

EAST COUNTY FIRE & RESCUE

REGULAR BOARD OF FIRE COMMISSIONERS MEETING

June 2, 2020

Station 91

6:30 PM

AGENDA

***Will be held virtually due to COVID-19.**
The meeting will cover essential items only.*
Dial 1-253-215-8782; Meeting ID 828 2948 4163; Password 468302

CALL TO ORDER:

AGENDA ADJUSTMENTS:

CONSENT AGENDA:

1. Approval of May 19, 2020 Regular Board Meeting Minutes
2. Approval of Financial Transactions
3. Excuse Absent Commissioner(s):

CORRESPONDENCE:

STAFF REPORT:

Chief Carnes
Assistant Chief Jacobs

SAFETY REPORT:

FIRE DISTRICT BUSINESS:

- Surplus Vehicles
- Walmart Grant

COMMISSIONER COMMENTS:

ROUND TABLE:

Strategic Planning Meeting, June 3, 2020, 2:00 PM

This Meeting is Being Recorded.
Please Silence or Turn-Off Your Personal Cell Phones, Pagers, etc.
Page # 1 of 2

ADJOURNMENT:

Next Regular Board Meeting: June 16, 2020, Station 91, 6:30 PM

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



**EAST COUNTY FIRE & RESCUE
 CONSENT AGENDA
 June 2, 2020**

1. Minutes –
 - May 19, 2020 Regular Board Meeting

2. Invoices
 - \$30,297.83
 - i. Check Nos.11757 – 11774 dated May 21, 2020

3. Approved Commissioner Stipends June 10 Pay Date

Name	For the Period May 16 – May 31					Total
	Regular Meeting	Committee Meeting	Special Mtg	Education	Other	
Berg	1	0	0	0	0	1
Martin	1	0	0	1	0	2
Petty	1	0	0	1	0	2
Seeds	1	0	0	0	0	1
Taggart	1	0	0	1	0	2

4. Voided/Destroyed Claims/Payroll Warrants
 - None

5. Payroll/Benefits/EFT's
 - \$54,522.73 (Payroll)

 Commissioner Martha Martin – Chair

 Commissioner Joshua Seeds – Vice Chair

 Commissioner Mike Berg

 Commissioner Sherry Petty

 Commissioner Mike Taggart

EAST COUNTY FIRE & RESCUE
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

May 19, 2020

Station 91

6:30 PM

Draft Minutes

ATTENDANCE:

Martha Martin

Joshua Seeds

Bob Jacobs

Mike Taggart

Mike Berg

Pam Jensen

Sherry Petty

Mike Carnes

***Held virtually this evening due to COVID-19.**
The meeting will cover essential items only.*

CALL TO ORDER:

The meeting was called to order by Chairperson Martha Martin at 18:33 via a Zoom Meeting.

AGENDA ADJUSTMENTS:

None

CONSENT AGENDA:

Approval of May 5, 2020 Regular Board Meeting Minutes

Approval of May 5, 2020 Public Hearing EMS Levy Proposition Minutes

Approval of May 6, 2020 Special Meeting Minutes

Approval of Financial Transactions

Excuse Absent Commissioner(s):

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

CORRESPONDENCE:

None

STAFF REPORT:

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

Chairperson Martin asked if it was known what point of the phase process would affect the District public meeting structure. Chief Carnes said the proclamation expires May 28, 2020. AC Jacobs said the newspaper stated Phase 2 allows up to 5 people not from the same household. Phase 3 allows up to 50 people with social distancing.

Assistant Chief Jacobs gave his report as follows:

Production date for our new squad chassis to be determined. Ford production restarted yesterday (5-18). If they stay with the previous schedule, our chassis should be built this week.

EST/tender training will be scheduled as soon as it is safe to do.
May EST training cancelled.
June DOC training cancelled.

SAFETY REPORT:

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

FIRE DISTRICT BUSINESS:

Station 95

Chief Carnes said the Lease with Purchase Obligation agreement with the City of Washougal has officially been signed.

Laptop Quotes

The laptop computer quotes were reviewed and discussed. Commissioner Taggart will continue discussion with Linda Durrett regarding laptop options.

COMMISSIONER COMMENTS:

Chairperson Martin attended the Exit Conference with the state auditor held today and was pleased to announce the District had a 100% perfect audit. Chairperson Martin expressed her appreciation to Linda Durrett and Pam Jensen for all their work during the audit. Chairperson Martin asked the Commissioners who were interested in the upcoming Snure Training on May 30 and June 6 to contact Linda Durrett to be registered.

Chief Carnes felt the Snure Training would be beneficial for he and Pam Jensen to attend also, and the Board concurred. Chief Carnes discussed placing the surplus apparatus in the J. Stout Auction to be held next week. The Board was in agreement to place the surplus apparatus in the auction next week.

OPEN TO PUBLIC:

None

ROUND TABLE:

Strategic Planning Meeting, June 3, 2020, 2:00 PM virtual meeting via Zoom.

ADJOURNMENT:

Next Regular Board Meeting: June 2, 2020 Station 91, 6:30PM

**Motion by Commissioner Taggart to adjourn at 19:05 hours, seconded by Commissioner Petty.
Motion passed unanimously.**

Martha Martin, Chairperson

Joshua Seeds, Vice Chair

Sherry Petty, Commissioner

Mike Berg, Commissioner

Michael Taggart, Commissioner

DISTRICT SEAL:

ATTEST:

Pam Jensen, District Secretary

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

05/16/2020 To: 05/31/2020

Time: 11:46:20 Date: 05/26/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
530	05/21/2020	Claims	6291	11757	CAMAS WASHOUGAL POST RECORD	19.36	Invoice # 21220
					001 - 522 20 42 001 - Legal Notices	19.36	EMS Levy Proposition Public Hearing Advertising
531	05/21/2020	Claims	6291	11758	CDW Government	826.53	Invoice # XVG6876
					001 - 522 10 33 000 - Computer/Software/Supplies	826.53	Microsoft Office Pro 2019 2 Qty (Training Room Laptap & Accounting Assistant Computer)
532	05/21/2020	Claims	6291	11759	CITY OF CAMAS (Water)	115.24	Account # 016111-000
					001 - 522 50 46 091 - Water & Sewer (St 91)	115.24	ST 91 Water Service 03/01/2020 - 04/30/2020
533	05/21/2020	Claims	6291	11760	CLARK PUBLIC UTILITIES	1,188.21	Account # 7200-239-7; Account # 7177-363-4; Account # 7200-401-3
					001 - 522 50 43 091 - Electrical Service (St 91)	487.35	Usage 04/07/2020 - 05/07/2020
					001 - 522 50 43 093 - Electrical & Htg (St 93)	200.38	Usage 04/07/2020 - 05/07/2020
					001 - 522 50 43 094 - Electric & Heating (St 94)	500.48	Usage 04/07/2020 - 05/07/2020
534	05/21/2020	Claims	6291	11761	Linda A Durrett	14.50	Reimbursement For UPS Shipping Air Sample To Lawrence Factor
					001 - 522 10 30 002 - UPS/Federal Express	14.50	Reimbursement For UPS Shipping Air Sample To Lawrence Factor (Internet Was Down-Cash Only Transactions)
535	05/21/2020	Claims	6291	11762	FERN PRAIRIE MARKET	72.49	April 2020 Fuel Expense
					001 - 522 20 36 000 - Diesel / Gas	72.49	April 2020 Fuel Expense
536	05/21/2020	Claims	6291	11763	GENERAL FIRE APPARATUS, INC	609.21	Invoice # 11589
					001 - 522 60 48 020 - E91 (1020)	609.21	Rosenbauer Power Mirror Head, Heated Top & Bottom (Replacement For Passenger Side)
537	05/21/2020	Claims	6291	11764	NI GOVERNMENT SERVICES, INC	30.28	Invoice # 202004_295208_1
					001 - 522 20 41 001 - Satellite Phone	30.28	April 2020 Satellite Phone
538	05/21/2020	Claims	6291	11765	NW NATURAL	106.13	Account # 2074612-9
					001 - 522 50 45 091 - Gas (St 91)	106.13	Usage 04/15/2020 - 05/14/2020
539	05/21/2020	Claims	6291	11766	O'REILLY AUTOMOTIVE, INC	533.33	Customer # 1540154
					001 - 522 60 48 000 - Vehicle Repair & Maint	99.66	Invoice # 3146-223514 DEF And Antifreeze - Station 91
					001 - 522 60 48 000 - Vehicle Repair & Maint	-29.37	CM# 2524122100
					001 - 522 60 48 009 - E93 (1009)	463.04	Invoice # 3146226975 4 Batteries For APP # 1009
540	05/21/2020	Claims	6291	11767	PACIFIC TRUCK & TRAILER SERVICE, INC	233.60	Invoice # 2020-31370
					001 - 522 60 48 020 - E91 (1020)	233.60	Replace Right Side Mirror W/customer Furnished Mirror. Repaired Heated Mirror And Remote Control Mirror Wiring.
541	05/21/2020	Claims	6291	11768	STANLEY CONVERGENT SECURITY SOLUTIONS, I	679.67	Invoice # 17440035
					001 - 522 50 40 000 - Bldg Repair & Maint	679.67	Access Control System Quarterly Maintenance 06/01/2020 -08/31/2020
542	05/21/2020	Claims	6291	11769	STAPLES ADVANTAGE	522.74	Invoice # 3445951702

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

05/16/2020 To: 05/31/2020

Time: 11:46:20 Date: 05/26/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 522 10 33 000		Computer/Software/Supplies	522.74	Office Supplies: Xerox Laser Toner Cartridges (Cyan, Yellow And Magenta)
543	05/21/2020	Claims	6291	11770	ULLC	861.25	Invoice # 72020360040
			001 - 522 60 41 002		Ladder Testing/Repair	861.25	Ladder Testing
544	05/21/2020	Payroll	6291	11771	OPEIU Local 11	58.30	Pay Cycle(s) 05/25/2020 To 05/25/2020 - OPEIU Dues
			001 - 589 99 99 000		Payroll Clearing	29.15	
			001 - 589 99 99 000		Payroll Clearing	29.15	
545	05/21/2020	Payroll	6291	11772	TRUSTEED PLANS SERVICE CORPORATION	957.48	Pay Cycle(s) 05/10/2020 To 05/25/2020 - DIsability - FF
			001 - 522 20 26 001		FF Disability	90.05	
			001 - 522 20 26 001		FF Disability	103.20	
			001 - 522 20 26 001		FF Disability	94.44	
			001 - 522 20 26 001		FF Disability	85.66	
			001 - 522 20 26 001		FF Disability	111.96	
			001 - 522 20 26 001		FF Disability	94.44	
			001 - 522 20 26 001		FF Disability	111.96	
			001 - 522 20 26 001		FF Disability	94.44	
			001 - 522 20 26 001		FF Disability	81.28	
			001 - 522 20 26 001		FF Disability	90.05	
546	05/21/2020	Payroll	6291	11773	TRUSTEED PLANS SERVICE CORPORATION	23,419.51	Pay Cycle(s) 05/10/2020 To 05/25/2020 - PPO-100; Pay Cycle(s) 05/10/2020 To 05/25/2020 - Kaiser; Pay Cycle(s) 05/10/2020 To 05/25/2020 - Dental
			001 - 522 10 22 001		Admin Medical Insurance	1,363.51	
			001 - 522 10 22 001		Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001		Admin Medical Insurance	1,586.37	
			001 - 522 10 22 001		Admin Medical Insurance	92.83	
			001 - 522 10 22 001		Admin Medical Insurance	92.83	
			001 - 522 10 22 001		Admin Medical Insurance	92.83	
			001 - 522 20 22 001		FF Medical Insurance	1,838.36	
			001 - 522 20 22 001		FF Medical Insurance	1,421.60	
			001 - 522 20 22 001		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		FF Medical Insurance	722.50	
			001 - 522 20 22 001		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		FF Medical Insurance	722.50	
			001 - 522 20 22 001		FF Medical Insurance	1,421.60	
			001 - 522 20 22 001		FF Medical Insurance	1,820.83	
			001 - 522 20 22 001		FF Medical Insurance	84.97	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 522 20 22 001		FF Medical Insurance	53.54	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 522 20 22 001		FF Medical Insurance	53.54	
			001 - 522 20 22 001		FF Medical Insurance	84.97	
			001 - 522 20 22 001		FF Medical Insurance	147.40	
			001 - 589 99 99 000		Payroll Clearing	10.00	
			001 - 589 99 99 000		Payroll Clearing	303.67	
			001 - 589 99 99 000		Payroll Clearing	174.77	
			001 - 589 99 99 000		Payroll Clearing	274.59	
			001 - 589 99 99 000		Payroll Clearing	10.00	
			001 - 589 99 99 000		Payroll Clearing	274.59	

CHECK REGISTER

East County Fire & Rescue
MCAG #: 1060

05/16/2020 To: 05/31/2020

Time: 11:47:10 Date: 05/26/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
502	05/25/2020	Payroll	6291	EFT		2,703.19	
503	05/25/2020	Payroll	6291	EFT		117.88	
504	05/25/2020	Payroll	6291	EFT		2,661.62	
505	05/25/2020	Payroll	6291	EFT		2,808.36	
506	05/25/2020	Payroll	6291	EFT		603.29	
507	05/25/2020	Payroll	6291	EFT		2,045.25	
508	05/25/2020	Payroll	6291	EFT		2,629.09	
509	05/25/2020	Payroll	6291	EFT		746.50	
510	05/25/2020	Payroll	6291	EFT		797.63	
511	05/25/2020	Payroll	6291	EFT		2,657.02	
512	05/25/2020	Payroll	6291	EFT		2,462.70	
513	05/25/2020	Payroll	6291	EFT		1,555.47	
514	05/25/2020	Payroll	6291	EFT		235.77	
515	05/25/2020	Payroll	6291	EFT		235.77	
516	05/25/2020	Payroll	6291	EFT		2,037.21	
517	05/25/2020	Payroll	6291	EFT		553.20	
518	05/25/2020	Payroll	6291	EFT		235.77	
519	05/25/2020	Payroll	6291	EFT		844.29	
520	05/25/2020	Payroll	6291	EFT		226.00	
521	05/25/2020	Payroll	6291	EFT		2,265.83	
522	05/25/2020	Payroll	6291	EFT		595.61	
523	05/25/2020	Payroll	6291	EFT		1,854.01	
524	05/25/2020	Payroll	6291	EFT		2,697.60	
525	05/25/2020	Payroll	6291	EFT		1,773.65	
526	05/25/2020	Payroll	6291	EFT	IAFF2444	677.86	Pay Cycle(s) 05/25/2020 To 05/25/2020 - IAFF Dues
527	05/25/2020	Payroll	6291	EFT	DEPT OF RETIREMENT SYSTEMS	11,075.00	Pay Cycle(s) 05/25/2020 To 05/25/2020 - DComp; Pay Cycle(s) 05/25/2020 To 05/25/2020 - PERS2; Pay Cycle(s) 05/25/2020 To 05/25/2020 - PERS3; Pay Cycle(s) 05/25/2020 To 05/25/2020 - LEOFF2
528	05/25/2020	Payroll	6291	EFT	IRS	7,011.16	941 Deposit for Pay Cycle(s) 05/25/2020 - 05/25/2020
529	05/25/2020	Payroll	6291	EFT	OR Department of Revenue	416.00	Pay Cycle(s) for OR Tax05/25/2020 - 05/25/2020
001 General Fund						54,522.73	
						54,522.73	Payroll: 54,522.73

Chief's Report

6-2-2020

Calls since last Commissioner meeting: **26**

EMS: 20 (**6 in CWFD**)

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

Other: 6 (**1 in CWFD**)

Calls YTD: 2020- **432**

Mutual and Auto aid calls into CWFD: 27%

Staff Overtime Numbers:

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

Used YTD: **\$57,226.12**

% Used: **65.78%**

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

6 callback shifts (0-Sick, 6-Vac)
Covered by 6 OT Shifts

- Working on setting up Chief's interviews for hiring a new part-time firefighter to replace one who is leaving for a full-time firefighter position with another agency.
- As of today, I am happy to report that none of our first responders have experienced any sickness due the Covid-19 outbreak. Dr. Wittwer stated this week that there have been no reports of any Covid-19 sickness with any of the first responders in all of Clark County. However, there are 2 EMT's in the county who have tested positive but the infections were not work related.
- Working on an operations and staffing plan for the 4th of July weekend. The weather will likely dictate any changes to our current staffing plan.

AC Jacobs Report

6-2-2020

May EST training was cancelled.

June DOC training will be cancelled.

June EST/ Tender training Tuesday 6-23-2020 Sta. 93 7 PM.

Safety Report

Last safety committee meeting was 1-15-2020.

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

No reported accident/incidents since the last board meeting.