

## MINUTES

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

September 8, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for the Regular monthly business meeting at 7:00 p.m. on September 8, 2016.

1. **Call to Order:**

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

2. **Pledge of Allegiance:**

Commissioner Patton called for the Pledge of Allegiance.

3. **Roll Call:**

In attendance were Commissioner Patton, Commissioner Crisp, and Chief Prater. Commissioner Bailey arrived at 7:10. Secretary, Patty Smith was absent.

4. **Approval of Minutes:**

- a. Commissioner Patton made a motion to accept the minutes for the August 11, 2016 regular business meeting. Commissioner Crisp seconded the motion. All voted in favor, motion passed. 3-0

5. **Communications:**

Nothing to report

6. **Chiefs Report:**

See attached written report.

Additional things to report:

Chief Prater asked the Board for their approval to continue using the Admin/Billing secretary, at the same amount of hours, through the end of the 2016 year. He would also like to look at 2017 budget and make a decision to possibly keep the Admin/Billing secretary, with possibly expanding the positions role. The position is an at-will position.

Commissioner Crisp made a motion to allow the Chief to continue the use of the Admin/Secretary position through 2016. Commissioner Patton seconded the motion. Motion passed, 2-0

**7. Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to pay expenditures processed in September 2016 for the amount of \$61,545.62. Commissioner Bailey second the motion. Commissioner Bailey reviewed the vouchers. All voted in favor, motion passed, 3-0

b. Approval of Payroll:

A motion was made by Commissioner Crisp to accept and pay September 2016 payroll in the amount of \$75,109.68, motion was seconded by Commissioner Bailey. All voted in favor, motion passed. 3-0

c. September 2016 month end County Budget reports:

Commissioner Bailey questioned the equipment expense line item being so high over budget. Chief Prater explained this was due to the Boards decision to purchase the heart monitor and extrication tools outright instead of utilizing the proposed WA ST Financing program for governmental agencies, otherwise we would be under budget at this time on that line item.

**8. Old Business:**

a. November General Ballot EMS Proposition 1 Status:

Chief Prater advised that he and BC Fulbright had held one public information meeting in the Satsop area and will be holding another one in the Porter station. More locations and dates are being discussed.

b. Elma Use ILA Agreement resign (Action):

Chief Prater advised that he had received an email from Brian Snure, the District legal counsel, that the previously approved and signed ILA was missing a paragraph that he had recommended be in the agreement. It was corrected. But, upon the Chief reviewing the signed agreement from the City of Elma, a couple things had not been corrected. Those being the dollar amount and the requirement to send an invoice for payment. As soon as we get those corrected and sent back, the Chairman of the Board will re-sign the ILA.

**9. New Business:**

a. 2017 Budget(s) set Public Hearing Nov 10, 2017 Prior to Regular Meeting:

Commissioner Patton voiced major concern over the time line the County imposes on the District to get things done, yet they have not provided the Assessors information that allows the Chief to develop a good budget. Discussion followed. Chief Prater will send an email to the Assessor's office asking for some sort of timeline of when to expect the needed information.

**10. Public Comment:**

John Reinhard stated that he feels the Fire Prevention trailer and ladder truck are rotting away outside and we need to get things covered. He also spoke to the Board about a demo presentation for a "power" gurney. He asked the Board to make it a priority to get these gurneys right away. The staff is not getting any younger and with the limited staffing there comes more injuries which could more than likely cost the District more than the cost of the gurney. John also spoke about the Levy, public meetings, and the need to get the word out on the levy request. He feels that we have to have a mailer and/or a door-to-door campaign to make this happen.

**11. Commissioners Comments:**

- a. Commissioner Patton: Thank you to the staff for all the hard work. He also wanted to give a personal thank you to John Avery and Bryan Trask for helping with a family loss.
- b. Commissioner Crisp: Nothing.
- c. Commissioner Bailey: Thank you to the workers. He has concerns over the lack of manning on a daily basis and concerns over the EMS Levy. He asked the Chief about how much money, if the levy is passed would be put back in the fire side? Chief Prater stated he could not answer that, especially right now, because a new budget would have to be done and then the Board has control over the budget. Commissioner Bailey then spoke about a major concern he has in regards to truck(s) being put back in service without water in them. He was not happy to hear that the Chief didn't know about the problem until a week or so later. He had advised the Board by an email that was sent out prior to the Board meeting, in which he stated that he was advised of the incident at their monthly officer meeting and was assured that the problem was corrected immediately. He has also given direction that in the future, he would like at least a FYI on things like this.

**12. Executive Session- Collective Bargaining IAFF Local 4075 Contract:**

The Board and Chief Prater went into Executive session at 8:35 for 15 minutes. At 8:50 Board requested a 10 minute extension. Came out of Executive session at 9:00, not action taken.

**13. Meeting of Local Board of Volunteer Firefighters Council:**

Commissioner Patton made a motion to approve the injury report for L. Wright. Commissioner Bailey seconded the motion. Approved, 3-0

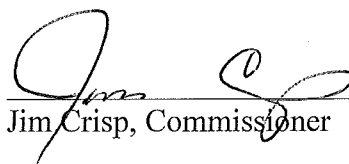
**15. Adjournment:**

Commissioner Bailey made a motion to adjourn the meeting. Commissioner Crisp seconded the motion, all in favor. Meeting was adjourned at 9:10 p.m. until Thursday October 13 at 7:00 p.m.

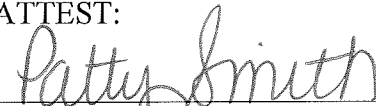
Approved this 13th day of October 2016.

 10-13-16  
Eric Patton, Chairman

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Jerry Bailey, Vice Chairman

 10-13-2016  
Jim Crisp, Commissioner

ATTEST:

  
Patty Smith,  
Secretary

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

**Thursday September 8<sup>th</sup>, 2016**

**District Activity:** 2015 – Incidents YTD: **1326**      2016 - Incidents YTD: **1424 (+98)**

**Fire - 21      EMS - 168 (EMS Non-Transports = 68) Dropped- 5**

- **Of the 5 dropped calls, 4 were due to low staffing. The 1 remaining was due to multiple calls happening at same time.**
- **Please see the multi year East Grays Harbor County 911 EMS Call Breakdown for details.**
  - **Data per District log book**

**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).

**2016:**

Jan – 44, Feb – 27, Mar – 29, Apr – 22, May – 27, Jun –37, Jul –29, Aug –36, Sept. – , Oct – , Nov – , Dec – . Total transfers taken to date: 251 compared to 264 from 2015.

**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.

**Staffing report:** The Part-Time Billing Secretary trial period additional 3 months is coming to an end this month and ask the Board to approve to continue this position for the rest of 2016 at the 24 hour weekly maximum. and we can evaluate the continued use of the position in the 2017 budget. I think it has proven its value and feel it is working well right now and will not be a hardship on this year's budget.

## **STAFFING BREAKDOWN \* Updated 9/7/2016**

**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 1 - Aberdeen  
FF/Medic - 4 1 – Cosmopolis  
1 – Fircrest  
1 - Burlington  
1 – Kent  
1- Mount Vernon

**Shift Reserves –** 11 Total with area breakdown as follows:  
Lt./EMT - 1 2 – Aberdeen  
FF/Medic - 1 1 – East Side  
FF/EMT - 5 1- South Beach  
EMT - 2 1 – District 12  
Recruit - 2 2 – Olympia  
1 – Mason County  
1– Seattle  
1- Vancouver

**Station 5-1 –** 13 Total with area breakdown as follows:  
Capt./EMT - 1 1 – City of Elma  
FF/Medic - 2 6 – McCleary  
FF/EMT - 6 2 – Bush Creek  
FF/EMT-IV- 1 4 – Rural Elma  
EMT – 1  
FF - 1  
Support - 1

**Station 5-2 –** 6 Total with area breakdown as follows:  
Capt. - 1 4 – Porter  
FF/EMT - 2 2 – District 1  
FF - 2  
Support - 1

**Station 5-3 –** 8 Total with area breakdown as follows:  
Capt. - 1 6 – Satsop  
FF/EMT - 4 1 – Rural Elma  
FF – 1 1 - Elma  
Recruit - 2

## Operational Areas of Responsibilities Reports:

**Communication Equipment:** Installed 2 chargers in Engine 5101 to help ensure that communication equipment is ready for use during emergency situations.

**Facilities/Stations:** We are still working on getting an updated quote for the replacement of the bay doors at Station 5-2. The goal is have it completed before winter.

**Apparatus:** We are in process of doing the annual pump testing on the engines for this year. Leland is heading this up in conjunction with the crew that does it for Central Mason. They are going to try to fix issues that may prevent them from pass as the same time instead of just failing it and having to fix it and then retest it again.

**Bunker Gear:** We have ordered 5 new sets of replacement gear for expiring bunker gear and we have received some of the support/EMS only personnel gear.

**SCBA/Air Fill:** Nothing new to report.

**EMS Supplies:** We continue to order supplies as needed.

**MSO:** Nothing new to report from last month.

**Fire Investigation:** Nothing new to report at this time.

**Pre Planning:** Nothing new to report. Mike continues to work on them as time allows.

**Small Tools:** Nothing new to report at this time to the board.

**Passport/Accountability:** We are preparing a quote on ordering new passports due to a countywide change in station and vehicle ID number system. For the last 25 years Grays Harbor County has utilized a unique 4 digit ID number system but with the soon to be coming change at the 911 Center the County Fire Chiefs have decided that it is time to become more in line with many of the other neighboring counties and utilize a standard number system. Under the new system our first number will be 5, 2<sup>nd</sup> number is the station number such as 1, the third number will be the first out such as 1 and 2 for the second out. So engine 5101 will become Engine 5-11, Engine 5201 will become Engine 5-21, Tender 5313 will become Tender 5-31. Personnel numbers will change also under the new system.

**Hose/Nozzles:** Nothing new to report at this time.

**Mapping:** Nothing new to report at this time.

**Special Operations:** Event standbys are being covered and coming to and end soon. We will be evaluating the continuation of these services and if any additional needs to keep it going.

**I.T./Website:** Nothing to report.

**Safety Officer:** Nothing new to report at this time.

**Public Education/Public Relations:** We will be back in the schools during October for Fire prevention week this year.

**HIPAA:** Nothing new to report.

**EMS Billing:** In August of this year we collected \$64,001.97, compared to \$50,992.20 for August of last year. We have collected \$441,595.87 (compared to last years collection of \$421,226.85) for the year and that is an average of \$55,199.48 per month and if the average holds out we will collect a total of \$662,393.81 and that would be \$112,393.81 above budget.

**Training:** B.C. Fulbright reported that we continue to hold weekly drills with hit and miss attendance. The District currently has three personnel in the Grays Harbor EMT course in Aberdeen and 1 in the Lewis County program. In addition we have started the pilot program of a in-house IFSAC Driver/Engineer Operator course, with members from District 5 and Elma.

**SOP/SOGs:** I am going to be working on a new policy addressing changes in our county communications new system and how things are to operate prior to the November implementation.

**PIO:** Nothing new to report from previous report.

**KNOX Box Program:** Installation of the new mechanisms are now completed.

**EF Recovery:** I have open discussion with Chief Nott of McCleary in regards of processing EF Recovery claims for them in turn District 5 would keep a portion of the collection portion and forward the rest to the City of McCleary but I have not been able to meet with the Chief to talk more on this as of yet. I plan to talk with the City of Elma also about doing this for them.

**Health Officer:** Flu shots have been scheduled September 13<sup>th</sup>.

**Recruitment:** Nothing new to report

**Service Contracts:** Nothing new to report

**Grants:**

**Assistance to Firefighter Grant –**

Opens: August 2016 estimate.

Deadline: September 2016 estimate.

AFG programs should enhance regional & national response capabilities. Successful request will enhance personnel safety, foster interoperability, improve operational efficiency and support community resiliency.

Population vs. Cost share –

20,000 or less = 5% of total

20,000 and 1million = 10% of total

Over 1million = 15% of the total

Needs of the District –

1. Power Gurney's for each of the ambulances
2. Replace all supply and attack fire hoses.
3. Replace soon to be outdated Bunker Gear
4. Improve portable radio communications



## **Staffing for Adequate Fire and Emergency Response Grant –**

Opens: November 2016 estimate.  
Deadline: November 2016 estimate.

The Staffing for Adequate Fire and Emergency Response Grants (SAFER) was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA (NFPA 1710 and/or NFPA 1720).

### **SAFER funds TWO program areas:**

#### **1. Hiring**

##### **Eligibility:**

Career, Volunteer, and Combination Fire Departments may apply for :

- Hiring of new firefighters
- Rehiring of laid-off firefighters
- Retention of firefighters who may be laid-off in the future and/or filling positions left vacant through attrition that weren't filled because of economic factors

**This category provides two-year grants to assist fire departments by paying the salaries and benefits of the SAFER-funded positions.**

#### **2. Recruitment and Retention**

##### **Eligibility:**

Combination and Volunteer Fire Departments may apply for (as well as national, state, local, and tribal volunteer firefighter interest organizations):

- Volunteer firefighter recruitment programs
- Retention benefits and programs for volunteer firefighters

**\*Grant writers fees can be covered by the grant under SAFER Recruitment and Retention of Volunteer Firefighters category.**

**\*\* Recruitment and Retention Grants can have a period of performance of up to four years.**

applications for the same category during a single application period.

**Additional Details:**

To apply, the department must be registered and have up-to-date information in the online System for Award Management (SAM) registration system.

Cost Match: none required

- Needs of the District –
1. Hiring 2 personnel to improve to 3 shifts of 3 FF/Medics
  2. Hiring 6 Part-time personnel to improve daily shift coverage
  3. Acquire funds to continue volunteer programs
  4. Develop and maintain volunteer recruitment program

**OTHER INFO:**

I met with Grays Harbor County Commissioner Wes Cormier to discuss the affects of pro-ration that the Fire District has gone through last year and this year and how this affects the operations and safety of the firefighters and emergency responders along with the public members. He advised that he was going to look into a couple things and feels the County can do a Road Levy shift to help with the pro-ration that has cost the fire district over \$120,000 a year for the last two years.