

## MINUTES

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

February 11, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for Regular monthly meeting at 7:00 p.m. on February 11, 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, Chief Prater, BC Fulbright, and Secretary Patty Smith.

4. **Approval of Minutes:**

- a. Commissioner Bailey made a motion to accept the minutes for the January 14, 2016 Regular meeting and February 2, 2016 Special meeting. Commissioner Crisp seconded the motion. All voted in favor of accepting the minutes after a correction is made on the February 2, 2016 minutes to change the Fire hall name to Porter instead of Satsop. Motion passed.
- b. February 8, 2016 to be approved at next monthly meeting.

5. **Communications:**

Chief Prater informed the Board that each Commissioner needs to fill out a form indicating what salary they will be taking this year.

6. **Chiefs Report:**

See attached written report.

Additional things to report:

The new values for The Port are increasing to \$109,000.00 from \$78,000.00 in 2015.

Under SOP/SOG: Currently there is not a policy regarding radios getting broken. Chief will be addressing this issue and reviewing current policy. Commissioner Bailey feels that there should have been an incident report done on the radio getting broken. Chief Prater said that at the request of Commissioner Bailey he had filled out an incident report.

Commissioner Bailey also wanted to know how much time the Chief spends assisting BC Fulbright on inputting data. In regards to the bunker gear, he wanted to know if all that was needed were gloves. Chief Prater said no, that 20 sets of gear will need to be replaced over the next two years. Chief said that 6 sets have been ordered.

**7. Financial**

a. Approval of Expenses:

Commissioner Bailey made a motion to pay expenditures for January expenditures and Februarys first batch for \$ 67,759.12. Commissioner Crisp seconded the motion. Discussion. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Crisp to accept and pay February 2016 payroll in the amount of \$ 83,167.09, motion was seconded by Commissioner Bailey. All voted in favor, motion passed.

c. January 2016 month end County Budget reports:

January month end budget reports had been emailed out earlier to the Board.

**8. Old Business:**

a. Restructuring of Operations of District Decision, Discussion (Action):

Commissioner Patton made a motion to make BC Fulbright's position full time permanent. Commissioner Crisp seconded the motion. Under discussion, concerns for the District were voiced by a citizen in attendance, Dave Hauge. Motion passed with a unanimous vote from the Board.

b. Part-Time Office Staff Discussion:

A request was presented to the Board for a part-time person to help the BC with data entry. Commissioner Crisp feels that the District would benefit from additional part-time help for BC Fulbright. Commissioner Bailey would like to do a temporary trial period for 3 more months. Commissioner Patton would like to see an actual cost of the position during this trial time, see a report of actual errors that she is finding in the billings, and how often when she is working that she stops to help out on EMS calls.

Commissioner Bailey made a motion to use part time help for another 3 months until the requested information can be reported. Commissioner Crisp seconded the motion. All voted in favor. Motion passed.

c. Elma Annexation Status Update:

At this time legal papers have been sent to attorney for review. Chief Prater is waiting for the attorney's recommendation in regards to the annexation.

d. WSR FYI:

Chief Prater informed the Board that it is time for a re-evaluation of the District by the WA ST Rating Bureau.

**9. New Business:**

a. Expiring IAFF Employment Contract discussion:

Chief reminded the Board that the Union contract will be expiring December 31, 2016. He would like to have a member of the Board to be in on the negotiations. Commissioner Crisp declined due to conflict of interest, as he is a member of the Union.

b. Spillman License Agreement – 911 Dispatch Document (Action):

Spillman needs to have a signed agreement from everyone that uses their system.

Commissioner Bailey made a motion to have the Chairman of the Board, Commissioner Patton, sign the agreement. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

**10. Public Comment:**

Public concerns were voiced in regard to annexation, consolidation, surplus equipment, and for a definition from the District of just what incident means.

**11. Commissioners Comments:**

- a. Commissioner Patton: He has been seeing a lot of positives and people working hard in the last six months. A thanks to the Chief Prater, BC Fulbright, and the troops that are out there working. A special compliment to BC Fulbright on his training style. Thanks to the Chief for finding \$31,000.00.
- b. Commissioner Crisp: He would like to comment on the great job for bringing a positive public perspective by the pictures in the newspaper of the shared controlled burn.
- c. Commissioner Bailey: Thanks to everyone for all that they have done, especially this past year.

**12. Executive Session:**

Requested per RCW 42.30.110 (1)(f), Requested by complainant to meet with the Chief in regards to past complaint, as noted in the minutes of February 8<sup>th</sup> 2016 meeting, and discuss new employment contract for Chief:

Meeting went into Executive session at 8:30 p.m.

Came out of Executive session at 9:08 p.m.

Commissioner Crisp made a motion to present Chief Prater with a new 2 year term employment agreement. Commissioner Patton seconded the motion. Under discussion Commissioner Patton stated that they would like for Chief to review their counter proposal and if acceptable, then the agreement would be sent to legal for review prior to final approval of both parties. There was additional discussion at this time. Chairman Patton called for the vote, Commissioner Patton and Commissioner Crisp voted yea, Commissioner Bailey voted nay. Motion passed.

**14 Meeting of Local Board of Volunteer Firefighters Council:**

- a. Firefighter physical for C. Nagala:

Chief Prater made a motion to pay the invoice for C. Nagalas physical. Commissioner Patton seconded the motion. All voted in favor, motion passed.

b. Retirement documents for O. Kingery:

Commissioner Patton made a motion to accept the retirement of O. Kingery. Chief Prater seconded the motion. All voted in favor, motion passed.

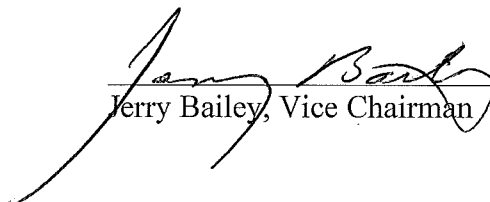
**15. Adjournment:**

Commissioner Bailey made a motion to adjourn the meeting. Commissioner Crisp seconded the motion, all in favor. Meeting was adjourned at 9:15 p.m. until Wednesday March 9, 2016 at 7:00 p.m.


Approved this 9th day of March 2016.

 3-9-16

Eric Patton, Chairman

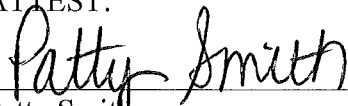
 3-9-16

Jerry Bailey, Vice Chairman

 3-9-2016

Jim Crisp, Commissioner

ATTEST:



Patty Smith,  
Secretary

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

**Thursday, February 11, 2016**

**District Activity:** 2015 – Incidents YTD: **183**                      2016 - Incidents YTD: **180 (-3)**

**Fire -19                      EMS - 161 (EMS Non-Transports = 49) Dropped- 6**  
• **Data per District log book**

<b>EMS Response areas:</b>	<u><b>2016</b></u>	<u><b>2015</b></u>
<b>District 5 -</b>	<b>26</b>	<b>44</b>
<b>Elma -</b>	<b>59</b>	<b>50</b>
<b>McCleary -</b>	<b>28</b>	<b>35</b>
<b>District 12 -</b>	<b>4</b>	<b>10</b>

**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 – , Mar – , Apr – , May – , Jun – , Jul – , Aug – , Sept. – , Oct – , Nov – , Dec – . For a year to date total of 44 for the year.

We are 33 transfers above last year as of 1/31/2015.

**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:** Battalion Chief Adam Fulbright as you know is back on his normal administrative shift; Monday thru Friday 8-5 or so. This is due to the district being back to full staffing of 1- Chief, 1- BC, 7 line personnel, after approximately 5 months of being down one or more personnel. The B.C. has a lot of work he is trying to get caught up on, in areas of training, safety and MSO to name a few. We still have a few members to process and now that the BC is back in his normal position we will get those people processed as soon as possible.

The temporary data entry position that Jody has been doing has been a huge benefit to the District. In addition to keeping the processing of the ePpcr's and ensuring they are properly completed with all the information needed to get paid as quickly as possible, she has been working on multiple audits including helping fix an issue with every EMS calls that was done in 2015. We have to collect the Dispatch zones in the system to ensure we are able to properly calculate what area our calls are in for future needs, such as EMS Availability fee calculations. After talking with the B.C. and reviewing the needs of the organization, I think it is critical that we look at hiring a part-time office assistant. This will allow the B.C. to continue to focus on the vital areas of Training, Safety and M.S.O. When he

work and work right. It is my opinion that this is the step we need to try, again I say try and see how it works out. The position would be an "at will" position and could be eliminated if it doesn't work out. I would need to establish a job description and pay rate for the position prior to implementing it. Along with that I would like to advertise so that we don't have people saying it was created for one person and gave special treatment in any way. People would apply and be interviewed by the BC and myself and I would have final say on whom is hired. I hope the board agrees because this is what we need to continue to be productive in many of our areas of services.

I know that in the past I was asked by a board member if I could run the District with one Chief and I said "Yes, it can be done, just like it was at District 2" but I also said that the quality of what you get wont be the same because in the end there is only so much time and things like all the reports, special projects, responses to calls, assisting with training, meeting with our neighboring departments and their leadership, etc. pay the price. At District 2 was ran approximately 700 calls not 1700-2000 calls, that is a huge difference in work load and something has to give at some point. So I am saying that at this point in this departments needs, yes I need a BC that will help in the areas of Training, Safety, MSO and other areas as needed, along with a 16-24 hour office assistant that will primarily handle the QA of data entry for the FireRMS, ePcr, and EfRecovery response billing, if we can afford it.

By doing this, it will allow us to continue to work toward continued success in all areas of the Fire District, including the goal of getting a joint partnership with the City of Elma, if that door is opened for us.

## **STAFFING BREAKDOWN**

<b><u>Career Staff –</u></b>	<b><u>9 Total with area breakdown as follows:</u></b>
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
<b><u>Shift Reserves –</u></b>	<b><u>11 Total with area breakdown as follows:</u></b>
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
<b><u>Event Standby –</u></b>	<b><u>1 Total with area breakdown as follows:</u></b>
EMT - 1	1 - Montesano
<b><u>Station 51 –</u></b>	<b><u>13 Total with area breakdown as follows:</u></b>
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	
<b><u>Station 52 –</u></b>	<b><u>8 Total with area breakdown as follows:</u></b>
Capt. - 1	7 – Porter
FF/EMT - 1	2 – District 1
FF - 2	
Recruits -3	
Support - 1	
<b><u>Station 53 –</u></b>	<b><u>12 Total with area breakdown as follows:</u></b>
Capt. - 1	5 – Satsop
FF/EMT - 6	3 – Rural Elma
FF – 1	2- Montesano
EMR – 1	1- Elma
Recruit - 3	



## Operational Areas of Responsibilities Reports:

**Communication Equipment:** We have received the new charger banks and the shelf is being built by FF/Medic Jeff Gordon. When the shelves are completed we will put the chargers in service and implement the new radio check out procedure.

**Facilities/Stations:** Captain Fields will be meeting with the County to discuss his idea on installing a colvert basin at station 52 in the future.

**Apparatus:** I have taken back the Command 5131 unit, since BC Fulbright has been allowing the students and personnel to use his Command unit to go to and from training out of the area. We located a used back seat for Command 5132 and have installed it and are working on replacement of the seat belt that is missing. We have been working with the State Surplus department on locating a new (used) Chief's vehicle that would allow us to move 5131 to a support role and eliminate a lot of the mileage reimbursement cost. In addition the BC and I are working on a proposal to eliminate some of the apparatus and improve our fleet needs at the same time, more to come on that.

**Bunker Gear:** The gear committee meet and reviewed the bunker gear and rescue gear needs of the District. They made a recommendation to me and I have approved it. We have ordered some gloves to fill the needs of personnel and stock room.

**SCBA/Air Fill:** Nothing new to report from last month.

**EMS Supplies:** Nothing new to report.

**MSO:** Nothing new to report.

**Fire Investigation:** We will be sending some members to continue to develop their skills in this area for the District. We are working on having an Investigation group to help with the investigations of ALL fire incidents for cause and determination at the very minimum, some will go on to be more advanced in their investigation field of the fire service, I am sure.

**Pre Planning:** Nothing new to report from last months report.

**Small Tools:** We have purchased the new Heart Monitor and are in the process of getting all the medics thru the orientation that B.C. Fulbright has put together for them. As soon as all ALS staff complete the training, it will go into operation on one of the primary medic units and the older one will be rotated into services with one being located on Medic Unit 5142 (McCleary unit). That will get us to the level of all medic units finally having a heart monitor on them.

**Passport/Accountability:** Nothing new to report from last month.

**Hose/Nozzles:** We received some 4 inch and 5 inch LDH hose from Central Mason Fire and Rescue as they surplused all their hose because of receiving a grant to replace all the hose. We are waiting on the testing certification documents for the hose to put it in-service for us. The 5 inch hose will be allocated to Tender 5313, because it already has a compliment of 5 inch LDH and the 4 inch will be put on Engine 5201 and should get us up the bare minimum of LDH needed for each of the rigs.

**Mapping:** FF/Medic Task is working on completing a map test for members to help with skills of knowing where some of more frequent calls are located.

**Special Operations:** We have received a request to do a EMS standby for a new event in April at the Elma ponds. It is my understanding they will be holding a two-day jet ski race event. I have provided quotes for the crews and waiting to get the OK to send a contract for services with them.

**I.T./Website:** The I.T. person has been developing a new website look for us and we are almost ready to make the change over. I think you will like the new look and the options you will get to see.

**Safety Officer:** The Safety Committee reviewed two safety complaints this last month and provided copies of their finds along with recommendations on both.

**Public Education/Public Relations:** I spoke with the Elma Liberian after an Elma City Council meeting on holding a reading with a fireman summer program, along with a reading competition for the Elma Elementary level students and she is very excited and we will be meeting again soon to work on some details.

**HIPAA:** Nothing new to report.

**EMS Billing:** In January of this year we collected \$48,669.12, compared to \$41,966.90 January of last year. That's \$6,702.22 above last year and \$2,835.79 above our \$45,833.33 budgeted monthly amount.

**Training:** B.C. Fulbright reported to me that he has processed training records and skills status for the ESM recertification for 8 members of the District. One of those members was myself and I have to say that in the past I normally handle it myself but having the BC do it this year was a great process and I have received a training audit report from the EMS office that all my training is current for recertification and I just need 1 more IV. Thank you to the BC for the work he does to make things easier on the personnel. He also reported that 1 member has completed EMT class (S. Crawford) and passed her National Certification test and we are just waiting on the State DOH to process her as a State EMT. Congrats to her on this very time consuming journey. 4 members have been registered for the upcoming Firefighter II course, along with 3 members being registered for the IFSAC Instructor I course, 1 member has registered for an IFSAC Officer II course and 3 members for the Fire Investigation Conference/Training coming up. Two members are in their 2<sup>nd</sup> month of Firefighter I Academy and doing well. The Live Fire Training Events went very well.

**SOP/SOGs:** Nothing new to report from last month.

**PIO:** I am talking with someone I know who is a certified PIO for the State of Washington and is interested in doing some PIO work for us. This is a big deal because having the right and a good PIO is valuable in so many ways of getting the right information out to the public.

**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:** Nothing new to report.

**Recruitment:** We are continuing to recruit and will be trying to improve our membership number in 2016. We have some potential new members to process and a few that have been in limbo due to the schedule of the Recruitment Committee members. I hope to see them completed very soon.

**Service Contracts:** I received the signed agreement from the Port and a few days ago I received a check for the 2015 payment. I am still trying to get an updated list of lease versus non-leased property for the First quarter billing.