

MINUTES

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

March 9, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for Regular monthly meeting at 7:00 p.m. on Marcy 9, 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 February 8, 2016 Special meeting and February 11 and 26th, 2016 Regular meeting. Commissioner Crisp seconded the motion. All voted in favor of accepting the minutes. Motion passed.

5. **Communications:**

Nothing to report

6. **Chiefs Report:**

See attached written report.

Additional things to report:

John Avery will be asked to go around and GPS all the fire hydrants in the district. Commissioner Patton wondering if John could also flush them at the same time. BC Fulbright was cautious about flushing the hydrants due to the liability involved. Chief Prater will check into it.

7. Financial

a. Approval of Expenses:

Commissioner Bailey made a motion to pay expenditures for February 2nd batch and March expenditures in the amount of \$ 76,907.09. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Bailey to accept and pay March 2016 payroll in the amount of \$ 82,990.89, motion was seconded by Commissioner Bailey. All voted in favor, motion passed.

Crisp
c. February 2016 month end County Budget reports:

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

8. Old Business:

a. Elma Annexation Status Update:

Chief Prater meet with Mayor of Elma, Public Works Department, and the cities lawyer. They discussed the annexation and the hard ship that would come upon the District and possible options. The Mayor asked Chief Prater to attend a work shop. A proposal from the City of Elma was presented to Chief Prater. The proposal has been passed on to Snure for review.

Commissioner Bailey made a motion to adopt the Inter Government Agreement IF Snure gives his approval. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

b. Fire Chiefs New Contract Status report:

A signed copy of the contract was presented to the Board.

c. Purchase approval of budgeted replacement Extrication tool request:

Chief Prater asked the Board for approval.
Commissioner Crisp made a motion to purchase the Extrication tool.
Commissioner Bailey seconded the motion. All voted in favor, motion passed.

9. New Business:

a. District Capital Improvement proposal Discussion:

The proposal was presented to the Board.

Commissioner Bailey made a motion to get rid of the ladder truck, engine 5301, and the fire prevention trailer. Commissioner Crisp seconded the motion. Discussion. Commissioner Patton was concerned about the donations that had been made to get the ladder truck up and running. Chief Prater said that he would contact those people. All voted in favor, motion passed.

Commissioner Bailey made a motion to pay off the Kenworth and Sutphen. Commissioner Patton seconded the motion. All voted in favor, motion passed.

10. Public Comment:

No public comment

11. Commissioners Comments:

a. Commissioner Patton: He is very happy to get rid of the truck debt. He felt the dinner was a success, and has heard from retired members that they enjoyed it. Congratulated BC Fulbright on his new office. Chief Prater said that at the City Council Meeting it was agreed that the BC would move his office into the Elma Fire Station. The City of Elma voted to approve the idea. There will be a trial period. The District will have to pay a lease fee or something.

Commissioner Patton thanks Jodi for all her work to get caught up with EF Recovery. Thanks to everyone else too for all that is being done.

b. Commissioner Crisp: Thanks for hosting the dinner at the Fair Grounds, it was nice to meet the members and families.

c. Commissioner Bailey: He feels like the District is making progress, moving ahead and is in pretty good shape. He said hopefully it continues.

12. Executive Session:

Entered into Executive session at 8:25 p.m. for 15 minutes to discuss the demotion of an employee at the request of the employee per RCW 42.30.110 (1) (f). There is possible action to be taken. 8:40 p.m meeting extended 15 more minutes.

Came out of Executive session at 9:07 p.m. Chairman Patton called the meeting back to regular session from executive session where the demotion of an employee was discussed in detail
Commissioner Bailey made a motion to stand behind the demotion at this time.
Commissioner Patton seconded the motion. Motion passed with a 3-0 vote.

14 Meeting of Local Board of Volunteer Firefighters Council:

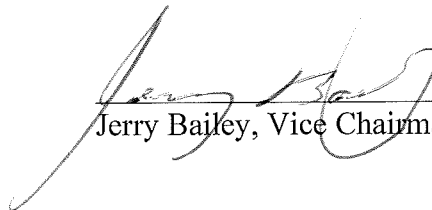
Commissioner Patton made a motion to pay and send the BVFF credit statement in. Chief Prater seconded the motion. All voted in favor, motion passed.

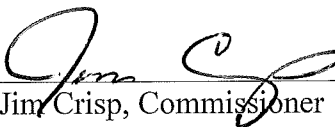
15. Adjournment:

Commissioner Bailey made a motion to adjourn the meeting. Commissioner Crisp seconded the motion, all in favor. Meeting was adjourned at 9:10 p.m. until Thursday April 14, 2016 at 7:00 p.m.


Approved this 14th day of April 2016.

 4-14-16
Eric Patton, Chairman

 4-14-16
Jerry Bailey, Vice Chairman

 4-14-2016
Jim Crisp, Commissioner

ATTEST:


Patty Smith,
Secretary

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

Wednesday, March 8, 2016

District Activity: 2015 – Incidents YTD: **339** 2016 - Incidents YTD: **330 (-9)**

Fire - 6 EMS - 144 (EMS Non-Transports = 53) Dropped- 1
• **Data per District log book**

	<u>2016</u>	<u>2015</u>
EMS Response areas:		
District 5 -	40	
Elma -	38	
McCleary -	22	
District 12 -	10	

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 – , Apr – , May – , Jun – , Jul – , Aug – , Sept. – , Oct – ,
Nov – , Dec – . For a year to date total of 71 for the year.

We are 8 transfers above last year as of 2/28/2015.

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 has helped cover 2 shifts for the last month. Jodi continues to do a great job of keeping the ambulance billing caught up and helping work through some data collection audits. In addition she has completed some billing for emergency responses with eFrecovery for fire responses and on her own merit she has responded to multiple calls to help from time to time.

Battalion Chief Fulbright is working with the Washington State DNR on a possible way to improve our chances of getting our Wildland Engine out to the wildfire incidents with a partnership with the DNR. When it is ready we will bring to the board for potential approval if there is a cost involved. IT is too early to report much more right now.

STAFFING BREAKDOWN (will be auditing and updating soon)

Career Staff –

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

Shift Reserves –

Lt./EMT - 1	11 Total with area breakdown as follows:
FF/Medic - 1	1 – Aberdeen
FF/EMT-IV - 1	1 – Hoquiam
FF/EMT - 6	1 – Graham
FF/Medic Recruits - 2	2 – District 12
	4 – Olympia
	1 – Seattle
	1 – Pacific County

Event Standby –

EMT - 1	1 Total with area breakdown as follows:
	1 - Montesano

Station 51 –

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

Station 52 –

Capt. - 1	8 Total with area breakdown as follows:
FF/EMT - 1	7 – Porter
FF - 2	2 – District 1
Recruits -3	
Support - 1	

Station 53 –

Capt. - 1	12 Total with area breakdown as follows:
FF/EMT - 6	5 – Satsop
FF – 1	3 – Rural Elma
EMR – 1	2- Montesano
Recruit - 3	1- Elma

Operational Areas of Responsibilities Reports:

Communication Equipment: The new chargers at 51 are in service for the new portables and the old ones also.

Facilities/Stations: Captain Fields needs to still meet with the county on the colvert project. Also we will be replacing the locking system at Station 52 with same as the other stations soon. We have installed an enclosed message posting board at Station 52 by the main door and will be installing one at Station 53 soon.

Apparatus: We have purchased a 2003 Ford Expedition as the new Chief's command rig and moved the Durango to a support vehicle role. The Durango will help with travel to and from events and will be used by staff for daily needs. This will help control mileage reimbursement request. We are working on getting the Expedition to full response status with emergency lights and communications along with vehicle markings. The cost was \$4,500 from the state surplus and it came with a \$2,500 command box. This was a great purchase and good use of public funds. We continue to work on some repairs for Pumper/Tender 5313 (due to age we will have things to repair off and on for the life of it). PSS (Horton) will be sending a tech to us from Utah very soon to work on fixing some of the minor issues that are still pending. PSS sent us an email telling us they are cutting a couple checks to cover the cost of the repairs done by international that was not covered and they paid the invoices for radio work done on both units.

Bunker Gear: We continue to work on the replacement of out dating gear as funds allow.

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

EMS Supplies: Nothing new to report.

MSO: We have received updated protocols from Dr. Canfield. BC Fulbright met with SPMC to discuss hospital transfers and potential partnership options. More to come in the future. In addition they discussed stroke & stemi transport destinations. Dr. Canfield has been set up in our EfRecovery system that gives him the ability to review all medical incidents. Received the new life pack 15, in-service completed by all medics and in service on Medic unit 5141.

Fire Investigation: Nothing new to report.

Pre Planning: Captain Litzinger has been given a new Letter of Direction that requires a minimum of 3 completed pre-fire plans each month to be given to me, with the first 3 being due March 31st, 2016.

Small Tools: Captain Mayberry will be starting to do the annual small tools maintenance for the District. In addition to the maintenance he will be gathering information on the tools to help build equipment files and inventory list.

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

Hose/Nozzles: We are continuing to wait on the donated LDH hose records of testing, so we can put it in service. If we don't get it we will wait until it is tested to ensure it is safe to use.

Mapping: FF/Medic Trask is continuing to work on a Map Test for new members.

Special Operations: We have been covering the few events that have been held at the O.R.V. Park and are up to date on the billing for services. We will be starting the EMS standbys at the Elma Race way soon and have been booked to do the EMS standby for the Jet Ski Races coming up. In addition we will be doing the first aid station at the County Fair this year. Many of the events already have crews signed up to work them.

I.T./Website: The I.T. person continues to work on the redesign of the website and it should be cleared to go live soon. We have been doing some test and actually started utilizing the volunteer shift calendar change. This will be an on-going project.

Safety Officer: The Safety Committee was not able to meet this last month due to schedule and many of the members being on vacation or unavailable.

Public Education/Public Relations: Captain Huntley will be doing a fire department visit with a local day care soon.

HIPAA: Nothing new to report.

EMS Billing: In February of this year we collected \$63,562.45, compared to \$52,321.93 for February of last year. That's \$11,240.52 above February 2015 collections and \$17,729.12 above our \$45,833.33 budgeted monthly amount. We have collected \$112,231.57 for the year and that is an average of \$56,115.78 per month and if the average holds out we will collect a total of \$673,389.42 and that would be \$123,389.42 above budget.

Training: B.C. Fulbright reported the following from the training division: 4 members (Litzinger, Ness, Gordon and Trask) have completed the week long IFSAC FF2 course and are awaiting their test results, 3 members (Avery, Litzinger and J. Prater) are enrolled in an IFSAC Haz-Mat Ops course set for June of this year at the North Bend Training Center, 3 members (D. Prater, D. Mayberry and Trask) are enrolled into IFSAC Instructor 1 set for April of this year in Rochester, we will be sending some members to the EVIP Instructor course coming up and adding instructors to the pool of instructors, AMLS is scheduled for March 16th and PHTLS for March 26th, the Wildland Red card class is set for the evening of March 16th. The District will be assisting SPMC with ACLS on March 18th. B. Weidman reported she has passed her nationals for EMT and will be an EMS responder for us very soon. He is continuing to work on the on-line risk management-training program as time allows. Chief Prater will be teaching an EVDT course this Saturday the 12th and continue to make progress on getting members through a refresher for their renewals.

SOP/SOGs: With the increase of out of area training there was a need to create a couple of new guidelines to control the dos and don'ts of out of area training events and the reimbursement of expenses. Standard Operating Guideline 2000-6 Reimbursements and 3000-21 Outside Training Classes have been emailed out and will go into affect April 1st, 2016.

PIO: Nothing new to report from previous report.

KNOX Box Program: FF/Paramedic John Avery will be given the directive to complete a lock revision for the district and relock each of the Knox boxes to allow the District to have one single key for all Knox boxes in the fire district. This will improve operations and not have to go through keys to get into a Knox Box.

EfRecovery: Jody did some training with Jim Clark of EfRecovery and while doing this he stated to her that the state average is \$500 per incident and we are currently showing an average collection per claim at \$598.96 with 9 claims in process, 1 claim awaiting response, 1 claim action required, 1 claim closed not paid (due to the policy not active the day before the accident), and 10 claims closed with payment for a total of 22 claims. Jody was able to go back the last 12 months and file claims for responses that had not been processed as of yet.

Health Officer: Captain Huntley is in the process of doing our annual vaccination and TB testing for 2016, FIT testing of all combat firefighters.

Recruitment: We are continuing to recruit and will be trying to improve our membership numbers 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.

Service Contracts: I received an updated leased verses non-leased property from the Port of Grays Harbor for the Satsop Business Park and based off this the invoice for the 1st and 2nd quarter is \$27,416.68 each. That is a collection of \$54,833.36 of the \$70,000 budgeted. I have also been advised that due to some leases not being renewed there will be some changes for the 3rd and 4th quarters but should be an increase in revenue. My estimate for revenue this year in this budget line is \$113,019.82 and that will be \$43,019.82 above budget for a 61.94% increase. I am still working on an agreement with the County Fair Grounds that is under Grays Harbor County.