

**GRAYS HARBOR FIRE PROTECTION DISTRICT # 2**

**District Meeting Minutes  
13 July 2006 7:00 PM**

The Commissioners meeting of Grays Harbor Fire District #2 was called to order by Vice Chair Mike Dunjic at 7:05 PM in the Central Park Fire Department. Commissioners present: Dale Hensley. Commissioner Whittaker was excused. Deputy Chief's: Frank Scherer, Greg Bash and Larry Willis. Others present: Monte Mattson, Cheryl Thompson, Lester Willis and Philip Oldham.

Flag salute was called.

Motion made by Hensley and seconded by Dunjic to approve the Agenda for 13 July 2006 meeting.  
Unanimously carried.

Hensley stated that we need to have a policy for drug dispensing.

Motion made by Hensley and seconded by Dunjic to approve minutes for 8 June 2006 meeting.  
Unanimously carried.

Motion made by Hensley and seconded by Dunjic to approve minutes for Special meeting of 11 July 2006.  
Unanimously carried.

Motion made by Dunjic and seconded by Hensley to excuse Commissioner who is on family leave.  
Unanimously carried.

Secretaries report was given as of June 30, 2006. Beginning balance \$276,163.92, receivables \$26,346.55, payables \$134,135.51, P/R \$27,430.13 with a month end balance of \$139,964.83.

Hensley moved and Dunjic seconded approval of Resolution 2006-11 to reinvest expense Account of \$40,000.00.  
Unanimously carried.

Ambulance report monthly billing of \$23,404.00, monthly revenue \$19,512.08, revenue received YTD \$103,424.37.

District Chief report: It was discovered that EMS levy does not expire until 2007. Will run the levy anyway as all is filed with the County. Commissioners agreed to run the EMS Levy this year. We were awarded EMPC Grant for new radios. Prater will be gone on vacation. Each Deputy Chief will be responsible for their own station, paid staff will work under Board of Commissioners. Report attached.

Central Park reported: 9 fire calls, 25 EMS. They have 12 active, 1 on leave, 1 senior reserve, 1 new applicant. Aug 1<sup>st</sup> Night Out Against Crime. R. Knodell resigned. Ambrose to take a leave of absence, Sliva resigned as Safety Officer.

Brady – reported 2 senior reserves, 18 active, 2 on leave. They had 44.0 training hours, 169.0 standby hours, 22 aid calls and 12 fire calls. Pump testing at Brady Sept. 9<sup>th</sup> & 10<sup>th</sup>.

It is suggested that we keep track of train track fires and bill the State for the calls.

Wynoochee station reported: 6 volunteers, 1 senior reserve. Had 1 auto fire. Deputy Chief Bash will be on vacation Aug 3-17. The Roof Dr. should be in at any time to repair the roof.

### **Unfinished Business:**

Paramedic List- can happen between departments. Talked with Dr. Canfield, biggest issue is the security of the test. The issue is being addressed.

Motion made by Hensley and seconded by Dunjic to adopt Resolution 2006-12 Disposal of Bunker Gear.

Unanimously carried.

Motion made by Hensley and seconded by Dunjic to adopt Resolution 2006-13 Surplus of Mobile Radios.

Unanimously carried.

Motion made by Hensley and seconded by Dunjic to adopt Resolution 2006-14 Surplus Sale of Cascade System.

Unanimously carried.

Workshop with District 2 and City of Montesano, Prater reported that the Commissioners met with Montesano City Council, Mike Brown talked and educated both sides as to how, what, when and where to proceed from here. Next step to develop a Joint Committee made up of many representatives from both sides. He is offering his expertise at no cost to the District. Commissioner Whittaker invited District 5 to sit on the meetings the council agreed.

Commissioner Dunjic has asked each Deputy Chief to appoint a representative from their station for the Joint Commission from the Volunteers. A letter should go in the newspaper asking for a citizen volunteer for the Committee.

Unanimously carried.

### **New Business: Review of Policies**

Volunteer Incentive Program Policy was discussed. Make up drills should count. Requirements need to be more defined. District Chief will oversee the program and Deputy Chiefs will manage it.

Motion made by Hensley and seconded by Dunjic to table the policy until the next meeting so it can be rewritten.

Unanimously carried.

EMS Volunteer Transport Program Policy was discussed, Should be paid quarterly, allowing \$1500.00 per quarter, equaling the \$6000.00 budgeted for the program.

Motion was made by Dunjic and seconded by Hensley to adopt this policy retro to 01/01/2006. Unanimously carried.

Selection of New Volunteer Personnel Policy was discussed.

Motion was made by Hensley and seconded by Dunjic to adopt this policy.  
Unanimously carried.

Volunteer Probationary FF/Paramedic/EMT Policy was discussed. Make the following changes:  
Under Duties: add #6 Shall follow district chain of command.

Motion was made by Dunjic and seconded by Hensley to adopt this policy with the above stated change.  
Unanimously carried.

Deputy Chief Job Description Policy was discussed.

Motion was made by Dunjic and seconded by Hensley to adopt this policy with the following change: Deputy Chief will be appointed by the District Chief under the direction of the Board of Commissioners.  
Unanimously carried.

Captains Job Description Policy was discussed.

Motion was made by Hensley and seconded by Dunjic to adopt this policy.  
Unanimously carried.

Training and Travel Requests Policy was discussed.

Motion was made by Dunjic and seconded by Hensley to adopt this policy.  
Unanimously carried.

Motion was made by Hensley and seconded by Dunjic to authorize Prater to sign the agreement with the DOT, the Fire Protection Agreement.  
Unanimously carried.

Motion was made by Hensley and seconded by Dunjic to approve the purchase of new radios with the receipt of a grant.  
Unanimously carried.

Motion was made by Hensley and seconded by Dunjic to renew the VFIS Accident and Sickness Policy with Founier Insurance Co. This policy is in effect for three (3) years.

A letter was received by the Board of Commissioners from the Union, IAFF Local #1862 asking to open negotiations with the Union and District #2. Commissioner Hensley and Prater will represent Fire District #2. Letter was received into the minutes.

Station #32 has put in a request for exercise equipment to be paid for by the District. It is tabled until next meeting.

### **Public Comment**

None

**Good of the Order:**

Purchasing new hats for the District personnel was discussed.

Motion was made by Dunjic and seconded by Hensley to purchase new hats for the District costing approximately \$1100 for 50 hats.

Unanimously carried.

Firefighter Brian McCarter has passed his class and is now an EMT. Congratulations will be sent to him by his Deputy Chief.

At 9:10pm an Executive Session was called by Vice Chairman Dunjic to discuss Personnel Issues. The session will be for twenty-five (25) minutes. Present were: Commissioner Nick Dunjic, Commissioner Dale Hensley, District Secretary Teri Scherer, District Chief Danny Prater and Deputy Chief Frank Scherer.

At 9:35pm meeting was called back to order with no action taken.

Hensley made a motion to pay the vouchers for 7/13/2006 totaling \$12,288.51. Dunjic seconded the motion.

Unanimously carried.

Hensley made a motion to accept the payroll for June totaling \$28,967.17. Dunjic seconded the motion.

Unanimously carried.

Hensley asked if we should get a restraining order against Tony Tarnowsky since all the verbal abuse was on District property. District Chief Prater said he would call our Insurance, Risk Management Team the next day and see what they suggest. They may do the filing for us if necessary.

Dunjic moved and Hensley seconded to adjourn the meeting at 9:50pm.

Unanimously carried.

Next meeting 10 August 2006 @7PM.

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Commissioner

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Secretary

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Commissioner

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Commissioner