

## MINUTES

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

January 17, 2017

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 January 17, 2017.

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 and Secretary Patty Smith. Adam Fulbright were excused.

4. **Approval of Minutes:**

a. December 7, 2016 Special Meeting:

Commissioner Bailey made a motion to accept the minutes for December 7, 2016, as written. Commissioner Crisp seconded the motion. Motion passed, all voted in favor.

5. **Communications:**

A letter has been sent to the Grays Harbor Fair Grounds in regard to having a meeting about fire protection cost.

6. **Chiefs Report:**

See attached written report.

Chief also informed the Board that he will be applying for the Volunteer Recruitment Retention Grant.

There was discussion about the SAFER Grant. It was decided by the Board that if the grant was a 2 year grant that they would like for Chief Prater to go ahead and apply.

7. **Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to approve expenditures for January 2017 which totaled \$34,196.53. Commissioner Bailey seconded the motion. Motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Bailey to accept and pay January 2017 payroll in the amount of \$\_\_\_\_\_, motion was seconded by Commissioner Crisp. All voted in favor, motion passed.

c. December 2016 month end County Budget reports:

Discussion of December 2016 Budget reports.

8. **Old Business:**

a. Labor/Employment Agreement Negotiations Status:

Chief Prater stated that the overall feeling with the negotiations at this time is a good one.

9. **New Business:**

a. Resolution 17-01 allowing Commissioners to be Volunteer member:

Commissioner Crisp made a motion to table until next month. Commissioner Bailey seconded the motion. All voted in favor. Motion passed.

b. Regularly Scheduled Board Meetings Conflict Discussion:

Commissioner Patton made a motion to move the following meeting date to allow Commissioner Crisp to work around his work schedule. March 14, 2017 moved to March 9, 2017, August 8, 2017 moved to August 9, 2017, October 10, 2017 moved to October 11, 2017, and December 12, 2017 moved

to December, 2017. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

c. **Additional New Business:**

An agreement has been made with First Guardian Education Center to trade the Districts 2002 ambulance for training of 12 students equating out to \$120.00 per student. Commissioner Bailey made a motion to accept the agreement. Commissioner Patton seconded the motion. All voted in favor, motion passed.

**10. Public Comment:**

No public in attendance.

**11. Commissioners Comments:**

- a. Commissioner Patton: Thanks to Chief Prater and BC Fulbright for all the extra hours they have been putting in. He also mentioned that Dwight Mayberry has been extra busy. Thanks to them, it is getting noticed.
- b. Commissioner Crisp: A thank you to all.
- c. Commissioner Bailey: Thanks to all.

**12. Executive Session:**

Not needed.

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

Not needed.


**14. Adjournment:**

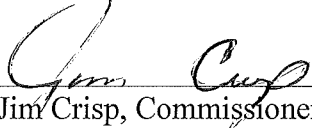
Commissioner Bailey made a motion to adjourn the meeting. Commissioner Patton seconded the motion, all in favor. Meeting was adjourned at 8:39 p.m. until Tuesday, February 14, 2017.

Approved this 14th day of February 2017.

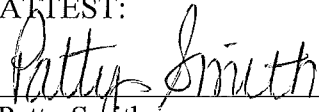
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Eric Patton, Chairman

 2/14/17  
Jerry Bailey, Vice Chairman

 2.14.2017  
Jim Crisp, Commissioner

ATTEST:

  
Patty Smith,  
Secretary

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

**Tuesday, January 17, 2017**

**District Activity:** 2015 – Incidents YTD: **1952**      2016 - Incidents YTD: **2130 (+178)**

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

**Fire - 7                      EMS - 188 (EMS Non-Transports = 74) Dropped- 7**

- Of the 7 dropped calls, 6 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:**      Brain Trask last day with the District was January 12<sup>th</sup>, 2017. Due to call out BC Fulbright filled three 24-hour shifts that week. He has been reassigned to A shift until such time we are back to the appropriate staffing levels of the shifts.

Currently we are in the process of creating a hiring list with the intent to hire one full-time FF/Medic to fill the opening. We received 6 applicants and the testing is schedule for February 1<sup>st</sup>, 2017.

In addition we will be testing 4 in-house applicants for the part-time positions on the same day. And depending on how that comes out will determine how many positions will be left to test for publically. The same impartial process is being used for all.

**Other:**

## **STAFFING BREAKDOWN \* Updated 11/10/2016**

**Career Staff –** 10 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 - 3 1 – Cosmopolis  
FF/Medic Per-Diem- 2 1 – Fircrest  
1 - Burlington  
1 – Kent  
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 5-2 has a new door lock.

**Apparatus:** Medic 5141 had to be taken back out of service. I have been in discussion with PSS about the on-going issues and will provide a detail report when ready.

**Bunker Gear:** We will be doing sizing this month for 10 sets for replacement. This is pending due to a sales personnel change over.

**SCBA/Air Fill:** Working with Vertallis on an agreement to use the fill station for their bottles and they will cover the cost of the quarterly air quality test.

**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:** New passports are here and will be put in operation when the Spillman change happens later this month.

**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:** He started and put out a great release on the fire last night. I look forward to working with him.

**HIPAA:** Nothing new to report.

**EMS Billing:** In December of this year we collected \$58,160.89, compared to \$53,531.53 for December of last year. We have collected \$636,097.19 (compared to last years collection of \$627,029.19) for the year and that is an average of \$53,008.10 per month and that is \$86097.19 above budget.

**Training:** B.C. Fulbright will provide the report.

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

**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: Jan. 9<sup>th</sup>, 2017  
Deadline: February 2017

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