

## MINUTES

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

April 14, 2016

The Grays Harbor Fire District 5 Commissioners met in the Porter Fire Hall for Regular monthly meeting at 7:00 p.m. on April 14, 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 March 9, 2016 Special meeting. Commissioner Crisp seconded the motion. Discussion, need to make a correction to section 7 b, should read that Commissioner Crisp seconded the motion. All voted in favor of accepting the corrected minutes. Motion passed.

5. **Communications:**

Nothing to report

6. **Chiefs Report:**

See attached written report.

Additional things to report:

Chief reported to the Board that he will be out of the office for training the week of April 18<sup>th</sup> through April 23<sup>rd</sup>.

BC Fulbright presented a staff training report.

7. **Financial**

a. Approval of Expenses:

Commissioner Bailey made a motion to pay expenditures for the second batch of March and the first batch of April in the amount of \$ 106,045.14. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Crisp to accept and pay April 2016 payroll in the amount of \$ 85,437.72, motion was seconded by Commissioner Bailey. All voted in favor, motion passed.

c. March 2016 month end County Budget reports:

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

8. **Old Business:**

a. Elma Annexation Status Update:

Commissioner Bailey made a motion to adopt the Inter Local Agreement with the changes that Attorney Snure made. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

b. Elma Fire Station Use Status Report:

Chief Prater has prepared an Inter Local Agreement in regard to BC Fulbright having an office in the Elma Station.

c. Liquidation of Property Resolution and Status:

Commissioner Bailey made a motion to adopt Resolution 16-02 Liquidation of Property. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

d. Vehicle Loan Payoff Status Report:

It was decided to pay off the Sutphen at this time.

9. **New Business:**

a. Purchase Replacement of Medic Unit 5341 Discussion:

A 2001 medic unit has been located at Kent Regional Fire Authority. It has 68k miles, Leland and BC Fulbright have looked at it. Kent Regional Fire Authority is willing to drop the price to \$20,000 and take payments for two years. Commissioner Bailey expressed that he would like to see it paid off sooner than the two years.

Commissioner Bailey made a motion to enter into the agreement with Kent Regional Fire Authority to purchase the 2001 Medic Unit. Commissioner Crisp seconded the motion. Discussion, Commissioner Patton would like to take the money received from the site and pay it off as soon as we can, Commissioner Bailey agrees to pay off the loan as soon as the money comes in. All voted in favor, motion passed.

b. Central Mason Fire Vehicle Maintenance ILA Discussion:

There has been discussion with Central Mason Fire on forming a partnership for maintenance, especially on the bigger rigs. The Deputy Chief from Central Mason Fire has proposed an \$80.00 per hour rate and use of their shop. Maintenance at this time would only be on the fire fleet. Commissioner Bailey would like to see their training certifications.

c. Employee Grievance Filing Notification:

Chief Prater notified the Board that 3 grievances have been filed against him.

**10. Public Comment:**

Public comment was heard from Dave Hauge, John Reinhart, Lee Dotson and Liisa Mayberry.

**11. Commissioners Comments:**

- a. Commissioner Patton: Thanks to all that are not only working in the trenches, but are also doing a lot of extras. Bryan Talley thanks, and Jodi for the billing stuff. It's nice to have the steady income from all of Jodi's work. Dwight thanks for keeping the rigs going. Thanks to BC Fulbright, the training is a lot better, keep up with what you are doing it is really good. Chief Prater thanks for keeping on keeping on.
- b. Commissioner Crisp: Thanks to Jonathan Huntley, Daniel Ness, and Sarah Jane. Shout out to them for their work on the aid call for his wife.
- c. Commissioner Bailey: Thank you to everyone. When are we going to do the review of the Chief? It was decided that the Meeting would be held on April 26, 201 at 6:00 p.m.

12. **Executive Session:**

No executive session needed.

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

Commissioner Bailey made a motion to pay benefits for Kevin Fredrickson. Chief Prater seconded the motion. All in favor motion passed.


Commissioner Bailey made a motion to pay for the physical of Alan Cedello. Commissioner Crisp seconded the motion, all voted in favor, motion passed.

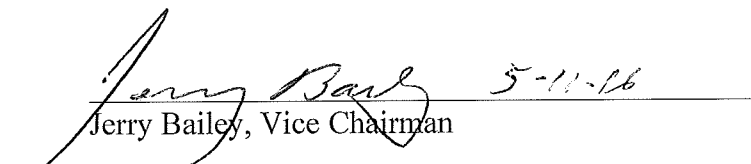
Commissioner Bailey made a motion to pay for the follow up visit for Dannyka Jay. Commissioner Crisp seconded the motion, all voted in favor, motion passed.

15. **Adjournment:**

Commissioner Crisp made a motion to adjourn the meeting. Commissioner Bailey seconded the motion, all in favor. Meeting was adjourned at 8:20 p.m. until Thursday May 12, 2016 at 7:00 p.m.

Approved this 11th day of May 2016.

  
Eric Patton, Chairman

  
Jerry Bailey, Vice Chairman

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Jim Crisp, Commissioner

ATTEST:

  
Patty Smith,  
Secretary

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

**Thursday, April 14, 2016**

**District Activity:** 2015 – Incidents YTD: **453**                      2016 - Incidents YTD: **505 (+52)**

**Fire - 8                      EMS - 167 (EMS Non-Transports = 53) Dropped- 3**  
• **Data per District log book**

	<u>2016</u>	<u>2015</u>
<b>EMS Response areas:</b>		
District 5 -	67	
Elma -	30	
McCleary -	30	
District 12 -	8	

**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:**                      *4/14/2016*  
Jan – 44, Feb – 27, Mar – 29, Apr – , May – , Jun – , Jul – , Aug – , Sept. – , Oct – , Nov – , Dec – . For a year to date total of 100 for the year.

We are 3 transfers below last year as of 3/31/2015.

**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:**                      I have terminated membership of one of our volunteers due to lack of activity and training. Notice was sent to him. In addition we had a member that had to let go due to his failure to be able to recertify in Grays Harbor County with his WA State EMT certification. Battalion Chief Fulbright brought 4 applications to me for background checks and 2 were given the good to go to move forward to the next level, but unfortunately two had to be denied membership due to things in their back ground checks. This proved that doing a good background check is worth the money it cost in tis situation.

I have completed the 2015 evaluation for the career staff and my volunteer officers. Original copies will be put in their personnel file for record.

## **STAFFING BREAKDOWN (will be auditing and updating soon)**

<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>10 Total with area breakdown as follows:</u></b>
Lt./EMT - 1	1 – Aberdeen
FF/Medic - 1	1 – Hoquiam
FF/EMT-IV - 1	
FF/EMT - 5	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>12 Total with area breakdown as follows:</u></b>
Capt./EMT - 1	3 – City of Elma
FF/Medic - 2	4 – McCleary
FF/EMT - 2	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	6 – 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	2- Elma
Recruit - 3	

## Operational Areas of Responsibilities Reports:

**Communication Equipment:** Nothing new to report

**Facilities/Stations:** Nothing new to report

**Apparatus:** Medic unit 5141 was taken back to International for more warranty repair work. It was picked up today (4/13/16). Captain Mayberry will be having US Fire come to hopefully finish the Horton mechanical repairs in that unit. I will be having more discussion with PSS in regards to getting these units finished from the long list of issues we noted upon delivery almost a year ago. E5101 will be going to Central Mason in the near future to have some issues worked on also. Emergency notification equipment has been ordered for the new command rig and a replacement light bar for the BC rig. We are waiting for delivery and Leland will install it in house.

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

**SCBA/Air Fill:** Thank you to Dan Ness for his part in acquiring a air fill station for the District. I also want to thank BC Fulbright and FF/EMT Leland Weidman for going with me to pick it up. We hope to have it in operations in a week or two.

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

**MSO:** Nothing new to report.

**Fire Investigation:** The District was requested by Chief Boiling of Elma Fire to lead the investigation of an auto aid fire that happen on April 9<sup>th</sup>, 2016. BC Fulbright along with members of the investigation division are in process of completing the investigation at this time.

**Pre Planning:** I received 3 copies of old pre-fire plans from Mike Litzinger, but they do not meet the requirements set in the Project description or the Letter of Direction that has been issued to him. More information to come in the near future.

**Small Tools:** Nothing new to report.

**Passport/Accountability:** Nothing new to report.

**Hose/Nozzles:** We have received the hose testing documents from Central Mason for the LDH that was donated to us a couple months back. We are in process of putting it into service. We still have a need to replace some of our hose and purchase things like "Blue Blitz Fire" monitors.

**Mapping:** FF/Medic Trask is close to finishing his map test project.

**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 this weekend. We have had contact with a company about doing an EMS standby for the WA State National Guard that will be holding an event in our area in June. 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. In addition he lead the purchase of the new BC work station computer and getting the old computer set up at 53 for Jody to use for EMS billing and training by district personnel.

**Safety Officer:** The Safety Committee met last month and minutes are in process.

**Public Education/Public Relations:** Nothing new to report.

**HIPAA:** Nothing new to report.

**EMS Billing:** In March of this year we collected \$50,880.50, compared to \$64,778.08 for March of last year. We have collected \$163,112.07 for the year and that is an average of \$54,370.69 per month and if the average holds out we will collect a total of \$652,448.28 and that would be \$102,448.28 above budget.

**Training:** B.C. Fulbright has been extremely busy and he will be providing a report to the board at the meeting.

**SOP/SOGs:** Nothing new to report.

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

**KNOX Box Program:** FF/Paramedic John Avery has been working on completing the project that was assigned for him and I believe he will meet the time line established. We will have some cost to replace some of the locking units to be able to have one key for District properties.

**EfRecovery:** We have collected thru March \$1,664.54 of the \$2,000.00 budgeted amount already and this is due to having someone who is ensuring we are billing for all incidents that we can.

**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:** Nothing new to report.