

GRAYS HARBOR FIRE PROTECTION DISTRICT # 2

District Meeting Minutes

10 May 2007

7:00 PM

The Commissioners meeting of Grays Harbor Fire District #2 was called to order by Commissioner Mike Whittaker. Meeting opened at 7:03 PM in the Central Park Fire Department. Commissioners present: Nick Dunjic and Dale Hensley. Fire Chief: Dan Prater. Deputy Chief's present: Larry Willis and Frank Scherer. Others present: Charles Maloney, Paul Dean, Rich Beeman, Casey Novak, Tony Broten, Mark MacLean, Derek Hall, Jamie Anderson, Michael Hubbard and Josh Ambrose.

Flag salute was called.

Motion made by Hensley and seconded by Dunjic to approve the Agenda for 10 May 2007.
Unanimously carried.

Motion made by Hensley and seconded by Whittaker to approve the minutes of 12 April 2007, regular meeting.
Unanimously carried.

Secretaries report as of 30 April 2007. A beginning cash balance of \$37,473.97, receivables \$169,960.86, payable vouchers \$28,240.27, P/R \$35,763.58; with a month end cash balance of \$143,430.98. The Petty Cash statement reported \$1,040.13. Ambulance Account balance is \$54,136.00, \$800 Ambulance refunds. The Investment Certificate Balance is \$94,000.00. Investment (state pool) Balance is \$9,000.00.

Motion made by Dunjic and seconded by Hensley to approve Resolution 2007-08 to reinvest Expense Account of \$94,000.00.
Unanimously carried.

Ambulance report for April monthly billing of \$30,065.00, YTD billing \$127,233.00, monthly revenue received \$5,124.33, revenue received YTD \$54,260.36. Transports for the month: 32, YTD: 137. Subscription Program Revenue: \$600.00 YTD. Report attached.

Commissioner Hensley stated that we need to advertise the Ambulance Subscription Program. Commissioner Hensley asked about what he heard on the radio this AM; It was reported that Aberdeen Fire Dept. has stopped inter-facility transports. No, they are stopping stat transfers. The AFD feels Community Hospital is too inefficient, AFD wastes too much time in the ER waiting for the transport. Dr. Canfield does realize there is a problem.

Chief's Report: Attached.

Volunteer activity reports: 33 active, 7 probationary, 1 personal leave, 5 senior reserves. Brady reports 3 personnel have passed their EMT class. 1 personnel has passed Region II FF1 Academy, 2 have completed IV Certs. Central Park reports EVAP rodeo went well. 4 new volunteers are in various phases of probation. 1 personnel has completed EMT class.
Wynoochee: No report given.

5-Year planning meeting will be scheduled, with review for Commissioners at the next meeting. Updating of District policies is ongoing.

O.S. Commissioners Conference-knowledge improving event. Commissioners Conferences are the best vehicle for information.

Will be out of the area May 30th - June 2nd.

Meetings attended by myself in April: Region 2 Fire Councils, 911 OPS Board, GHF Chiefs & Commissioners and EMPC.

Unfinished Business:

CP Fire Station report: Rough estimate for remodel came in from Rognlin's at \$2.25 million dollars. Architect Alan Gozart was called in for his ideas, options and to lay out project plan, his cost would be \$10,000.00 approximate.

Motion was made by Whittaker and seconded by Hensley to bring aboard an Architectural consultant. FC Prater was asked to put out for bid for an Architect Consultant. Prater will advertise and bring bids for a consultant to the next meeting.

Unanimously carried.

FC Prater stated he would put it in the paper Monday for two weeks, take bids and close the day before the Commissioners meeting next month and will have bids for Commissioners review at the June meeting.

Commissioner Whittaker has received positive feed back from the public on a station remodel.

Controlled Substance Policy still not back from Dr. Canfield.

Motion was made by Hensley and seconded by Dunjic that we establish the Controlled Substance Policy and if at which time Dr. Canfield comes back with any changes the policy will be amended at that time.

Unanimously carried

DC Prater reported that we are the only District in the County without a 12 Lead Heart Monitor. We have budgeted \$26,800.00. GHFD#2 received a Transit grant for \$6,000.00 to go towards the monitors. Philips Monitor wants \$58,000 – they gave us one to try for a month, it is on #3141. The final bid from Introspect came in at \$39,000.00, final offer. FC Prater will bring something to the next meeting. We are \$7,000 short. FC Prater is looking for additional funding. We will go out for bids.

New Business:

Commissioner Dunjic would like to take out a newspaper ad on Volunteers, listing names and date of service. Encourage others to volunteer. Dunjic would like it to run for three days in The Daily World and The Vidette, Fri-Sun. There is a Volunteer Week coming up soon. FC Prater will get a quote for running the ad for the next meeting. Commissioner Whittaker would like to see us do a District Volunteer Appreciation Dinner Event.

CP Association asked to purchase a Combi-Tool. The CP Association would pay one-half if the District could pay the other half. The purchase price is \$10,600. The District could use the excess Bond money for equipment; \$4,900 approved at the last meeting. The Association will use their Memorial Donations they have received. The tool would go on #3101.

The CP Association will put an ad in the newspaper thanking the Community for their donations once the Combi-Tool is purchased. It will feature the tool and a picture of the Volunteers.

Motion was made by Hensley and seconded by Dunjic to utilize the excess bond money of \$4,900 to purchase the Combi-Tool for the truck #3101.

Unanimously carried.

It was stated that the Multi-Year Lid Lift Resolution for next year needs to be to the County by May 29, 2007, for the August election. It is advised that legal consultation be used if the District plans to do the Lid Lift. Our present Lid Lift is good until 2010. This Lid Lift would bring us back up to the 6% we had before. Commissioner Whittaker would like to see us do a Lid Lift next year. We may have to go out for a Bond for the CP Station. Just does not think this is the year for the Lid Lift. Discussion followed.

District Secretary and Deputy Chief Scherer have asked for permission to attend the Election Campaign Funding Workshop in Ellensburg.

Motion was made by Hensley and seconded by Dunjic giving permission for the District Secretary, Teri Scherer and Deputy Chief Scherer to attend the Election Campaign Funding Workshop in Ellensburg on 15 May 2007.

Unanimously carried.

Discussion followed about a disc that was received at the Commissions Workshop in Ocean Shores. This disc does a five year projection of your budget, using your own figures.

Commissioner Hensley has learned at the Commissioners Seminar that we are required by law to have Reserve Funds for apparatus, buildings, land and equipment. They need to be established by resolution. He has asked that the proper resolutions be looked into, could look back in our old resolution book for examples.

Commissioner Hensley also shared from that Seminar he attended that each District should have a Financial Auditor, someone other than the Chief Financial Officer. The FC approves each bill before they are paid. This is a recommended extra step. Our budget is getting up in the amount that we will be audited each year. It needs to be established by resolution.

Motion was made by Hensley and seconded by Dunjic to establish a resolution creating the position of Financial Auditor, responsible to review monthly vouchers before they are sent to the County for payment. The Commissioner will come in when the vouchers are ready and review them; then at the Commissioners meeting they will be signed. Commissioner Hensley was asked to fill that position. He agreed.

Unanimously carried.

Motion was made by Dunjic and seconded by Hensley to amend the Budget by \$1,920.30 of unexpected revenue.

Unanimously carried.

Executive Session was called at 7:55PM for 20 minutes, with all Commissioners and Prater present. Session called for personnel issues.

Regular meeting called back to order at 8:15PM with no action taken.

Motion was made by Whittaker and seconded by Dunjic to approve payment of Payroll for April 2007.

Unanimously carried.


Motion was made by Hensley and seconded by Dunjic to approve payment of vouchers for 10 May 2007.

Unanimously carried.


Motion was made by Whittaker and seconded by Dunjic to adjourn the meeting at 8:25PM.

Unanimously carried.

Next meeting: 14 June 2007 @7PM.



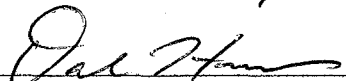
Commissioner



District Secretary



Commissioner



Commissioner

Grays Harbor Fire District #2
Commissioners Meeting
Chief's Report

Thursday, May 10th, 2007

- **Volunteers Activity** – Currently the district has 33 active members, 7 probationary members, 1 on Personnel Leave, 5 Senior Reserves and 3 applicants. **Brady** reports that Julie Beck, Chris Franks, & B.J. Pitts have passed the EMT course. In addition to those members Wayne Timmons has passed the Region II Firefighter 1 Academy and Mike Franks along with Brandon Pemberton have completed the IV certification course and have started doing I.V.'s in the field. **Central Park** reports that the district EVAP rodeo went well, Frank headed this drill up. In addition to this Central Park has seen an increase in volunteer interest and currently has 4 new people in various phases of their probation. One of which has already completed the EMT course and he is Mark MacLean. **Wynoochee** did not provide a report this month.
- **5 Year Plan** – I will be scheduling a meeting of all the committee members that assisted in the preparing of the plan to review it by the next commissioners meeting and plan to have it to you for approval. We have already started working on some of the projects at this time.
- **Policy Updating** – One of the main goals of this year is to review and update our current policies. I have been working very hard on this project and have planned to have a complete book done by the end of the year to bring to you for approval. I have sent to you copies of the current section that refers to you the commissioners only and ask that you review each of these and provide me with any changes that we can discuss and do in the near future. The Deputies and I will be starting to meet every month to review things like this and to help provide a better management service to the district.
- **Ocean Shores Commissioners Conference** – I would like to thank the commissioners for allow me to attend this conference. It was a really knowledge improving event. The conference focused on budgeting and the financial side for the service. I learned a lot and would recommend that if possible the commissioners attend these events. I will be using some of the items that we got from here in our future budget planning.
- **I will be out of the area from may 30th thru June 2nd.**
- **Update from the meetings of the Chief** – From this point on I will be adding a section to help advise you of things going on from the meetings that I attend for the District.

Region 2 Fire Councils – I sit as the Secretary/Treasurer on this council and have been with this group for over 10 years. I have held every position from President on down. During the last meeting we went over the annual budget, the FF1 Academy, Burn to Learn/Search and rescue weekends, The upcoming Red Card Class, and the Annual Conference in Ocean Shores for next year.

911 Ops Board – Due to a scheduling conflict I was not able to attend this months meeting.

GH Fire Chiefs & Commissioners – The April meeting was held in District 7 in Ocean City. Discussion was held on Unit Based Dispatching, Burning regulations, and the Fire Marshal Brian Shea stepped down as the president and Chief Dennis Benn will step in at this time to chair the meetings, until a formal election can be handled. I did stay for the commissioners meeting.

EMPC – At this months meeting we went over grants awarded and the AHAB warning systems. Discussion was held on status of NIMS compliance (I am happy to report that we are 100% compliant). The group is also going to start working on a Level 3 Incident Management Team for the county and I have been asked to sit on this team.