

# ***Fire District 3***

***"more than fire..."***

## **BOARD OF FIRE COMMISSIONERS MINUTES**

**Monday January 14, 2019**

The Meeting was called to order by Commissioner Jon Couture at 1800 hrs. Commissioners Scott Anders and Rick Steele, Chief Scott Sorenson, Assistant Chief Barbara Widlund, Battalion Chief Jeff Stewart, Fire Marshal Chris Drone, Captain Larry Bauska, Firefighter Remington Becker and retired Assistant Chief Donavon Mattern were present. Additionally, approximately 60 family members, friends and coworkers were present for the Oath of Service of Captain Charlie Campbell and Joe Stiffler.

### ***Captain Oath for Charlie Campbell and Joe Stiffler***

- Commissioner Couture presented the Oath of Service for the position of Captain to Charlie Campbell

### ***Minutes***

- The minutes of December 18, 2018 meeting were approved. Fire Commissioner Scott Anders made a motion to approve the minutes as written, Commissioner Steele seconded the motion. The motion passed 3-0.

### ***Correspondence***

- December Run Report – Chief Sorenson reported a 5% increase in call volume for 2018.
- Greg Kimsey - 2019 Election Information Correction
- A letter from Tanninen Repair – Concerning a shop rate increase from \$115.00 to \$130.00 (12%) per hour was reviewed.
- A Thank you card from Jeff and Kelly Moys, Majestic Farms was read. It thanked FD3 for responding to their home.
- A Thank you from Hockinson Girls Basketball was read. It thanked FD3 for sponsoring a fire prevention advertisement in their team game program.

### ***Financial Report***

- Investments in Fund 6204 \$ 3,702,739.23
- Transmittal FD301142019 \$ 183,589.03
- Transmittal FD#TAXES2018 \$ 2,639.35
- Payroll December 25, 2018 \$ 186,997.06
- Payroll January 10, 2019 \$ 185,110.76
- Fire Commissioner Scott Anders made a motion to approve the financial report and transmittal as written, Commissioner Steele seconded the motion. The motion passed 3-0.

### ***Old Business***

- Commissioner Timesheet were reviewed with no changes needed.
- Final Budget Prep Update – Chief Sorenson reported that the 2018 carry over has been reported as \$3,688,595.91 on December 31<sup>st</sup>. We can now finalize the budget. The Final budget should be available for approval on January 28, 2019 or February 11, 2019.
- City of Battle Ground Update – Commissioner Anders reported that the Battle Ground City Council is interested in moving forward on discussing and evaluating the possibility of annexation into Fire District 3. They have completed their Vision process and have discussed discussing with the members of the committee members involved. They are also

interested in meeting with Liz Loomis Public Affairs to discuss public input and communications.

- Station 32 Repair Update – Chief Sorenson reported that the demolition has been completed and the concrete has been poured at station 32.
- Ladder Truck Update – Chief Sorenson reported that the new ladder truck is approximately 2 weeks out. Final inspection is scheduled for January 16th at the factory in Sioux Falls South Dakota.
- Squad Update – Chief Sorenson presented an estimate from Woods Industry using Wickum Weld as the builder for the beds and boxes that will save \$5000.00. These items will be built to the same specification as current equipment. The Board supported the purchase.
- Strategic Plan Update – Chief Sorenson reported that the input data surveys are out. The next step will be hold meeting and introducing the process.

#### **New Business**

- Fire Marshall Report Fire Marshal Drone presented the 2018 End of Year Report.
- Awards February 25, 2019, Battle Ground Community Center – Chief Sorenson reported this year's date and location.
- County Payroll, Bias/Crewsence, In-house Payroll – Chief Sorenson reported progress on the transition to in house payroll. Transition should be completed in 2019 and is budgeted. The County will continue to be our treasurer. With the County's change to Workday, it has been designed to meet the needs of County labor agreement and limitations have been placed on our employee benefits options that are based on our labor agreement. This change will allow us to consider more benefit options and control those benefits.
- Lexipol Procedure Module – Chief Sorenson reported that our new procedure platform is launched. It is the same format as the Policy platform. There is a system being developed for capturing procedures in Lexipol. Assistant Chief Widlund is leading that process.
- Commissioner FMLA – Chief Sorenson reported that the WFCA has sent and notice indicating that Commissioners are subject to the new FMLA requirements. More to come.
- CRESA Finance Committee – Chief Sorenson reported that he has submitted his name to replace John Nohr on the CRESA Finance Committee who as the Southwest Fire Chiefs is now on the CRESA Board as the Fire representative, replacing Jerry Green.
- Station 34 Staffing – Chief Sorenson reviewed impacts of member residence locations and impacts to the WSRB rating. The greatest impact is on Station 34 staffing. These will be an important topic in the Strategic Plan update.

#### **Questions and Comments from the Audience**

- Donavon Mattern expressed his appreciation for the focus on staffing of Station 34.

#### **Executive Session**

- None

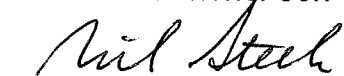
#### **Meeting Schedule**

- January 22, 2019 Battle Ground City Council Workshop and Meeting, Anders, 18:00, 1900 hrs.
- January 28, 2019 FD3 Board of Commissioners Meeting 18:00 hrs.

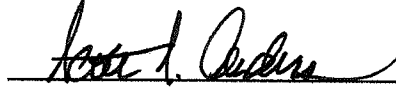
**Adjournment - 19:38**



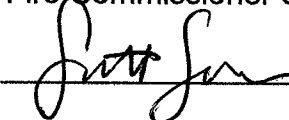
Fire Commissioner Jon Couture



Fire Commissioner Rick Steele



Fire Commissioner Scott Anders



Fire Chief/Secretary Scott Sorenson