

MINUTES

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

May 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 May 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, Chief Prater, BC Fulbright, and Secretary Patty Smith. Commissioner Crisp was excused.

4. Approval of Minutes:

- a. Commissioner Bailey made a motion to accept the minutes for the April 14, 2016 regular meeting and April 26, 2016 special meeting. Commissioner Patton seconded the motion. All voted in favor, motion passed.

5. Communications:

- a. County Payroll Fee Increase Notification:

A letter from Grays Harbor County was presented to the Board regarding an increase in payroll fees.

- b. Letter from Chief Nott of McCleary:

A letter was received from Chief Nott regarding a recent event where the districts had worked together. Discussion was had about the letter.

6. Chiefs Report:

See attached written report.

Additional things to report:

Chief Prater reminded the Board of the upcoming event, Cascadia Rising. There will be an increase of people in the area.

BC Fulbright presented a staff training and recruiting report. Commissioner Bailey wants a quarterly report given to Chief Prater of training issues, and those not up to date.

BC Fulbright also asked the Board to consider running a levy in the near future.

7. Financial

a. Approval of Expenses:

Commissioner Bailey made a motion to pay expenditures for the second batch of April and the first batch of May in the amount of \$ 56,897.85.

Commissioner Patton seconded the motion. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Bailey to accept and pay May 2016 payroll in the amount of \$78,973.71, motion was seconded by Commissioner Patton. All voted in favor, motion passed.

c. April 2016 month end County Budget reports:

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

8. Old Business:

a. Elma Annexation Agreement Status Update:

The City of Elma has had to cancel out of their annexation request.

b. Elma Fire Station Use Status Report:

Chief Boling reported that things have slowed down on getting the Elma Fire Station use agreement finalized. City Council, Public Safety community and Dan Glen are going through the agreement.

c. Central Mason Fire Vehicle Maintenance ILA:

Commissioner Bailey would like Snure to look over the agreement first.
Commissioner Patton made a motion to accept the contract, pending legal

review. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

d. Office Assistant Evaluation Review and discussion:

Chief Prater gave a brief presentation to the Board on the usefulness of the Office Assistant position. He would ask the Board to extend the position through the end of the year.

Commissioner Bailey made a motion that the position be continued for another three months. Commissioner Patton seconded the motion. Discussion, Commissioner Patton would like to see it for a longer length of time. Commissioner Bailey feels that we need to look at what our makeup is. All voted in favor, motion passed.

9. New Business:

a. Monthly Payroll Distribution Process Discussion:

Discussion was had on how the monthly payroll should be distributed. It was decided that Chief Prater would begin picking up payroll on paydays.

b. Glennis Stamon's Retirement Party:

Chief Prater presented information on Glennis Stamon's retirement party.

c. Publicly owned property that requires a fire protection contract per RCW discussion:

A list of properties in the District that require fire protection was given to the Commissioners.

10. Public Comment:

Public comment was called for.

11. Commissioners Comments:

a. Commissioner Patton: Would like to thank everyone for all they do.

b. Commissioner Crisp: Excused

c. Commissioner Bailey: He was glad to receive the letter from City of Elma Fire Chief. A thanks to all that are doing a good job at this time. He also commented that it would take a lot for him to run a levy.

12. **Executive Session:**

A 5 minute Executive session was called for on a grievance.

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

Chief Prater made a motion to approve the accident report for Jay. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

Commissioner Bailey made a motion to pay for the physical of Huling. Chief Prater seconded the motion, all voted in favor, motion passed.

Commissioner Bailey made a motion to pay for the physical of Perrin. Chief Prater seconded the motion, all voted in favor, motion passed.

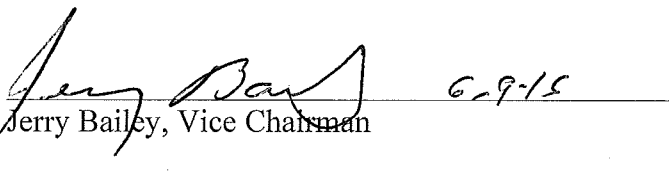
15. **Adjournment:**

Commissioner Bailey made a motion to adjourn the meeting. Commissioner Patton seconded the motion, all in favor. Meeting was adjourned at 8:20 p.m. until Thursday June 9, 2016 at 7:00 p.m.

Approved this 9th day of June 2016.

 6-9-16


Eric Patton, Chairman

 6-9-16

Jerry Bailey, Vice Chairman

Jim Crisp, Commissioner

ATTEST:



Patty Smith,
Secretary

May 11, 2016

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

Wednesday, May 11th, 2016

District Activity: 2015 – Incidents YTD: **635** 2016 - Incidents YTD: **679 (+44)**

Fire - 12 EMS - 163 (EMS Non-Transports = 65) Dropped- 3
• **Data per District log book**

	<u>2016</u>	<u>2015</u>
EMS Response areas:		
District 5 -	66	
Elma -	39	
McCleary -	28	
District 12 -	16	

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 – 29, Apr – 22, May – , Jun – , Jul – , Aug – , Sept. – , Oct – , Nov – , Dec – .

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: One of the members that I was set to terminate due to lack of activity requested a meeting to discuss things. I met with him and after talking with him again, I have granted him one last chance to be a productive member of our team. He is doing shifts even though he lives locally and believes this will help him maintain his skills and training and meet the minimum activity requirements as a volunteer. He has already started pulling his shifts the following week and has discussed a training plan to get back to full firefighter and EMT status.

BC Fulbright and I discussed putting out the advertisement for volunteers again and continue to replenish the volunteer pool. Due to his out of area training it was postponed until his return but will be done again very soon.

We have processed a couple volunteer application for resident shift volunteers and will be bringing them on a probationary status.

STAFFING BREAKDOWN (audit pending)

Career Staff – 9 Total with area breakdown as follows:
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

Shift Reserves – 10 Total with area breakdown as follows:
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

Event Standby – 1 Total with area breakdown as follows:
EMT - 1 1 - Montesano

Station 51 – 12 Total with area breakdown as follows:
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

Station 52 – 8 Total with area breakdown as follows:
Capt. - 1 6 – Porter
FF/EMT - 1 2 – District 1
FF - 2
Recruits -3
Support - 1

Station 53 – 12 Total with area breakdown as follows:
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: We are moving radios and equipment around in some of the apparatus and working on a project goal of putting base stations at each station. We are still in process of working on a solution for the new medic unit that was purchased from Kent Fire RFA for communication. They use 800mhz radios and we don't so the radio that was given to us wont work for us, but we might need to purchase a new or used radio that will allow us to use the wiring that is in place and not have to spend money on rewiring and installing an obsolete radio. A few portable radios were sent off for repairs.

Facilities/Stations: A new window AC was purchased from Home Depot to help make Station 5-1 livable during warmer days.

Apparatus: The new Medic units seem to have an issue with the AC in the patient compartment now. Captain Mayberry is working with PSS to get them repaired asap. In addition he has been in communication with them on the pending list of items such as paint over spray and etc. He has been working on his project of vehicle inventory and equipment. New medic unit has been put in operation status. We will be needing to surplus the old unit in order to get rid of it.

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

SCBA/Air Fill: The new air bottle fill station was put into operations by the BC and crews, it appears to be working and it has improved our level of safety when bottles are filled at the station.

EMS Supplies: Nothing new to report.

MSO: Dr. Canfield met with some of the major transferring transport agency to continue discussion on the high value of transfers coming out of the hospitals mainly GHCH.

Fire Investigation: BC Fulbright, FF/Medic Jeff Gordon and Vol. Lt. Leighton Wright attended a weeklong fire investigation school in Leavenworth. They continue to work on their investigation skills. In addition BC Fulbright will be putting together a wish list of needed tools and equipment for doing investigations. I will start attending some on-going training to ensure my investigations meet the requirements of RCW.

Pre Planning: FF/Paramedic Litzinger has started making progress on the pre-fire plans and I have full faith he will be getting them done on a regular basis.

Small Tools: A partial delivery of the new extrication tools has been done and the District is in the process of scheduling in-services with them to get everyone up to speed on operations of the tools.

Passport/Accountability: We will be ordering some new and replacement passport tags.

Hose/Nozzles: Nothing new to report at this time.

Mapping: Nothing new to report at this time.

Special Operations: Nothing new to report.

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 April of this year we collected \$54,071.78, compared to \$45,625.95 for April of last year. We have collected \$217,183.85 for the year and that is an average of \$54,295.96 per month and if the average holds out we will collect a total of \$651,551.55 and that would be \$101,551.55 above budget.

Training: B.C. Fulbright will be providing his training 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: Nothing new to report.

Health Officer: Nothing new to report.

Recruitment: We are continuing to recruit and will be trying to improve our membership numbers in 2016. We will be doing volunteers needed media blast very soon.

Service Contracts: Discussion under new business.

The Fire Chiefs of East Grays Harbor have started meeting monthly to discuss operational issue and discuss regional concepts of operations. We meet normally on the last Thursday of the month at the Elma Fire Station.