



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

(360) 835-8920 (fax)

www.ecfr.us



Regular Board of Fire Commissioners Meeting September 05, 2023

Station 91

6:30 PM

Agenda



This meeting will be held in hybrid format, in-person and using Zoom video conferencing. The link and telephone dial-in number are provided below:

Video Conferencing Link: <https://us02web.zoom.us/j/82645321061>

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

Meeting ID 826 4532 1061 and Passcode 026862

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

Call to Order

Flag Salute

Agenda Adjustments

Consent Agenda

- Approval of August 10, 2023 Strategic Planning Meeting Minutes.
- Approval of August 15, 2023 Regular Board Meeting Minutes.
- Approval of August 15, 2023 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s).

Public Input

Swearing In and Member Recognition

1. FF Kevin Hawkey and FF Nollan Charles.
2. Member recognition – ECFR Open House.

Correspondence

Staff Reports

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

Fire District Business

1. Proposal for Public Communication – Discussion.
2. Resolution #324-09052023 – Transfer \$4486.36 from Leave Accrual Reserve Fund to General Fund for vacation buyout for Harrington and Wyman.
3. Resolution #325-09052023 – Revision of the district’s fund accounting structure.
4. Resolution #326-09052023 – Revision to 90.3.2 purchase policy.
5. Adopt the purpose scope and SOG 3.1.1.
6. Adopt the purpose scope and SOG 4.2.1.
7. Turnover – Discussion.
8. Purchase request – Approve estimate for \$4176.17 provided by vendor to replace gutters at Station 93.

Committee Meetings:

1. Communication with Neighboring Elected Officials.
 - City of Camas, October 25, 2023 at 2:00 PM, City Hall.
 - City of Washougal, TBA.
2. Risk Group, October 11, 2023 at 8:00 AM via Zoom.
3. Revenue Exploratory Committee, TBA.
4. East County Ambulance Advisory Board (ECAAB), TBA.
5. Safety Meeting, September 25, 2023 Sta. 91 at 7:30 PM.

Commissioner Comments

Public Comment

Local Board for Volunteer Firefighters and Reserve Officers

Upcoming Meetings

- Review of the district's monthly event calendar.
- Next Regular Board Meeting will be held September 19, 2023 Station 91 at 6:30 PM – hybrid format.
- Next Strategic Planning Workshop September 6, 2023 Station 91 at 3:00 PM – hybrid format.

Executive Session

RCW 42.30.110 (1) (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Adjournment



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Board of Fire Commissioners Consent Agenda

September 05, 2023

1. Approval of minutes:
 - August 10, 2023 Strategic Planning Meeting Minutes.
 - August 15, 2023 Local Regular Board Meeting.
 - August 15, 2023 BVFF Meeting.
2. Invoices for \$23,953.08 check numbers 14798-14808 dated August 29, 2023.
3. Approved commissioner stipends for the period of August 16 through August 31 with a September 10, pay date.

Name	Regular Meeting	Committee Meeting	Special Meeting	Education	Other	Total
Hofmaster	0	0	0	0	1	1
Martin	0	0	0	0	2	2
Petty	0	0	0	0	0	0
Seeds	0	0	0	0	1	1
Taggart	0	0	0	0	1	1

4. Voided/Destroyed Claims/Payroll Warrants.
5. Payroll/Benefits/EFT's in the amount of \$75,351.62 (Payroll).

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner



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Special Board of Fire Commissioners Meeting

August 10, 2023

Station 91

3:00 PM

Draft Minutes

Attendance

Martha Martin

Mike Taggart

Joshua Seeds

Sherry Petty

Steve Hofmaster

Ed Hartin

Debbie Macias

Pam Jensen

Call to Order

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

Chairperson Martha Martin called the hybrid meeting to order at 3:00 pm and the workshop turned over to Chief Hartin.

Chief Hartin started a discussion with a presentation on the districts Long Term Financial Plan. Discussion ensued.

Public Input

No Comments.

Adjournment

The meeting adjourned at 16:33 pm.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

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



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Regular Board of Fire Commissioners Meeting

August 15, 2023

Station 91
6:30 PM
Draft Minutes

Attendance

Martha Martin

Joshua Seeds

Sherry Petty

Steve Hofmaster

Chief Ed Hartin

Chief Robert Jacobs

Pam Jensen

Kevin Hawkey

Liz Loomis

Call to Order

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

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

Agenda Adjustments

Adjust consent agenda – Stipends for Commissioner Seeds from 4 to 3.

Consent Agenda

- Approval of August 1, 2023 Regular Board Meeting Minutes.
- Approval of August 1, 2023 Local BVFF&RO Meeting Minutes.
- Approval of Financial Transactions.
- Excuse absent Commissioner(s). Commissioner Taggart

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

Public Input

Chief Hartin introduced new hire Firefighter Kevin Hawkey.

Correspondence

Staff Reports

1. Chief Hartin's report is in the meeting packet.

Commissioner Seeds asked about how many firefighters we send out for MOBE per contract. The contract states that we can send one for not more than 14 days, if more than one wants to go they would take turns. Commissioner Seeds also commented that the Chief's active approach to the volunteer firefighters has already paid off with part time firefighters for not only us but also other departments.

Commissioner Seeds also likes the approach on how the team is sorting out the turn out situation. Discussion ensued.

2. Assistant Chief Jacobs gave his report; a copy is in the meeting packet.
3. Assistant Chief Jacobs reported that the Volunteer Firefighter's Association had nothing new to report.
4. Assistant Chief Jacobs reported that per the safety committee there were no accidents/incidents since the last board meeting.

Fire District Business

1. Chief Hartin asked the Board to accept the assistance to firefighters grant. **Motion by Commissioner Seeds to approve** the assistance to firefighters grant **Seconded by Commissioner Hofmaster. Motion passed unanimously.**
2. Chief Hartin asked the Board to accept the creation of the grants management fund. **Motion by Commissioner Seeds to approve** the creation of the grants management fund. **Seconded by Commissioner Petty. Motion passed unanimously.**
3. Approve proposal for public communications services. – Re: Liz Loomis. Board will discuss further @ next Strategic Planning. Discussion ensued.
4. Adoption of budget calendar. Amended to add October 24th @ 6pm for Budget workshop. **Motion by Commissioner Hofmaster to adopt** the amended budget calendar. **Seconded by Commissioner Petty. Motion passed unanimously.**

Committee Meetings

1. Communication with neighboring elected officials.
 - City of Camas, TBA.
 - City of Washougal, TBA.
2. Risk Group, October 11, 2023 at 8:00 am via Zoom.
3. Safety Meeting, September 25, 2023 at 7:30 PM at Station 91.

4. Revenue Exploratory Committee, TBA. – Captain Prasch has sent letter of interest for rescue equipment grant.
5. East County Ambulance Advisory Board (ECAAB), TBA.

Commissioners Comments

Commissioner Hofmaster is pleased with the grant and thank you to all who worked on it.

Commissioner Martin agreed with Commissioner Hofmaster. Commissioner Martin also had a question about some calls. Discussion ensued.

Public Input

None.

Local Board for Volunteer Firefighters and Reserve Officers

No new business.

Upcoming Meetings

- Review of the district’s monthly event calendar.
- Regular board meeting will be held September 5, 2023 Station 91 at 6:30 pm. – Hybrid format.
- Strategic planning workshop September 6, 2023 Station 91 at 3:00 pm. – Hybrid format.

Both the strategic planning workshop and regular board meeting will be in hybrid format permitting in-person or video conference participation. The link for video conference participation is provided on the district’s website (www.ecfr.us).

Executive Session

Adjournment

Motion by Commissioner Seeds to adjourn at 19:52, seconded by Commissioner Hofmaster. Motion passed unanimously.

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary
Alternate: Chief Hartin



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Local Board for Volunteer Fire Fighters & Reserve Officers Meeting August 15, 2023

Station 91
Draft Minutes

Attendance

Martha Martin

Steve Hofmaster

Pam Jensen

Sherry Petty

Chief Ed Hartin

Kevin Hawkey

Joshua Seeds

Chief Robert Jacobs

Liz Loomis

Call to Order

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

Chairperson Martha Martin called the meeting to order at 19:51 via Hybrid Meeting.

Business

No new business.

Adjournment

The local board adjourned at 19:51.

Martha Martin, Chairperson
Commissioner Joshua Seeds, Alternate

Tad Crum, Firefighters Association Liaison

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

Michael Taggart, Commissioner
Sherry Petty, Commissioner (Alternate)

Attest

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

CHECK REGISTER

East County Fire & Rescue

Time: 09:09:37 Date: 09/01/2023

08/16/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
887	08/29/2023	Claims	6291	14798	CLARK PUBLIC UTILITIES	502.64	Account 7200-239-7 - Electric service at station 91. Service period 7/10/2023-8/7/2023.
					001 - 522 50 43 091 - Electrical Service (St 91)	502.64	Electric service at station 91. Service period 7/10/2023-8/7/2023.
888	08/29/2023	Claims	6291	14799	DIANE RICHARDSON	56.00	Invoice 8.21.2023 - Pants hemmed (2) (Clark). Name tape sewed on (2) ECFR patches (2) and EMT patches (2) sewed on.
					001 - 522 20 25 001 - FF Uniforms	56.00	Pants hemmed (2) (Clark). Name tape sewed on (2) ECFR patches (2) and EMT patches (2) sewed on.
889	08/29/2023	Claims	6291	14800	EMBROIDER IT	129.25	Invoice # 9015 - Restock IV EMT Patches. Qty (10).; Invoice # 9000 - Raincoat velcro nametapes 1 each for Parry, Charles, Hawkey. Hawkey name tapes 3 qty.
					001 - 522 20 25 001 - FF Uniforms	58.91	Restock IV EMT Patches. Qty (10).
					001 - 522 20 25 001 - FF Uniforms	70.34	Raincoat velcro nametapes 1 each for Parry, Charles, Hawkey. Hawkey name tapes 3 qty.
890	08/29/2023	Claims	6291	14801	PACIFIC TRUCK & TRAILER SERVICE, INC	1,871.66	Invoice ## 2023-34840 - Apparatus # 909. Perform annual emergency vehicle inspection and service. Found primer pump switch stuck and primer pump motor bad. Repaired and replaced.; Invoice # 2023-34858
					001 - 522 60 48 020 - E91 (1020)	34.22	Furnished new circuit breaker for emergency lights for apparatus 1020.
					001 - 522 60 48 909 - E92 (909)	1,837.44	Apparatus # 909. Perform annual emergency vehicle inspection and service. Found primer pump switch stuck and primer pump motor bad. Repaired and replaced.
891	08/29/2023	Claims	6291	14802	SECURITAS TECHNOLOGY CORPORATION	108.63	Invoice # 6003513452 - Monitoring for station 93. Service period 9/1/2023-11/30/2023.
					001 - 522 50 41 093 - Monitoring (St 93)	108.63	Monitoring for station 93. Service period 9/1/2023-11/30/2023.
892	08/29/2023	Claims	6291	14803	U.S. BANK	350.00	Invoice # 7003972 - Acct # CLAFIRREF12 Bond Administration Bank Fees.
					001 - 522 10 44 000 - Professional Services	350.00	Acct # CLAFIRREF12 Bond Administration Bank Fees.
893	08/29/2023	Claims	6291	14804	UNITED FIRE, HEALTH & SAFETY	1,424.59	Invoice # 30457280- ST 91 Annual Backflow test, wet sprinkler system inspection, alarm inspection and testing.
					001 - 522 50 40 000 - Bldg Repair & Maint	1,424.59	ST 91 Annual Backflow test, wet sprinkler system inspection, alarm inspection and testing.
894	08/29/2023	Claims	6291	14805	URGENT MEDICAL CENTER SALMON CREEK	490.00	Invoice # 20342 - Drug Screen PrePlacement. Volunteers (Phillip, Letherwood) Full-Time FF (Parry).

CHECK REGISTER

East County Fire & Rescue

Time: 09:09:37 Date: 09/01/2023

08/16/2023 To: 08/31/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	190.00	Drug Screen PrePlacement Volunteer FF (Phillip)
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	150.00	Drug Screen PrePlacement Volunteer FF (Letherwood)
					001 - 522 10 43 000 - Medical/Drug Screen/Vaccinati	150.00	Drug Screen PrePlacement Full Time FF (Parry)
895	08/29/2023	Payroll	6291	14806	OPEIU Local 11	60.90	Pay Cycle(s) 08/25/2023 To 08/25/2023 - OPEIU Dues
					001 - 589 99 99 000 - Payroll Clearing	30.45	
					001 - 589 99 99 000 - Payroll Clearing	30.45	
896	08/29/2023	Payroll	6291	14807	TRUSTEED PLANS SERVICE CORPORATION	18,909.41	Pay Cycle(s) 08/10/2023 To 08/25/2023 - PPO-100 (Case#69106); Pay Cycle(s) 08/10/2023 To 08/25/2023 - Kaiser (Case#69106); Pay Cycle(s) 08/10/2023 To 08/25/2023 - Dental
					001 - 522 10 22 001 - Admin Medical Insurance	1,397.85	
					001 - 522 10 22 001 - Admin Medical Insurance	1,512.18	
					001 - 522 10 22 001 - Admin Medical Insurance	688.93	
					001 - 522 10 22 001 - Admin Medical Insurance	92.83	
					001 - 522 10 22 001 - Admin Medical Insurance	92.83	
					001 - 522 10 22 001 - Admin Medical Insurance	53.54	
					001 - 522 20 22 001 - FF Medical Insurance	639.27	
					001 - 522 20 22 001 - FF Medical Insurance	639.27	
					001 - 522 20 22 001 - FF Medical Insurance	1,736.28	
					001 - 522 20 22 001 - FF Medical Insurance	1,069.69	
					001 - 522 20 22 001 - FF Medical Insurance	1,736.28	
					001 - 522 20 22 001 - FF Medical Insurance	1,736.28	
					001 - 522 20 22 001 - FF Medical Insurance	688.93	
					001 - 522 20 22 001 - FF Medical Insurance	1,736.28	
					001 - 522 20 22 001 - FF Medical Insurance	1,736.28	
					001 - 522 20 22 001 - FF Medical Insurance	688.93	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	53.54	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	53.54	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	147.40	
					001 - 522 20 22 001 - FF Medical Insurance	53.54	
					001 - 522 20 22 001 - FF Medical Insurance	53.54	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	261.85	
					001 - 589 99 99 000 - Payroll Clearing	95.19	
					001 - 589 99 99 000 - Payroll Clearing	261.85	
					001 - 589 99 99 000 - Payroll Clearing	261.85	
					001 - 589 99 99 000 - Payroll Clearing	10.00	
					001 - 589 99 99 000 - Payroll Clearing	261.85	
					001 - 589 99 99 000 - Payroll Clearing	261.85	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
					001 - 589 99 99 000 - Payroll Clearing	23.46	
897	08/29/2023	Payroll	6291	14808	WASHINGTON COUNCIL OF POLICE	50.00	Pay Cycle(s) 08/10/2023 To 08/10/2023 - WACOPS

CHECK REGISTER

East County Fire & Rescue

Time: 09:10:07 Date: 09/01/2023

08/16/2023 To: 08/31/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
852	08/25/2023	Payroll	6291	EFT		3,934.61	
853	08/25/2023	Payroll	6291	EFT		2,396.00	
854	08/25/2023	Payroll	6291	EFT		1,865.52	
855	08/25/2023	Payroll	6291	EFT		2,454.68	
856	08/25/2023	Payroll	6291	EFT		315.74	
857	08/25/2023	Payroll	6291	EFT		1,959.12	
858	08/25/2023	Payroll	6291	EFT		2,944.70	
859	08/25/2023	Payroll	6291	EFT		2,449.49	
860	08/25/2023	Payroll	6291	EFT		350.16	
861	08/25/2023	Payroll	6291	EFT		2,036.95	
862	08/25/2023	Payroll	6291	EFT		733.36	
863	08/25/2023	Payroll	6291	EFT		1,393.64	
864	08/25/2023	Payroll	6291	EFT		350.16	
865	08/25/2023	Payroll	6291	EFT		1,794.26	
866	08/25/2023	Payroll	6291	EFT		350.16	
867	08/25/2023	Payroll	6291	EFT		3,311.53	
868	08/25/2023	Payroll	6291	EFT		350.16	
869	08/25/2023	Payroll	6291	EFT		685.03	
870	08/25/2023	Payroll	6291	EFT		2,916.12	
871	08/25/2023	Payroll	6291	EFT		116.72	
872	08/25/2023	Payroll	6291	EFT		4,068.65	
873	08/25/2023	Payroll	6291	EFT		4,284.78	
874	08/25/2023	Payroll	6291	EFT		4,182.17	
875	08/25/2023	Payroll	6291	EFT	IAFF2444	730.26	Pay Cycle(s) 08/25/2023 To 08/25/2023 - IAFF Dues
876	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,512.65	Pay Cycle(s) 08/25/2023 To 08/25/2023 - DComp
877	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	3,161.76	Pay Cycle(s) 08/25/2023 To 08/25/2023 - DComp Match
878	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	7,696.61	Pay Cycle(s) 08/25/2023 To 08/25/2023 - LEOFF2
879	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	946.87	Pay Cycle(s) 08/25/2023 To 08/25/2023 - PERS2
880	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	252.29	Pay Cycle(s) 08/25/2023 To 08/25/2023 - PERS3
881	08/25/2023	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	47.77	Pay Cycle(s) 08/25/2023 To 08/25/2023 - NLEC
882	08/25/2023	Payroll	6291	EFT	IRS	9,654.70	941 Deposit for Pay Cycle(s) 08/25/2023 - 08/25/2023
883	08/25/2023	Payroll	6291	EFT	OR Department of Revenue	405.00	Pay Cycle(s) for OR Tax: 08/25/2023 - 08/25/2023
884	08/25/2023	Payroll	6291	EFT	WASHINGTON STATE SUPPORT REGISTRY	700.00	Pay Cycle(s) 08/25/2023 To 08/25/2023 - WA Child Support
001 General Fund						72,351.62	
						72,351.62	Payroll: 72,351.62



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To: Board of Fire Commissioners
 From: Chief Ed Hartin
 Date: September 5, 2023
 Subject: Chief's Report

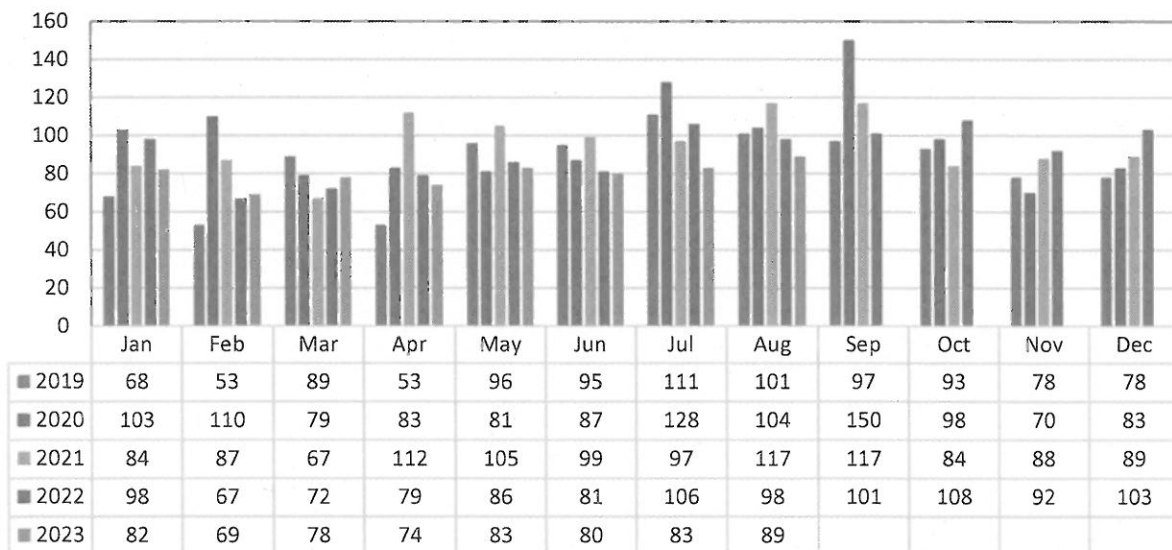
Response Activity

In August the district responded to 89 calls for service. Table 1 outlines the distribution of incidents by incident type series.

Table 1. Response Activity

Incident Type Series	Number
1 - Fire	8
3 - Rescue & Emergency Medical Service Incident	54
4 - Hazardous Condition (No Fire)	0
5 - Service Call	7
6 - Good Intent Call	19
7 - False Alarm & False Call	1
Total Responses	89

Figure 1. Incident Responses by Month 2019-2023

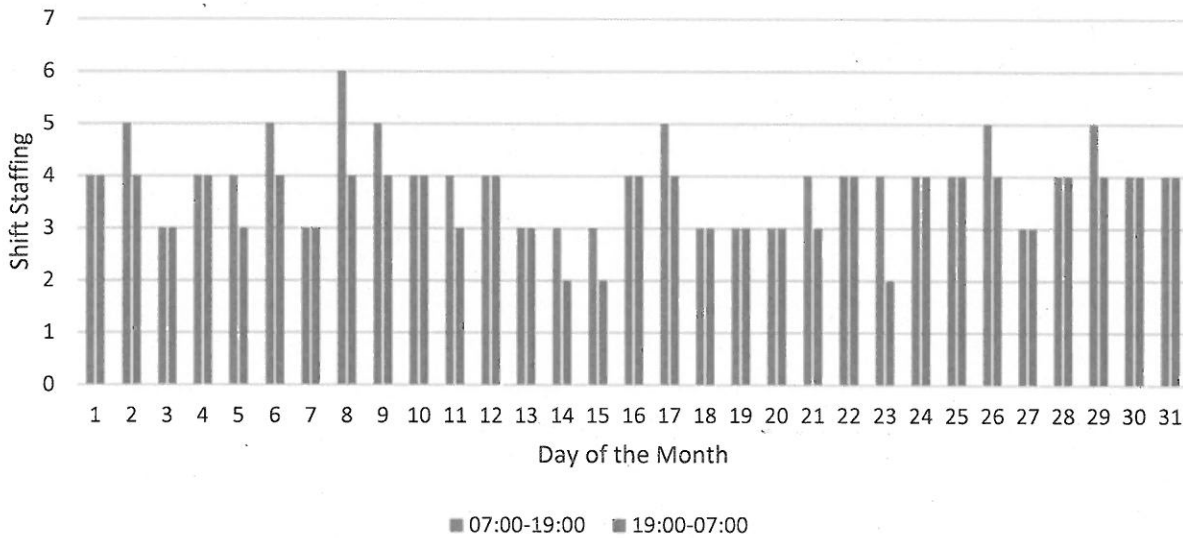


Fire incidents in August included automatic aid to Vancouver Fire Department for a structure fire, to Camas Washougal Fire Department for a commercial vehicle fire, and two to the Washington Department of Natural Resources for vegetation fires. All other fire incidents were small vegetation fires or illegal burning activity within the district.

Staffing and Deployment

During the month of August maintained a 90th percentile¹ shift staffing level of 3 personnel during the day (07:00-19:00) and 3 personnel at night (19:00-07:00). Station 94 was unstaffed 12 times for a full shift (07:00-07:00) and three times during the day (07:00-19:00) during the month and as such, its availability of response from this station was 56.25. In five cases, Station 94 was closed despite having an adequate number of staff due to one or more of the personnel on-shift being in their initial orientation and training. Daily shift staffing is illustrated in Figure 2.

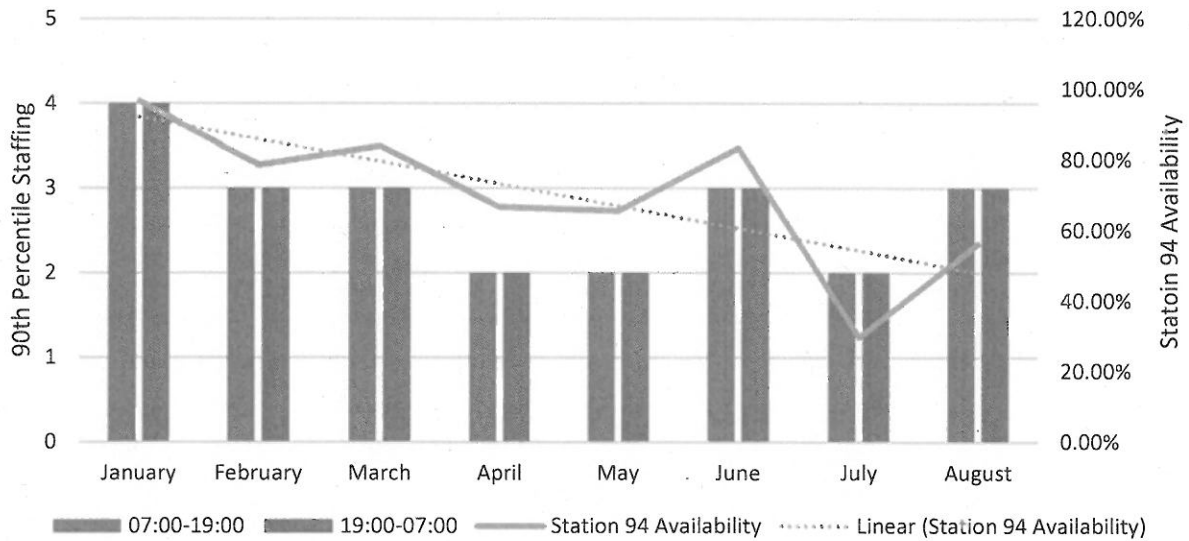
Figure 2. July Daily Shift Staffing



Average daily staffing and availability for response from Station 94 improved slightly from the previous month, but still shows a downward trend.

¹ Calculation of the 90th percentile reflects the staffing that is available 90% of the time.

Figure 3. 90th Percentile Shift Staffing and Station 94 Availability for Response



Fifteen incidents were impacted by lack of staffing at Station 94 between August 1 and August 31, 2023. Five of these incidents were priority two emergent response as illustrated in Table 2.

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

Date	Time	FMZ	Priority	Event Type	First Due
8/5/2023	19:06	94	5	OUTSIDE [FIRE]	BC41
8/5/2023	19:58	94	5	OUTSIDE [FIRE]	E91
8/7/2023	08:14	94	2	BREATHING PROBLEMS	E41
8/11/2023	19:18	94	5	OUTSIDE [FIRE]	E91
8/14/2023	16:10	94	5	UNKNOWN PROBLEM	SQ91
8/15/2023	22:18	94	5	SICK PERSON	SQ91
8/18/2023	11:45	95	2	UNCONSCIOUS / FAINTING EPISODE	E43
8/20/2023	0:40	96	5	OUTSIDE	E91
8/20/2023	2:48	95	2	BREATHING PROBLEMS	E43
8/20/2023	7:56	94	3	TRAFFIC/TRANSPORTATION ACCIDENTS	E91
8/27/2023	8:42	94	2	STROKE	E43
8/27/2023	14:15	94	2	TRAUMATIC INJURY	E43
8/30/2023	12:02	95	3	SICK PERSON	SQ91
8/30/2023	12:32	95	3	SICK PERSON	SQ91
8/30/2023	19:39	94	5	SICK PERSON	SQ91

Shift Reports

A Shift/Training: District members have completed training on pediatric emergencies, building construction, fire behavior, and cardiac arrest management in the month of August. Our building construction training focused on analysis of the line-of-duty deaths of Firefighter Nathan Flynn of Howard County Maryland and Captain Jason Laird of Frederick County Maryland who died in similar incidents involving corrugated stainless steel tubing gas lines which failed in lightning strikes and resulted in both firefighters falling through the first floor into the basement or crawlspace which was involved in fire. In addition, Chief Hartin has been conducting Blue Card incident commander continuing education for the captains and introducing Blue Card for our full- and part-time firefighters in anticipation of the upcoming training and certification program.

B Shift/Facilities and Community Risk Reduction: Work by Paul Davis has been completed at Station 93. Next on the agenda is to address the more extensive mold condition at Station 94. A major contributing factor to the mold at Station 93 was leakage through rusted gutters, resulting in water infiltration at the interface of the wall and floor slab. Quotations for replacement of the gutters at this station were obtained and a recommendation will be presented to the board at their first regular meeting in September. Pacific Power Group has begun repair of the generator at Station 93 and is waiting on parts.

C Shift/Apparatus and Equipment: The district has taken delivery of the wire feed welder and plasma cutter and Firefighter Ryan Grable will be constructing a cart for storage and movement of these tools during rehab of the live fire training facility and other training props at Station 93. C Shift completed removal of the masonry flooring from the live fire training facility in preparation for replacement of the floor. Captain Prasch completed a 14-day deployment to the Lookout Fire.

Programs and Projects

Assistance to Firefighter Grant: The district was notified that we were awarded a \$242,225.71 grant with a 5% match requirement (\$12,111.28) for installation of source capture diesel exhaust extraction systems at Stations 91, 93, and 94 along with funding to train all full-time members as Blue Card Incident Commanders, one member as a Blue Card instructor (Chief Hartin is currently our only instructor) and develop the command training center infrastructure to conduct the incident commander certification lab and provide ongoing continuing education.

All full-time members (who are not yet certified as Blue Card ICs) were registered to complete the initial on-line training required for certification. The simulation lab has been tentatively scheduled for February 2024.

Unfortunately, purchase of the I-Pad tablets necessary to conduct the simulation lab will not count towards the district's matching funds. However, these can be purchased with existing funds within the training budget. This will be addressed in the budget adjustment that will be presented to the board in their second regular meeting in September and a related purchase request.

Personnel Changes: Nollan Charles was assigned to A Shift on August 18, 2024, and is engaged in his training and orientation as a new full-time firefighter.

As the district no longer has a pool of qualified candidates for full-time firefighter positions, we will be scheduling a recruitment process and assessment center in November.

Part-Time Firefighter Recruitment: Firefighter David Lockwood was assigned to C Shift and has completed most of his training and orientation. Volunteer Firefighter Ivy Letherwood, who is already certified as an emergency medical technician and at the firefighter one and hazmat operations level will be completing the same training and orientation on C Shift. However, Firefighter Letherwood has limited driving experience and will require additional training prior to transitioning to part-time status. The district still has three part-time vacancies (all shifts). Recruitment is ongoing.

Volunteer Recruitment and Training: Training is ongoing with the first and second volunteer cohorts and volunteer tender operators. Efforts continue to catch the second cohort up to the first to increase training efficiency as we move into the fall. New volunteers have been issued expired turnout gear (useful life of 10-years) for their initial training (but we have had some challenges in sizing). Prior to conducting the required live fire training for certification at the firefighter one level, we will need to replace their turnouts with new sets. Firefighter Jacob Dobbins has been assigned responsibility for personal protective equipment and will be working on replacement cost (approximately \$3,000/firefighter).

Three volunteer interviews were conducted on August 23, 2023, and two conditional offers for volunteer service were extended. Three additional interviews are scheduled for later this month. A new volunteer cohort will likely be started in late fall.

2024 Budget Development: Considerable progress has been made in development of the 2024 proposed district budget. Chief Hartin will be meeting with the captains to clarify materials and services expense requirements over the next several weeks to complete the proposed budget.

Skamania County Fire District #4 Collaboration: Chief Hartin met with the officers of Skamania County Fire District #4 to explore opportunities for increased automatic aid and joint training. These efforts will improve service to Bear Prairie and the areas of the district to the east of Washougal.

Long-Term Financial Plan: The first draft of the long-term financial plan has been transmitted to the board to provide time for the board to deliberate on a potential lid lift and 12-months for effective public communication prior to any ballot measure. The long-term financial plan will be the major topic of discussion for the board during their strategic planning meeting on September 6, 2023.

Open House: The district held a successful open hour on August 16, 2023. Thanks to the hard work by Accounting Assistant Debie Macias (the open house "ring master"), district staff, and elected officials who assisted. Anecdotally, attendance was higher than previous open houses and feedback from the attendees was positive.

Staff Turnover Analysis: Chief Hartin provided the board with an analysis of feedback obtained during exit interviews with member who have left East County Fire and Rescue during the first eight months of

2023 along with other related data impacting on part-time and full-time turnover. Discussion has been added as an agenda item for the board's first regular meeting in September.

Fire Chief Compensation Study: Chief Hartin has provided the board with a compensation study developed from data collected from comparable fire districts by Accounting Assistant Debbie Macias. Discussion of the fire chief's performance and the compensation study has been added as an executive session agenda item for the board's first regular meeting in September.



East County Fire and Rescue

600 NE 267th Avenue Camas, WA 98607

(360) 834-4908 (phone)

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To: Board of Fire Commissioners

From: Assistant Chief Robert Jacobs

Date: September 05, 2023

Subject: Assistant Chief's Report

Training

August DOC training will be 8.8.2023 Sta. 91 at 7 PM.

September DOC will be 9.12.2023 Sta. 91 at 7 PM.

August EST/Training was 8.29.2023.

September EST/Tender training will be 9.26.2023 Sta. 91 at 7 PM.

Safety

Last safety committee meeting was 7.20.2023.

Next safety committee meeting will be 9.25.2023 Sta. 91 7:30 PM.

No reported accidents/incidents since your last board meeting.

Date: August 14, 2023
Memo To: Chief Ed Hartin, East County Fire and Rescue
From: Liz Loomis
Re: Ballot Measure

Thank you for the call to discuss a possible voter-approved funding measure for East County Fire and Rescue. At this point, we are talking about a fire levy lid lift in the August 2024 primary election. The rate is still open for discussion, but the revenue would be used for personnel, apparatus replacement and facility maintenance.

We are submitting this proposal for consideration and look forward to presenting to the Board this week. Please let me know if you have any questions.

General Consulting

We will develop three to five **key messages** for East County Fire and Rescue that resonate with the public. These messages become the basis for all communication efforts with the public and news media. Once approved by the Fire District, the information is shared with all emergency personnel so message is consistent throughout the organization.

The messages are then added to a comprehensive **communications plan** that we develop and implement for the length of our contract. This scope of work also identifies the projects we will complete each month for the Fire District.

We propose **monthly conference calls** (or calls as needed) with a select communications group to review content and materials before distribution. We also provide **public relations assistance** for our clients 24-hours a day, 7-days a week for the length of our contract.

Strategies & Tactics for Message Delivery

An effective communications plan includes five areas where we will share our key messages. Including all five is important to reach as broad an audience as possible.

Paid Communications – Paid communication projects are those that the Fire District pays to produce whether it's for our labor, or printing, postage and handling for mailed pieces.

We would like to develop text every month for the Fire Chief to update all personnel about the status of the lid lift through an **internal communication**. This is usually distributed by email.

The Fire District is allowed to do one piece of **direct mail** to all households that provides factual information about a ballot measure. We will develop a Frequently Asked Questions card and coordinate the printing and delivery of the piece to be in the mail at the same time ballots drop.

The Fire District has a **newsletter**, but it appears that it only come out once a year. We will need to develop and send the 2023 edition so we can use this communication tool next year. We can produce the entire publication, or just submit an article for the Chief's message in each of the editions, one of which would be timed to drop a week after ballots are mailed.

Earned Media – This is the most cost-effective way to share information with the public. We can't guarantee that the media will share our information comprehensively or accurately, which is why this is just one part of our communications plan.

We propose regular **news releases** to share our key messages. These could be interspersed with factual **letters to the editor** and possibly an **editorial piece** from the Fire Chief as part of this project. **Editorial board visits** by the Chief, the Board Chair and a firefighter also should be anticipated.

We can expect to be "trolled" on news coverage about the ballot measure. We will determine which comments need correcting and prepare **online media responses** for the Fire District as needed.

Owned Media – We propose adding a page on the Fire District's **web site** with content about the lid lift. Additional materials to post here would include all print/paid communication pieces, earned media and others that are relevant to the project.

Social Media – We will implement a social media strategy for the Fire District using its **Facebook** page to share information about the ballot measure. We also anticipate writing three or four **video scripts** about what the ballot measure will fund. All materials will be promoted through and cross posted to the Fire District's owned and social media accounts.

Public Outreach – There are **three phases of public outreach** during this project. First is when the Board of Fire Commissioners deliberates on the resolution to be on the ballot. After that decision is made, the spokesperson, in this case the Chief, would share information about the ballot measure to community service organizations. Finally, we would plan two or three question and answer sessions with the public closer to the election.

We plan to develop a brief **PowerPoint presentation** that the Chief can use for public outreach and when speaking to community service organizations. We will promote that he is available and welcomes invitations to share information about the lid lift.

Budget

The total cost for this ballot measure project is \$72,000 and requires a 12-month contract. In addition to labor, the Fire District should anticipate expenses for printing, data, postage, and handling charges for direct mail. In person meetings may incur travel expenses, as well.

References

We pride ourselves on having long-term relationships with our clients to run ballot measures or provide general communication services. Our longest running relationship is 13 years with Benton County Fire District 4. Clark County Fire District 3 is a close second at 10 years.

Benton County Fire District #4 (West Richland, WA)

Chief Paul Carlyle (509)-967-2945 pcarlyle@bcfd4.org

Projects have included two fire levy ballot measures, a permanent EMS levy, and a lid lift. Most recent project was an EMS Levy ballot measure – All passed.

Clark County Fire District 3

Chief Scott Sorenson (360) 892-2331 scott@fire3.org

Fire levy lid lift and general communications since 2013.

Enumclaw Fire Department (Enumclaw, WA)

Chief Randy Fehr (360) 825-5544 rfehr@enumclawfire.org

Fire Levy ballot measure in August 2022 passed with 63% of the vote. Under contract for general communication services in 2023 and a bond for new fire stations in 2024.

South County Fire (Everett, WA)

Fire Chief Thad Hovis (425) 309-4943 thovis@southsnofire.org

Deputy Chief Bob Eastman (425) 760-6186 reastman@southsnofire.org

Permanent EMS levy, fire benefit charge, annexation elections for the cities of Mill Creek, Brier and Mountlake Terrace– All passed. Contract through 2027 for EMS ballot measure, lid lift and bond.

Conclusion

Since 1997, Liz Loomis Public Affairs has provided strategic communication services for local government, including fire, school and hospital districts, cities and public utilities. Our business helps local government communicate more effectively with taxpayers to pass ballot measures for needed revenue or organizational changes.

We have a 96%-win record for elections, and are knowledgeable and aware of state law to maintain our clients' integrity with voters. New clients hire our firm because of our personalized service, accessibility, attention to detail, and the value they receive for the work that we do.

Thank you for the opportunity to submit a proposal, and feel free to contact me with questions at any time. The best way to reach me is by email liz@llpa.biz or (425) 308-6236.



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Resolution #324-09052023

A resolution providing for transfer of funds from the Leave Accrual Reserve Fund to the General Fund.

WHEREAS each of the district's funds is a separate fiscal entity and is established to conduct specific activities and attain objectives in accordance with statutes, laws, regulations, and restrictions or for specific purposes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of East County Fire & Rescue as follows:

1. Transfer \$4,486.36 from the Leave Accrual Reserve Fund to The General Fund for vacation buyout for Harrington and Wyman.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue May 02, 2023, with the following Commissioners being present and voting:

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary



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Resolution #325-09052023

A resolution revising the district's fund accounting structure.

WHEREAS, the board of fire commissioner of East County Fire and Rescue endeavors to be fiscally responsible, operate with transparency, and ensure adequate and sustainable funding; and

WHEREAS, implementation of financial performance measures is simplified by use of a single capital projects fund; and

WHEREAS, financial reporting related to grants is simplified through use of a grants management fund for receipt of grant funds and payment of grant funded expenses; and

WHEREAS, federal grant funds may not earn interest; and

WHEREAS, allocation of expenses to the related fund provides increased transparency.

NOW, THEREFORE, BE IT RESOLVED that the East County Fire & Rescue Board of Commissioners establish the following fund accounting structure:

1. General fund used for district maintenance and operations.
2. Capital project fund which combines the previous equipment, apparatus replacement, and facilities reserve funds.
3. Leave accrual fund to accumulate the funds required for payout of unused leave upon employee's separation from the district.
4. Grants management fund for receipt of grant funds and payment of grant funded expenses.
5. Debt service fund for payment of debt service.
6. Expenses related to the purpose of a specific fund (e.g., capital projects) shall be paid from that fund except for payment for unused leave which shall have the required funds transferred from the leave accrual fund to the general fund for payment through the normal payroll process.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue XXXX, 2023, with the following Commissioners being present and voting:

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary



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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: August 31, 2023
Subject: Purchase Procedure Policy

The fire chief's approval authority of \$1,000 has been in place since prior to the formation of the district in 2006. During that time, inflation has significantly increased the cost of conducting the business of the district.

The proposed revision to *90.3.2 Purchase Procedure Policy* recommends increasing the fire chief's approval authority from \$1,000 to \$5,000. This recommendation is based on analysis of expenditures over the last several years and determination of an approval level that would allow the fire chief to approve a majority of routine, budgeted expenditures. The board receives monthly documentation of expenditures, and as such retains the ability to monitor the fire chief's fiscal responsibility.

A second recommended change allows the fire chief to establish approval authority (not to exceed that of the fire chief) based on the programmatic responsibility of the individual member. This allows the chief to provide individuals with an approval limit that matches their budgetary and programmatic responsibility.

Attached: Proposed revisions to *Purchase Procedure Policy*.

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

SUBJECT: Purchase Procedure Policy

PPG NUMBER: 90.3.2

Page 1 of 2

DATE OF ISSUE: 06-05-07

APPROVED BY: _____
Board Chair

REVISED: _____

POLICY:

Purchase Requests:

A signed and completed Receipt Document or Purchase Request Form with receipt attached shall be submitted to Accounts Payable for all purchases.

Receipt Documents may be used for small purchases under the amount of \$100.00.

A Purchase Request Form shall be used for all other purchases.

Receipt Documents must be completed legibly with details of the purchase and the receipt must be attached.

Purchase Request Forms must include the following:

- detailed description,
- proper authorization,
- complete ordering information at the bottom of the form.

All forms and documentation must be submitted to Accounts Payable.

Approval Authority:

1. Purchase approval authority for the assistant fire chief, captains, and other staff shall be established by the East County Fire and Rescue Fire Chief, but shall not exceed \$5000.
2. Purchases up to \$5000.00 - East County Fire and Rescue Fire Chief
3. Purchases over \$5000.00 - Board of Fire Commissioners
4. Emergency Purchases over \$5000.00 needed between Board Meetings - East County Fire Chief or designee, and one East County Fire and Rescue Fire Commissioner.

Program Management Approval Authority:

As the program management system has been implemented to streamline the process by which personnel are able to complete their assigned tasks, the following purchase guidelines will supersede those outlined above.

1. Purchases up to \$100.00 - East County Fire and Rescue personnel are assigned a task under the program management system.
2. Purchases up to \$1000.00 - East County Fire and Rescue Program Managers may authorize budgeted purchases within their program areas.

3. Purchases over \$1000.00 but less than \$5000 - East County Fire and Rescue Fire Chief

4. Purchases over \$5000.00 - Board of Fire Commissioners.

Receiving:

- Any volunteer or staff member that receives goods shall forward the receipt or packing slip and completed documentation to Accounts Payable.
- 5. Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.



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Resolution #326-09052023

A resolution revising the district's purchase policy.

WHEREAS, the board of fire commissioner of East County Fire and Rescue endeavors to be fiscally responsible and provide for efficient administration of district operations.

WHEREAS, the fire chief is responsible for day-to-day management of district operations under the oversight of the board of fire commissioners; and

WHEREAS, the board of fire commissioners receives monthly reports detailing the district's expenditures and fiscal position.

NOW, THEREFORE, BE IT RESOLVED that the East County Fire & Rescue Board of Commissioners revises policy 90.3.2 to establish the fire chief's approval authority for expenditure of \$5,000 and further that the fire chief may establish approval authority for other members of the district, not to exceed \$5,000. All expenditures over \$5,000 must be approved by the board of fire commissioners.

Revised policy 90.3.2 is incorporated into this resolution as Attachment A.

ADOPTED at a Regular Meeting of the Board of Commissioners for East County Fire and Rescue September 5, 2023, with the following Commissioners being present and voting:

Martha Martin, Chairperson

Michael Taggart, Vice Chair

Sherry Petty, Commissioner

Steve Hofmaster, Commissioner

Joshua Seeds, Commissioner

Attest

Debbie Macias, District Secretary



East County Fire and Rescue Standard Operating Guidelines

Title Rules of Engagement	SOG # 3.1.1
Policy Adoption	Date 9/5/2023
Standard Operating Guideline Adoption	Date 9/5/2023

Purpose

The purpose of well-defined rules of engagement is to provide guidance to members in management of risk during emergency operations and training.

Scope

This SOG applies to all members engaged in structural firefighting response and operations. While this SOG focuses on single incident type, East County Fire and Rescue (ECFR) applies the rules of engagement on all incident types and training that presents risk to members.

This SOG addresses in part the requirements of Washington Administrative Code (WAC) 296-305-01509 Section (1) (f) and 295-301-05000 Section (5). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Section 8.4) (NFPA, 2018) and *NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety* (NFPA, 2020)

Policies

ECFR firefighters and officers will operate in a deliberate and calculated manner within the following risk management profiles.

- We will not risk the lives of our members for lives or property that is already lost.
- We will accept limited risk to save savable property.
- We will accept a greater level of risk to protect savable lives.

Assume these levels of risk in a highly calculated and controlled manner. Highly calculated and controlled refers to effective application of department SOGs, training, and risk management practices that must be used or followed.

Procedure

We are committed to providing the safest possible work environment for our members. It is important that each member operates as a *Safe Person*. This requires that each member:

- Is competent to perform assigned tasks.
- Performs effectively as a team member.



East County Fire and Rescue Standard Operating Guidelines

Title Command Function 1-Deployment	SOG # 4.2.1
Policy Adoption	Date 9/5/2023
Standard Operating Guideline Adoption	Date 9/5/2023

Purpose

The major goal the deployment command function is to provide and manage a steady, adequate, and timely stream of appropriate resources. This Standard Operating Guideline (SOG) describes the standard deployment process used in the Blue Card hazard zone management system.

How responders are dispatched and put to work when they arrive on the scene is an essential component of our Incident Command System (ICS). When front-end deployment occurs in a regular, orderly manner, the responding units and personnel become part of the incident commander's (IC's) incident action plan (IAP). This creates a safe and standard operational beginning.

Scope

This SOG applies to all members engaged in structural firefighting response and operations. *Standard Operating Guidelines (SOG) 4.2.1 through 4.2.8* address functions of command in the context of structural firefighting response and operations. While these SOGs specifically address a single incident type, East County Fire and Rescue (ECFR) applies the functions of command on an all-risk basis.

This SOG addresses in part the requirements of *Washington Administrative Code (WAC) 296-305-05000* (Section (1)) and *WAC 296-305-05002* (Sections (1) through (7)). In addition, it addresses *National Fire Protection Association (NFPA) 1500 Fire Department Occupational Safety and Health Program* (Sections 8.5.7, and 8.8) (NFPA, 2013).

Policies

East County Fire and Rescue (ECFR) has adopted the following policies related to deployment:

- ECFR will deploy and manage resources to provide safe and effective response to emergency incidents.
- One or more on-deck companies¹ shall be provided during initial and ongoing incident operations to meet the standby and rapid intervention crew (RIC) requirements specified in

¹ The term crew refers to personnel (not necessarily assigned to apparatus) while the term company applies to staffed fire apparatus. In this document the term company is used to refer to staffed apparatus or the members assigned to that apparatus when working as a crew.

Title Command Function 1-Deployment	SOG # 4.2.1
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WAC 296-305-05000 (9) and WAC 296 305-05002 (3) through (7) and NFPA 1500 Sections 8.5.7 and 8.8.

- A single standby firefighter may be used under exigent circumstances where immediate action is required to prevent loss of life for serious injury as specified in WAC 296-305-5002(4).



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To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: August 18, 2023
Subject: Staff Turnover

During my mid-year performance evaluation question was raised regarding my interpersonal relations with staff, specifically related to turnover among staff, stating that we have lost many firefighters to other agencies. As the fire chief, I own this problem and have conducted exit interviews with each of the departing employees to determine what actions that I as the fire chief and the district can take to 1) reduce turnover, and 2) mitigate the impact of turnover if it occurs.

Description of the Problem

The district has experienced over 100% turnover among part-time firefighters since January 2023. The cause of this turnover is straightforward. Part-time firefighters are career-oriented individuals seeking full-time employment as a firefighter and leave part-time employment as soon as they are successful in obtaining a full-time fire service job. The district hired two of its part-time firefighters (and one former part-time firefighter) as full-time employees during this time. Other part-time firefighters were hired by the City of Vancouver, the City of Gresham, Oregon, Cowlitz Fire District 2, and Pacific County Fire District 1. Part-time turnover is a natural occurrence and the extent of turnover in 2023 is the result of substantial and ongoing hiring among agencies in the region due to expansion and replacement of retiring employees. In addition, the district had one part-time firefighter leave district employment to take a full-time job working for a waste disposal company (driving a trash collection truck). He indicated that he needed a full-time job with benefits and part-time firefighter wages were less than he could make working at a fast-food restaurant. The district has and continues to struggle with filling vacant part-time positions but has seen our revitalized volunteer program serving as a pipeline for qualified part-time firefighter candidates.

Since February 2023 the district has had three full-time personnel resign to accept lateral entry firefighter positions with other agencies in Clark County as illustrated in Table 1.

Table 1. Departing Employee and Destination Agency

Employee	Agency
Captain Matt Hazlet	Vancouver Fire Department
Firefighter Alex Harrington	Clark County Fire District 6
Firefighter Austin Wyman	Longview Fire Department

I conducted in-depth interviews with each of these full-time members prior to their departure and identified two common elements and multiple other factors that influenced their decision to leave East County Fire and Rescue (ECFR). In each case, there was not a single reason to leave, but the decision was influenced by multiple interrelated factors.

Compensation: Each of these individuals identified that the compensation provided by the other agencies was considerably higher than at ECFR. As these agencies serve a larger population with more substantial revenue streams this is not surprising, and these agencies are not directly comparable to ECFR in this regard.

Table 2. Differences in Compensation

Agency	Firefighter/EMT Salary Range
Vancouver Fire Department	\$91,428 to \$124,812
Clark County Fire District 6	\$77,496 to \$110,712
Longview Fire Department	\$78,685 to \$98,356
East County Fire and Rescue	\$72,540 to \$ 85,341

It is also important to note that the top step salary for firefighters in Vancouver and Clark County Fire District 6 is higher than the top step for ECFR captains. In addition, Vancouver Firefighters work a 42-hour work week, which is 8.6 hours shorter than the 50.6-hour work week of ECFR full-time firefighters and captains.

Workload: ECFR members can increase their compensation by working overtime, but the overtime workload within the district is substantial (likely excessive). Firefighters with a family, particularly those with young children, experience considerable tension between work hours and time with family. It is not uncommon for ECFR firefighters and captains to work 72 to 96 hours straight to maintain staffing at Stations 91 and 94.

Call Volume, Agency Size, and Opportunity: While not identified universally, the increased call volume and the opportunities provided by larger agencies (e.g., promotional opportunities, special teams, etc.) are attractive to highly motivated, knowledgeable, and skilled employees. As a small fire and rescue agency, ECFR's scope of services and opportunities for advancement are limited.

Other Factors: Each of the members who left ECFR employment since February also identified unique individual factors influencing their decision.

- **Captain Matt Hazlett:** Captain Hazlett left his position at ECFR for the lower rank of firefighter with Vancouver Fire Department. Captain Hazlett informed me that he did not enjoy being a captain and that he was unhappy with the direction that the district had been headed prior to January 1, 2023. He began the process of lateral entry with Vancouver prior to my arrival as fire chief with the district and had committed to his plan to leave the district for employment as a full-time firefighter in Vancouver.
- **Firefighter Alex Harrington:** Firefighter Harrington accepted a lateral entry position with Clark County Fire District 6. Firefighter Harrington told me that compensation was the major factor influencing his decision, but his commute to District 6 would be much shorter than that to ECFR.
- **Firefighter Austin Wyman:** Austin had just completed his 12-month probation with ECFR when he accepted a lateral entry position with the Longview Fire Department. Firefighter Wyman stated that the largest reason for his departure was to return to the fire service agency where he started as a cadet and that his father recently retired from. However, he also indicated that he had not had a positive experience for much of his probation due to lack of coaching, feedback, and mentoring from his captain. Austin commented positively on the steps taken to improve this process since January of 2023 with implementation of a formalized evaluation and feedback process with oversight from the fire chief. Austin also indicated that conflict between the captain and senior firefighter on his shift with the captain and senior firefighter of one of the other shifts as being a negative part of his experience at ECFR.

Ownership and Action Items

As East County Fire and Rescue's fire chief, I own the problems associated with staff turnover. Ownership of this problem and its impacts requires me to take action to resolve or mitigate the issues resulting in turnover (if possible) and to minimize the impact of turnover if it does occur.

Part-Time Turnover: Turnover among part-time (and volunteer) staff is unlikely to be reduced or eliminated if we continue to hire high quality candidates with a career orientation as they are seeking full-time employment in the fire and rescue service.

One solution is to maintain a pool of qualified candidates. One step taken in this direction is to re-establish a viable volunteer firefighter and firefighter/emergency medical technician (EMT) program. Since January, the district has increased its volunteer ranks from four to eighteen (with several more potential volunteer members in the recruitment process). Many of these new volunteers are already certified as EMTs and will be eligible for part-time positions once they complete firefighter training. A second path has been created for volunteer members who are already certified as firefighters and EMTs by having them complete training and orientation like that provided to part-time staff working ten 12-hour day shifts.

Full-Time Turnover: Addressing the common issues underlying full-time turnover will be a challenge. Compensation for the district's firefighters is lower than for comparable agencies¹ and is an even greater challenge when looking at larger agencies in the region. As illustrated in Table 2, the top step firefighter compensation at Vancouver Fire Department and Clark County Fire District 6 is higher than our top step for captain. We cannot compete with our larger neighboring agencies based on salary. Similarly, we have an organizational structure and scope of service delivery consistent with the size and resources of the district and cannot compete based on promotional opportunity and diversity of services provided with our larger neighboring agencies.

However, we can, and are addressing the concerns raised by Firefighter Austin Wyman regarding his experience as a probationary firefighter. We have implemented a firefighter field training and evaluation program that requires formal, written evaluation, and feedback to probationary firefighters every shift for the first month and every month for the remainder of their 12-month probation. These evaluations are signed by the probationary firefighter, the captain, and the fire chief, ensuring a continuous quality review of this process. In addition, positive steps have been taken to address interpersonal issues impacting the organization's collective performance and effectiveness. This is an ongoing process.

If you have any questions, please reach out individually. I will have the board secretary put this topic on the agenda for the board's first regularly scheduled meeting on September 5, 2023.

¹ Comparability is defined as a similar combination staffed agency with assessed valuation and population within 50% above and 50% below that of ECFR.

EAST COUNTY Fire and Rescue

PURCHASING REQUEST FORM

REQUESTED ITEM(S): Replace Gutters @ Sta. 93

BRAND/MODEL/VENDOR/PART NUMBER: Affordable Gutter

APPARATUS / STATION NUMBER: Sta. 93

ESTIMATED COST OF REQUESTED ITEM: \$3,874.00 + ^{Tax} 302.17 7.8% 4176.17

EXPLAIN THE NEED FOR REQUESTED ITEM: Gutters are rotted and have caused water to leak into bldg. which caused mold.

PERSON REQUESTING THE PURCHASE: Capt. Troutman.

DATE: 9.5.2023

BUDGET CODING: SUB 522 ELE 50 OBJ 40 ID 000

DATE NEEDED BY: ASAP

DO NOT WRITE BELOW THIS LINE

AUTHORIZATION FOR PURCHASE: _____

AUTHORIZED SIGNATURE

DATE ORDERED: _____

VENDOR: _____

TOTAL COST: _____

PAYMENT METHOD: VISA M/C NET 30 P/C

COMMENTS:



East County Fire and Rescue

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To: Board of Fire Commissioners
From: Captain Troutman
Date: August 31, 2023
Subject: Gutter Quotes

During mold remediation at Station 93 a potential source of water intrusion was identified as the leaking gutters. Water leaking from the gutters is able to drip down the exterior of the building and pool along the foundation causing water to permeate the building. Debbie was able to get four bids from three different vendors. K & J Gutters provided two bids after considerable amount of prompting. Affordable Gutter was prompt and professional. Augustine Gutter was prompt and professional but significantly higher than all other bids. I am recommending we go with Affordable Gutter Services, the bid was very detailed and they were prompt with the quote.

K & J Gutters	Replace with 5" gutters	\$2,958.75	(no sales tax in bid)
K & J Gutters	Replace with 6' gutters	\$3,315.00	(no sales tax in bid)
Affordable Gutter	Replace with 6" gutters	\$3,874.00	(no sales tax in bid)
Augustine's Gutter	Replace with 6" gutters	\$4,939.13	(sales tax included)

RECEIVED
 AUG 23 2023

PROPOSAL
AFFORDABLE GUTTER SERVICES

BY:

WA CCB# CLARKCP943DH
 OR #190576
 PO Box 820319
 Vancouver, WA 98682
 OFFICE (360) 254-9691

PROPOSAL SUBMITTED TO	Date	Estimate #
East County Fire 121 NE 312st Ave Washougal, WA 98671	8/24/2023	587907
	Job Name/Location	

Description	Qty	Cost	Total
Contractor to remove existing gutter from home and haul away. Side Note: If dry rot is found during the removal process, you will be contacted and there will be an additional charge to repair fascia boards. Contractor to install (9) new 6" fascia style Evergreen steel gutters on two buildings Contractor to install (10) new White aluminum 2X3 downspouts on 2 buildings. Contractor to install A and/or B downspout elbows. Contractor to install endcaps and 2" round outlets. Contractor to seal new corners, outlets and endcaps. Contractor to spike gutters using lag bolts. Contractor to clean up job site and remove any debris from our scope of work. Total cost Material and labor: *There will be a required half down payment towards total for custom ordered color material*		3,874.00	0.00T 3,874.00T
Payment is due IN FULL after completion of job ***A 3% fee will be added for credit card payment*** Sales Tax Not Included		0.00%	0.00 0.00
<i>Sales tax not included. To schedule work, please sign, date, and return estimate.</i>			

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Total	\$3,874.00
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Payment to be made upon completion. If payment is not received, a late fee of \$25 will apply. If this account is referred to an attorney or collection agency for collections, customer is responsible for any and all fees and costs incurred to seller.

Authorized Signature _____

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Our workers are fully covered by Workman's Compensation Insurance. This sales agreement may not be modified, except with written approval of seller.

Note: This proposal may be withdrawn by us if not accepted in 30 days from date issued.

Acceptance of Proposal -

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Customer Signature _____

Customer Signature _____

Sep 2023 - East County Fire & Rescue

Sun	Mon	Tue	Wed	Thur	Fri	Sat
3 B SHIFT	4 C SHIFT	5 A SHIFT	6 B SHIFT	7 C SHIFT	8 A SHIFT	9 B SHIFT
	Events 10-Minute Training Stations 91 & 94 UL/FSRI Near Miss Commissioner Meetir Station 91	Events 10-Minute Training Stations 91 & 94 UL/FSRI Near Miss Commissioner Meetir Station 91 10:00 - 12:00 18:30 - 21:00	Events 10-Minute Training Stations 91 & 94 Tri Tech Heating and Station 91 UL/FSRI Near Miss Strategic Planning Me Station 91 OTEP 07:00 - 07:00 10:00 - 12:00 15:00 - 16:30 18:30 - 20:00	Events UL/FSRI Near Miss OTEP 10:00 - 12:00 10:00 - 12:00	Events OTEP 10:00 - 12:00	
10 C SHIFT	11 A SHIFT	12 B SHIFT	13 C SHIFT	14 A SHIFT	15 B SHIFT	16 C SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94 Fire Behavior St91 Volunteer Recruit Trail Station 91 10:00 - 12:00 19:00 - 21:00	Events 10-Minute Training Stations 91 & 94 Fire Behavior St91 10:00 - 12:00	Events Fire Behavior St91 10:00 - 12:00		
17 A SHIFT	18 B SHIFT	19 C SHIFT	20 A SHIFT	21 B SHIFT	22 C SHIFT	23 A SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94 BlueCard 91 and 94 Commissioner Meetin Station 91 10:00 - 12:00 18:30 - 21:00	Events 10-Minute Training Stations 91 & 94 BlueCard 91 and 94 10:00 - 12:00	Events BlueCard 91 and 94 10:00 - 12:00		
24 B SHIFT	25 C SHIFT	26 A SHIFT	27 B SHIFT	28 C SHIFT	29 A SHIFT	30 B SHIFT
	Events 10-Minute Training Stations 91 & 94	Events 10-Minute Training Stations 91 & 94 MVA/CRASH/Trauma 10:00 - 12:00	Events 10-Minute Training Stations 91 & 94 MVA/CRASH/Trauma 10:00 - 12:00	Events MVA/CRASH/Trauma Volunteer Recruit Trail Station 93 10:00 - 12:00 19:00 - 21:00		

* Indicates time starts on following calendar day
 * Events and Time Off follow default Split Time of Day of 07:00