

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

March 5, 2019

Station 91

6:30 PM

AGENDA

CALL TO ORDER:

Flag Salute

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of February 19, 2019 Regular Board Meeting Minutes
2. Approval of February 19, 2019 Local BVFF&RO Meeting Minutes
3. Approval of February 27, 2019 Special Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

OPEN TO PUBLIC:

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes

Assistant Chief Jacobs

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Approve Policies
 - 50.2 Electronic Media Policy - Revised
 - 80.1 Lost or Stolen District Property - Revised
 - 80.3 Use of Official Vehicle - Revised
 - 80.5 Fitness Equipment - Revised
 - 90.2.1 Overtime for Exempt Career Staff - Revised
 - 90.2.2 Exempt Employee Compensation - Revised
 - 90.2.3 Non-Exempt Employee Compensation - Revised

This Meeting is Being Recorded.

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

Page # 1 of 2

- Suspend Policies
 - 80.2.1 Alpha Pager Policy Program
 - 80.4.0 Proof of Insurance for Technical Service Vendors to ECF&R
- Discuss Rescheduling - Policy Review Meeting, Wednesday, March 20, 6:00 PM
- Update on Surplus Vehicle
- Station 95 Parking Lot

COMMITTEES AND SPECIAL MEETINGS:

- ECAAB
- Risk Group – Next meeting scheduled for June 5th, 2019
- Safety Committee Representative
- Revenue Exploratory Committee
- Communication with Neighboring Elected Officials

COMMISSIONER COMMENTS:

OPEN TO PUBLIC:

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar

Strategic Planning Meeting March 6, 2019 – 12:00 PM

EXECUTIVE SESSION:

ADJOURNMENT:

Next Regular Board Meeting: March 19, 2019, 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
 March 5, 2019**

1. Minutes –

- February 19, 2019 Regular Board Meeting
- February 19, 2019 Local BVFF&RO Meeting
- February 27, 2019 Special Board Meeting

2. Invoices

- \$34,185.17
 - i. Check Nos.11173-11196 dated March 5, 2019

3. Approved Commissioner Stipends March 10 Pay Date

| Name | For the Period | | | | Education | Other | Total |
|----------------|-----------------|-------------------|-------------|---------------|-----------|----------|-------|
| | Regular Meeting | Committee Meeting | Special Mtg | Feb 16 Feb 28 | | | |
| Berg | 1 | 0 | 0 | 0 | 0 | 1 | |
| Martin | 1 | 1 | 1 | 0 | 0 | 3 | |
| Petty | 1 | 0 | 1 | 0 | 0 | 2 | |
| Seeds | 1 | 0 | 1 | 0 | 0 | 2 | |
| Taggart | 1 | 1 | 1 | 0 | 0 | 3 | |

4. Voided/Destroyed Claims/Payroll Warrants

None

5. Payroll/Benefits/EFT's

- \$50,719.71 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Mike Taggart – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Joshua Seeds

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

February 19, 2019

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Mike Carnes

Sherry Petty

Mike Berg

Pam Jensen

Mike Taggart

Robert Jacobs

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:30 at Station 91.

Flag Salute was led by Chairperson Martha Martin.

SWEAR IN NEW BOARD SECRETARY:

Swear in Pam Jensen

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

1. Approval of February 5, 2019 Regular Board Meeting Minutes
2. Approval of February 5, 2019 Local BVFF&RO Meeting Minutes
3. Approval of February 6, 2019 Special Board Meeting Minutes
4. Approval of Financial Transactions
5. Excuse Absent Commissioner(s):

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

OPEN TO PUBLIC:

None

CORRESPONDENCE:

None

STAFF REPORT:

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

- Chief Carnes stated the water filter system is installed at Station 93 and a water sample will be sent in for testing this week. Homeowner at 202 Blair Road has agreed access to property located behind his home via homeowner's bridge, Chief Carnes put in a BOLO with CRESA.

- Chief Carnes discussed attending the WFC Spring Leadership Seminar in March to be held in Olympia, WA which led into a discussion of attending the National Fire Academy in Emmitsburg, Maryland and the benefits of attending. NFA information to be provided at next board meeting.

Assistant Chief Jacobs gave his report as follows:

Next DOC/EOC training is March 12, 2019 at Station 91, 7:00 p.m.

EST training was January 28, 2019

Next EST training is scheduled for February 25, 2019 at Station 93, 7:00 p.m.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Assistant Chief Jacobs stated reorganization is continuing. First meeting tentatively scheduled following OTEP on March 6, 2019 at Station 91. Quite a bit of interest with the volunteers to date. There is a volunteer firefighter interested in taking the lead on reorganizing the Volunteer Firefighters Association. Chief Jacobs has offered to help mentor the group. Last Saturday's drill had 3 in attendance.

SAFETY REPORT:

- Chief Jacobs reported that there were no accidents or incidents since the last board meeting.
- There was a Safety Committee meeting on February 4, 2019.
- The next Safety Committee meeting will be March 27, 2019, 7:30 PM at Station 91.

FIRE DISTRICT BUSINESS:

Fire Levy Lid Lift

The Board of Commissioners agreed to run the Fire Levy Lid Lift on Aug. 6, 2019, Primary.

Motion by Commissioner Seeds to approve the Date, seconded by Commissioner Taggart. Motion passed unanimously.

The Board of Commissioners agreed to the type (Restoration) of Fire Levy Lid Lift to run 1 year at \$1.50.

Motion by Commissioner Taggart to approve the Restoration Fire Levy Lid Lift to run 1 year at \$1.50, seconded by Commissioner Petty. Motion passed unanimously.

2019 Primary Election

Commissioner Seeds will let his name stand for Position 1, to complete the last 4 years of a 6 term and Commissioner Taggart will let his name stand for Position 2, 6 year term.

State of the District Letter

The Board of Commissioners has agreed to the State of the District Letter with minor changes to be made. The staff will make the needed changes and forward to the C-W Post Record.

Resolution # 250-02192019 "Surplus Hose"

Motion by Commissioner Taggart to approve Resolution # 250-02192019 "Surplus Hose", seconded by Commissioner Petty. Motion passed unanimously.

Update on Surplus Vehicle

Ad has been reposted and no offers have been received since the last board meeting.

Station 95 Parking Lot

Chief Carnes stated that there was nothing new to report.

COMMITTEES AND SPECIAL MEETINGS:

ECAAB

Nothing new to report.

Risk Group

Next Meeting is scheduled for June 5, 2019.

Safety Committee Representatives

None

Revenue Exploratory Committee

The Revenue Committee is scheduled to meet again on March 13th, 2019 at 10:00 a.m. at Station 91.

Communication with Neighboring Elected Officials

The next meeting with Washougal will be March 4th, 2019.

COMMISSIONER COMMENTS:

- Commissioner Martin gave an update on the process that the port was considering the annexation of the airport with the City of Camas and perhaps changing The Urban Growth Boundary to encompass the airport with City of Camas, this will not be moving forward at this time. The county has been approached with a Zoning Designation Change in regards to Grove Airfield and will have no effect on ECFR. Also, addressed historical records and would like the name of person who called the meeting to order and led the Flag Salute to be listed in the minutes.
- Commissioner Berg addressed signage for Station reorganization information and a request to look into the availability for Grant writing classes thru the Fire Academy.

OPEN TO PUBLIC:

None

LOCAL BOARD FOR VOLUNTEER F/F & RESERVE OFFICERS:

None

ROUND TABLE:

Monthly Event Calendar

Policy Meeting, Wednesday, 2-27-19, Station 91 @ 6:00 p.m.

Strategic Planning, Wednesday, 3-6-19, Station 91 @ 12:00 p.m.

EXECUTIVE SESSION:

RCW 42.30.140 (4)(a) relating to collective bargaining issues and negotiations.

Board went into executive session at 19:19 for 12 minutes.

The board reconvened at 19:31.

No action taken at this time.

ADJOURNMENT:

Next Regular Board Meeting: March 5, 2019 Station 91, 6:30PM

Motion by Commissioner Seeds to adjourn at 19:32 hours, seconded by Commissioner Taggart. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

EAST COUNTY FIRE & RESCUE

Local Board for Volunteer Fire Fighters & Reserve Officers Meeting

Draft Minutes
February 19, 2019

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:44 at Station 91.

The following were in attendance:

Martha Martin
Joshua Seeds
Mike Carnes

Sherry Petty
Mike Berg
Pam Jensen

Mike Taggart
Robert Jacobs

BUSINESS:

None

ADJOURNMENT:

The Local Board adjourned at 18:46

Respectfully Submitted,

Sherry Petty, Commissioner,
Mike Berg, Alternate

Tad Crum, FF's Assoc. Liaison

Bob Jacobs, Chief's Rep.

Martha Martin, Chairperson
Michael Taggart, Alternate

Pam Jensen, District Secretary
Bob Jacobs, Alternate

DISTRICT SEAL:

EAST COUNTY FIRE & RESCUE

SPECIAL BOARD OF FIRE COMMISSIONERS MEETING

February 27, 2019

Station 91

Policy Review Meeting

Draft Minutes

ATTENDANCE:

Martha Martin

Mike Carnes

Sherry Petty

Mike Taggart

Linda Durrett

Joshua Seeds

Pam Jensen

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:00.

Linda Durrett handed out the following policies for review; Electronic Media Policy #50.2, Lost or Stolen District Property Policy #80.1, Use of Official Vehicle #80.3, Fitness Equipment #80.5, Overtime for Exempt Career Staff #90.2.1, Exempt Employee Compensation #90.2.2 and Non-Exempt Employee Compensation #90.2.3, these policies were reviewed and will be brought forward with clean copies for final action at the March 5th, 2019 Board Meeting.

The following policies were discussed and agreed upon to suspend; Alpha Pager Policy Program #80.2.1 and Proof of Insurance for Technical Service Vendors to ECF&R #80.4.0, these policies were reviewed and will be brought forward with clean copies for final action at the March 5th, 2019 Board Meeting.

The next policy meeting date will be on Wednesday, March 20th at 18:00 at Station 91.

Meeting adjourned: 19:30

Respectfully Submitted,

Martha Martin, Chairperson

Mike Berg, Commissioner

Michael Taggart, Commissioner

Sherry Petty, Commissioner

Joshua Seeds, Commissioner

ATTEST:

DISTRICT SEAL:

Pam Jensen, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

03/01/2019 To: 03/31/2019

Time: 14:57:57 Date: 03/05/2019
Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--|----------|--|
| 244 | 03/05/2019 | Claims | 6291 | 11173 | ADVANTAGE PROTECTION | 102.48 | Inv# 256868 ST 93 Qtrly Fire Monitoring |
| | | | | | 001 - 522 50 41 093 - Monitoring (St 93) | 102.48 | ST 93 Qtrly Fire Monitoring |
| 245 | 03/05/2019 | Claims | 6291 | 11174 | AMERICAN MESSAGING | 142.38 | Account# W4-102871 |
| | | | | | 001 - 522 20 41 000 - Pagers | 142.38 | Payment For Unreturned Pagers-Final Payment |
| 246 | 03/05/2019 | Claims | 6291 | 11175 | BUSINESS CARD BANK OF AMERICA | 5,595.76 | Account Ending In #8515 |
| | | | | | 001 - 522 10 25 001 - Admin Uniforms | 11.62 | Galls-Fire Chief Collar Insignia |
| | | | | | 001 - 522 10 30 000 - Office Supplies | 1.08 | Dollar Tree-Double Sided Tape |
| | | | | | 001 - 522 10 30 002 - UPS/Federal Express | 21.20 | The UPS Store-Shipping Air Sample To Lawrence Factor |
| | | | | | 001 - 522 10 31 000 - Furniture/Appliances | 201.61 | Lowe's-ST 93; Water Filtering System |
| | | | | | 001 - 522 10 31 000 - Furniture/Appliances | 483.08 | Lowe's-ST 93; Dishwasher And Installation |
| | | | | | 001 - 522 10 31 000 - Furniture/Appliances | 88.13 | Lowe's-ST 93; Difference In Cost Of Dishwasher Model To Fit Existing Opening |
| | | | | | 001 - 522 10 32 000 - Cleaning and Sanitation | 8.68 | Dollar Tree-ST 94; Handsoap |
| | | | | | 001 - 522 10 33 000 - Computer/Software/Supplies | 271.98 | GoDaddy-3 Yr Renewal SSL Certificate For Email Server |
| | | | | | 001 - 522 10 33 000 - Computer/Software/Supplies | 28.50 | MX Guardian-February 2019 Monthly Fee For Spam Filter |
| | | | | | 001 - 522 10 44 000 - Professional Services | 130.00 | BSK Associates-ST 93; Water Test |
| | | | | | 001 - 522 20 32 001 - Other Operating Supplies | 40.06 | Costco-Totes For Hauling Food And Personal Items To ST 93 |
| | | | | | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc | 27.24 | Amazon-ST 91; Water Filters For Refrigerators |
| | | | | | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc | 30.78 | Amazon-US Flags (2 Qty) |
| | | | | | 001 - 522 20 41 001 - Satellite Phone | 30.20 | NI Government Services-January Satellite Phone Service |
| | | | | | 001 - 522 45 42 000 - Lodging | 501.60 | Fairfield Inn & Suites-D. Burch Training-Fire Officer II NFPA 1021, Rochester WA |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 375.90 | Mr. Appliance-ST 91; Repair Of Stovetop Burners |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 173.21 | Lowe'sBlinds-ST 93; Blinds For The Entry Way |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 48.57 | Amazon-ST 92; No Parking Signs (3 Qty) |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 641.23 | Stanley Convergent-03/01/19-05/31/19 Access Control System Maintenance Fee |
| | | | | | 001 - 522 50 42 091 - Comcast Tel/Internet (St 91) | 315.45 | Comcast-ST 91; January 2019 Telephone/Internet Service |
| | | | | | 001 - 522 50 42 093 - Comcast Tel/Internet (St 93) | 150.40 | Comcast-ST 93; January 2019 Telephone/Internet Service |
| | | | | | 001 - 522 50 42 094 - Comcast Tel/Internet (St 94) | 278.34 | Comcast-ST 94; January 2019 Telephone/Internet Service |
| | | | | | 001 - 522 50 42 095 - Telephone (St 95) | 81.47 | Comcast-ST 95; January 2019 Telephone Service |
| | | | | | 001 - 522 50 43 093 - Electrical & Htg (St 93) | 760.10 | Clark Public Utilities-ST 93; Electric Usage 01/08/19-02/07/19 |
| | | | | | 001 - 522 50 43 094 - Electric & Heating (St 94) | 895.33 | Clark Public Utilities-ST 94; Electric Usage 01/08/19-02/07/19 |
| 247 | 03/05/2019 | Claims | 6291 | 11176 | CAMAS POWER EQUIPMENT | 402.03 | Statement # 346285 |
| | | | | | 001 - 522 20 36 000 - Diesel / Gas | 133.33 | ST 91 & ST 94 Motomix For Saws & Lawn Equipment, Inv#8187 |

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

03/01/2019 To: 03/31/2019

Time: 14:57:57 Date: 03/05/2019

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--|----------|---|
| | | | | | 001 - 522 60 43 000 - Small Engine Repair | 268.70 | ST 94 Chainsaw Repair, Inv#1061933 |
| 248 | 03/05/2019 | Claims | 6291 | 11177 | CHEVRON AND TEXACO BUSINESS CARD SERVICE | 648.97 | Acct # 7898808949 02/2019 |
| | | | | | 001 - 522 20 36 000 - Diesel / Gas | 648.97 | February 2019 Fuel Expense |
| 249 | 03/05/2019 | Claims | 6291 | 11178 | CITY OF WASHOUGAL | 266.31 | Acct# 16-002819-000 |
| | | | | | 001 - 522 50 46 095 - Water & Sewer (St 95) | 266.31 | ST 95 Sewer & Water 11/9/18-1/8/19 |
| 250 | 03/05/2019 | Claims | 6291 | 11179 | CLARK COUNTY AUTO & TRUCK SUPPLY INC | 396.72 | Inv # 745-421675 And CM # 745-421707 |
| | | | | | 001 - 522 60 48 916 - E95 | 396.72 | E95 - Batteries (3 Qty) |
| 251 | 03/05/2019 | Claims | 6291 | 11180 | CLARK PUBLIC UTILITIES | 831.28 | ST 91 Usage 01/08/19-02/01/19; ST 95 Usage 01/23/19 - 02/25/19; ST 92 Usage 01/22/19-02/22/19 |
| | | | | | 001 - 522 50 43 091 - Electrical Service (St 91) | 568.99 | ST 91 Electrical Service 01/08/19 - 02/07/19 |
| | | | | | 001 - 522 50 43 092 - Electrical & Heating (St 92) | 167.07 | ST 92 Usage 01/22/19-02/22/19 |
| | | | | | 001 - 522 50 43 095 - Electrical & Heating (St 95) | 95.22 | Station 95 Usage 01/23/19 - 02/25/19 |
| 252 | 03/05/2019 | Claims | 6291 | 11181 | HI-WAY FUEL | 343.53 | Acct # 710 02/2019 |
| | | | | | 001 - 522 20 36 000 - Diesel / Gas | 343.53 | February Fuel Expense |
| 253 | 03/05/2019 | Claims | 6291 | 11182 | KONICA MINOLTA BUSINESS SOLUTIONS USA IN | 15.59 | Payer ID: 908516 |
| | | | | | 001 - 522 10 40 002 - Copier Mtce | 15.59 | ST 91 Copier Maintenance Fee |
| 254 | 03/05/2019 | Claims | 6291 | 11183 | LUTZ HARDWARE | 87.88 | Acct # 1095 |
| | | | | | 001 - 522 20 34 000 - Bldg Supplies/Facility Misc | 39.11 | ST 92 Hardware For "No Parking" Signs And Zip Ties For Tire Chains |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 48.77 | ST 93 Faucet |
| 255 | 03/05/2019 | Claims | 6291 | 11184 | METRO OVERHEAD DOOR | 1,122.23 | Inv # V34935 St 91-Replaced 2 Springs On Door 2 |
| | | | | | 001 - 522 50 40 000 - Bldg Repair & Maint | 1,122.23 | Inv # V34935 St 91-Replaced 2 Springs On Door 2 |
| 256 | 03/05/2019 | Claims | 6291 | 11185 | NI GOVERNMENT SERVICES, INC | 30.20 | Account# 13065328 |
| | | | | | 001 - 522 20 41 001 - Satellite Phone | 30.20 | February 2019 Satellite Phone |
| 257 | 03/05/2019 | Claims | 6291 | 11186 | NW NATURAL | 584.67 | ST 91 Gas Usage 1/21/2019-2/15/2019 |
| | | | | | 001 - 522 50 45 091 - Gas (St 91) | 584.67 | ST 91 Gas Usage 1/21/2019-2/15/2019 |
| 258 | 03/05/2019 | Claims | 6291 | 11187 | PACIFIC TRUCK & TRAILER SERVICE, INC | 2,058.29 | ECFR APP #1019; ECFR APP #916; ECFR APP #1014 |
| | | | | | 001 - 522 60 48 014 - E94 | 683.82 | E94 Replace Starter |
| | | | | | 001 - 522 60 48 019 - RH93 | 1,117.02 | Annual Inspection And Service RH-93 |
| | | | | | 001 - 522 60 48 916 - E95 | 257.45 | Replaced 3 Batteries For E-95 |
| 259 | 03/05/2019 | Claims | 6291 | 11188 | PALADIN BACKGROUND SCREENING | 88.00 | Inv # 1594 Background Check; Felton And Rodriguez |
| | | | | | 001 - 522 10 44 000 - Professional Services | 88.00 | Inv # 1594 Background Check; Felton And Rodriguez |
| 260 | 03/05/2019 | Claims | 6291 | 11189 | RICOH USA, INC | 27.02 | ST 94 Copier Maintenance |
| | | | | | 001 - 522 10 40 002 - Copier Mtce | 27.02 | ST 94 Copier Maintenance |
| 261 | 03/05/2019 | Claims | 6291 | 11190 | SIMPSON PLUMBING | 555.01 | ST 93 Installation Of Aquifer Water Filtration Cartridge |

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

03/01/2019 To: 03/31/2019

Time: 14:57:57 Date: 03/05/2019
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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|---------------------|-------|------------------------------------|-----------|--|
| | | | 001 - 522 50 40 000 | | Bldg Repair & Maint | 555.01 | ST 93 Installation Of Aquifer Water Filtration Cartridge |
| 262 | 03/05/2019 | Claims | 6291 | 11191 | URGENT MEDICAL CENTER | 50.00 | Statement # 6580 |
| | | | 001 - 522 10 43 000 | | Medical/Drug Screen/Vaccina | 50.00 | Pre Employment Drug Screen - Pamela Jensen |
| 263 | 03/05/2019 | Claims | 6291 | 11192 | WASHINGTON FIRE CHIEFS | 100.00 | Inv # 12684 M. Carnes / Spring Workshop |
| | | | 001 - 522 10 49 000 | | Admin Tuition/Registration | 100.00 | Inv # 12684 M. Carnes / Spring Workshop |
| 264 | 03/05/2019 | Payroll | 6291 | 11193 | MACILVENNIE ASSOCIATES, INC | 1,933.00 | Pay Cycle(s) 03/10/2019 To 03/10/2019 - Disability - Admin |
| | | | 001 - 522 10 26 001 | | Admin Disability | 644.34 | |
| | | | 001 - 522 10 26 001 | | Admin Disability | 644.33 | |
| | | | 001 - 522 10 26 001 | | Admin Disability | 644.33 | |
| 265 | 03/05/2019 | Payroll | 6291 | 11194 | OPEIU Local 11 | 187.00 | Pay Cycle(s) 02/25/2019 To 02/25/2019 - OPEIU Dues; Pay Cycle(s) 03/10/2019 To 03/10/2019 - OPEIU Dues |
| | | | 001 - 589 99 99 000 | | Payroll Clearing | 29.00 | |
| | | | 001 - 589 99 99 000 | | Payroll Clearing | 29.00 | |
| | | | 001 - 589 99 99 000 | | Payroll Clearing | 129.00 | |
| 266 | 03/05/2019 | Payroll | 6291 | 11195 | TRUSTEED PLANS SERVICE CORPORATION | 18,566.82 | Pay Cycle(s) 02/01/2019 To 02/28/2019 - PPO-100; Pay Cycle(s) 02/01/2019 To 02/28/2019 - Kaiser; Pay Cycle(s) 02/01/2019 To 02/28/2019 - Dental; Pay Cycle(s) 02/01/2019 To 02/28/2019 - Disability - FF |
| | | | 001 - 522 10 22 001 | | Admin Medical Insurance | 1,363.51 | |
| | | | 001 - 522 10 22 001 | | Admin Medical Insurance | 1,482.38 | |
| | | | 001 - 522 10 22 001 | | Admin Medical Insurance | 92.83 | |
| | | | 001 - 522 10 22 001 | | Admin Medical Insurance | 92.83 | |
| | | | 001 - 522 10 26 001 | | Admin Disability | 113.23 | |
| | | | 001 - 522 10 26 001 | | Admin Disability | 2.40 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,990.19 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,410.69 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,830.59 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,830.59 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,410.69 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 675.44 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,830.59 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 675.44 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 1,095.34 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 88.90 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 159.13 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 159.13 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 88.90 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 159.13 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 53.54 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 159.13 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 53.54 | |
| | | | 001 - 522 20 22 001 | | FF Medical Insurance | 88.90 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 86.44 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 95.07 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 82.12 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 77.82 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 99.39 | |
| | | | 001 - 522 20 26 001 | | FF Disability | 90.76 | |

CHECK REGISTER

East County Fire & Rescue
 MCAG #: 1060

03/01/2019 To: 03/31/2019

Time: 14:57:57 Date: 03/05/2019
 Page: 4

| Trans Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|------------|-------------------|--|-------------|---|------------------|--|
| | | 001 - 522 20 26 001 - FF Disability | | | 108.06 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 90.76 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 82.12 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 2.40 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 10.00 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 151.84 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 81.69 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 128.35 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 10.00 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 128.35 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 81.69 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 128.35 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 46.66 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 3.93 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 11.73 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 11.73 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 3.93 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 11.73 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 11.73 | |
| | | 001 - 589 99 99 000 - Payroll Clearing | | | 3.93 | |
| 267 | 03/05/2019 | Payroll | 6291 | 11196 WASHINGTON COUNCIL OF POLICE | 50.00 | Inv# 17386 Pay Cycle(s) 02/01/2019 To 02/28/2019 - WACOPS |
| | | 001 - 522 10 26 001 - Admin 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 - 522 20 26 001 - FF Disability | | | 5.00 | |
| | | 001 - 522 20 26 001 - FF Disability | | | 5.00 | |
| | | 001 General Fund | | | 34,185.17 | |
| | | | | | <u>34,185.17</u> | |
| | | | | | | Claims: 13,448.35 |
| | | | | | | Payroll: 20,736.82 |

CHECK REGISTER

East County Fire & Rescue
 MCAG #: 1060

02/12/2019 To: 02/28/2019

Time: 11:21:50 Date: 03/01/2019
 Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|------------------|------------|---------|--------|-------|-------------------------------|-----------|--|
| 188 | 02/25/2019 | Payroll | 6291 | EFT | | 2,197.12 | |
| 189 | 02/25/2019 | Payroll | 6291 | EFT | | 225.97 | |
| 190 | 02/25/2019 | Payroll | 6291 | EFT | | 3,511.94 | |
| 191 | 02/25/2019 | Payroll | 6291 | EFT | | 2,700.23 | |
| 192 | 02/25/2019 | Payroll | 6291 | EFT | | 761.25 | |
| 193 | 02/25/2019 | Payroll | 6291 | EFT | | 2,239.43 | |
| 194 | 02/25/2019 | Payroll | 6291 | EFT | | 2,376.11 | |
| 195 | 02/25/2019 | Payroll | 6291 | EFT | | 759.43 | |
| 196 | 02/25/2019 | Payroll | 6291 | EFT | | 777.08 | |
| 197 | 02/25/2019 | Payroll | 6291 | EFT | | 2,056.02 | |
| 198 | 02/25/2019 | Payroll | 6291 | EFT | | 2,275.91 | |
| 199 | 02/25/2019 | Payroll | 6291 | EFT | | 562.12 | |
| 200 | 02/25/2019 | Payroll | 6291 | EFT | | 705.36 | |
| 201 | 02/25/2019 | Payroll | 6291 | EFT | | 235.77 | |
| 202 | 02/25/2019 | Payroll | 6291 | EFT | | 353.65 | |
| 203 | 02/25/2019 | Payroll | 6291 | EFT | | 2,615.76 | |
| 204 | 02/25/2019 | Payroll | 6291 | EFT | | 468.44 | |
| 205 | 02/25/2019 | Payroll | 6291 | EFT | | 353.65 | |
| 206 | 02/25/2019 | Payroll | 6291 | EFT | | 225.97 | |
| 207 | 02/25/2019 | Payroll | 6291 | EFT | | 505.75 | |
| 208 | 02/25/2019 | Payroll | 6291 | EFT | | 3,303.63 | |
| 209 | 02/25/2019 | Payroll | 6291 | EFT | | 1,783.93 | |
| 210 | 02/25/2019 | Payroll | 6291 | EFT | | 1,646.75 | |
| 211 | 02/25/2019 | Payroll | 6291 | EFT | DEPT OF RETIREMENT SYSTEMS | 10,761.54 | Pay Cycle(s) 02/25/2019 To 02/25/2019 - DComp; Pay Cycle(s) 02/25/2019 To 02/25/2019 - PERS2; Pay Cycle(s) 02/25/2019 To 02/25/2019 - PERS3; Pay Cycle(s) 02/25/2019 To 02/25/2019 - LEOFF2 |
| | | | | | | | |
| 212 | 02/25/2019 | Payroll | 6291 | EFT | IAFF2444 | 570.22 | Pay Cycle(s) 02/25/2019 To 02/25/2019 - IAFF Dues |
| 213 | 02/25/2019 | Payroll | 6291 | EFT | IRS | 6,289.68 | 941 Deposit for Pay Cycle(s) 02/25/2019 - 02/25/2019 |
| 214 | 02/25/2019 | Payroll | 6291 | EFT | OR Department of Revenue | 457.00 | Pay Cycle(s) for OR Tax02/25/2019 - 02/25/2019 |
| 001 General Fund | | | | | | 50,719.71 | |
| | | | | | | 50,719.71 | Payroll: 50,719.71 |

Chief's Report

3-5-19

Calls since last Commissioner meeting: **24**

EMS: **14**

Fire: **2**

Other: **8**

Calls YTD: 2019- **121**

Staff Overtime Numbers:

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

Used YTD: **\$1,834.34**

% Used: **2.11%**

- Brown outs since last meeting: **0**
- Annual Ladder testing is scheduled for Wednesday, 3-6-19 at Station 93.
- Continuing to work on the 2018 Annual Fire District Report.
- Water test for Station 93 has been turned in, awaiting the results. This test was taken after the installation of a water filtering system.
- Signage has been ordered for "Brown-Out" stations.
- Had 2 significant structure fires over the weekend. The first was on Saturday morning up on Sunset View Road. The structure was a 1440 sq. ft. shop/barn and was well involved when our units arrived. The East wind was blowing hard which fed the flames. CWFD crews assisted in the initial attack and stayed on scene until the scene was stabilized.

The Second fire was on Sunday about 1200 hours at the mobile home park off NE 9th Street. There was a small shed fully involved and was extending into the single wide mobile home. The crew did a great job getting water on the shed and mobile home on their arrival. They had the fire under control shortly after arriving. CWFD and VFD also responded. Red Cross was called in to assist the resident with a place to stay. There were no injuries reported at either of these fires.

AC Jacobs Report

3-5-19

Next DOC/ACC training March 12th 2019 Sta. 91 7 PM.

EST training was February 28th 2019.

Next EST training March 25th 2019 Sta. 93 7 PM.

Safety Report

Last safety committee meeting was 2-4-19.

Next safety committee meeting, 3-27-19 Sta. 91 7:30 PM.

No reported accidents or incidents since the last board meeting.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: ELECTRONIC MEDIA POLICY

PPG NUMBER: 50.2

Page 1 of 4

DATE OF ISSUE: 4-7-15

APPROVED BY: _____

REVISED: 3-5-19

Board Chair

PURPOSE:

East County Fire & Rescue (The District), recognizes the value in the legitimate and responsible use of electronic media, including social media and the District website. The District also recognizes that it is necessary to separate work-related use from personal use, and to protect the integrity of the District and the freedom-of-expression rights of its members.

The District has an overriding interest and expectation in deciding what is "spoken" on behalf of the District on electronic media sites and through the use of digital images owned by the District.

The purpose of this policy is to provide guidance to members and to clarify the boundaries between appropriate and inappropriate use of electronic media by District personnel.

Nothing in this policy is intended to unlawfully restrict a member's right to engage in free speech, protected union activities, or other activities protected by state or federal law.

1. DEFINITIONS

- 1.1. District Electronic Media** - Social media and websites directly authorized and established by the District in accordance with the terms of this policy as an official medium for District communications.
- 1.2. On Duty** - Refers to times in which personnel are being paid by the District for their services, are engaged in official District activities, or are representing themselves as personnel of the District. Off-duty personnel who respond to District incidents and are in uniform or are otherwise identifiable as members of the District shall be considered "On Duty" for purposes of this policy.
- 1.3. Personnel** - Commissioners, employees and volunteers of the District.
- 1.4. Post** - Content (written, spoken, visual) an individual shares on an electronic media site or the act of publishing content on an electronic media site.
- 1.5. Social Media** - A category of internet-based resources that enable the user to generate content and encourages other user participation. This includes, but is not limited to mediums such as, Blogs, Facebook, Twitter, YouTube, Flickr, LinkedIn, etc.
- 1.6. Electronic Media Administrator** - Refers to the designated individual(s) responsible for administering District electronic media in compliance with this policy.

2. GENERAL GUIDELINES

- 2.1. Public Record Act Compliance** - District electronic media and District images are subject to State of Washington public records laws. Any content maintained in District electronic media that is related to District business, including a list of subscribers and posted communication, and all District images are public records. The District is responsible for responding completely and accurately to any public records request for

PPG NUMBER: 50.2

Page 1 of 4

DATE OF ISSUE: 4-7-2015

public records including District electronic media and District images. Content related to District business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, District social media sites shall clearly state that any information posted or submitted for posting are subject to public disclosure.

2.2. Record Retention and Management - District electronic media shall be archived in a manner that is compliant with the Washington State Public Records Act and the Department of Archives record retention requirements.

3. DISTRICT ELECTRONIC MEDIA RESPONSIBILITIES

3.1. All District electronic media must be approved by the Fire Chief or designee prior to use.

3.2. The Electronic Media Administrator or designee shall be responsible for administering and managing all District electronic media and shall insure that the District electronic media use is in compliance with all applicable laws, standards and District policies.

3.3. The Electronic Media Administrator shall be appointed by the Fire Chief.

4. DISTRICT ELECTRONIC MEDIA STANDARD GUIDELINES

The following guidelines apply to all of the District's electronic media:

4.1. Identification of District- District social media sites shall clearly indicate that it is maintained by the District, shall have the District logo and contact information prominently displayed and shall display or have a direct link to District's website.

4.2. District Purpose. District social media sites shall include an introductory statement that clearly specifies the purpose and scope of the District's social media in the following form:

(a). East County Fire and Rescue proudly serves the citizens of the District, including the areas of Fern Prairie, Sunnyside, Bear Prairie, Mt. Norway, and Orchard Hills. This site is intended to update followers on recent or upcoming events within the District and provide information related to our services. The opinions expressed by visitors to this site do not reflect the opinions of the District. Any comments submitted to this site and any lists of users or links are public records subject to disclosure pursuant to RCW 42.56 We reserve the right to delete any abusive, disrespectful, hate speech, or similar comments or posts. Thank you for your understanding.

(b). Communications made on this site do not constitute official notice to the District or any District personnel. Public Record requests may not be made on this site and must be submitted directly to the District's Public Record Officer consistent with the District's Public Record Policy.

4.3. District Social Media Administration - The Social Media Administrator shall insure that all District social media use complies with the following:

(a). The District must be in compliance with the Terms of Service of the social media forum hosting the District's social media.

(b). District social media content is managed consistent with this policy.

(c). Public posts, comments or links that contain any of the following forms of content shall be blocked or deleted:

- (i). Profane language or content;
 - (ii). Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - (iii). Sexual content or links to sexual content;
 - (iv). Solicitations of commerce;
 - (v). Conduct or encouragement of illegal activity;
 - (vi). Information that may tend to compromise the safety or security of the public or public systems;
 - (vii). Content that violates a legal ownership interest of any other party; or
 - (viii). Content that violates the privacy policies or terms of use of the specific social media platform being used.
- (d). Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.
 - (e). Objectionable social media content that is not listed in this policy may only be removed after consultation with the Fire Chief or the District's legal counsel.
 - (f). Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

4.4. Links Policy - The District may select links to other social media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the District's policies no longer apply and users become subject to the policies of that page or site. District electronic media is intended specifically to share information about District programs, events and services. The District specifically does not provide links to other pages or sites that are:

- (a). Associated with, sponsored by or serving a candidate for elected office.
- (b). Supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
- (c). Purely commercial pages with no affiliation to District projects, programs or objectives.
- (d). Individual personal homepages.
- (e). Contain information that violates this policy.

4.5. Copyright Policy -

- (a). All information and materials generated by the District and provided on District electronic media pages are the property of the District. The District retains copyright on all text, graphic images and other content that was produced by the District and found on the page. Individuals may print copies of information and material for their own non-commercial use, provided that they retain the copyright symbol or other such proprietary notice intact on any copyrighted materials they copy. They must include a credit line reading: "Courtesy of East County Fire and Rescue".

- (b). Commercial use of text, District logos, photos and other graphics is prohibited without the express written permission of the District. Use of the District logo is prohibited for any non-governmental purpose. Any person reproducing or redistributing a third-party copyright must adhere to the terms and conditions of the third-party copyright holder. If a copyright holder feels that the District did not use an appropriate credit line they must notify the District Electronic Media Administrator with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

4.6. Personal Use – The viewing of electronic media while on duty or participating in activities of the District is not specifically prohibited. Use of personal, non-business, forms of communication, including electronic media, must be de Minimis (so minor as to merit disregard,) and must not interfere with the needs of the District or job performance. Personnel shall adhere to the following:

- (a). Personnel may not use District email accounts for personal electronic media activities.
- (b). Personnel shall not post or publish any materials that could reasonably be considered to represent the views or positions of the District, without prior authorization from the Fire Chief.
- (c). When personnel state an affiliation with the District while using electronic media for personal purposes, they shall clearly indicate that “the opinions expressed are my own and do not necessarily reflect those of the District”.
- (d). Personnel are free to express themselves as private citizens on electronic media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District's legitimate interest in the efficient performance of the workplace.
- (e). Personnel may use personal electronic media and images as necessary to engage in union activities and whistleblower type activities as protected by state and federal law.
- (f). Personnel shall not post, transmit, or otherwise disseminate any information or District images or video to which they have access as a result of their Fire District affiliation without advance written permission from the Fire Chief or designee.
- (g). Personnel shall not display District logos, uniforms, or similar identifying items on personal electronic media sites and web pages without advance written permission from the Chief or designee. Personnel may not directly or indirectly identify or disclose an association with the District through electronic media if the electronic media activities are inconsistent with this policy, or would negatively impact the District's legitimate interest in the efficient performance of the workplace or the District's reputation or standing in the community.
- (h). Commissioners shall not communicate District business with each other via personal electronic media.

5. DISCIPLINARY ACTION

Violation of the District's guidelines for the appropriate use of electronic media may be subject to appropriate disciplinary action in accordance with the District's disciplinary policy and the applicable guidelines.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Lost or Stolen District Property

PPG NUMBER: 80.1

Page 1 of 2

DATE OF ISSUE: 06-05-07

APPROVED BY: _____

REVISED: 03-05-19

Board Chair

POLICY:

Equipment and supplies purchased by East County Fire & Rescue remain the property of the District, unless otherwise documented in District policy.

Equipment and materials assigned to members for use in delivery of District goals and objectives becomes the responsibility of those members. Therefore, care, maintenance and protection of those District materials and supplies is directly assigned to those members, and those members are accountable to the District for performance of that care, maintenance and protection.

Members also have a responsibility for the care, maintenance and protection of equipment and materials that are not assigned directly to them when using such equipment and material in the delivery of District goals and objectives. Members shall use due care in the use of such items and shall ensure that such equipment and materials are returned or replaced for future use.

1.0 Member-Assigned Equipment and Materials

- A. Members shall possess no District equipment that is not documented by the Fire District and assigned to said member.
- B. When not using assigned equipment (turnouts, radios, wildland gear, etc.) at District incidents and activities, the member shall take reasonable precautions to protect such equipment:
 - a. Lock vehicle or home
 - b. Keep gear locked in the trunk
 - c. Obscure equipment with turnout bags, etc.
 - d. Keep equipment out of sight
- C. When using assigned equipment at District incidents and activities, the member shall take reasonable precautions to protect such equipment:
 - a. Do not set portable radios or other equipment on running boards, side steps, compartment tops, etc., of apparatus or other vehicles
 - b. Do not set equipment in the travel path of apparatus or near their wheels
 - c. Keep your gear together, not strewn about the scene— monitor your gear
- D. Maintain equipment and materials in good working order.
 - a. Clean it when dirty
 - b. Have it repaired when damaged
 - c. Periodically inspect its condition and operation
 - d. Report it missing to an Officer within 48 hours of its loss, or within 48 hours of when the member notices that it is missing.
- E. Members may be held financially responsible for assigned equipment and materials when theft, loss or damage occurs and the member is found to have not made reasonable attempts to protect such assigned equipment and materials.
- F. The District may require the return of assigned equipment when members fail to exercise due care and/or reasonable precautions in the storage and/or use of such equipment and materials.

2.0 Common Use Equipment and Materials

- A. Members shall exercise due care when using equipment and materials that are provided in stations, on apparatus, etc., for use in the delivery of District goals and objectives:
 - a. Use equipment appropriately, within the manufacturer's guidelines, and exercise due care to avoid unnecessary damage to such equipment.
 - b. Return equipment to its assigned location.
 - c. Perform a quick area search for stray equipment prior to leaving the scene.
 - Apparatus drivers/operators are responsible to check for the return of all equipment to their rig prior to leaving the scene.
 - d. Check for the presence of equipment and restock after return to the station.
 - Return to the scene as quickly as possible if equipment is found to be missing.
 - e. Clean dirty equipment.
 - f. Have damaged equipment repaired.
 - g. Notify an officer when equipment is found to be missing.
- B. Members may be disciplined for
 - a. Causing damage to equipment through misuse or negligence.
 - b. Using excessive amounts of supplies.
 - c. Unauthorized use of District equipment or supplies.
 - d. Theft of District equipment or supplies
- C. Members may be held financially responsible for:
 - a. Negligent use of District equipment or supplies
 - b. Deliberate damage to or destruction of District equipment or supplies

3.0 State Auditor's Office

- A. Revised code of Washington (RCW 43.09.185) requires that all state agencies and local governments **immediately** notify the State Auditor's Office (SAO) in the event of a known or suspected loss of public funds or assets or other illegal activity. Administrative staff shall refer to the "Reporting Losses of Public Funds or Assets or Other Illegal Activity" section of the BARS Cash Manual for guidance.

4.0 Notification of Law Enforcement

- A. The Fire Chief shall make certain that law enforcement is notified when equipment and/or materials are thought to have been stolen from District apparatus and/or facilities.
 - a. A police report shall be filed and a copy obtained for Fire District records.
- B. Members shall notify law enforcement when Fire District equipment and/or materials that were under their supervision have been stolen.
 - a. A police report shall be filed and a copy obtained and forwarded to the Fire Chief for Fire District records.
 - b. Any member who is unwilling to file a theft report with law enforcement shall be held financially responsible for the loss.

5.0 Insurance Claims

- A. The Fire Chief shall provide the Board with his recommendation on making or not making an insurance claim for lost or stolen items.
 - a. The Board shall have the final determination on whether or not the Fire Chief files such an insurance claim.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Use of Official Vehicle

PPG NUMBER: 80.3

PAGE: 1 of 1

DATE OF ISSUE: 06-05-07

APPROVED BY: _____

Board Chair

REVISED: _____

03-05-19

POLICY:

1. It shall be the policy of East County Fire & Rescue that all District vehicles shall be operated and/or used as set forth in the Rules, Regulations, and Operational Guidelines.
2. Administrative and/or command vehicles may be taken to residences if being utilized for transportation to official functions, and the point of departure is from the residence (due to time and/or distance factors), or when provided to facilitate emergency response and other assigned duties.
 - a. The vehicle use must be pre-authorized by a Chief Officer.
 - b. All District policies, procedures, and guidelines shall apply.
 - c. Only authorized personnel will be allowed in the vehicle.
 - d. Non-members will be allowed in District vehicles with a completed waiver of liability and approval by a Chief Officer.
 - e. The driver shall be in charge of and responsible for the vehicle, its use, and all actions resulting from the operations of the vehicle.
 - f. The District is not liable for parking tickets or any illegal act or use of the vehicle or crimes committed by the persons therein.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Fitness Equipment

PPG NUMBER: 80.5

Page 1 of 1

DATE OF ISSUE: 05-17-11

APPROVED BY: _____

REVISED: 03-05-19

Board Chair

POLICY:

East County Fire & Rescue provides fitness equipment for use by all District members. Family members may be allowed to use the fitness equipment. A waiver of liability must be signed by the family member and the Fire Chief prior to the family member's use of District fitness equipment.

PROVISIONS:

- a. East County Fire & Rescue members in good standing are eligible to use the fitness equipment.
- b. The fitness equipment is available for use seven days a week, including holidays, from 7:00 a.m. to 9:00 p.m.
- c. Proper workout attire must be worn. Members must wear appropriate clothing while using ECFR fitness equipment. Examples of proper attire include gym shorts, tee shirts and any conventional exercise attire such as warm up suits. Fitness equipment should be cleaned immediately after use of that equipment.
- d. Food and beverages, with the exception of water, are not allowed in the fitness area.
- e. Damaged or faulty equipment shall be reported to the Exercise Equipment Program Manager and immediately posted as "Out of Service".

RETIREE USE:

East County Fire & Rescue retirees may be authorized to use the fitness equipment. Their use must be compliant with this policy, and they must sign a waiver of liability prior to use.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Overtime for Exempt Career Staff

PPG NUMBER: 90.2.1

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

APPROVED BY: _____

REVISED: 03-05-19

Board Chair

POLICY:

1. Exempt career employees are not eligible for overtime pay for authorized work time beyond 40 hours per week when performing regular duties on behalf of the District.
2. Overtime pay may be available to Exempt career employees only when performing duties as on a special assignment, or for activities authorized by the Fire Chief and/or Board of Commissioners (e.g. wildfire mobilizations, hazardous materials response, state or federal disaster relief efforts, etc.).
3. In these special situations, overtime may be paid to the Exempt career employee, when the outside (host) agency historically pays "overtime" to its employees and contractors, and the District is reimbursed 100% of such costs by that outside agency.
4. When seeking reimbursement from the outside agency, staff shall utilize the Total Cost Compensation method. Overtime compensation will be requested for any authorized work hours performed outside the exempt employee's normal work schedule.

**EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES**

SUBJECT: Exempt Employee Compensation

PPG NUMBER: 90.2.2

PAGE: 1 of 1

DATE OF ISSUE: 06-19-07

**ADOPTED BY: _____
Board Chair**

REVISED: 03-05-19

Policy:

It shall be the policy of East County Fire & Rescue, to provide all Exempt employees with flex-time, as defined in this policy.

Definitions:

- Flex-Time: the normal hours per pay period are worked in an irregular fashion within that same pay period.

Action: Provisions of this policy require approval of the Fire Chief.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Non-Exempt Employee Compensation

PPG NUMBER: 90.2.3

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

APPROVED BY: _____
Board Chair

REVISED: 03-05-19

Purpose: The purpose of this policy is to comply with federal and state overtime provisions and to control labor costs by managing the expense of overtime pay to nonexempt employees.

Compliance: Subject to the Management Rights Clause Article 3, under the FLSA 29 CFR, the Employer has adopted the 7(k) exemption and the following work periods for employees classified as Firefighters.

- The work period for full-time firefighters shall be defined as 27 days.
- The work period for part-time firefighters shall be defined as 7 days.

The work period for all other employees shall be the standard week beginning at 0001 hours on Monday and ending at 2400 on Sunday.

Work Schedules:

The standard work schedule for full-time and part-time firefighters shall be 24-hour shifts beginning at 0700 hours. The District reserves the right to adjust work shift start times.

The standard work schedule for all other employees shall be defined by position.

Shift Trades:

Employees shall have the right to voluntarily trade shifts in compliance with Standard Operating Guidelines #208 - Shift Trades. Shift trades shall not interfere with the operational needs of the District or cause overtime situations where the regular schedule did not.

Overtime:

All employees are expected to make a good-faith effort to minimize the occurrence of overtime. Supervisors are expected to manage personnel time, as much as is practical, to avoid overtime.

All extra hours worked shall be subject to Standard Operating Guidelines #206 - Extra Work Hours and Callback Guideline. Compensation for overtime shall be at a rate of one and one-half times the employee's regular rate of pay.

FLSA overtime shall apply to all hours, actually worked, that exceed the threshold for the employee's classification:

- Full-time firefighter - 204 hours in a 27 day work period
- Part-time firefighter- 53 hours in a 7 day work period
- All other employees - 40 hours in a work week

Unauthorized Overtime: Individuals and/or supervisors that fail to comply with the provisions outlined in Section II of this document may be subject to disciplinary action per SOG #403 - Code of Discipline.

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Alpha Pager Policy Program

PPG NUMBER: 80.2.1

PAGE: 1 of 1

DATE OF ISSUE: 5-15-07

APPROVED BY: _____
Board Chair

SUSPENDED: 03-05-19

POLICY:

1. This policy pertains only to persons granted membership by the Board of Fire Commissioners.
2. An Active Volunteer Fire, EMS or Fire Corps Responder is defined as a member who complies with all member requirements set forth in the Rules & Regulations.
3. The Fire District will issue Active Volunteer personnel their Alpha Pager, specifically to receive data related to Incident Response.
4. The member issued an alpha pager will sign for it by CAP code/serial number and be responsible for its care, protection, and serviceability. Quarterly cost and batteries will be provided by the district.

EAST COUNTY FIRE & RESCUE

Policies, Procedures, and Guidelines

SUBJECT: Proof of Insurance for Technical Service Vendors to ECF&R

PPG NUMBER: 80.4.0

PAGE: 1 of 1

DATE OF ISSUE: 6-15-10

APPROVED BY: _____

SUSPENDED: 03-05-19

Board Chair

POLICY:

It is the policy of the Board of Commissioners of East County Fire & Rescue, Clark County, Washington that to insure that critical equipment* is properly maintained, and to limit the District's liability for failure of that equipment to properly perform, the Chief and Staff shall request the following documentation**, certification or authorization to perform intended service work from all maintenance and repair personnel/vendors:

- Current proof of knowledge, skills and ability to service critical equipment, issued by a legitimate agency, organization or company, authorizing the technician to perform work on the District's equipment.
- Current proof of insurance, providing (at least) liability coverage - commensurate to the financial liability that could be incurred - against failure of the critical equipment during its intended usage.
- Examples of critical equipment are not limited to but include:
 - Medical Equipment: ie. AEDs, PulseOx, etc.
 - Self-contained Breathing Apparatus
 - Emergency Response Apparatus

** Examples of required documentation are not limited to but include:

Medical Equipment:

- Authorization from the equipment manufacturer to perform service
- Liability Insurance against equipment failure or technician error

Self-contained Breathing Apparatus:

- Authorization from the equipment manufacturer to perform service
- Liability Insurance against equipment failure or technician error

Emergency Response Apparatus:

- Proof of knowledge, skills and ability to perform work; not limited to but include:
 - Proof of Air Brake certification
 - ASE (Automotive Service Excellence) certification
 - EVT (Emergency Vehicle Technician) certification
- Liability insurance against equipment failure or technician error
- Shop Keeper's Coverage

Note: All insurance coverage shall provide adequate coverage to offset potential financial losses (for the apparatus/equipment involved) and/or legal fees (minimum liability coverage of \$1 million).

Mar 2019 - East County Fire & Rescue

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|------|-----|---|--|------|---|--|
| | | | | | Mar 1 | 2 |
| 3 | 4 | 5 Events Commissioner Meeting Station 91 | 6 Events Strategic Planning Meetin. Station 91 OTEP Station 91 | 7 | 8 | 9 Events Pilot Ground School Station 91 |
| 10 † | 11 | 12 | 13 | 14 | 15 | 16 Events Instrument Pilot Refresh. 09:00 - 12:00 Station 91 |
| 17 | 18 | 19 Events Commissioner Meeting Station 91 | 20 Events Summit at Autumn Hills HO... Station 91 | 21 | 22 | 23 Events Pilot Ground School Station 91 burn trailer |
| 24 | 25 | 26 | 27 | 28 | 29 Events POW/MIA Flag 07:00 - 07:00 | 30 Events Pilot Ground School Station 91 |
| 31 | | | | | | |

* 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 10 does not exist due to Daylight Saving Time.