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MINUTES

Clark County Fire District 6 Commissioners Meeting
Special Workshop
Station 1, 8:00 a.m.
January 17, 2009

POST

Members present: Chairman Spring, Commissioner Collins, Commissioner Bloemke
Meeting called to order.

The Pledge of Allegiance was led by Chief Green.

The Chair advised that the workshop was for the purpose of discussing numerous items and that no action would be taken until the Board was in regular session.

Following the agenda, 26 issues were discussed.

1. Review of 2008 - A month by month accounting of department activities and action was presented in Board packets.
2. Review of Contracts and Agreements - Board members were supplied with three ring binders containing District contracts, agreements, and policies.
3. Review of Policies - It was recommended that listings of standing committees be included in the Board Policy Manual. Current standing committees are Washington Fire Commissioners Association, National Association of Elected Fire Officials, Risk Management, Awards, Fairground Fire Facility Board, Negotiations, Rules and Regulations and Board for Volunteer Firefighters. Also, Clark Fire and Rescue Policy 511.10.01 contains guidelines for its Board of Commissioners, and it was suggested some of this material, pertinent to Fire District 6, could be incorporated in the Board Policy Manual.

Accident and Safety manuals should be checked to make certain they are complete and up to date.

4. Commissioner Clothing - The Board felt that there should be guidelines for the issuance of District 6 apparel and equipment to Board members.

Action will be taken to document that each new Fire District 6 Commissioner would be authorized to acquire 2 District shirts, with logo, a jacket, cap and a District 6 briefcase. Existing Commissioners would be authorized to acquire 1 District shirt with logo each year, with the additional authority to replace damaged or worn out apparel.

5. Fire District 6 Consolidation/Merger with Another Fire Department – This topic has been discussed for years, with District 6's area falling in the City of Vancouver's long term

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annexation plans. The Board indicated the District should be aware of all the options presented for the delivery of service to the community, noting that the will of the citizens of the area should be followed.

6. Station 15-1 Volunteer Staffing/Resident Issues Update – The resident program at Station 15-1 currently has 4 participants, with 3 additional applicants being considered. Presently there is no full time driver, but staffing has increased. Effective February 1, 2009 volunteers will be expected to serve 12 hours a month at Station 15-1.
7. 2008 Visa Card Airline Miles Usage Review – Visa airline miles have been used when possible. The Office Administrator has assumed the responsibility of arranging airline travel.
8. Need for Additional District Committees (Discussion) – It was determined that additional committees were not needed at this time. It was noted that department members are involved in almost every community organization and event.
9. Records Retention Policy/Purging/Storing – Retention of records is creating a major storage issue. It may be possible to archive or purge some dated material. Possibly the Snure Law Office has researched the issue and have a recommended procedure to follow.
10. Part-time Summer Maintenance Help (Adequate?) – It was generally felt that the current use of one part-time summer maintenance worker has been adequate.
14. Enhanced Utilization of Equipment/Maintenance Specialist (Discussion and Staff Input) – Item 14 was included at this time. The Maintenance Specialist will be contacted to determine if he has suggestions how his service could be better utilized.
11. Fire District 6 Staff – Functions, Assignments, Duties for 2009 – With staff changes and vacancies there has been a need to make several function reassignments. Tasks have been performed and will continue to be so – pending the adoption of a revised organizational structure.
23. Attendance at Neighborhood Association Meetings – Item 23 was included at this time. Staff has been very active in community activities, probably more than most other agencies. Board members offered their service to attend neighborhood meetings if this would be helpful. The absence of a Public Information Officer has posed a problem, and the Vancouver Fire Department has been helping.

Item 11 continued – A suggestion was made that several departments might go together to sponsor a “media day” where reporters could witness and participate in some of the activities performed by emergency personnel.

12. Strategic Plan – The update on the Strategic Plan has already been presented. It was noted that Strategic Initiative #2 has now been completed. Accountant Plymale can be available to make a presentation to the Board on January 17, 2009. With the presentation

of Plymale's financial analysis, this completes Strategic Plan Objective V-A, Identify the impact of potential funding shortages due to declining revenue and increasing costs to provide services.

13. 2009 Goals and Objectives – This is an ongoing process, regularly addressed.
15. Cadet Program / Financial Overview – The Cadet Program is currently financed adequately. Future funding will depend on public school financing. In 2008, District 6 received \$49,025 in funds, and expended \$43,818.05 for personnel and program costs, using the balance to acquire new turnouts for cadets.
16. 2009 Capital Expenditure Program. Item 24 Building Repairs/Maintenance/Replacement was included in this discussion.

Capital expenditure plans were discussed.

The possible involvement of the District with the Clark Public Utilities Energy Conservation Program was discussed.

An energy audit has been done at Station 61, but the Clark Public Utilities program is quite costly, and it has been determined that the replacement of a breathing air compressor would not fall within the matching funds part of the program.

Roof replacement may be needed on all three stations. Noting the downtime in the construction field it was mentioned that 2009 might offer an opportune time to consider replacement.

17. Education Goals for Staff Employees – Educational opportunities are available to nonbargaining unit staff. The Maintenance Specialist and Office Administrator are both scheduled to attend training functions.
18. Overtime Projections for 2009 – The addition of 3 new Firefighter positions and replacement of 2 vacant positions should have an impact on overtime usage later this year. The 2009 budget for overtime is adequately funded.
19. Turnout/Arrival Time for Emergency Responses – The Board was provided with turnout/arrival time documentation for the District. A less than 6 minute response time was met 89.9% of the time.
20. Election/Levy Needs/Options for 2009 – The County Elections Department provided a listing of 2009 elections and filing dates.

District financing plans will be included on a future agenda. It was suggested that when the final registered bond payment is made, that the funds budgeted for future registered bonds be placed in a capital reserve account.

21. Inventory of all District Equipment –It was asked if the utilization of bar codes would be helpful for inventory control.
22. Chiefs Thoughts on Reorganizing/Restructuring the District, Short, Immediate and Long Term – The Chief plans to present a suggested reorganizational plan for the Boards consideration at the January 17th regular meeting. Short term goals will include working toward a team oriented department. Intermediate goals will include monitoring. Long term goals will include working toward increased regional cooperation.
24. Building Repairs/Maintenance/Replacement - The Chief will create a listing of building repairs and maintenance for the Boards review.
25. Firefighters Per Capita Comparisons – The Board received copies of comparisons of Firefighters per capita for Clark County fire agencies.
26. Quartermaster System/Clothing Allowance/Dress Uniforms – The current quartermaster system seems to be working adequately. It remains the choice of the individual employee how to expend their clothing allowance – to include the purchase of a Class A uniform if they so desire.

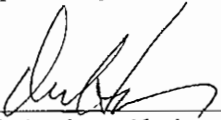
Chiefs Comments:

District 6, Vancouver, and Camas are utilizing a joint training academy for beginning firefighter personnel.

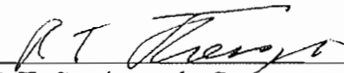
Issues regarding performance expectations appear to have been resolved.

Meeting adjourned.

Respectfully submitted,



Dick Spring, Chairman



R.T. Streissguth, Secretary