

MINUTES

GRAYS HARBOR FIRE DISTRICT 5 BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING

January 14, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for Regular monthly meeting at 7:00 p.m. on January 14, 2016.

1. Call to Order:

The meeting was called to order at 7:00 p.m. by Commissioner Bailey.

2. Oath of Office:

Oath of office was done for incoming Commissioner Jim Crisp, and annual oath of office for current Commissioners Patton and Bailey.

3. Pledge of Allegiance:

Commissioner Bailey called for the Pledge of Allegiance.

4. Roll Call:

In attendance were Commissioner Bailey, Commissioner Patton, Commissioner Crisp, Chief Prater, BC Fulbright, and Secretary Patty Smith.

5. Approval of Minutes:

Commissioner Patton made a motion to accept the minutes for the December 10, 2015 Regular meeting and December 16, 2015 Special meeting. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

6. Communications:

A letter was read from Chief Paul Nott, McCleary Fire.

7. Chiefs Report:

See attached written report.

Discussion on the Chiefs report led to a directive for Chief Prater to put together numbers for a 16-24 hour a week employee to do EMS billing.

Chief Prater also handed out a copy of a memo that he had sent to 911 in regards to dispatch fees.

8. Financial

a. Approval of Expenses:

Commissioner Patton made a motion to pay expenditures for January 2016, of \$54,028.51. Commissioner Crisp seconded the motion. Discussion. Secretary would like to add a payment to Henry Schein for \$43.96 to the voucher. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Patton to accept and pay January 2016 payroll in the amount of \$ 79,401.78, motion was seconded by Commissioner Crisp. All voted in favor, motion passed.

c. December 2015 year end County Budget reports:

December year end budget reports had been emailed out earlier to the Board.

9. Old Business:

a. 2016 EMS Availability annual increase rate:

Invoices have been sent out at the new rate of 2.0%.

b. 2016 Board of Commissioner Regularly scheduled meeting discussion:

The Board agreed to the following changes in the regularly scheduled monthly meeting. Changes are March 9th, May 11, July 13, and December 7, 2016.

c. Part Time Responder Cost Study:

At this time Chief Prater feels that cost wise it is not the time to bring on a part time responder. The cost would be approximately \$127,000 per year.

10. New Business:

a. Resolution 16-01 Allowing Commissioners to be Vol. Firefighters:

Commissioner Bailey made a motion to adopt Resolution 16-0, allowing Commissioners to be volunteer firefighters. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

b. Commissioners Compensation:

Chief Prater will send each Commissioner a form to fill out stating what they would like to do in regards to their compensation.

c. Election of 2016 Board Chair and Vice Chair positions:

Commissioner Bailey made a motion to make Eric Patton Chair of the Board. Commissioner Crisp seconded the motion. All voted in favor, motion passed. At this time Commissioner Bailey turned the meeting over to Commissioner Patton.

d. Grays Harbor Energy LLC Donation:

Grays Harbor Energy is wanting to donate some Tech Rescue equipment. BC Fulbright is going to check it out and see if it is something that would be of use to the District. Commissioner Patton is concerned with the cost of training employees to use the equipment.

Grays Harbor Energy is also making a cash donation. \$2500 for 2015 and \$2,500 for 2016.

e. Heart Monitor Purchase Proposal & Discussion:

BC Fulbright had put together a packet with information on the Life Pack heart monitor and also gave several options for purchasing. The State was contacted to get information on their lending program. There is a desire to purchase 4 monitors. The Board of Commissioners does not wish to purchase 4 at this time.

Commissioner Patton made a motion to buy 1 Life Pack 15 at this time. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

f. Upcoming Board Action Items Reminder:

Chief Prater reminded the Board that negotiations will begin in July, 2016, and the MOU for the 18 month temporary restructure will end in April. Commissioner Patton also commented that the Chiefs contact will expire at the end of March. He would like Chief Prater to present a proposal at the next meeting. Commissioner Bailey would like an Executive session tonight before the Chief puts a lot of time into putting something together.

11. Public Comment:

No public comment.

12. Commissioners Comments:

- a. Commissioner Patton: He felt that a recent training that he attended was a good training. He would like to thank all that are putting in the extra time and helping make positive changes.
- b. Commissioner Bailey: Appreciates people getting together on training. He also said he will be going in and talking with the Mayor of Elma.
- c. Commissioner Crisp: No Comment.

13. Executive Session:

Chief Prater would like an Executive Session for 10 minutes to discuss a personnel issue and 5 minutes for Commissioners to meet in regards to Chiefs contact.

Meeting went into Executive session at 8:15 p.m. Meeting was called back into regular session at 8:35 p.m. No action was taken during the Executive session.

14 Meeting of Local Board of Volunteer Firefighters Council:

Commissioner Patton made a motion to pay expenses for A. Cedillas' physical. Chief Prater seconded the motion. All voted in favor, motion passed.

15. Adjournment:

Commissioner Patton made a motion to adjourn the meeting. Commissioner Bailey seconded the motion, all in favor. Meeting was adjourned at 8:37p.m. until Thursday, February 11, 2016 at 7:00 p.m.

Approved this 11th day of January 2016.

 2-11-16
Eric Patton, Chairman

Jerry Bailey 2-11-16
Jerry Bailey, Vice Chairman

Jim Crisp 2-11-2016
Jim Crisp, Commissioner

ATTEST:

Patty Smith
Patty Smith,
Secretary

**Grays Harbor Fire District #5
Commissioners Meeting
Chief's Report**

Thursday, January 14, 2016

District Activity: 2014 – Incidents YTD: **1664** 2015 - Incidents YTD: **1952 (+288)**

Fire -9 EMS - 137 (EMS Non-Transports = 52) Dropped- 2
• Data per District log book

EMS Response areas: **See Attached report**

Transfers: Here is a breakdown of transfers by month (be advised that this includes all transfers not just from SPMC, some come from other facilities such as GHCH).

2015:

Jan – 33, Feb – 30, Mar – 40, Apr – 31, May – 36, Jun –30, Jul – 35, Aug – 29, Sept. – 42, Oct – 31, Nov – 36, Dec – 37. For a year to date total of 405 for the year.

We are 89 transfers above last year as of 12/31/15.

2014:

Jan – 30, Feb – 28, Mar – 26, Apr – 24, May – 23, Jun – 20, Jul – 29, Aug – 27 Sept. – 30, Oct – 30, Nov – 32, Dec – 17. In 2014 the average transfer per month was 26.34. For a total of 316 transfers.

2013:

Jan – 21, Feb – 24, Mar – 33, Apr – 33, May – 22, Jun – 25, Jul – 28, Aug – 32, Sep – 19, Oct – 37, Nov – 20 & Dec - 27. In 2013 the average transfer per month was 26.75. For a total of 321 transfers.

2012:

Jan – 11, Feb – 18, Mar – 22, Apr – 28, May – 29, Jun – 23, Jul – 18, Aug – 31, Sep – 13, Oct – 18, Nov – 27 & Dec - 17. In 2012 the average transfers per month was 21.25. For a total of 255 transfers.

2011:

Jan – 19, Feb – 15, Mar – 27, Apr – 16, May – 25, Jun – 17, Jul – 22, Aug – 19, Sep – 20, Oct – 7, Nov – 17 & Dec - 21. In 2011 the average transfers per month was 18.75. For a total of 225 transfers.

Captain Johnathan Huntley being out on medical leave. We do not have an estimated on his return due to L&I just approving his claim. Just guessing I am thinking it will be likely into February or March. It sounds like he will have to pass a fit for duty prior to returning.

We have processed a few new applicants and when they are brought on completely I will have them attend a Commissioner meeting so you have the opportunity to meet them, dependent on their schedule too of course. One lives in Elma, one in District 5 in Station 52 area and one that will be living in Montesano. We also still have a couple more to process.

I want to thank the board for allowing us to utilize someone to help keep up on processing the EMS billing for the last couple months and it has showed to be very valuable in a few ways. First of all having a part-time person to QA all the reports and ensure that they are completed for billing purposes ensures that we are capturing all the needed fields to collect as much as we can. Per EfRecovery our third party billing services; they stated we are doing outstanding and wished everyone was doing what we are doing. In addition she has been working on an audit of all transports for the last couple years to make sure the calls are billed properly and put into the correct zones for data purposes. She actually found a few that was not properly documented and/or put in the correct zones. In addition to that very important area, it allowed the B.C. to focus on the areas of training and safety and allowed him time to complete auditing files, helping others get their recertification documents in order, create 2016 training calendar, focus on the joint training opportunities between District 5, Elma Fire and McCleary, to name a few. We found that during this time, it takes around 16 to 24 hours a week to process and audit the epcrs to ensure we are billing for all that we can and that only allows the BC 16-24 hours a week to complete all the other areas that are under his responsibilities such as Training, Safety, and MSO. In addition if we are successful in getting into the City of Elma area, I would propose moving him to start to get things running to ensure we set it up to succeed. In addition of the normal EMS billing this position could help process the EfRecovery response billing that we saw an improvement this year with her helping process those also. I will be working on a proposal, which will include an estimate on cost of a part-time office person who's primary role is to process EMS billing between the District and our third party billing service.

STAFFING BREAKDOWN

Career Staff – 9 Total with area breakdown as follows:
Chief/EMT - 1 1 – Rural Elma
B.C./Medic - 1 2 – Bush Creek
Capt./Medic - 3 2 - Aberdeen
FF/Medic - 4 1 – Cosmopolis
1 – Fircrest
1 - Burlington
1 – Kent

Shift Reserves – 13 Total with area breakdown as follows:
Lt./EMT - 1 1 – Aberdeen
FF/Medic - 1 1 – Hoquiam
FF/EMT-IV - 1 1 – Graham
FF/EMT - 6 2 – District 12
FF/Medic Recruits - 2 4 – Olympia
1 – Seattle
1 – Pacific County

Event Standby – 2 Total with area breakdown as follows:
EMT - 2 1 – Copalis Crossing
1 - Montesano

Station 51 – 13 Total with area breakdown as follows:
Capt./EMT - 1 4 – City of Elma
FF/Medic - 2 4 – McCleary
FF/EMT - 3 3 – Bush Creek
EMT - 2 2 – Rural Elma
Support - 1
Recruit- 4

Station 52 – 7 Total with area breakdown as follows:
Capt. - 1 6 – Porter
FF/EMT - 1 2 – District 1
FF - 2
Recruits -3
Support - 1

Station 53 – 11 Total with area breakdown as follows:
Capt. - 1 5 – Satsop
FF/EMT - 5 3 – Rural Elma
FF/EMR – 1 2- Montesano
FF – 1 1- Elma
EMR – 1
Recruit - 3

Operational Areas of Responsibilities Reports:

Communication Equipment: We have received the 4 new Motorola Portable radios and they have been programmed. We were waiting on installing them in the apparatus until we got Medic 5143 back from getting it repaired in Vancouver. This was a cost decision to eliminate multiple trip charges. But after having an issue with radios being missed place, we have decided to get bank chargers for both the HT portable and the new radios and they will be checked out utilizing a tag in tag out system. This is how McLane Fire has been doing it and sounds like it works well. I found a HT bank charger online and I am getting a quote from Motorola on the one needed for the new portables.

Facilities/Stations: Nothing new to report.

Apparatus: Medic unit 5143 is back from Vancouver and was put back into service on January 12th. We have been told that we will be receiving a check from Horton for the repairs that we have paid for on the two new medic units. Now we have a few things that Horton will be fixing now. We are working with US Fire on getting some of the fire apparatus suction things fixed, now that we have completed the annual pump testing. We located a back seat for Command 5132 in Aberdeen from a wrecking yard for \$80. Due to the weather and having a flat tire on Command 5131 we put studded tires on it because it is being used primarily by students going to classes in Aberdeen and Westport on a regular basis (2-3 times a week).

Bunker Gear: We are going to have to order some new gear for new members and replace some of the outdated gear this quarter.

SCBA/Air Fill: The quarterly air fill station quality testing has been completed and is up to date. It will need to be serviced within the next three months per the tech. Also we have had to send in a pack to get the frame replaced sue to damage. FIT Test machine is back from annual calibration and we will be doing the FIT testing in February again this year.

EMS Supplies: Nothing new to report.

MSO: Nothing new to report.

Fire Investigation: Nothing new to report

Pre Planning: Captain Litzinger provided me with 9 pieces of paper that appears to be aerial photos that came from the program that the District purchased back in August. But the pre-fire plans are not complete.

Small Tools: New Rescue Chain saw is in service on E5201.

Passport/Accountability: Order pending for new members and members needing replacements.

Hose/Nozzles: We are asking for replacement hose in our AFG Grant this year under the micro grant section.

Mapping: Nothing to report.

Special Operations: We did a standby event at the ORV Park last Sunday. Things went well for the most part but due to limited Ambulances available we used the Durango but found that we need to make sure to have a medic unit at the event to get patients out of the weather. In addition I have spoken with Chief North of McLane/Black Lake Fire and he is checking to see about surplus their side by side that they use to have for doing these stand-bys.

I.T./Website: Nothing new to report

Safety Officer: The Safety Committee will be working on a review of District and how we are doing to comply with WAC 296-305.

Public Education/Public Relations: Nothing new to report.

HIPAA: Nothing new to report.

EMS Billing: As of December 31st, of the 2015 budgeted \$500,000; we had collected \$627,029.10 for EMS transports/transfers, which is an average of \$52,252.43 per month. We had budgeted \$41,666.67 per month, which is \$127,029.10 above budget for this line item. In the same time period of 2014, we had collected \$538,697.42, which is an increase of \$88,331.68 compared to then. We had a very good year in ambulance billing.

Training: I am happy to advise to you that S. Crawford has passed her EMT course and is in the process of getting her Nationals completed in order to get State certified. Great job to her. Along those lines we have one member in the current course at the EMT class and two going to the State sponsored Firefighter I Academy that is being held primarily in Westport. BC Fulbright and FF/Medic Jeff Gordon are actively involved in the academy. With the billing help; BC Fulbright was able to complete a revamp of the training tracking of our membership to help improve the clearness of what has been completed and what needs to be done. In addition the 2016 training calendar was completed and has been handed out. In addition to all that, many hours of time was put in to help the district personnel to complete their EMS and Fire training for the year. I commend BC Fulbright for working very hard to help the members who had missing training that would have affected them in many ways if they had not completed it. But with that being said in 2016 we will be taking a much stronger stance on completing training in the quarters it is scheduled and we will be relying on the shift officers and staff to assist in putting on good quality trainings laid out by the BC. Everyone has been advised of this expectation and should not be a surprise to anyone. BC Fulbright attended a training officer level event in southern WA this last month and will be making some adjustments on our training programs as needed. We held a joint firefighter survival-training event with the City of Elma on January 9th at the house that is going to be burned on January 23rd located on 11th street in Elma. It went outstanding overall. We had three stations, Mayday station, rescue station and a monster hose station, attendance was approximately 25-30 total. During the training we had 4 calls and those were handled without incident. I really cannot say how impressed I was at the positive vibe that came from the two departments working together. We all are looking forward to the 23rd for the live fire day. I am trying to see about having a work crew from the State prison to come and strip the roofing off the house prior to the burn, this will be a cost of around \$150-\$200 I have been told but they will have it done in one day. BC Fulbright also has another live burn in the process for next month and will be reaching out to McCleary Fire to do some joint training. In addition I am very happy to report that Captain Mayberry has received three of the 4 Captain qualifications that he was missing. He is now up to Officer 1 and only needs to get his IFSAC Instructor 1 by November of this year. Great Job to Captain Mayberry.

SOP/SOGs: We held a meeting to review and discuss the new volunteer program policy that was adopted by the board. It has been implemented and we will be working on the process this first quarter and may need to modify the process to make it work.

PIO: Nothing new to report.

KNOX Box Program: nothing new to report at this time.

EfRecovery: We continue to work on getting all the funds for responses that we do within our district. We have continued to get funds from time to time.

Health Officer: With the officer being off on medical leave, nothing to report.

Recruitment: We are continuing to recruit and will be trying to improve our membership number in 2016.

Service Contracts: I mailed back the signed copies of the agreement to the Port in regards to the Satsop Business Park Fire Service agreement and have not heard or received payment as of yet. I sent an email to the Park Manager and the Port Attorney asking for status.