

**GRAYS HARBOR FIRE PROTECTION DISTRICT # 2**

**District Meeting Minutes**

**9 November 2006**

**7:09 PM**

The Commissioners meeting of Grays Harbor Fire District #2 was called to order by Vice Chairman Nick Dunjic as Commissioner Whittaker was arriving late. Meeting opened at 7:09 PM in the Central Park Fire Department. Commissioners present: Dale Hensley and Nick Dunjic. District Chief: Dan Prater. Deputy Chief's present: Larry Willis & Frank Scherer. Others present: Scott Schultz, Lester Willis, Mark Robecker, Philip Oldham, Tony Broten, Jeff Novak, Josh Ambrose and Mike Hubbard.

Flag salute was called.

Commissioner Whittaker arrived at 7:15PM.

Commissioner Dunjic asked that Item #5 on the Agenda, Public Budget Hearing be moved to Item #12.

Commissioner Hensley has asked for an Executive Session for Personnel review.

Motion made by Dunjic and seconded by Hensley to approve the Agenda for 9 November 2006. Unanimously carried.

Motion made by Dunjic and seconded by Hensley to approve the minutes of 12 October 2006 Regular meeting.. Unanimously carried.

Motion made by Dunjic and seconded by Hensley to approve minutes of 2 November 2006 Budget workshop. Unanimously carried.

Secretaries report as of 31 October 2006. A beginning balance of \$135,842.37, receivables \$166,860.70, payable vouchers \$39,016.41, P/R \$29,111.30 with a month end balance of \$117,575.36. The Petty Cash fund has a \$1,039.17 balance. Ambulance Account balance is \$19,068.48. The Investment Balance is \$142,000.00.

Motion made by Hensley and seconded by Dunjic to approve Resolution 2006-24 to reinvest Expense Account of \$117,000.00. Unanimously carried.

Ambulance report for October, monthly billing of \$26,062.00, monthly revenue received \$16,489.28, revenue received YTD \$179,027.84. Report attached. 59.96% return on billing. Transports to date are 34, YTD: 369.

Fire Chiefs report: Report attached. Recap:

Discussion followed to purchase a Ventilator with a Peeps valve, as recommended at the last CCT class. Prater is asking for an addition \$1000.00 over the approved price from the last meeting.

Motion was made by Hensley and seconded by Whittaker to approve the purchase of a Ventilator with the Peeps valve. Addition cost not to exceed \$1000.00. Unanimously carried.

Chief Prater has asked to be excused from the December meeting. It was approved.

On December 21, 2006 there will be a training held for Commissioners and all administrative staff at the Central Park Station @6:30PM. This training is covering "Roles and Responsibilities", given by the Risk Management Dept of our Insurance Co.

#### Station Reports:

Central Park reported: 6 Fire calls, 31 EMS this month, 13 Active, 1 probationary and 1 senior reserve. Dec 10<sup>th</sup> is open house w/Santa.

Safety information: The new divider cables on Hwy 12 are tension cables. They have 5000 lbs of pressure. Beware if there is a wreck. Commissioner Whittaker stated that Forrest Brumfield has information on the cables and will share with the departments. Schmitz will try and get a video from the DOT on the cables also.

Brady reported: 2 senior reserves, 17 active, 4 probationary FF, 1 leave of absence. They had 110 training hours, 135 stand by hours, 18 tone outs, 3 fire calls and 15 aide calls; 12 mutual aide with District #5, average of 6 responders per tone out. Water rescue was on standby with all the rain this week.

Wynoochee reported: Bash absent.

#### **Unfinished Business:**

Commissioner Dunjic met with Engineer Bill Foster and Fire Chief Prater to look over Station 31, Central Park, water damage to the Bldg. Foster feels the damage was done long ago, Dunjic sees no water leaking behind the wall with all this rain. Roof has a good slope for a flat roof, adequate run off. Roof is in good shape. He will send a report. No price can be given on the fix until you get in there and see. May need to punch holes in the side and see what is in there. We may never know the cause of the damage. Once the report has been received we will get back to the Insurance Company and may be able to seek legal action. They discussed expanding the station. Foster will submit his ideas.

7:40PM Whittaker opened the Budget hearing. Copies of the proposed 2007 Budget were made available.

Cheryl Thompson called and requested a copy and Prater E-Mailed her one. Commissioner Hensley questioned spending money on a 5<sup>th</sup> Medic at this time. He recommends those funds should go into a reserve account. Would Hensley like to make a motion to that effect? The Budget does reflect a 5<sup>th</sup> Medic being added. Commissioner Dunjic feels we could approve the budget as is but do no hiring for now, a motion is not necessary. Commissioner Whittaker recommends we leave the position in the budget until the commissioners agree we need that position. Prater reminded the Commission that budget can be amended. We need to find out what is going to happen with station 31 building. Commissioner Whittaker recommends we approve the budget as is. He will take public comments at this time:

Pubic comment: J. Ambrose hopes that we spend wisely. He does not want to see us go backwards. What would happen if 933 would have passed? Could it come up next year? We need to have goals. We need reserve money for new equipment. The EMS levy was to maintain status quo. We have done well and have the community support.

DC Scherer addressing the levy, the brochure stated to maintain a level of service, but be careful not to abuse the levy. We will have to deal with two Union contracts within this Levy time period, so we need a plan. Reserve accounts very important.

Commissioner Whittaker feels that at sometime in the future to keep our current level of service, with call volume going up, we may need to add more people.

Commissioner Hensley said he has received a few phone calls from people asking if we are spending our money wisely. Hensley told them that we are doing the best we can with what we have.

FF/Medic Oldham stated that transports have increased by 33% this year, everyone has taken the training. We have the money to add a person. Commissioner Hensley asked how many of these transport have we turned down? Oldham stated, We have had maybe 10 transports but we have had to turn down 15-20 transports because of lack of staff. That is potential revenue we are letting go. Does the Board want us to do transports? Aberdeen has a hard time with what they have, how are we going to do it with 4?

Commissioner Whittaker stated that maintaining the current level of service may be adding a position; that is why it is not coming out of the budget. Whittaker stated along with Hensley we do want to be in the transport business. We will revisit the hiring issue in the coming months.

DC Willis added to the discussion. He finds it difficult to do mutual aid with District #5 and still cover our own District, sometimes the numbers are thin. Hubbard stated, yes, transports are a good money maker but remember that our first priority is the District.

Budget Hearing closed at 8:00pm.

### **New Business:**

Motion was made by Dunjic and seconded by Hensley to pass Resolution 2006-20 to increase the 2006 Budget of unexpected revenue.

Unanimously carried.

Motion was made by Dunjic and seconded by Whittaker to pass Resolution 2006-21 the EMS Budget 2007.

Unanimously carried.

Motion was made by Dunjic and seconded by Whittaker to pass Resolution 2006-22 Regular Budget 2007.

Unanimously carried.

Regular Levy Certification and EMS Certification were signed and sealed to send to the County.

Resolution 2006-23 to Increase Ambulance Fee was carried over to the next meeting.

Discussion followed. Prater after attending a workshop felt that we needed to follow form and they suggested that Ambulance fees be increased yearly. This increase will help in purchasing new equipment. All Districts are raising their fees. We are not top of line but in the middle. Commissioner Hensley stated that we should not increase the Resident fee, but he agrees with increasing non-residence fee. We just passed an EMS levy, raised fees last year, put in a 3% yearly increase, and he is not in favor of the resolution. Hensley will agree to the annual 3% increase of Resident fee and the stated increase of non-residents fee.

Commissioner Whittaker asked if these fee increases are comparable to other Districts? Chief Prater stated yes.

Commissioner Whittaker says we need to keep fees at a standard rate and keep up with annual increases. We got in trouble last year because we did not keep up with fee increases.

8:13PM Executive session was called for Personnel Issues, Commissioners only with possible action to be taken. Session to last 15 minutes.

8:28PM session extended 5 minutes.

8:33PM meeting called back to order with no action to be taken.

Commissioners received three letters, one from DC Scherer, Commissioner Whittaker will address the issues with Scherer at a later time if that is OK with Scherer, he agreed. 1 from FF/Paramedic Broten, Commissioner Whittaker will speak with Broten at a later time concerning his letter also, OK with Broten, and 1 from Mrs. Judi Hubbard. Commissioner Whittaker will address Mrs. Hubbard at a later time, as she is not at this meeting. Letters not read aloud but entered into the minutes. Commissioner Hensley requested that the commissioners take time to read the letters to themselves.

### **Good of the Order**

#### **Pubic Comment:**

Mike Hubbard asked if there was a policy in effect addressing non-firefighter personnel staying over night at the station. Prater stated that this has been able to happen in the past. There is no policy in effect. There is a liability there. Prater was asked to do a policy setting a time limit on non-personnel at the station in the evenings, also, that non-district personnel do not stay over night at the station. Discussion followed on visitors staying on the main floor of the station not upstairs.

Motion was made by Hensley and seconded by Dunjic to approve the vouchers for October.

Motion was made by Hensley and seconded by Dunjic to approve the P/R.

Motion was made by Dunjic and seconded by Whittaker to adjourn the meeting at 8:56PM. Unanimously carried.

Next meeting 14 December 2006 @7PM.

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Commissioner

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Secretary

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Commissioner

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Commissioner