

## MINUTES

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

February 15, 2018

The Grays Harbor Fire District 5 Commissioners met at the Porter Fire Hall in Special session for Regular business meeting at 7:00 p.m. on February 15, 2018.

1. **Call to Order:**

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

2. **Pledge of Allegiance:**

Commissioner Bailey called for and led the Pledge of Allegiance.

3. **Roll Call:**

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

4. **Approval of Minutes:**

a. **January 9, 2018 Regular Meeting:**

Commissioner Crisp made a motion to accept the minutes for the January 9, 2018 regular meeting. Commissioner Patton seconded the motion. Motion passed, all voted in favor.

5. **Communications:**

Nothing to report

6. **Chiefs Report:**

See written report. Chief Prater reviewed report.

Chief Prater also informed the Board that he has been asked to set on the board of Elma's facility committee. Would the Board have any objections? Commissioner Bailey felt that it was good. No other commissioners objected.

**7. Financial**

a. Approval of Expenses:

Commissioner Crisp made a motion to pay the 2<sup>nd</sup> batch of expenses from January 2018 of \$35,199.90 and 1<sup>st</sup> batch of February 2018 of \$12,803.52. Commissioner Patton seconded the motion. Motion passed, all Commissioners voted in favor.

b. Approval of Payroll:

A motion was made by Commissioner Patton to accept and pay payroll for February 2018 in the amount of \$94,229.13, motion seconded by Commissioner Crisp. Motion passed, all Commissioners voted in favor.

c. January County Budget reports:

Discussion was had on the January 2018 month end reports.

d. SOA Financials Report Workshop in Aberdeen:

Chief Prater informed the Board that he will be attending a workshop on April 10, 2018 on SOA financial reports.

**8. Old Business:**

a. Fire Service Agreement with GH County Fairgrounds status:

Updated agreement was presented for the Board to sign.

b. City of Elma EMS Agreement:

Commissioners signed the EMS agreement with City of Elma.

Additional Old Business:

Commissioners signed a revised 2018 meeting schedule.

**9. New Business:**

a. Policy 1000-12 Code of Ethic and Conduct Revision:

Commissioner Patton made a motion to accept the revised Policy 1000-12. Commissioner Crisp seconded the motion. Motion passed, all voted in favor.

b. AP Triton Consulting Agreement for GEMT:

Brian Snure made some suggestions that were incorporated into the AP Triton Consulting Agreement. Discussion was had by the Board. Commissioner Patton would agree to an agreement for one year. Commissioner Patton made a motion to accept the agreement with AP Triton. Commissioner Crisp seconded the motion. Discussion was had. Motion tabled at this time.

c. Discuss Chiefs out of office notification procedure:

Commissioner Bailey feels that Chief Prater needs to notify everyone when he is not in the office. Commissioner Bailey made a motion that the Board expects to be notified when the Chief is going to be out of the office for a day and notify the captain and there will need to be a notice put up somewhere saying that the chief is out of the office. There was no second. Motion died.

**10. Public Comments:**

Public comment was called for.

**11. Commissioners Comments:**

a. Commissioner Patton: Would like to reiterate what Commissioner Crisp said, and would like to thank Shirley and Gina for all that they are doing at the Porter hall. There are a lot of good people doing a lot of good things in the trainings. He feels that it is good to have the combined trainings; it gives more people in attendance to make the trainings go better. There has been lots of good feedback from Elma.

I

b. Commissioner Crisp: Thanks everyone in the trenches, thanks to Chief Prater for what he's doing, and glad to see the run numbers are up.

c. Commissioner Bailey: Thanks to everybody for what they are doing, people have quite a load on them.

**12. Executive Session to discuss the Chief's annual evaluation:**

Board went into executive session at 8:42 p.m. to discuss the Chief's annual evaluation. Board came out of executive session at 9:19. No action taken.

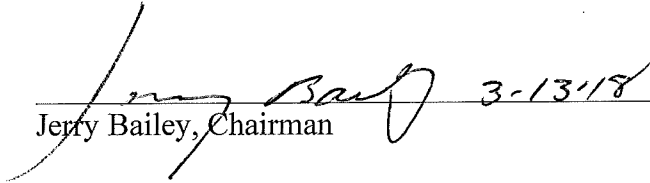
**13 Meeting of Local Board of Volunteer Firefighters Council:**


Chief Prater made a motion to have the Board sign the BVFF 2017 participation form. Commissioner Patton seconded the motion. Motion passed, all in favor.

**14. Adjournment:**

Commissioner Crisp made a motion to adjourn the meeting. Commissioner Patton seconded the motion, all in favor. Meeting was adjourned at 9:20 p.m. until Tuesday, March 13, 2018 at 7:00 p.m.

Approved this 13<sup>th</sup> day of March 2018.

  
Jerry Bailey, Chairman 3-13-18

  
Jim Crisp, Commissioner 3-13-2018

  
Eric Patton, Commissioner 3-13-18

ATTEST:

  
Patty Smith  
Secretary

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

**February 15<sup>th</sup>, 2018**

**District Activity:** 2017 – Incidents YTD: 161                      2018 - Incidents YTD: 202 (+41)

**Fire - 17                      EMS - 185 (EMS Non-Transports =73) Dropped- 0**

- **Transfers – 40 taken, 5 not covered (2 due to low staffing and 3 to multiple calls)**
  - **Data per District log book**

In January of 2018 the District responded to 202 calls for service, which 185 (91.16%) of them were for EMS and 17 (8.84%) were fire calls. The District transported a total of 40 (40 per month average) Inter-facility Transfers. The District had a total of 140 911 EMS calls for service and we transported 53 (37.86%) of them. Of the 140 EMS 911's, District 5 had 63 and transported 24 (38.10%), City of Elma had 45 and transported 18 (40.00%), City of McCleary had 27 and transported 11 (40.74%) and District 12 had 7 and transported 2 (28.57%).

**Staffing report:** Captain Mayberry returned to full duty on February 5<sup>th</sup>. During the fire on February 7<sup>th</sup>, I ended up taking him to SPMC to be checked out for a totally different issue and he was cleared by the ER Dr.

11 of the 16 evaluations are completed. The BC and I are finishing up the final 5 and our goal is to have them completed by the end of the month.

Reminder 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>.

Reminder that 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. He has been on light duty (not allowed to cover shifts) for the last couple weeks due to a minor wrist injury. Additional he will be on vacation March 3<sup>rd</sup> through the 12<sup>th</sup>.

Under the new labor agreement, we have two additional per-diem spots in our labor pool that are currently open. We will be working on getting these spots filled to help cover staffing needs.

## **STAFFING BREAKDOWN (48 responders total) \* 2/15/2018**

### **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 submitted a \$600,000 AFG Grant for new portables, mobiles and headsets. This is a joint regional request with Elma again. Majority of our communication equipment is between 18 and 22 years old.

**Facilities/Stations:** FF/Medic Jeff Gordon reported that the Air fill station project at Station 2 has been completed and in operations. He will be doing a training in-service on the operations this Sunday 2/18/18. FF/Medic Avery is working his District sign project for Station 1, 2 and 4. I have put the Station 1 flooring replacement on hold until further notice. We will be replacing the garage door opener at Station 1 Bay 2 due to it starting to fail periodically.

**Apparatus:** M5-11 is down at Brattan International of Portland. They called and stated that they believe the brake alarm sensor was due to a loose connection and have made sure it is tight. The other issue they found was that the fuel pump was failing and it needs a new one. I advised that this fuel pump had been replaced previously when we started having problems initially, so this should be covered. They stated that it isn't under warranty any longer. After some discussions, they are going to try to get International to cover it; otherwise the quote is around \$1,800.00. Leland is supposed to be installing the trickle charger on B5-11 very soon.

**Bunker Gear:** Nothing new to report.

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

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

**MSO:** We have been and will continue to be attending meetings with the County IFT committee and SPMC in regards to the ongoing transfer system.

**Fire Investigation:** BC Fulbright is conducting the investigation on the Apartment fire at the Elma Arms Apartments for the City of Elma.

**Pre-Planning:** I will be meeting with Captain Litzinger on February 22<sup>nd</sup> to review all of his materials and if there hasn't been significant progress, I will be moving forward with progressive discipline after a required Lauder Mill Hearing is conducted. I have been in discussions with our HR division of our Insurance provider.

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

**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. The committee will be bringing forward a recommendation very soon.

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

**I.T./Website:** Brian has implemented a new scheduling calendar.

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

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

**EMS Billing:** In January, we collected \$24,113.14 for a yearly total of \$24,113.14.

**Training:** The IFSAC testing that was done last month was very successful. Majority of the participants passed and are waiting to receive their certificate. A few have some additional steps they will be working on now.

We still have two people in the EMT course at the EMS office in Aberdeen; one of them just completed getting her EMR certification and has been approved by the State DOH.

I received the 4<sup>th</sup> quarter training report from the Battalion Chief and have reviewed it in detail. We have 12 members that failed to complete their mandatory SCBA quarterly. Some of these personnel belong to other agencies, some are volunteers and one is a per-diem. Notices have been sent to each of them per the policy advising them their failure to complete. One of them failed to do 2 of their quarterly in 2017. One was the second quarter and the other was in the 4<sup>th</sup>. He will be let go due to this failure. BC Fulbright is working on a 2017 complete report also. I also provided written direction to the BC that I am to receive a training report identifying any failures to complete mandatory training per L&I WAC 296-305 by the end of the 2<sup>nd</sup> week following the ending of a quarter, as directed.

BC Fulbright attended a county wide training officers meeting to discuss training in our county and ideas on how to improve and unify our training throughout the county; possibility of some sort of Training Committee. More details to come.

**SOP/SOGs:** We continue to review and update current policies. On the agenda I am asking for the board to approve the revision of 1000-12 Code of Ethic's and Conduct.

**PIO:** Brian continues to work hard to make sure we are marketing us to the best of his ability.

**KNOX Box Program:** Nothing new to report.

**Health Officer:** Captain Huntley has started doing the required annual FIT testing for SCBA and N-95 mask. The goal is to have all current members done by the end of March.

**Service Contracts:** Invoices have been sent to the County and Port.

**Grants:** 2017 AFG Regional Grant Request has been submitted for the Communication equipment. An email was sent to each of the commissioners with details of the submission and cost.

**Other:** On the agenda is an agreement to utilize a consultant to help do the cost reports for our first submissions for the GEMT program. Due to the importance and the fact ZI have never done anything with this new program, I think it would be wise to have them help us this time. AP Triton is a very reputable company in this field.

I was not able to get the documents done for this proposal but hopefully next month; I will bring 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.