

## MINUTES

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

February 14, 2017

The Grays Harbor Fire District 5 Commissioners met at the Porter Fire Hall in Regular monthly business meeting at 7:00 p.m. on February 14, 2017.

1. **Call to Order:**

The meeting was called to order by Commissioner Bailey.

2. **Pledge of Allegiance:**

Commissioner Bailey called for the Pledge of Allegiance.

3. **Roll Call:**

In attendance were Commissioner Bailey, Commissioner Crisp, Chief Prater, BC Fulbright, and Secretary Patty Smith. Commissioner Patton was excused.

4. **Approval of Minutes:**

Commissioner Crisp made a motion to accept the minutes for the January 12, 2017 Special meeting. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

5. **Communications:**

A letter was presented from the Annexation Hearing Board.

6. **Chiefs Report:**

Chief Prater presented his written report.

Commissioner Bailey wants a quarterly report on the SUBA report. He would like to see it no later than a maximum of two weeks from the end of the quarter.

7. **Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to pay expenses for the 2<sup>nd</sup> batch of January 2017 of \$22,890.09 and for the 1<sup>st</sup> batch of February 2017 of \$29,494.27 Commissioner Bailey seconded the motion. All voted in favor, motion passed.

b. Approval of Payroll:

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

c. January County Budget reports:

January reports had been given to Commissioners prior to the meeting.

8. **Old Business:**

a. Resolution 17-02 – Allowing Commissioners to be Volunteer Members:

Tabled until all Commissioners can be in attendance.

9. **New Business:**

a. Resolution 17-01 - Stryker Gurney Purchase Sole Source

Commissioner Bailey made a motion to approve Resolution 17-01 and move ahead with the purchase of Stryker Gurneys. Commissioner Crisp seconded the motion. All in favor, motion passed.

b. Resolution 17-03 – 2017 Budget Amendment

Commissioner Crisp made a motion to approve Resolution 17-03 to move funds from Fire expense to Ambulance expense. Commissioner Bailey seconded the motion. All voted in favor, motion passed.

c. Ladder Truck Sale Proposal

\$1,000 has been offered for the ladder truck. Do the Commissioner want to accept?

Commissioner Bailey made a motion to sell the ladder truck for \$1,000.  
Commissioner Crisp seconded the motion. All voted in favor, motion passed.

d. 2017 Chair and Vice Chair elections

Commissioner Bailey made a motion to keep Commissioner Eric Patton as Chair. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

Commissioner Bailey made a motion to have Commissioner Jim Crisp be Vice President. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

**10. Public Comments:**

No public comment.

**11. Commissioners Comments:**

a. Commissioner Patton: Excused.

b. Commissioner Crisp: Commissioner Crisp would like to thank everybody on the front lines for doing what they are doing.

c. Commissioner Bailey: Commissioner Bailey would like to echo the comments of Commissioner Crisp.

**12. Executive Session:**

a. Review of Labor/Employment Agreement Negotiations, with possible action to be taken.

Meeting went into executive session at 8:00 for 15 minutes. Executive session was extended 15 minutes more at 8:15. Meeting was called back to regular session by Vice Chair Commissioner Bailey at 8:30. No action was taken.

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

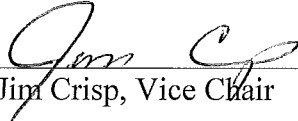
No BVFF meeting needed.

**14. Adjournment:**

Commissioner Crisp made a motion to adjourn the meeting. Commissioner Bailey seconded the motion, all in favor. Meeting was adjourned at 8:31 p.m. until Thursday, March 9, 2017 at 7:00 p.m.

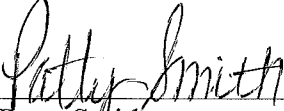
Approved this 9th day of March 2017.

\_\_\_\_\_  
Eric Patton, Chairman

 3.9.2017  
\_\_\_\_\_  
Jim Crisp, Vice Chair

 3.9.17  
\_\_\_\_\_  
Jerry Bailey, Commissioner

ATTEST:

  
\_\_\_\_\_  
Patty Smith  
Secretary

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

**Tuesday, January 17, 2017**

**District Activity:** 2016 – Incidents YTD: **180**                      2017 - Incidents YTD: **161 (-19)**

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

**Fire - 12                      EMS - 149 (EMS Non-Transports = 66) Dropped- 5**

- Of the 5 dropped calls, 5 were due to low staffing.
- Please see the multi year East Grays Harbor County 911 EMS Call Breakdown for details, including transfers.
- I am working on the non-transport year comparison study request, 2016 is done.
  - Data per District log book

**Staffing report:**      Testing/Hiring Status: On February 1<sup>st</sup>, 2017, we conducted a three-test process for both career and part-time position at the Elma Fire Hall. Those test being a fire and EMS written exam, a medical oral practical and a Chief Officer interview. Battalion Chief Fulbright facilitated the written exams and we utilized outside personnel to assist with the their exams except for one member from our career staff on the EMS oral practical. The goal was to create the highest level of non-bias for or against anyone testing and ensure the integrity of the process is not jeopardized. We feel we did just that. The test has been scored and I will be doing Chief interviews on the top 4 FT applicants and the 4 PT applicants. We currently have 1 opening for FT and 6 openings for PT. After my interviews I will do a background check as part of a conditional offer, along with physicals and such. Our hope is to have the full time brought on by April 16<sup>th</sup> and the PTs around the same time frame.

In conjunction with the above; one of our per-diems (V. Palensky) contacted me to offer to do a short term temporary position to help fill the opening, which is a huge benefit to us because this allowed B.C. Fulbright to go back to his 40 hour position and help ensure the level of productivity that is expected by the board is continued to the highest level possible.

**Other:**                      I have stepped down from many of the special boards that I have sat on for the last 9-15 years to allow me to have more time to focus on the needs of the District and East County in general. I will continue to attend meetings like County Fire Chiefs and such.

Just an FYi status report on my on going back injury from 6/1/16, I continue to be on "Light duty" with a 15# limit from the LNI doctor. I have done the PT but it is not getting better yet. The doctor wanted me off duty but I told him that if I can be on light duty it would be best due to past experiences. He allowed it but was adamant on no responses or it could have a permanent negative affect on me in many ways.

## **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:** With the recent storms we have found that we have a few (minor) leaks in the roofs of 5-1 and 5-4. Roof Doctor is working on fixing them. Shouldn't be a major thing. The bay doors at 5-4 is going to have some servicing to deal with some old rollers that more than likely will be replaced.

**Apparatus:** Medic 5141 came back from RWC (repair shop) with the findings that one of the exhaust filters was completely plugged with particles. It is believed that this happen due to the "regen" service was not being done on a regular basis. It has been brought to my attention that the "high idle" switch was not working now and wasn't upon its return. It is in the process of being taken back to get it replaced. The broken control panel dash of Medic 5341 has been redone but still needs some final details to be considered complete, but it is operational. Tender 5313 is up at the repair shop having an air loss issue looked into and repaired. We hope to have it back within the week. Some of the pending repairs on Engine 5401 and Tender 5414 has been completed but we had to order a switch to finish one of them. We continue to have concern over the rear end of Tender 5414 and believe it will fail at some point, taking it out of service. Brush 5102 is at the body shop having the bodywork done on it but we have given a return date of by mid to end of March.

**Bunker Gear:** The new representative from Curtius came to a drill one night and was able to do some of the sizing. We will be ordering it right away to try and miss the cost increase that will happen at the end of the month.

**SCBA/Air Fill:** Our quarterly air quality test has been completed and we passed. The joint agreement with Vertelius is pending.

**EMS Supplies:** Nothing new to report

**MSO:** Nothing new to report at this time.

**Fire Investigation:** We have three people (B.C. Fulbright, Lt. Wright and FF/Medic Gordon) are signed up to go to Leavenworth for on-going training in this area.

**Pre Planning:** I am working to motivate Capt. Litzinger to get this project done.

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

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

**Hose/Nozzles:** Nothing new to report.

**Mapping:** Nothing new to report at this time.

**Special Operations:** B.C. Fulbright has put out a few of the event standby calendars. We are more than likely not going to be doing the ORV standbys other than things like people events, i.e. not the motorcycle events. A new owner has taken it over and as of yet we have not been contacted.

**I.T./Website:** We will be redesigning our web site to improve the usability to the public to get information. I have tasked our IT person with this.

**Safety Officer:** Nothing to report.

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

**HIPAA:** Nothing new to report.

**EMS Billing:** In January of this year we collected \$26,237.00, compared to \$48,669.12 for January of last year. The decrease I believe is due to a couple things, the biggest being that due to a major change in the billing (ePCR) program we have had to work through some major obstacles that has created a back log of MIRs being processed by our secretary. She is working hard along with the BC and the EF Recovery to fix any and all the problems as quickly as possible. The other reason is due to the orders of our MPD that we take everybody (except for a certain couple call types) to our local hospital, has decreased the mileage of approximately 75% of our transports, for example a normal transport mileage charge to Olympia hospital is approximately between \$425.00 to \$462.00, but transporting to Summit Pacific averages \$56.00; and when you consider that we use to take 75%-80% of our transport to Olympia to now we only take around 20%-25%, that will affect our overall billing. The saving grace was that our call volume has increased to help make up some of the potential lost EMS billing revenue. This will be an area we watch closely this year.

**Training:** B.C. Fulbright, Commissioner Patton and myself attended the Saturday Snure training event in Olympia thru WFCA. The focus of the training was on two main areas, 1- Bid Laws and 2 – Mergers, Consolidations, Service Agreement, and RFAs. Battalion Chief Fulbright has been working on completing the 2016 L&I mandatory training report that the board asked for last month, in addition to the BVFF training data for the members of the District. One thing that was found is that with the changes in WAC 296.305, it has changed what is mandatory and opened it up with he following stated in the wording:

***“Training and member development.***

*(1) The employer must provide training, education and ongoing development for all members commensurate with those duties and functions that members are expected to perform.*

*(a) Training and education must be provided to members before they perform emergency activities.*

*(b) Fire service leaders and training instructors must be provided with training and education, which is more comprehensive than that provided to the general membership of the fire department.*

*(c) The fire department shall develop an ongoing proficiency cycle with the goal of preventing skill degradation.*

*(2) Training on specific positions/duties deemed by the fire department critical to the safety of responders and the effectiveness of emergency operations (such as driver operators or support personnel) shall be provided at least annually.*

*(3) Firefighters shall be trained in the function, care, use/operation, inspection, maintenance and limitations of the equipment assigned to them or available for their use.*

*(4) Members who are expected to perform interior structural firefighting shall be provided with an education session or training at least quarterly.*

*(5) When firefighters are engaged in training above the ten foot level, where use of lifelines or similar activities are to be undertaken, a safety net or other approved secondary means of fall protection recommended in chapter 296-155 WAC, Part C-1, fall protection requirements for construction, shall be used.*

*(6) Continuing education live fire training.*

*(a) All members who engage in interior structural firefighting in IDLH conditions shall be provided live fire training appropriate to their assigned duties and the functions they are expected to perform at least every three years. Firefighters who do not receive this training in a three-year period will not be eligible to return to an interior structural firefighting assignment until they do. Responding to a fire scene with a full alarm assignment, an ICS established and a post incident analysis will meet this requirement, but for no more than two training evolutions.”*



So the only thing that is a mandatory for last year would be the quarterly SCBA drills for interior firefighters and training on specific positions/duties deemed by the fire department critical to the safety of responders and the effectiveness of emergency operations. As stated above the district must train members before they perform emergency activities. So with these changes that we must comply with thru LNI and the 50% requirement of the BVFF, if a member missed all 4 SCBA quarterly drills and missed more than 50% of the training, they are going to be terminated, if a member missed any of the SCBA quarterly drills or missed more than 50% of the training and did not have an approved medical or leave; will be put on a quarterly training probation for 2017. If they fail to comply during the year at any point they will be suspended and/or terminated depending on accuracies and activity status.

**SOP/SOGs:** SOG 3000-1 Daily Work Schedule has been revised; along with the SOG 3000-23 Active Shooter Incident and BC Fulbright is conducting training before the March 1<sup>st</sup> implementation date.

**PIO:** Nothing new to report.

**KNOX Box Program:** Nothing new to report at this time.

**EF Recovery:** Nothing new to report.

**Health Officer:** Capt. Huntley will be conducting Fit testing for all personnel that is required very soon, now that we have our FIT test machine back from calibration. McCleary Fire just used it for the first time in our joint venture.

**Recruitment:** Nothing new to report.

**Service Contracts:** Nothing new to report. I am still working on getting to have a meeting with the county for the services to the fairgrounds.

**Grants:**

**Assistance to Firefighter Grant – COMPLETED**

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 10<sup>th</sup>, 2017 - COMPLETED

**Volunteer Recruitment and Retention was the area that we focused our request on as stated in the email that I sent to the board members. The four years request was for a total just over \$701,000 for a part-time coordinator, marketing program, funds to pay for stipend programs, bunker gear for new volunteers, etc.**