

MINUTES

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

December 7, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for a Special monthly business meeting at 7:00 p.m. on December 7, 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 Bailey, Commissioner Crisp and Secretary Patty Smith. Chief Prater and Adam Fulbright were excused.

4. **Approval of Minutes:**

- a. Commissioner Crisp made a motion to accept the minutes for November 16, 2016, as written. Commissioner Patton seconded the motion. Commissioner Bailey abstained from voting as he had not attended the meeting. Motion passed.
- b. Commissioner Patton made a motion to accept the minutes for November 23, 2016 special business meeting. Commissioner Baily seconded the motion. Commissioner Crisp abstained from voting as he had not attended the meeting. Motion passed.

5. **Communications:**

Nothing to report.

6. **Chiefs Report:**

See attached written report.

7. **Financial**

a. Approval of Expenses:

Commissioner Bailey made a motion to approve expenditures for December 2016 which totaled \$102332.66. Commissioner Crisp seconded the motion. Motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Crisp to accept and pay December 2016 payroll in the amount of \$82,561.42, motion was seconded by Commissioner Bailey. All voted in favor, motion passed.

c. November 2016 month end County Budget reports:

Discussion of November 2016 Budget reports.

8. **Old Business:**

a. County road Levy Status:

Did not pass.

9. **New Business:**

a. Chief out of the Area:

Just a reminder that Chief Prater will be out of the area December 30, 2016 through January 2, 2017.

b. Resolution 16-06 – Setting 2017 Regular Board of Commissioners meetings and location. (Action):

Commissioner Bailey made a motion to have the monthly business meeting on the second Tuesday of each month, continuing at the Porter Fire Hall at 7:00 p.m. Commissioner Crisp seconded the motion. Motion passed.

c. Additional New Business:

Terry Anderson inquired about the ambulance that is for sale. BC Fulbright would like to work out a \$1,000 trade with them in exchange for training.

10. Public Comment:

No public in attendance.

11. Commissioners Comments:

- a. Commissioner Patton: Extended a thank you to all.
- b. Commissioner Crisp: A thank you to all.
- c. Commissioner Bailey: Commissioner Bailey had questions and comments regarding the 2017 budget and how the District will run. He also questioned Commissioner Patton on how the bargaining was going. He had a thank you to all.

12. Executive Session:

Not needed.

13. Meeting of Local Board of Volunteer Firefighters Council:

Not needed.

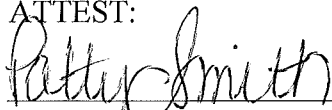
14. Adjournment:

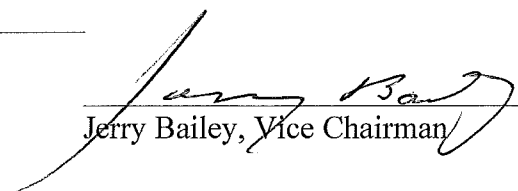
Commissioner Bailey made a motion to adjourn the meeting. Commissioner Crisp seconded the motion, all in favor. Meeting was adjourned at 7:43 p.m. until Tuesday, January 10, 2017.

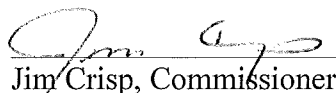
Approved this 10th day of January 2017.

 1-17-17
Eric Patton, Chairman

ATTEST:


Patty Smith,
Secretary

 1-17-17
Jerry Bailey, Vice Chairman

 1-17-2017
Jim Crisp, Commissioner

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

Wednesday December 7th, 2016

District Activity: 2015 – Incidents YTD: **1806** 2016 - Incidents YTD: **1935 (+129)**

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

Fire - 8

EMS - 153 (EMS Non-Transports = 64) Dropped- 6

- **Of the 6 dropped calls, 5 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: It is with sadness I inform the board the Brian Trask will be leaving us to take a position with the Mount Vernon Fire Department. This is a huge move for his family and even though we hate to lose him, we appreciate the hard dedicated work he has done and wish him nothing but success in his future. His last day will be December 30th. BC Fulbright will cover his shifts until such time we hire a replacement.

We already was in process of putting together a new hiring list, so we will be advertising the position and testing and see how we do. Our goal is to hire a person that will fit in and work hard for the people.

In addition we will be testing in-house for the part-time position. WE have addressed and will be getting application packets and moving forward with a formal testing process and them Chief's interview. This will take time. If we don't find enough personnel in-house we will then go out and retest again.

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 5-1 Trailer has a new lock. It took awhile but it seems to be working well right now.

Apparatus: Medic 5141 is still out of service with the fuel pump issue, the hold up is an international issue.

Engine 5101 is back and in service from the brake fire repair. The cost of the repair was \$1,700. And in the statement it says that they believe the air break was left on and driven. This has been forwarded to the Safety Committee.

Engine 5102 (Brush Engine) project has not been started and I have emailed the Captain to get it done this month!

Bunker Gear: WE will be doing sizing this month for 10 sets for replacement.

SCBA/Air Fill: Nothing to report

EMS Supplies: Nothing new to report

MSO: Nothing new to report at this time.

Fire Investigation: Nothing new to report at this time.

Pre Planning: Nothing new to report.

Small Tools: Nothing new to report.

Passport/Accountability: We have ordered the new passports reported in previous reports.

Hose/Nozzles: Nothing new to report.

Mapping: Nothing new to report at this time.

Special Operations: Nothing new to report.

I.T./Website: Nothing new to report

Safety Officer: Nothing to report.

Public Education/Public Relations: Nothing new to report,

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: Not much to report since the previous meeting was just a few weeks ago. But the District did participate in the December 4th Active Shooter Incident Training Drill at the Elma High School. Everyone did a good job and we will be doing more training on it as we go. We have another drill on December 18th in Elma gain. Volunteers Kyle Sinclair and Brennan Yeager has completed and passed the Grays Harbor County EMT School.

SOP/SOGs: We have started working on the Active Shooter Response Policy to go along with the training that we are doing.

PIO: Nothing new to report.

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

EF Recovery: Nothing new to report.

Health Officer: Nothing new to report.

Recruitment: Nothing new to report.

Service Contracts: Nothing new to report.

Grants:

Assistance to Firefighter Grant –

The grant was completed and sent on time and our number was 550 with two hours left to submit. The total hose, nozzles, ground monitors, heart monitors was \$311,00 for the Regional request with Elma Fire.

Staffing for Adequate Fire and Emergency Response Grant –

Opens: Nothing open yet
Deadline: Nothing open yet.

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. Acquire funds to continue volunteer programs
4. Develop and maintain volunteer recruitment program