



Benefits:

Retirement	\$29,610	
FICA/Medicare	\$15,913	
Medical/Dental Ins.	\$0	- January premium will be paid in 2016
Long Term Dis. Ins.	\$791	
Deferred Comp	\$14,475	

2. Financial Report: (12/7/15 balance)

	<u>Cash</u>	<u>Invested</u>
Fire 6212	\$4,042	\$6,639,084
EMS 6242	\$2,082	\$3,363,289
Reserve Fund 625	\$0	\$136,322
Capital Reserve 6258	\$0	\$127,762

CHIEF'S REPORT:

• November 2015 Station 151 Response Report.

With the changes occurring at Clark County Fire & Rescue, there were issues receiving data regarding Station 151 responses in their jurisdiction. The Chief reported limited data.

November responses were 2 fire and 6 EMS responses. Calls reported to date are 414 EMS compared to 371 in 2014; 11 fire compared to 9 in 2014 for a total of 496 compared to 445 in 2014.

• November 2015 Overtime Summary Report.

The total overtime for November was \$51,278, which is \$23,746 less than November 2014. Average monthly overtime for the year to date is \$65,911, which is down \$9,000 from the 2014 year-to-date average. Total overtime through November is \$725,026 compared to \$824,016 for 2014.

• November 2015 Budget Performance Reports.

Anticipated expenditures through November are 91.7%. Actual expenditures are, Fire: 76.4%; EMS: 81.0%

• Levy Certification (Regular) Modification.

The Clark County Assessor provided the certified assessed values in early December which included an increase in State-assessed utilities. That AV increased the District's Fire Levy certification by \$3,245.83.

• Engine 67 and Engine 151 Storage Needs.

The District was in need for temporary storage for apparatus. The Clark County Fairgrounds has allowed the District to store one engine on their property. It will be under cover, but outdoors and secured behind a locked fence and gate.

## OLD BUSINESS:

- Station 63 Volunteer Engine.

The Fire Chief reported that as the Board directed, staff has been attempting to maintain a volunteer response engine at Station 63 as often as possible and have been doing well at this until recently. With apparatus maintenance issues and the need to strip certain equipment from surplus engines, there is currently no engine at Station 63 available for volunteer response.

The Chief also reported that Engine 65, which will eventually move to Station 151 will require installation of new brackets for the MDC. The existing bracket is for a different type of MDC than the one used at Station 151.

- Public Education Coordinator/Public Information Officer.

The Chief reported corrections requested by the Board at their last meeting have been made to the position announcement, the employment agreement and the job description. Staff is ready to proceed as the Board directs.

Commissioner Bloemke pointed out the need for correction on two items – a typo error in the position announcement and CPR and First Aid certification which had not been revised to be required within one year. The Chief will make the corrections.

The Board then discussed the salary listed on the position announcement. As written it states “Starting Monthly Salary: \$4,624 - \$6,041.” Following discussion, the Board prefers it to state “Monthly Salary Range” so as not to imply the starting salary could be the highest end of the scale.

Commissioner Bloemke stated he wants to see a list of expectations and a work plan for the position to be provided when they begin employment.

Commissioner Bloemke questioned why the position would report to the Fire Chief and not an Assistant Chief. He stated the Chief should be out of day-to-day supervision responsibilities other than the Assistant Chiefs. Commissioner Collins thought it important for the position to work directly with the Fire Chief as one of the principal faces of the District. Both Commissioner Collins and Lothspeich were comfortable with the Fire Chief supervising the position.

The Board seconded and unanimously passed a motion approving the Public Education Coordinator / Public Information Officer job announcement (with corrections), job description and employment agreement.

- Personnel Planning – Assistant Chief.

As requested by the Board at the December 1<sup>st</sup> meeting, the Chief provided a plan for the division of duties/responsibilities of three Assistant Chiefs (two existing and one new position). A new organization chart including the third Assistant Chief was provided to the Board along with a three-step salary schedule. The Chief also provided a new job

description for the Assistant Chief – Logistics and Planning position.

Commissioner Bloemke asked if this division of duties would provide sufficient relief for Assistant Chief Newberry. Chief Newberry explained it provided a great deal of relief for him and will permit him to focus on other duties.

Commissioner Lothspeich asked if the person recommended for the position would have a cut in salary if they accept the position. Chief Green explained the first step in the schedule is about even with the employee's current compensation, excluding the paramedic premium and any overtime compensation.

Chief Green discussed the Board's position that employees living out of state are not permitted to take home a department vehicle. Currently, it is approximately a 17- minute drive for BC Maurer from her home in NE Portland to Station 61. That is about the same for the Chief on his drive from his home in La Center. Chief Newberry pointed out the vehicle is in employment agreements as a fringe benefit and removing it suggests alternative compensation should be made.

Commissioner Collins stated current policy does not permit the vehicle to go out of state and if personnel desire that benefit they should place themselves in a position to receive the benefit.

Commissioner Bloemke stated he is not interested in changing the policy. Commissioner Lothspeich stated it appears the position of the majority of the Board is the policy stands.

Commissioner Lothspeich made a motion to adopt the plan and associated documents to create and fill a third Assistant Chief position. The motion was seconded by Commissioner Bloemke. In discussion, Commissioner Collins stated he is behind staff – they have clearly expressed they want and need the new Assistant Chief position, have demonstrated why they need it and have a prospective candidate.

Chief Green recommended the Board approve the job description first and the salary schedule/benefits second.

Commissioner Lothspeich withdrew his earlier motion.

Commissioner Lothspeich made a motion to adopt the job description for Assistant Chief – Logistics and Planning. Second by Commissioner Bloemke. The motion passed unanimously.

Commissioner Lothspeich made a motion to adopt the salary schedule and benefits for the Assistant Chief – Logistics and Planning. Second by Commissioner Bloemke. The motion passed unanimously.

Commissioner Collins asked if a nationwide search would be conducted for a candidate. Chief Green stated he has the authority to appoint a qualified candidate from within the

department, however if an individual did not accept the position, an outside posting for the position would be necessary.

Surplus Cargo Containers and Engine 67.

The Chief informed the Board that Clark County Fire District 10 had bid \$750 on each cargo container. As this was within the selling-price threshold established by the Board, both containers were sold to them. One was removed on Monday, the other on Tuesday.

Engine 67 had already been declared surplus by the Board and advertised for sale locally. One bid was received from Clark County Fire District 13 for \$4,500. The Chief recommended the Board accept the bid.

Commissioner Bloemke made a motion to accept the bid from Fire District 13 to purchase Engine 67. Second by Commissioner Collins. The motion passed unanimously.

NEW BUSINESS:

- Oath of Office (Commissioner Collins).  
After brief discussion, it was determined the oath will not be administered at the meeting as it requires the services of a Notary. Commissioner Collins will be in contact the following day when Tina Mensinger is on duty.

ROUND TABLE and GOOD OF THE ORDER:

The Board addressed this agenda item out of order, prior to Executive Session.

- Santa's Posse events are occurring this Thursday, Friday and Sunday.
- Firefighter Dunlap reported crews have worked with the new battery-powered extrication tools and are pleased with the performance and battery life. Each of the two new engines will have a battering in each tool and a spare in a charger.
- Commissioner Lothspeich was on the scene when a neighbor recently had a serious medical incident at which he was present. The crews did a remarkable job and were compassionate, caring and thoughtful. The spouse of the patient requested that he pass along her thanks.
- Commissioner Lothspeich reported the memorial service for Dick Streissguth will be held Tuesday, December 22, 2015 at 2:00 p.m. at Crossroads Community Church, 7708 NE 78<sup>th</sup> Street. All arrangements have been made in accordance with the family's wishes. Bill Dunlap was thanked for assisting the family as the liaison from the department.
- Commissioner Collins reminded those present of the dangers of confined spaces, such as a crawl space under a house, when running gasoline-powered equipment.

EXECUTIVE SESSION:

In compliance with RCW 42.30.110 (1) (g), the Board moved to Executive Session to discuss employee performance evaluations at 8:35 p.m. for a session expected to last 15 minutes. Two ten minute extensions were added.

Those in attendance were Board members Lothspeich, Collins and Bloemke and Chiefs Green, Taylor and Newberry.

The Board returned to Open Session at 9:10 p.m. and stated no action was taken in Executive Session.

The Board seconded and unanimously passed a motion authorizing the issuance of December payroll warrants for the County Treasurer, authorizing December issuance of payroll direct deposits for the County Treasurer, authorizing the December issuance of FICA/Medicare withholdings for the County Treasurer and authorizing payment of current bills in the amounts of:

Fund 6212	\$266,952.17
Fund 6242	\$20,194.37
Fund 6257	\$27,244.46
Fund 6258	\$16,637.62

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

  
Brad Lothspeich, Chair

  
David Taylor, Acting Board Secretary