



**Clark County Fire District 6**  
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MINUTES  
Clark County Fire District 6 Commissioners Meeting  
Regular Meeting  
Station 61, 7:30 p.m.  
March 1, 2016

Members present: Chairman Bloemke, Commissioner Collins, Commissioner Lothspeich.

Meeting called to order by Commissioner Bloemke.

Assistant Chief Maurer led the Pledge of Allegiance.

ADDITIONS TO AGENDA: None

Commissioner Lothspeich made a motion, seconded by Commissioner Collins, to approve the February 16, 2016 regular meeting and Board workshop minutes and to have them posted for public view and on the District's website. The motion passed unanimously.

The Board Workshop was delayed until later in the meeting to accommodate guests present who are the subject of Board business.

CORRESPONDENCE:

- Commissioner Collins mentioned the email received from Commissioner Roy Rhine regarding the upcoming Clark County Counselor Workshop on March 9<sup>th</sup>.

CITIZENS COMMUNICATION: None

COMMITTEE REPORTS:

- Safety Committee None.
- Parade Committee: None.
- Risk Management Group: None.
- Fairgrounds Fire Facility Board: Regular meeting is next week.

CONSENT AGENDA:

Commissioner Lothspeich made a motion to adopt the Consent Agenda. Second by Commissioner Collins. The motion passed unanimously.

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- Number of Calls Report:

<u>Calls, Feb 2015</u>		<u>Calls, Feb 2016</u>		<u>Calls to Date 2015</u>		<u>Calls to Date 2016</u>	
EMS	374	EMS	426	EMS	818	EMS	887
Fire	10	Fire	11	Fire	23	Fire	27
Cancelled	19	Cancelled	24	Cancelled	41	Cancelled	60
False Alarm	12	False Alarm	21	False Alarm	28	False Alarm	36
Good Intent	14	Good Intent	25	Good Intent	34	Good Intent	42
Other	14	Other	24	Other	40	Other	53
Total	443	Total	531	Total	984	Total	1105

CHIEF’S REPORT: None.

OLD BUSINESS:

- Selection of Architect Firm.

At the February 16, 2016 meeting, Assistant Chief Maurer made a presentation to the Board discussing the process for selecting an architectural firm and the results of the process. Staff recommended the Mackenzie firm, who scored the highest in the process. Present at this meeting were Cathy Bowman and Todd Johnson from the Mackenzie firm.

Commissioner Collins was on the interview panel and lauded Assistant Chief Maurer for her organization of the process. The District had good candidates and he is confident in moving forward to enter into negotiations with Mackenzie.

Commissioner Lothspeich made a motion to select Mackenzie as the District’s architect for upcoming projects. Second by Commissioner Collins. The motion passed unanimously.

Assistant Chief Maurer told the Board the kickoff meeting with Mackenzie for projects is tomorrow, March 2, 2016.

Commissioner Collins wanted to reiterate how proud the Board is of Assistant Chief Maurer and her organization of the fair process for selecting an architect.

Todd Johnson of the Mackenzie firm thanked the Board for their selection and is looking forward to working with the District.

NEW BUSINESS:

- Board Secretary Sworn.

Chief Green informed the Board David Taylor was sworn as Board Secretary on February 23, 2016 by Tina Mensinger. This was following information received by Commissioner Bloemke of the need for the Secretary to be sworn.

Taylor mentioned Commissioner Bloemke pointing out he may be only the 3<sup>rd</sup> sworn Board Secretary in the sixty-two year history of the department, following Dick Streissguth and Jack Smythe.

Chief Green said the documentation of the swearing-in was sent to the Clark County Elections office, who thanked the District for providing it.

- Surplus Equipment.

The Chief provided the Board a list of 53 items staff is requesting be declared as surplus. Given the issues with using a vendor to sell the items, such as an auction house, Chief Green recommended selling them via a sealed-bid process following advertisement on the District's websites. He recommended bids close at 4:00 p.m., Tuesday, March 15, 2016, at which time the bids will be opened by the Board Secretary and tallied.

Commissioner Collins made a motion to declare the items on the list provided by Chief Green as surplus and conduct a sealed-bid process which will conclude at 4:00 p.m. on March 15, 2016. Second by Commissioner Lothspeich. The motion passed unanimously.

- Fire Marshal Fire and Life Safety Inspection Program.

The Board discussed the upcoming Clark County Counselor workshop on March 9, 2016, at which the Fire Marshal's inspection program will be discussed. Chief Green is anticipating testifying.

The Board discussed the three-year cycle proposed by the Clark County Fire Marshal, and while not the perfect solution, it is an acceptable compromise which will improve the District's position with Washington Surveying and Rating. With the potential for annexations in Fire District 5 east of us, the focus appears to be on Fire District 6.

EXECUTIVE SESSION: None

BOARD WORKSHOP

- Commercial Drivers License (CDL).

Assistant Chief Newberry provided the Board a summary of the issues surrounding a commercial drivers license (CDL). Generally, operating a commercial vehicle requires a CDL. Fire Departments are exempted from this requirement in Washington law through the use of an emergency vehicle accident prevention program such as EVIP.

According to the Washington State Patrol and WADOT personnel, the exemption only qualifies for vehicles being driven to and from an emergency or that are able to immediately

respond – such as when an engine is driven to another station for training or conducting a pre-fire, etc.

This subject came up due to Rehab 61. It is a commercial vehicle by definition. We could use it to respond to an emergency, but it is not presently equipped with adequate warning devices for emergency response. If we intend for it to be an emergency vehicle, we will have to do some things to it.

According to state officials, using Rehab 61 for Santa's Posse is not permitted and using to transport TRT to a drill is questionable. The District currently has fewer than six personnel qualified to drive the bus, though Captain Hollingsworth typically is the one who responds the bus.

Commissioner Collins asked if anyone in the department currently has a CDL. Chief Newberry responded no, not currently. One former employee did, but may not have had the required endorsements.

The Air Rig is at the end of its service life according to the apparatus replacement schedule. The Apparatus Committee Chair, Pete Hoesly, is looking at the possibility of a combination vehicle to incorporate both rehab and air supply. Chief Maurer has encouraged looking at other resources available.

Board members discussed whether adding emergency lighting and warning devices would take care of some of the issues with using the rehab vehicle. Chief Newberry stated there is a minimum of warning devices which would be needed which could represent a substantial cost. Also the current Rehab bus has recurring costs to maintain it such as annual servicing for around \$1,000.

After discussing it with state officials, Chief Newberry pointed out an unfortunate reality of the situation – driving children in our apparatus for public relations events may not be strictly legal because the apparatus is not prepared to immediately respond to an emergency. Providing occasional rides to children or citizens is a part of our history of community service but all state agencies contacted agreed it should not be permitted unless the driver has a CDL.

Commissioner Collins asked if staff had contacted C-Tran to see if they had a smaller bus available which could be below the 26,100 lb. limit. Newberry responded no, not yet.

Commissioner Lothspeich pointed out a dual-role apparatus has its benefits, such as fewer vehicles on a scene. Chief Newberry stated we sometimes have to decide, based on available personnel, which vehicle to send: the rehab or the air rig.

More discussion will occur on this topic in the future.

- Dashboard Video Cameras.

Chief Green said this topic was discussed up at a Board meeting by Commissioner Collins.

The Chief contacted both legal counsel and the District's insurance carrier. VFIS strongly discourages departments from using them. The District's attorney has concerns about negligence, violation of privacy laws (recording people without permission), long-term storage of the videos and other risks.

Commissioner Lothspeich said considering the advice from the insurance provider and the District's legal counsel, he prefers the District not go there. Commissioner Bloemke also pointed out the public records overhead and other issues.

The Board tabled the issue and further discussion indefinitely.

- Software Purchases.

Assistant Chief Maurer has been researching programs to provide cost/benefit analysis of apparatus and equipment at stations. Included in that search is a program to better manage the District's inventory, including consumables.

After conducting her research and having the Maintenance Specialist and Chief Taylor view the demo, she settled on a company called Facility Dude. The software is internet based, in the Cloud, and offers three modules which were of interest: Maintenance Edge, Inventory and Capital Forecast.

Commissioner Collins asked if a company called Evacore was studied. It was not. Chief Maurer said this company was the only one found which provides both Maintenance and Inventory modules. Most offered one or the other. She determined the Capital Forecast module was not needed at this time.

The pro-rated cost for the first year, including setup, is \$2,842.50. Future years are \$2,100 for each full year with unlimited use and users. There is a ninety-day money back guarantee. This will assist staff a great deal to avoid continually repairing equipment when it could be cheaper long-term to replace the item. The company offers 24/7 email support, telephone support during business hours and an assigned support person.

The Board discussed whether or not action could be taken during the workshop phase of the regular meeting since the workshop items were not on the public agenda and considered waiting for the next regular Board meeting. Chief Green advised them this was within his threshold for spending and budgeted funds are available so the Board did not have to take action on this issue.

- Staff Performance Reviews.

Chief Green said individual members of the Board have discussed with him changing what time of year reviews are completed. He said the 3<sup>rd</sup> Tuesday in November is when the Board typically adopts the Preliminary Budget for the following year. For comparable data on salaries and benefits, staff would have to start in June or July to prepare that information. Commissioner Bloemke said it was best to review the completed comparable data in conjunction with the budget cycle.

It was discussed that staff employment agreements automatically renew for the following year unless action is taken thirty days or more prior to the expiration of the agreement.

Assistant Chief Newberry discussed a pilot program occurring on C Shift to perform quarterly reviews based on a smart goal system. It is a continuous improvement process based on developing our people. He intends to play it out to see where it goes and how well it works.

- Other Topics.

Chief Green stated the items marked “2” on the list of workshop topics are intended for the second meeting in March.

Commissioner Collins remarked about discussion at the recent Business Association Board meeting. There were discussions about annexations, incorporation, etc. He wanted the Board to know that type of discussion is occurring in the community. Commissioner Bloemke said it is something to keep our eye on – the political processes.

Asst. Chief Newberry asked if there were items on the provided list the Board would prefer to be a priority. Commissioner Lothspeich mentioned the Fire Training Changes (goals) and Commissioner Bloemke mentioned the topic of Change – embrace/fear with staff. He said we have two newer chief officers and two senior chiefs. There may be topics they wish to present to the Board.

This concluded the workshop.

#### ROUND TABLE and GOOD OF THE ORDER:

- Commissioner Lothspeich asked for an update on the process for filling the Training Captain position. Assistant Chief Taylor explained the application period closes March 24<sup>th</sup>. Two applications have been received to date. Commissioner Bloemke asked if it had been placed on the WFCAs website. It has not.

Commissioner Lothspeich asked if each Captain will be doing both types of training – Fire and EMS. Chief Newberry explained the CBA defines separate positions but with a fire captain filling the role of EMS, there can be some sharing of duties.

- Commissioner Lothspeich discussed the Streissguth family as the Grand Marshals for the 2016 Hazel Dell Parade of Bands. The theme for the parade is Celebrating Service. An event for the Grand Marshal will be held at the Hostess House on May 20<sup>th</sup> and all are welcome to come and visit with the Streissguths.
- Commissioner Collins discussed the recent fire at a boat dry storage facility on Hayden Island. No Fire District 6 apparatus or personnel responded.
- Commissioner Bloemke said the Board’s Agenda must be posted on the District’s public website a minimum of twenty-four hours prior to the meeting. He also provided the Board

Secretary with other information regarding Board Meetings he had received at the recent Saturday Seminar hosted by attorney Brian Snure.

Commissioner Lothspeich made a motion authorizing February Commissioner compensation and authorizing the payment of current bills in the amounts of:

Fund 6212	\$26,678.62
Fund 6242	\$4,007.29
Fund 6257	\$346.88

The motion was seconded by Commissioner Collins and passed unanimously.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,



Dean Bloemke, Chair



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David Taylor, Board Secretary