

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

July 7, 2020

Station 91

6:30 PM

AGENDA

Held virtually due to COVID-19

Dial 1-253-215-8782; Meeting ID 873 9310 9689; Password 205857

CALL TO ORDER:

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of June 16, 2020 Regular Board Meeting Minutes
2. Approval of Financial Transactions
3. Excuse Absent Commissioner(s):

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Surplus Vehicles
- Art Fest Concerns, July 18 & 19

COMMISSIONER COMMENTS:

ROUND TABLE:

Strategic Planning Meeting, July 8, 2020, 2:00 PM

This Meeting is Being Recorded.

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

Page # 1 of 2

ADJOURNMENT:

Next Regular Board Meeting: July 21, 2020, Station 91, 6:30 PM

This Meeting is Being Recorded.
Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.
Page # 2 of 2



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 July 7, 2020**

1. Minutes –

- June 16, 2020 Regular Board Meeting

2. Invoices

- \$40,962.20
 - i. Check Nos. 11791 – 11803 dated June 22, 2020
 - ii. Check Nos. 11804 dated June 25, 2020 for Payroll EFT Returned

3. Approved Commissioner Stipends July 10 Pay Date

Name	For the Period June 16 – June 30					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1	1	0	0	0	2
Martin	1	0	0	0	0	1
Petty	1	0	0	0	0	1
Seeds	0	0	0	1	0	1
Taggart	1	0	0	0	0	1

4. Voided/Destroyed Claims/Payroll Warrants

Payroll EFT returned \$558.38

5. Payroll/Benefits/EFT's

- \$55,525.79 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Joshua Seeds – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Mike Taggart

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 16, 2020

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Berg

Bob Jacobs

Mike Taggart

Mike Carnes

Sherry Petty

Pam Jensen

Held virtually this evening due to COVID-19

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:34 via a Zoom Meeting.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

Approval of June 2, 2020 Regular Board Meeting Minutes

Approval of June 3, 2020 Special Meeting Minutes

Approval of Financial Transactions

Excuse Absent Commissioner(s): Joshua Seeds, unexcused absence.

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

CORRESPONDENCE:

None

STAFF REPORT:

Chief Carnes read his report; a copy is in the packet.

Discussed the Washington L&I workplace safe practices and quarantine procedure in regards to COVID-19.

Assistant Chief Jacobs gave his report as follows:

May EST training was cancelled.

June DOC training was cancelled.

June EST/Tender training, Tuesday, June 23, 2020, Station 93 at 7:00 PM. May be changed to June 29, depending on when Clark County moves to phase 3.

July DOC training, July 13, 2020, Station 91 at 7:00 PM.

The new squad chassis was scheduled to be built last week, we should get a shipping date soon.

SAFETY REPORT:

- Last Safety Committee meeting was on January 15, 2020.
- The Safety Committee meeting scheduled for March 24, 2020 was rescheduled to April 23, 2020, Station 91 at 7:30PM. And will be rescheduled for some time in June.
- No reported accident/incidents since the last board meeting.

FIRE DISTRICT BUSINESS:

CRESA FY2020 Rate Relief for Founding Agencies

The COVID-19 pandemic has put a substantial financial burden on state and local governments. In an effort to help ease this burden and support our founding agencies as they navigate through 2020, the CRESA Board approved a reduction of dispatch & radio fees charged to the Founding Agencies in fiscal year 2020. Chief Carnes asked the Board if they would like to take the \$2,408.00 reduction in the last quarter of 2020 or carry over the reduction to 2021. Chief Carnes and the Board agree to carry over the reduction to 2021.

Purchase Request Approval – Laptop Computer

Chief Carnes asked for the Board’s approval to purchase a refurbished laptop computer.

Motion by Commissioner Taggart to approve the purchase request for a refurbished laptop computer, seconded by Commissioner Petty. Motion passed unanimously.

Station 95 Update

Chief Carnes let the Board know the utilities have been transferred into the City of Washougal’s name with the exception of the telephone as it is tied to the fire alarm monitoring and may need to be carried until the sale of the building is finalized. AC Jacobs has been working on the generator.

COMMISSIONER COMMENTS:

Chairperson Martin asked if the Board has been able to sign the documents. Chairperson Martin asked Chief Carnes if the press release has been printed in the Post Record. Pam Jensen will reach out to the Post Record regarding the status of the press release. Chairperson Martin discussed the phase 2 statement regarding the 5 person a week rule.

OPEN TO PUBLIC:

None

ROUND TABLE:

Strategic Planning Meeting, July 8, 2020, 2:00 PM virtual meeting via Zoom.

ADJOURNMENT:

Next Regular Board Meeting: July 7, 2020 Station 91, 6:30PM

**Motion by Commissioner Taggart to adjourn at 19:00 hours, seconded by Commissioner Petty.
Motion passed unanimously.**

Martha Martin, Chairperson

Joshua Seeds, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Michael Taggart, Commissioner

DISTRICT SEAL:

ATTEST:

Pam Jensen, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

06/16/2020 To: 06/30/2020

Time: 14:01:36 Date: 06/22/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
631	06/22/2020	Claims	6291	11791	CLARK PUBLIC UTILITIES	894.00	Account # 7177-363-4; Account # 7200-239-7; Account # 7200-401-3
					001 - 522 50 43 091 - Electrical Service (St 91)	485.83	Usage 05/07/2020 - 06/05/2020
					001 - 522 50 43 093 - Electrical & Htg (St 93)	117.68	Usage 05/07/2020 - 06/05/2020
					001 - 522 50 43 094 - Electric & Heating (St 94)	290.49	Usage 05/07/2020 - 06/05/2020
632	06/22/2020	Claims	6291	11792	COUNTY WIDE CHAPLAINCY	810.00	Invoice # 116
					001 - 522 10 44 000 - Professional Services	810.00	Chaplain Service
633	06/22/2020	Claims	6291	11793	Lockbox #785341 MAGELLAN HEALTHCARE	246.75	Invoice # 0031203452
					001 - 522 10 24 001 - Magellan - EAP	246.75	Service Provided Jul 2020 - Sep 2020
634	06/22/2020	Claims	6291	11794	NI GOVERNMENT SERVICES, INC	30.28	Invoice # 202005_295208_1
					001 - 522 20 41 001 - Satellite Phone	30.28	May 2020 Satellite Phone
635	06/22/2020	Claims	6291	11795	NW NATURAL	112.71	Account # 2074612-9
					001 - 522 50 45 091 - Gas (St 91)	112.71	Usage 05/14/2020 - 06/16/2020
636	06/22/2020	Claims	6291	11796	PACIFIC TRUCK & TRAILER SERVICE, INC	608.55	Invoice # 2020-31388
					001 - 522 60 48 013 - S91 (1013)	608.55	APP 1013 Annual Service And Repaired Leak In Fire Pump Piping.
637	06/22/2020	Claims	6291	11797	STANLEY CONVERGENT SECURITY SOLUTIONS, I	111.09	Invoice # 17548418 (formerly Monitored By Advantage Protection - Stanley Acquired The Monitoring Service Accounts Of Advantage Protection)
					001 - 522 50 41 093 - Monitoring (St 93)	111.09	Station 93 Quarterly Monitoring - 06/01/2020 - 08/31/2020 (formerly Monitored By Advantage Protection - Stanley Acquired The Monitoring Service Accounts Of Advantage Protection)
638	06/22/2020	Claims	6291	11798	STATE AUDITOR'S OFFICE	13,153.53	Invoice # L136974 (05/2020); Invoice # L136485 (04/2020)
					001 - 522 10 41 000 - State Audit Costs	8,290.23	2018-2019 Audit - May Hours
					001 - 522 10 41 000 - State Audit Costs	4,863.30	2018-2019 Audit - April Hours
639	06/22/2020	Claims	6291	11799	WASHINGTON FIRE COMMISSIONERS ASSN	510.00	Invoice # 20-57
					001 - 522 10 48 005 - Commissioner Tuition	340.00	WFCA Webinar Training-Martin, Petty, Seeds, Taggart
					001 - 522 10 49 000 - Admin Tuition/Registration	170.00	WFCA Webinar Training - Carnes, Jensen
640	06/22/2020	Payroll	6291	11800	OPEIU Local 11	58.30	Pay Cycle(s) 06/25/2020 To 06/25/2020 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	29.15	
					001 - 589 99 99 000 - Payroll Clearing	29.15	
641	06/22/2020	Payroll	6291	11801	TRUSTEED PLANS SERVICE CORPORATION	957.48	Pay Cycle(s) 06/10/2020 To 06/25/2020 - DIsability - FF
					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	94.44	
					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	111.96	

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East County Fire & Rescue
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06/16/2020 To: 06/30/2020

Time: 14:01:36 Date: 06/22/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 20 26 001 - FF Disability	94.44	
					001 - 522 20 26 001 - FF Disability	81.28	
					001 - 522 20 26 001 - FF Disability	90.05	
642	06/22/2020	Payroll	6291	11802	TRUSTEED PLANS SERVICE CORPORATION	23,419.51	Pay Cycle(s) 06/10/2020 To 06/25/2020 - PPO-100; Pay Cycle(s) 06/10/2020 To 06/25/2020 - Kaiser; Pay Cycle(s) 06/10/2020 To 06/25/2020 - Dental
					001 - 522 10 22 001 - Admin Medical Insurance	1,363.51	
					001 - 522 10 22 001 - Admin Medical Insurance	1,586.37	
					001 - 522 10 22 001 - Admin Medical Insurance	1,586.37	
					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 20 22 001 - FF Medical Insurance	1,838.36	
					001 - 522 20 22 001 - FF Medical Insurance	1,421.60	
					001 - 522 20 22 001 - FF Medical Insurance	1,820.83	
					001 - 522 20 22 001 - FF Medical Insurance	1,820.83	
					001 - 522 20 22 001 - FF Medical Insurance	1,820.83	
					001 - 522 20 22 001 - FF Medical Insurance	722.50	
					001 - 522 20 22 001 - FF Medical Insurance	1,820.83	
					001 - 522 20 22 001 - FF Medical Insurance	722.50	
					001 - 522 20 22 001 - FF Medical Insurance	1,421.60	
					001 - 522 20 22 001 - FF Medical Insurance	1,820.83	
					001 - 522 20 22 001 - FF Medical Insurance	84.97	
					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	53.54	
					001 - 522 20 22 001 - FF Medical Insurance	84.97	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	303.67	
					001 - 589 99 99 000 - Payroll Clearing	174.77	
					001 - 589 99 99 000 - Payroll Clearing	274.59	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	274.59	
					001 - 589 99 99 000 - Payroll Clearing	274.59	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	274.59	
					001 - 589 99 99 000 - Payroll Clearing	174.77	
					001 - 589 99 99 000 - Payroll Clearing	274.59	
					001 - 589 99 99 000 - Payroll Clearing	7.86	
					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	7.86	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
643	06/22/2020	Payroll	6291	11803	WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 06/10/2020 To 06/25/2020 - WACOPS Invoice # 19495
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	
					001 - 522 20 26 001 - FF Disability	5.00	

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06/16/2020 To: 06/30/2020

Time: 14:01:36 Date: 06/22/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 - 522 20 26 001 - FF Disability				5.00	
		001 General Fund				40,962.20	
						<u>40,962.20</u>	Claims: 16,476.91 Payroll: 24,485.29

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

06/16/2020 To: 06/30/2020

Time: 14:02:56 Date: 06/22/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
603	06/25/2020	Payroll	6291	EFT		1,888.03	
604	06/25/2020	Payroll	6291	EFT		226.00	
605	06/25/2020	Payroll	6291	EFT		2,297.32	
606	06/25/2020	Payroll	6291	EFT		3,174.24	
607	06/25/2020	Payroll	6291	EFT		793.15	
608	06/25/2020	Payroll	6291	EFT		2,315.07	
609	06/25/2020	Payroll	6291	EFT		3,496.69	
610	06/25/2020	Payroll	6291	EFT		558.38	
611	06/25/2020	Payroll	6291	EFT		797.63	
612	06/25/2020	Payroll	6291	EFT		2,660.88	
613	06/25/2020	Payroll	6291	EFT		2,456.18	
614	06/25/2020	Payroll	6291	EFT		1,639.16	
615	06/25/2020	Payroll	6291	EFT		353.65	
616	06/25/2020	Payroll	6291	EFT		353.65	
617	06/25/2020	Payroll	6291	EFT		2,037.21	
618	06/25/2020	Payroll	6291	EFT		553.20	
619	06/25/2020	Payroll	6291	EFT		235.77	
620	06/25/2020	Payroll	6291	EFT		660.88	
621	06/25/2020	Payroll	6291	EFT		331.08	
622	06/25/2020	Payroll	6291	EFT		2,265.01	
623	06/25/2020	Payroll	6291	EFT		771.29	
624	06/25/2020	Payroll	6291	EFT		2,610.32	
625	06/25/2020	Payroll	6291	EFT		2,207.90	
626	06/25/2020	Payroll	6291	EFT		1,778.95	
627	06/25/2020	Payroll	6291	EFT	IAFF2444	677.86	Pay Cycle(s) 06/25/2020 To 06/25/2020 - IAFF Dues
628	06/25/2020	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	10,745.58	Pay Cycle(s) 06/25/2020 To 06/25/2020 - DComp; Pay Cycle(s) 06/25/2020 To 06/25/2020 - PERS2; Pay Cycle(s) 06/25/2020 To 06/25/2020 - PERS3; Pay Cycle(s) 06/25/2020 To 06/25/2020 - LEOFF2
629	06/25/2020	Payroll	6291	EFT	IRS	7,224.71	941 Deposit for Pay Cycle(s) 06/25/2020 - 06/25/2020
630	06/25/2020	Payroll	6291	EFT	OR Department of Revenue	416.00	Pay Cycle(s) for OR Tax06/25/2020 - 06/25/2020
001 General Fund						55,525.79	
						55,525.79	Payroll: 55,525.79

CHECK REGISTER

East County Fire & Rescue

MCAG #: 1060

06/25/2020 To: 06/30/2020

Time: 08:30:53 Date: 06/30/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
610	06/25/2020	Payroll	6291	11804		558.38	
					001 - 522 20 10 001 - Firefighter Wages	744.00	
					001 - 589 99 99 000 - Payroll Clearing	-185.62	
					001 General Fund	558.38	
						<u>558.38</u>	
						558.38 Payroll:	558.38

Chief's Report

7-7-2020

Calls since last Commissioner meeting: **69**

EMS: 44 (**10 in CWFD**)

Fire: 2 (**0 in CWFD**)

Other: 23 (**8 in CWFD**)

Calls YTD: 2020- **540**

Mutual and Auto aid calls into CWFD: 26%

Staff Overtime Numbers:

Budget Amount: **\$87,000.00**

Used YTD: **\$65,597.61**

% Used: **75.40%**

- Brown outs since last meeting: **0**

11 callback shifts (4-Sick, 7-Vac)
Covered by 11 OT Shifts

- Air Truck sold for \$7,000. We received and deposited \$15,750 from J. Stout Auctions from the Squad 96 sale.
- Attended the Op's Chiefs meeting via ZOOM on Tuesday, June 23. The main topic of discussion was wildland mobilization and how COVID 19 precautions will affect response.
- We completed the required pump testing on Thursday, June 25, we are waiting for the results and I will review with Chief Jacobs and discuss any possible needed pump repairs.
- Staff sent the EMS Levy mailer to the printer on Monday, June 29. The mailers go out a couple days prior the ballots.
- The labor group has informed me that they will be installing signs throughout the fire district encouraging the residents to vote on the EMS levy this August.
- The annual field mowing was completed at Stations 91, 93 and 94.

AC Jacobs Report

7-7-2020

June EST/Tender training was postponed until we are in phase 3.

July DOC training will be postponed until we are in phase 3.

The new squad chassis arrived on July 2nd, waiting for predelivery inspection.

Engine 91 has now been in service for two years.

Engine 94 is now 15 years old and has close to 92,000 miles.

Safety Report

Last safety committee meeting was 6-25-2020.

Next safety committee meeting will be 8-27-2020 Sta. 91 7:30 PM.

No reported accidents/incidents since your last board meeting.

The safety committee meeting scheduled for 3-24-2020 was rescheduled to 4-23-2020 Sta. 91 7:30 PM. And will be rescheduled for some time in June.

No reported accident/incidents since the last board meeting.

Safety Committee Meeting Minutes

6-25-2020

First safety committee meeting since January due to COVID 19 restrictions.

Reviewed shift safety meeting minutes.

Reviewed accident reports involving a broken mirror on E91. Use caution when driving thru narrow spaces, consider parking and walking when necessary. Accident involving damage to E91 rear bumper when rear wheels dropped off the edge of a driveway, be sure that we have adequate space from edges of driveways.

Reviewed station safety inspections, minor repairs have been done by on duty crews.

Outdoor lighting repairs have been delayed.

Restricted space for generator storage at Sta. 94 has been resolved.

Summer is here, be sure to stay hydrated!!

Watch for oil and gravel resurfacing on roads,
loose gravel can be very slippery.

Date of next safety committee meeting 8-27-
2020 7:30 PM Sta91.