/2017 -WACOPS

Records Printed: 3

Adjustments:  
Beginning Balance: 0.00  
Revenues: 0.00  
Warrant Expenditures: 3,819.29  
Non Warrant Expenditures: 0.00  
Interfund Transfers: 0.00  
Redemptions: 0.00  
Deposits: 0.00  
Withdrawals: 0.00  
Stop Payments: 0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	3,819.29	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	3,819.29	0.00	0.00	0.00	0.00

East County Fire and Rescue Regular Board Meeting  
April 4, 2017, 7 pm  
Fire Chief's Report

- This past week members of the fire district staff, as well as board members, met with representatives of Emergency Services Consulting International (ESCI). Their team was conducting a site visit as part of their evaluation of the emergency services provided by CWFD and ECFR staff. By all accounts the visit and one-on-one interviews went well. It is expected that ESCI will complete their final analysis before June of this year.
- We have received written confirmation from CRESA that we have paid our radio replacement bill in full. We will of course keep this on record at Station 91.
- I had a follow up conversation with Grove Field consultant Damon Webster via e-mail following the last Board meeting. Mr. Webster stated that we had apparently gotten our wires crossed when we first spoke about this fire hydrant topic as he had always known from the beginning that the Camas Water Department would need to be integrally involved in the proposed project. Regardless, this should not change anything from the Board's perspective. Mr. Webster understands he'll have to work closely with the City of Camas on the proposed project to make sure all the proper permits are handled, should the Board ultimately provide authorization.
- Since the Board's last meeting, I have received notification from the Center for Public Safety Excellence that the renewal of my Chief Fire Officer (CFO) designation had been approved at their March 21 meeting. This renewal will maintain my designation for another three years.

Submitted by,

Nick Swinhart  
Fire Chief

# Deputy Chief Report

**4-4-17**

Calls since last Commissioner meeting: **32**

EMS: **25**

Fire: **1**

Other: **6**

Calls YTD: 2017- **250**

**Staff Over-Time Numbers:**

Budget Amount: **\$48,000.00**

Used YTD: **\$12,351.02**

% Used: **25.73%**

- Brown outs since last meeting:

**None**

- Working on updating ECFR's strategic plan.
- Completed annual ladder testing.
- Working on ECFR rules and regs review.
- Crews participated in MCO drills with CWFD.
- Firefighters attended outside training on Strategy and Tactics & IFSAC testing.
- Awards Banquet delay.
- Unemployment insurance.

## AC Jacobs Report

4-4-2017.

App 912 is ready to surplus.

March EST training was finishing the move from App. 912 to App. 1019.

April ACC/EOC training 4-11-17 Sta. 91 7 PM.

April EST training will be 4-2-17 Sta. 93 7 PM.

### Safety Report

Safety Committee meeting was held 3-28-17

Next safety committee meeting, 5-30-17 location TBD  
7:30 PM

No reported injuries/incidents since the last board meeting

# PROPOSED DRAFT

## Port of Camas/Washougal and East County Fire & Rescue

### Agreement for Connection and Shared Maintenance For a Fire Protection Water System

#### Background / Existing Condition:

The Port of Camas / Washougal (Port) owns and operates the Grove Field airport. The airport has a fire protection system consisting of an onsite well, underground water storage tanks, pump, and related controls which supply water to nine hydrants and sprinkler systems within two hangers. The storage tanks have developed leaks and the shallow well is susceptible to seasonal fluctuations in groundwater, thus the system has become somewhat unreliable. This became a critical issue during a hanger fire two years ago. After analyzing options for renovating the existing fire protection system, the Port has determined the best option is to abandon the well fed supply and connect the fire protection system to a more reliable public water supply operated by the City of Camas. The City of Camas has a 12" water main in NE 267<sup>th</sup> Avenue (SR 500). This main currently supplies a small domestic water line to the airport and also the domestic and fire protection flows to East County Fire and Rescue (ECFR) Station 91. The 8" diameter fire protection main that serves Station 91 is owned and maintained by ECFR and runs from connection point in the southeast corner of the site, west around the station, and then north to a terminus with a fire hydrant just beyond the concrete / asphalt transition on the backside of the station.

#### Proposed Action

The Port wishes to enter into an agreement with ECFR to allow connection to the ECFR fire protection main at the terminus described above. The Port proposes the following conditions and to provide these elements as part of this agreement;

- Perform the work necessary to prepare engineered plans for connection to the ECFR water line at the location described above.
  - Plan based on current topographic survey and record information.
  - Plan prepared to meet City of Camas utility plan review standards and Clark County engineering plan review standards.
  - Plan will minimize and mitigate all impacts to ECFR fire protection main function and vehicle access during construction.
  - Asphalt pavement removed to make the water main connection will be neat-line saw cut and replaced to "in-kind" or better condition.
- Submit a 50% design to ECFR for review.
  - Address comments

- Submit 100% plan to City of Camas and Clark County for review.
- Prepare bid documents
- Conduct a public bidding process for selecting a contractor.
- Provide construction administration and project management.
- Prepare a legal description of the shared fire protection line as a basis for an easement to the Port over the ECFR Station 91 parcel.
- Provide ECFR an "As-Built" plan of the modified fire protection line within the Station 91 parcel boundary.
- Perform routine maintenance and annual testing of the shared fire protection line and hydrants.

The Port will also perform other work onsite at the airport to abandon elements of the existing fire protection system that will be made obsolete with the new supply connection. These efforts will not impact ECFR but are key to ensuring the correct operation of the airport fire protection system and avoiding potential false alarms or other malfunctions in the future.





1324 E Street  
 Washougal, WA 98671  
 (360)8352181  
 kitchenelectric@aol.com  
 http://www.kitchenelectric.net

**ADDRESS**

East County Fire and Rescue  
 6900 NE 267th Ave  
 Camas, WA 98607

**ESTIMATE # 1888**  
**DATE 03/22/2017**

ACTIVITY	QTY	RATE	AMOUNT
<b>Installation</b> Remove the existing two flag pole well fixtures. The existing fixtures are obsolete requiring LED retrofit kits that are much too expensive. Provide and install two new LED well lights with 25 degree beam angles. These LED fixtures are 100 watt equivalent but use only 12 watts each. These fixtures have a 10 day lead time. This project will not require a permit due to it being repair and maintenance. Project is quoted at prevailing wage rate.	2	486.90	973.80T
<b>Installation</b> The LED fixtures will require stepdown transformers. These will be installed in or near the new fixtures.	2	146.35	292.70T

To Customer :	SUBTOTAL	1,266.50
	TAX (8.4%)	106.39
	<b>TOTAL</b>	<b>\$1,372.89</b>

Please review the attached estimate. If you would like to schedule, please contact the office at 360-835-2181. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

Paul and Sara Kitchen  
 KITCHEN ELECTRIC, LLC  
 1324 E Street  
 Washougal, WA 98671  
 www.kitchenelectric.net

Accepted By

Accepted Date

We warranty all of our electrical components and labor for one year. These lamps are projected to last 14 years. We have had great luck with all that we've installed. I'm providing one spare bulb for each of the two fixtures. If one does fail, I'll have someone replace it with the spare at no cost for up to three years. We should be able to adjust the photocells to only kick the lights on when it's dark. I'd need to look at them a little closer. I think they have an adjustable head.

# EAST COUNTY FIRE & RESCUE

## RESOLUTION #221-04042017

### A RESOLUTION PROVIDING FOR THE DISPOSAL OF APPARATUS #912, A 1996 FORD F350 DEEMED TO BE SURPLUS TO THE REASONABLY FORESEEABLE NEEDS OF EAST COUNTY FIRE & RESCUE.

**WHEREAS**, Apparatus #912, a 2006 Ford F350 (VIN 2FDKF38G0TCA49816) belonging to East County Fire & Rescue is no longer used by the District; and,

**WHEREAS**, the value, obsolescence and condition of this equipment makes it impractical to trade the same in on newer or different equipment;

**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, Apparatus #912 (Ford F350) is declared to be surplus to the foreseeable needs of the District.
2. That it is deemed to be for the common benefit of the residents of said District to dispose of Apparatus #912 (Ford F350).
3. That the Fire Chief is authorized to dispose of Apparatus #912 (Ford F350) in a manner that will be to the best advantage to East County Fire & Rescue.

**ADOPTED** at a meeting of the Board of Commissioners for East County Fire & Rescue this 4<sup>th</sup> day of April 2017 the following Commissioners being present and voting.

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

**DISTRICT SEAL**

**ATTEST:** \_\_\_\_\_  
**District Secretary**