

MINUTES

GRAYS HARBOR FIRE DISTRICT 5 BOARD OF FIRE COMMISSIONERS SPECIAL MONTHLY BUSINESS MEETING

November 16, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for a Special monthly business meeting at 3:00 p.m. on November 16, 2016.

1. **Call to Order:**

The meeting was called to order at 3:00 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 and Secretary Patty Smith were excused.

4. **Approval of Minutes:**

- a. Commissioner Patton made a motion to accept the minutes, as written, for the October 13, 2016 regular business meeting. Commissioner Crisp seconded the motion. Motion passed.

5. **Communications:**

Nothing to report.

6. **Chiefs Report:**

See attached written report.

In addition to written report, Chief Prater advised that an ILA for payroll services is being worked on between our legal counsel and the County Management Services division.

Commissioner Patton questioned having engine 5102 body work and paint done this year since it had not been mobbed out. Discussion followed.

7. **Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to approve expenditures for November 2016 which totaled \$28,518.57. Commissioner Patton seconded the motion. Motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Patton to accept and pay November 2016 payroll in the amount of \$85,378.71 motion was seconded by Commissioner Crisp. All voted in favor, motion passed.

c. October 2016 month end County Budget reports:

Discussion of October 2016 Budget reports. Commissioner Patton stated that he appreciates the reports and the information they provide to the Board.

8. **Old Business:**

a. 2017 Budget Public Hearing November 23, 2017 Prior to Commissioners Meeting:

Chief Prater provided a draft copy of the proposed 2017 General and EMS budgets for the Board to start reviewing prior to the public hearing and special meeting. Additional documents will also be sent out this week for their review prior to the meeting

b. Health and Dental Insurance Proposed Change (Action):

Chief Prater presented to the Board a MOU that has been approved and signed by the Local 4075 members. The MOU is in regards to making a change to the 2017 healthcare and dental insurance.

Commissioner Crisp made a motion to approve the MOU, including the option of paying the first two months premiums and to have the Chair sign the MOU. Commissioner Patton seconded the motion. Motion approved.

9. **New Business:**

a. 16-17 CIAW Insurance Renewal (Action):

Commissioner Patton made a motion to approve the renewal of the 2016-2017 CIAW Insurance and sign documents. Commissioner Crisp seconded the motion. Discussion followed. Chief Prater reported that he was told that the premiums have done down. Motion approved.

10. **Public Comment:**

No public in attendance.

11. **Commissioners Comments:**

- a. Commissioner Patton: Thank you to everyone for working so hard taking care of business. He is very happy the Levy passed but, was one of them that was kind of surprised. He was also surprised that it was so close. He thought that if it passed the percentage would have been higher. He likes seeing the thank you signs up on the big signs and encourages to keep them up for a week and then get them put away so the public doesn't get upset.
- b. Commissioner Crisp: Wanted to apologize to the Board, Chief Prater, the staff and the citizens for missing the last meeting. He would like to thank everyone who helped with the levy.
- c. Commissioner Bailey: Absent.

12. **Executive Session:**

Not needed.

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

a. J. Coon Injury report:

Chief Prater made a motion to approve the injury report for J. Coon and send it up to the BVFF. Commissioner Patton seconded the motion. Motion approved

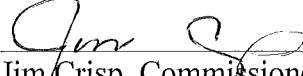
15. **Adjournment:**

Commissioner Patton made a motion to adjourn the meeting. Commissioner Crisp seconded the motion, all in favor. Meeting was adjourned at 8:01 p.m. until Wednesday November 23 at 7:00 p.m.


Approved this 7th day of December 2016.

 12-7-16
Eric Patton, Chairman

Jerry Bailey, Vice Chairman

 12-7-2016
Jim Crisp, Commissioner

ATTEST:


Patty Smith,
Secretary

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

Thursday November 10th, 2016

District Activity: 2015 – Incidents YTD: **1648** 2016 - Incidents YTD: **1773 (+125)**

- See the multi year monthly incident reports provided to the Board Members.

- **Fire - 16 EMS - 165 (EMS Non-Transports = 67) Dropped- 7**
Of the 7 dropped calls, 6 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: See the multi year transfer breakdown report provided to the Board Members.

Staffing report: I should have the entire 2017 vacation request back from the line staff soon and will start working on next years schedule. I will be doing it a little different this time. I plan to not approve any vacation request until coverage is found and will be working on that right away. This should help everyone know what they are working and ensures we have coverage for the request. If no coverage can be found the request will be denied.

I have moved one of our volunteer shift medics to Per-Diem status, his name is Josh V-Baker. This gives us two per-diems to help cover open shifts prior to covering with overtime. He has been with the district for one year and completed his probation and has been a good volunteer that has maintain his active status.

Some may have heard that we have been on the radio with a press release looking for volunteer members. Not sure if it was the radio coverage or word of mouth but I have sent out 4 volunteer membership applications last week.

Other:

STAFFING BREAKDOWN * Updated 11/10/2016

Career Staff – 11 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
FF/Medic Per-Diem- 2 1 – Fircrest
1 - Burlington
1 – Kent
1- Mount Vernon
1- Olympia
1- Seattle

Shift Reserves – 10 Total with area breakdown as follows:
Lt./EMT - 1 2 – Aberdeen
FF/EMT - 5 1 – East Side
EMT - 2 1- South Beach
Recruit - 2 2 – District 12
2 – Olympia
1 – Mason County
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: Nothing to report.

Facilities/Stations: Station 5-2 apparatus bay doors have been replaced with insulated ones on the main engine and tender, along with a new entry keypad that operates each door on its own. I have heard from people likening the look of it. The hope is that these doors will help improve the heat loss of the apparatus bays. The next project for station 5-2 is replacement of the gutters and improving the lighting especially in the apparatus bay.

Apparatus: Medic 5141 had to be towed up to Tacoma a couple weeks back due to the medic unit breaking down while returning from a call. This was the second time it had happen, previously a local business thought it was a fuel filter issue, but we found out that it was a problem with another part of the fuel system. The repair shop tried to get the warranty to replace the fuel pump but they would not approve it and required them to try other things first.

Engine 5101 had a major break down issue and has been out of service for a week plus now due to one of the rear tires catching fire as it was being backed into the apparatus bay at 51. Upon inspecting the tires they were found to be at the 10-year replacement time line. We are in the process of replacing the rear tires the most cost effective way we can. Upon inspecting the inner tire that caught fire it was found to have a damaged wheel that has to be replaced too. Not sure how the rim got damaged at this time.

Engine 5102 (Brush Engine) has been moved to station 53 to get it out of the weather and it will be going in soon to get body repair work done due to rust and repaint the cab. It was budgeted for this year and need sot be done or it will cost more in the future. East County Customs a local business in Elma will be doing the work.

Medic 5341 has been used in the place of Medic 5141 since it has been out of service and while it has been used regularly we found that the front end needed some attention and Central Mason will be doing the work when Medic 5141 is back in service.

Bunker Gear: In December we plan to size 10 more people for replacement of gear that are expiring or are expired. It will be in 2017 budget.

SCBA/Air Fill: The air fill station is fixed and seems to be in full operations. The issue was a bad valve on the control module.

EMS Supplies: Nothing new to report

MSO: BC Fulbright and I will be meeting with Ocean Shores Fire to look at doing a joint server for our EMS reporting in 2017. We have been told that there are many positives to doing it, including improved performance of the system.

Fire Investigation: Nothing new to report at this time.

Pre Planning: Capt. Litzinger continues to work on the draft plans. He has voiced his concerns that due to the daily duties and the call volume along with my directive/policy that requires the Captains of the shifts to do one for one calls makes it hard for them to get the time needed to properly complete these plans. He has completed the drawings and is working on the forms now for some of the local businesses.

Small Tools: Nothing new to report.

Passport/Accountability: We will be ordering the new vehicle passports and replacement personnel passport IDs this month, to ensure we have them for the switch over to the new 911 dispatching system and ID system. I had previously reported this last month and the estimated cost is \$2,000.

Hose/Nozzles: Nothing new to report.

Mapping: Nothing new to report at this time.

Special Operations: Nothing new to report.

I.T./Website: This last month we had the website go down, but it is up and running again. It is believed to be an issue when upgrades was done and that there was some conflicting issue.

Safety Officer: They reviewed one injury claim by a volunteer for a back strain while on an EMS call.

Public Education/Public Relations: Brian Baldwin, District PIO and myself did a Facebook Live event to discuss the levy and then I did another one to remind people to change their batteries and smoke alarms. It seems to be very positive feed back from the public. We are going to try to do at least one per month to talk about the status of the District and what's going on in District 5. Times are changing and we need to utilize social media to our advantage.

HIPAA: Nothing new to report.

EMS Billing: In October of this year we collected \$44,549.72, compared to \$50,119.12 for October of last year. We have collected \$532,484.93 (compared to last years collection of \$530,257.88) for the year and that is an average of \$53248.49 per month and if the average holds out we will collect a total of \$638,981.92 and that would be \$88,981.92 above budget. With the required orders from Dr. Canfield (G.H. County MPD) that all 911 transports (other than specific ones) must be transported to the local hospital, it is believed that it may affect our transport billing revenue line item as the year goes on.

Training: We have two still in the EMT Course in Aberdeen and they are doing well, but we did have one in the Grays Harbor and one in the Lewis County EMT courses fail out this year. As we come to the end of the year, BC Fulbright and I decided to do a "Super" Saturday training event on November 19th to help people complete missing training that they may need to get done. Notice has been sent out to all to check on what they are missing and be at the Saturday drill. We did a joint extrication drill with Elma Fire earlier this month. It was very successful, both departments cross-trained on each other's rescue tools and working on task together. Captain Huntley was the lead instructor for the Rescue Extrication Drill. The District held its annual AHA BLS CPR Course this last Tuesday and again was jointly attended with D5 and Elma Fire personnel. We will be holding training next Tuesday November 15th on Active Shooter Basic Training at the Elma Fire Hall with BC Troy Palmer of Aberdeen Fire as the instructor and we have invited all the departments in East County. This is due to the two-scheduled multi agency (Fire and Law) training drill that will be conducted at the Elma High School on December 4th and December 18th.

SOP/SOGs: I have started working on revision of job descriptions and have written the PIO and Billing secretary job descriptions. I also have started working on the Active Shooter Response Policy to go along with the training that we are doing.

PIO: Brian Baldwin will be working with me to improve our District in this area, starting in December officially.

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

EF Recovery: Nothing new to report.

Health Officer: Nothing new to report.

Recruitment: We have handed out a few applications and continue to put out the information to recruit more members on social media and the Notational Volunteer Council Recruit site. We continue to investigate all options of how to properly staff the District to meet the needs and work load.

Service Contracts: I have resent the 4th quarter invoice to the Port with a minor adjustment due to a reduction agreement that the board approved when the agreement was set but due to the county not providing the buildings values on a break down spreadsheet. With the new business plan, we expect that they will be signing more leases for property and that will reduce our agreement with the GH Port.

As far as the County and the Fair Grounds, we have yet to meet and discuss it in more detail but I plan to send the invoice and agreement to them again. This is approximately \$10,000.

Grants:

Assistance to Firefighter Grant –

I am working with Elma Fire Chief Boiling on completing our grant this year. We are requesting new hose, combination nozzles, blitz fire monitors under the fire sections and heart monitors under the EMS section.

It is due no later than November 18th, 2016 5:00pm.

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.**

***Combination and Volunteer Fire Departments may apply for funding from both categories by submitting two separate applications, one for each category. But, an applicant may not submit two 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