

**KLICKITAT COUNTY FIRE PROTECTION DISTRICT #4**  
**MONTHLY BUSINESS MEETING**  
**February 24, 2011**  
**8:00 p.m.**  
**Lyle Fire Station Meeting Room**

The meeting was called to order by Chair McCune at 8 p.m. February 24<sup>th</sup>.

Commissioners Joy and Haarstad were present

Chief Brewer present

Others present were Justin Ramsey; Patty Elkins, Karen Harpole and Glenda Lovejoy

Minutes of Regular Meeting of January 27<sup>th</sup> were read and corrected. Commissioner Joy moved the minutes be approved as corrected; Commissioner Haarstad second the motion; motion carried

Chief Brewer presented his report as follows:

Recruitment-no new

Discussion: should a write up be submitted to various local media to recruit more members? Is it desirable and feasible at this time to bring in new recruits or should the Department wait for a better time as it would require a large expense to equip some sizes. Should we recruit High School Students at this time; it was determined that at this time more thought should be put into a full recruitment press.

Grants/Bonds

- DNR Phase I

Discussion-this is a 50/50 grant; Chief Brewer presented a rough list to the Commissioners of what would be ordered; cost estimate for District is around \$1500.

Fire Chief

- BBQ at Lyle Park

Discussion: a letter was submitted to the Fire Commissioners by Karen Harpole, Senior Project Advisor:

“Billy Williams and Brian Neifert, two students at Lyle High School, are proposing to build a brick barbeque at Lyle Park for the community as part of their required senior project.

The barbeque will be built on the north side of the existing pavilion and to the east of Skateboard Park. This placement reflects the requirements of the Klickitat Building Department of being 15 feet from the old school building and out from under the eaves of the pavilion.

The barbecue’s 30 inch by 9 feet layout will consist of a covered grill section (for briquettes only), a countertop area for food preparation/service and a roughed in sink area (water lines will be laid in the future by the OLESS).

The students are very aware of the need to make this project a safe edition to the community. Through discussion with Scott Brewer, District #4 Fire Chief, Bill Hunsaker, White Salmon Fire Chief, and Dan Lennon, DNR Rep; they feel that by making this barbeque ‘a covered grill for briquettes only’, meets the safety requirements.

They are also aware that use of the barbeque by any individual may be terminated at anytime by the District Fire Chief and/or the County Sheriff's Department.

Their construction of this project will be under the supervision of Norm White, a local contractor, and Don Starkin, building committee chairman of the OLESS (Old Lyle Elementary School Supporters). The students plan to begin construction during their spring break from school which is April 2-April 10.

They look forward to your guidance and approval.”

Discussion-the barbeque will be inset into the concrete with a Brick buildup around it; the depth of the barbeque prevents the use of anything larger than a briquette; signs around the area will state the directions of use; use of briquettes only; lid must be down; how to dispose of ashes; burn ban guidelines must be followed as well as other pertinent and relative instructions. A metal garbage can will be provided for the disposal of ashes; water will be routed from the building to the barbeque. The Commissioners have no problem with the barbecue's installation with the above guidelines and safety precautions.

- Testing New Maintenance Procedure

Discussion-Glenda Lovejoy has created a check off list for 410. Chief Brewer will develop a list for the other vehicles and will be removing the sponsors from the trucks; he has instigated instead a monthly maintenance sign up for each truck and a list of things to do on standby; there will a check list relevant to each truck.

- Community Council next week, I can't attend (Volunteers?)

Discussion-Glenda Lovejoy will mention that new recruits are needed

- Out of town Feb 28<sup>th</sup> – March 8<sup>th</sup>.
- Reminder: Award Ceremony March 12 at the Lions Club 5:30-6 p.m.

Discussion-pins and awards have been ordered and received

- Start training for work capacity test
  - Cherry Orchard Trail is an acceptable alternate

Discussion-necessary paper work for the capacity test to fill out is on the turn-out room desk

- Quarterly Performance Analysis from Commission/Department

Discussion-Chief Brewer will be working at developing a performance analysis that allows members to contribute thoughts and ideas on areas of improvement or changes they would like to see.

Training

- Reminder: Lyle hosting Red Card Refresher April 2<sup>nd</sup> 8 a.m.

Discussion-Every Lyle Fire Department member attended the Firefighters First Aid class

Vehicles/Equipment

- No new issues (410 as discussed in meeting)
- Setup a time for 401-or take it to Portland

Discussion-Scott will contact someone local to look at it

Interagency Meeting report-Feb

- No news-Lyle hosted, poor turnout due to weather

2010 Volunteer Board-no report

#### Medical Officer Report-Patty Elkins

#### February 2011 Medical Officer Report

February 15, Dr. Smith and the EMS crew met for over 2 hours to discuss various topics. Lyle Fire was the first agency in the county that had this opportunity. From the feedback received, it was time well spent.

February 19, EMS Evaluator class was held at the station. John Nichols will soon be registered with the state as an additional evaluator for our department; Scott Brewer is our other certified evaluator.

Discussion-a list of evaluators will be created so members know who they need to talk to

February 21, EMS Council and Council Bylaws review. The EMS council is in the process of updating the bylaws and council application process. Jim Carley and Patty Elkins are on the bylaws review team. The council meeting was held at Skyline. A few changes have been implemented to assist in a more orderly, timely meeting. Roberts's rules of order are now being used and documentation of motions raised are in the beginning stages. The County Protocols, Patient Care Procedures and County Guidelines are in review by Mark Bryan and Dr Smith. Once these documents are complete, they will be submitted in draft form to the council for review/comment. The PHTLS Class is still scheduled for March 5 & 6 at White Salmon Fire Hall. It will be a capacity class with over 24 people applying to take the class.

March 15 OTEP is Environmental Emergencies at Skyline beginning at 6:00 p.m.

Discussion-HUGS event March 5<sup>th</sup> & 6<sup>th</sup> will be a bicycle safety program; HUGS main emphasis is living safe in your community. This is based in White Salmon.

#### Secretary's Report

- WFCAs correspondence

Discussion-future requirement for on-line minutes and agenda on department web-sites may soon be in the RCW's; HB 1136 Volunteer Firefighter License Plate is being proposed to be allowed; changes to Firefighters disability payments and requirement under discussion at the legislation level; changes to Volunteer status and benefits under discussion as well; a copy of the WFCAs Legislative Report will be given to Jim Carley.

#### Financial Report

A financial report was presented to the Commissioners

Vouchers for the month of February were presented to the Commissioners for their review in the amount of \$1701.54. Commissioner Joy moved the Vouchers be paid in the usual manner; Commissioner Haarstad second the motion; motion carried.

#### UNFINISHED BUSINESS

- Cash for mob fires

Policy-tabled until it is known what direction the Board will take

- Line of credit or Business Credit Card-line of credit is not feasible; credit cards-some have an annual fee for each card and specific names must be on the card

- Other Districts-either have a “Pacific Pride” charge card or its equivalent; do not send their FF’s out on MOB fires or reimburse FF for expenses after the fact and by paying mileage

Scott will look in to Voyager accounts

#### NEW BUSINESS

- Burn Ban 2011-Commissioners see no reason not to follow the County’s burn ban date of July 1<sup>st</sup> at this time
- Resolution 2011- 03 Business Meeting Change-resolution signed
- Resignation of Dist Secretary
  - Split position?

Discussion- position will remain as one; 40 hours a month; advertisement will be placed in the newspaper and any local media available; Glenda Lovejoy will see that it gets placed in the “What’s Happening in Lyle” news. Resumes will be copied and given to the Board as they are received. It is hoped a new secretary will be in place so they can be trained in the month of April.

Other Business: Chief Brewer will look for a message board to place outside the Fire Hall to place Department information like meeting changes, job questions or other information needed to get to the public.

Chief Brewer is still working on the patches and color choice.

Employee job evaluations will be done on a bi-annual basis; an electronic copy will be given to Chief Brewer.

Commissioner Joy moved the meeting be adjourned; Commissioner Haarstad seconds the motion; meeting was adjourned at 9:20 p.m.

*Business meeting held on March 24<sup>th</sup> a motion was made by Commissioner Joy to approve the minutes as corrected; Commissioner Haarstad second the motion; motion carried. Corrections were made to the Chief’s report ie: Glenda Lovejoy created a check list for 410 only, Chief Brewer will create lists for the other vehicles; Chief Brewer will be developing a performance analysis geared toward input from District members. Minutes respectfully submitted by Linnea Denis, District Secretary*