

## MINUTES

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

January 9, 2018

The Grays Harbor Fire District 5 Commissioners met at the Porter Fire Hall in Regular session at 7:00 p.m. on January 9, 2018.

1. **Call to Order:**

The meeting was called to order at 7:00 by Commissioner Patton.

2. **Pledge of Allegiance:**

Commissioner Patton called for and led the Pledge of Allegiance.

3. **Roll Call:**

In attendance were Commissioner Patton, Commissioner Crisp, Commissioner Bailey, Chief Prater, and Secretary Patty Smith.

4. **Oath of Office for Eric Patton:**

Oath of office was administered for Eric Patton by secretary Patty Smith

5. **Approval of Minutes:**

a. **December 13, 2017 Regular Meeting:**

Commissioner Bailey made a motion to accept the minutes for the December 13, 2017 meeting. Commissioner Crisp seconded the motion. Discussion followed, Commissioner Bailey would like to have scratched from the minutes that he plans to talk with the City of Elma. He said that what he did say was that he was going to bring up the topic at the first meeting of the year. After the correction was noted, all voted in favor, motion passed.

6. **Communications:**

Chief Prater had discussed a notice of annexation intention that came from Jim Starks from the City of Elma of someone that lives in the District.

7. **Chiefs Report:**

See the attached Chief Report.

Commissioner Bailey is concerned about having a date or an expectation for Adam as to when he will have training records ready. Commissioner Patton would like to see a yearend statistics report for calls to the District.

8. **Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to pay the 1st batch of expenses for January 2018 of \$24,776.87 and the second batch of expenses for December 2017 of \$22,926.17. Commissioner Bailey seconded the motion. Discuss was had. All voted in favor, motion passed.

b. Approval of Payroll:

A motion was made by Commissioner Crisp to accept and pay payroll for January 2018 in the amount of \$ 90,071.45, motion seconded by Commissioner Bailey. Discussion. All voted in favor, motion passed.

c. December County Budget reports:

December budget reports were discussed.

9. **Old Business:**

a. City of McCleary EMS Agreement status report:

There is nothing new to report. Everything has been sent to City of McCleary at this time.

10. **New Business:**

a. Resolution 18-01 – Allowing Commissioners to be Volunteer Firefighters:

Commissioner Bailey made a motion to approve Resolution 18-01, Allowing Commissioners to be volunteer firefighters. Commissioner Crisp seconded the motion. Unanimous vote in favor, motion passed.

b. Board Chair and Vice Chair for 2018:

c.

Commissioner Bailey voiced that he was willing to be Board Chair. Commissioner Crisp made a motion to have Commissioner Bailey be Board

Chair. Commissioner Patton seconded the motion. Unanimous vote in favor, motion passed.

Commissioner Patton made a motion for Commissioner Crisp to be Vice Chair. Commissioner Bailey seconded the motion. Unanimous vote in favor, motion passed.

Additional New Business:

Commissioner Bailey thinks that we need to notify the surrounding cities that we are interested in meeting and working on getting together. He would like a letter sent to all three entities. Chief Prater will draft a letter, send it to the Commissioners for approval, and bring it to the next meeting for signatures for approval.

Commissioner Crisp let the Board know which 2018 meeting dates conflict with his work schedule. New meeting dates are February 15, July 11, and November 14.

**11. Public Comments:**

Public comment was called for.

**12. Commissioners Comments:**

- a. Commissioner Patton: 2017 was a successful year for us. Can't thank everyone enough for all they've done to make things happen. Lots of great stuff in 2017, hope it continues and 2018 will be even better.
- b. Commissioner Crisp: Would like to thank everybody for the 2017 year and working hard.
- c. Commissioner Bailey: Thank everybody. There have been lots of changes and they have been good.

**13. Executive Session:**

Executive session not needed.

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

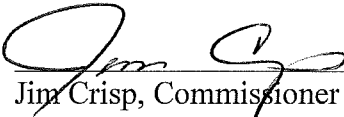
No meeting needed.

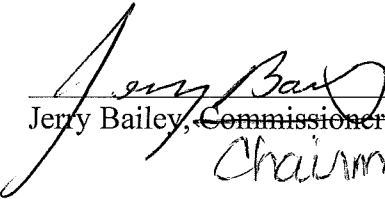
**15. Adjournment:**

Commissioner Bailey made a motion to adjourn the meeting. Commissioner Patton seconded the motion, all in favor. Meeting was adjourned at 8:00p.m. until Thursday, February 15, 2018 at 7:00 p.m.

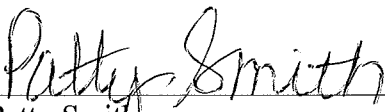
Approved this 15<sup>th</sup> day of February 2018

  
Eric Patton, ~~Chairman~~  
Commissioner

  
Jim Crisp, Commissioner

  
Jerry Bailey, ~~Commissioner~~  
Chairman

ATTEST:

  
Patty Smith  
Secretary

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

**January 9<sup>th</sup>, 2018**

**District Activity:** 2016 – Incidents YTD: 2130                      2017 - Incidents YTD: 2037 (-93)

**Fire - 23                      EMS - 150 (EMS Non-Transports =73) Dropped- 0**

- **Transfers – 30 taken, 2 not covered (2 due to hospital cancelling)**
  - **Data per District log book**

In 2017 the District responded to 2037 calls for service, which 1847 (90.67%) of them were for EMS and 190 (29.33%) were fire calls. The District transported a total of 409 (28 per month average) Inter-facility Transfers. The District had a total of 1423 911 EMS calls for service and we transported 612 (43.01%) of the them. Of the 1423 EMS 911's, District 5 had 534 and transported 208 (38.95%), City of Elma had 506 and transported 227 (44.86%), City of McCleary had 306 and transported 154 (50.33%) and District 12 had 77 and transported 23 (29.87%).

**Staffing report:** Captain Mayberry has yet to be cleared for duty with his OJI. We are hoping he will be back after his appointment on January 18th. Everyone is helping to cover the shifts and keep OT down as much as possible. There is a possibility that he may need surgery which will put him out for a while and we would be trying to fill the opening with a temporary hire as allowed in the Labor Agreement.

BC Fulbright has reported that the joint recruitment with the City of Elma is approved by the City and has already started seeing a lot of interest from the Facebook Post. To date there has been 8 new people interested in joining our agencies. At this time, we are not at the point to be able to identify their area of residence. This is another great step with the City of Elma toward joint operations and such.

The 6-month mid probation evaluations are just about complete for the 6 new employees (2 FT and 4 PT). They all are doing overall a good job. We will be doing the other evaluations by the end of next month.

I provided a copy of my Doctor note to each of you from my last visit with the doctor. As it states I am still on light duty but working on physical therapy that will transition into back to work therapy, pending that the back continues to feel better. It is not fixed but I have some relief in the pain area that was in my lower back going down my left leg. Prior to this last injection (3<sup>rd</sup> one in a year) it was 8-9/10 but now it is a 2-3/10. Again, thank you to the board for allowing me to work light/limited duty during this injury. I know it's been a long time and I would have hated sitting at home just because I couldn't respond to EMS calls. The doctor says this treatment is not a fix the problem but it is a help make it better but I have to be careful and remember that I am not 26 years old but instead been doing this for over 26 years.

FYI- I know it is early but for informational purposes I will be out of the state on vacation From May 5<sup>th</sup> thru the 14<sup>th</sup>.

BC Fulbright is going to have a medical procedure done on his shoulder and will be out probably a few days and then on light duty for a time period in March.

## **STAFFING BREAKDOWN (48 responders total) \* 1/9/2018**

### **Career Staff – 10**

Chief/EMT - 1  
B.C./Medic - 1  
Capt./Medic - 3  
FF/Medic - 3  
FF/Medic Per-Diem- 2

### **Part-Timers – 5**

FF/Medic - 0  
FF/EMT - 5

### **Out of Area Volunteers – 5**

FF/Medic - 0  
FF/EMT – 2  
EMT- 1  
EMR-  
Recruit - 2

### **Local Volunteers – 28**

FF/Medic - 4  
FF/EMT- 13  
FF/EMR- 0  
FF- 5  
EMT- 2  
EMR- 1  
Support- 4

## **Operational Areas of Responsibilities Reports:**

**Communication Equipment:** I am working on getting information to put in for a regional grant (District 5 and Elma) with the AFG this period. We will be asking for all new portables and mobiles for the District to improve the communication and safety of the responders. The current majority of the radios are over 20 years old and are not produced any longer.

**Facilities/Stations:** The Station 2 air fill station project is underway and Hometown Electric is out today installing the power for the unit. The other stages will be scheduled soon. FF/Medic Gordon is the lead on this project and is doing a great job so far. FF/Medic Avery will be finishing up his new sign project for Station 1, 2 and 4 in the next month or two.

**Apparatus:** M5-11 went out of service 6 days after coming back with the same issue. It has already been picked up by Brattan International of Portland. I have also contacted Braxton to advise him of the situation once again. He is attempting to make contact with International to schedule the meeting that they requested.

**Bunker Gear:** We have started to send the 10-year-old gear in to be cleaned, inspected and/or repaired. This is now an annual program to prolong the replacement requirement under the NFPA.

**SCBA/Air Fill:** See Facilities/Stations above for a report.

**EMS Supplies:** The BC started overseeing all EMS supplies a couple years ago and last year continued to do an outstanding job of ordering and maintaining supply cost overall.

**MSO:** B.C. Fulbright has been very busy in this area of responsibility doing a few investigations of some EMS operational issues. The new MPD (Dr. Buck) seems to be great to work with and very understanding on these matters. We both look forward to working with her into the future.

**Fire Investigation:** District 5 was the lead on the investigation of two separate City of Elma house fires in December. The City has asked for us to help more and more in things like these and it continues to help bring the organizations and relationships closer than it has been for at least the last 12 years.

**Pre-Planning:** I have forwarded this to our Risk Management for review and recommendation action level to take.

**Small Tools:** We purchased a new rescue saw for Engine 5-31 and it is in operations on E5-31 at Station 3.

**Passport/Accountability:** Nothing new to report at this time.

**Hose/Nozzles:** We have started the process of appointing the committee members for the AFG award. As soon as the committee meets we will see progress in this area.

**Special Operations:** Nothing new to report.

**I.T./Website:** Emailed the Board an end of year report from Brian providing some great and useful information on activity before and now.

**Safety Officer:** Nothing new to report.

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

**EMS Billing:** In December, we collected \$64,362.82 for a yearly total of \$537,594.93 for a monthly average of \$44,799.58. We had a shortfall of \$62,405.07 from what we budgeted for the year. As a reminder, the reason for the decrease was primarily due to the change in EMS transport location requirements and a loss of mileage revenue.

**Training:** A lot of make-up training was done in December to help members make up their EMS and Fire Training. I should have the end of the year report from the BC next week. He has been very busy doing the make ups and covering shifts, to help control overtime cost.

We have two people in the EMT course that just started at the EMS office in Aberdeen, one of them just completed and passed to get her EMR certification.

The 2018 training calendar has been put and copies are at each station. We are going to try and hold some special training this year, such as the NFPA approved Strategy and Tactics courses. In addition we will continue to hold the monthly officer training.

**SOP/SOGs:** We continue to review and update current policies.

**PIO:** Brian has put out a few Press Releases either to the news media or through our Facebook site. He continues to work hard to make sure we are marketing us to the best of his ability.

**KNOX Box Program: Pending project.** Nothing new to report in this area.

**Health Officer:** nothing new to report

**Service Contracts:** As soon as I am provided the final annual property valuations and rates, I will be sending out the Invoices for the first quarter of the fire protection services to the Port of Grays Harbor and the County for the Fair Grounds.

**Grants:** Nothing new to report.

**Other:** I am working on the GEMT agreements and cost study for each of the time periods that are required under the program. This is not a quick process and takes a lot of time to dedicate to get it done. Our billing company EfRecovery has offered to help with some of the information but they don't do all of it. This has the potential to improve our EMS Revenue substantially.

Additionally, next month I will be bringing a proposed resolution change to our cost recovery resolution to allow us to recover the pre-call response cost (aka Availability cost) for the calls we listed previously, such as MVC, illegal burns, commercial fires, etc. This helps improve the recovery of the cost of services.