



## **Grays Harbor Fire Protection Dist. #2**

6317 Olympic Highway · Aberdeen, Washington 98520

Central Park Station (360) 532-6050 · Fax (360) 532-6075

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*"District #2 – Serving Brady, Central Park, Wynoochee and Outlying Montesano Areas"*



### **MINUTES – REGULAR MEETING OF THE BOARD OF COMMISSIONERS 9 August 2012**

Chairman Hubbard called the Regular Meeting of the Board of Commissioners to order at 7:00 PM. Present: Commissioner Dean, Commissioner Bigby, Fire Chief Leonard Johnson. Guests present: Tony Broten, Philip Oldham, James Kuchciak, Wade Snow, James Sande, Dayton Crump, Deputy Chief's Frank Scherer and Larry Willis

Flag salute was called.

**AGENDA APPROVAL:** Agenda was presented

**MOTION:** Commissioner Dean made a motion and it was seconded to approve the August agenda.

Motion passed unanimously.

#### **1. CONSENT AGENDA:**

- a. Regular Meeting Minutes of 12 July 2012; Special Meeting for the public –EMS Levy 19 July 2012
- b. Payroll for July
- c. Vouchers for 07/30/12 (batch #191) & 08/09/12 (batch #192)

**MOTION:** Commissioner Bigby made a motion and it was seconded to approve all items of the consent agenda.

Motion passed unanimously.

#### **2. CITIZEN REPORT – None**

**3. CHIEF REPORT:** See written report. Verbal report was given, discussion was held.

**4. AMBULANCE REPORT:** See written report. Verbal report was given, discussion was held.

**5. SECRETARIES REPORT:** See written report.

**MOTION:** Commissioner Bigby made a motion and it was seconded to approve the Secretaries report as given.

Motion passed unanimously.

**6. COMMUNICATIONS:** District will be moving to Step IV in the filing of the Grievance

#### **7. UNFINISHED BUSINESS:**

- a. **Policy Review/Updates:** On hold at this time
- b. **EMS Levy Update:** Levy passed with a vote of 68%

c. **Student Program:** A draft was presented to the Commissioners.

**Item 2.6** The language needs clarification.

**Item 2.4** Add: must be enrolled and pass GHC EMT class.

**Item 2.5** Add: with Chief's discretion

*Daton*

*Dylen McDougall*

Two people are in the student program at the present time; ~~Dayton~~ Crump and ~~Dillon~~ McDougal.

**MOTION:** Commissioner Bigby made a motion and it was seconded to approve the Student Program Policy 100.22 with the changes discussed above.

Motion passed unanimously.

**8. NEW BUSINESS:**

a. **Resolution 2012-08** Model Small Public Works and Consultant Resolution was presented to the Commission for review. Discussion followed.

**MOTION:** Commissioner Bigby made a motion and it was seconded to sign Resolution 2012-08 Model Small Public Works Resolution.

Motion passed unanimously.

b. **Code of Conduct** was presented to the Commissioners. It is to be held for the next meeting.

**9. RECOGNITION OF THE MONTH:**

• A "Thank you" was received from Marilyn Coombs and Sandra Wintry for our aide on two calls.

**10. EXECUTIVE SESSION:**

Chairman Hubbard called an executive session at 7:40PM; RCW 42.30.110 (g) performance review of a public employee. The session will last 15 minutes with the Chief and the Commissioners in attendance.

Regular Meeting called back to order at 7:55PM, no action was taken in the session.

**11. ADJOURNMENT:**

Chairman Hubbard requested for a motion to adjourn.

**MOTION:** Commissioner Bigby made a motion and it was seconded to adjourn the Regular Meeting of the Board of Commissioners. Meeting was adjourned at 7:56 PM.

Motion passed unanimously.

Next regular meeting: 13 September 2012

*Mike Hubbard*  
\_\_\_\_\_  
Chairman

*[Signature]*  
\_\_\_\_\_  
District Secretary

*[Signature]*  
\_\_\_\_\_  
Commissioner

*[Signature]*  
\_\_\_\_\_  
Commissioner





# GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

## Chief's Monthly Report

For the September 13, 2012 Meeting

**Date Prepared:** September 13, 2012  
**Prepared By:** Chief Leonard Johnson

The primary purpose of this report is to keep the Board of Fire Commissioners informed as to the activities and progress on major programs or objectives. The items listed, as near as possible, are in priority order. As a second purpose, this report will be shared with all Fire District personnel to keep them informed.

### FINANCIAL:

The Fire District came out of the month of August with \$109,059.18 in Cash and Investments. As we approach October, it will most likely be necessary to utilize interest bearing warrants to meet financial commitments. The need for warrants will be evaluated at the end of September and a recommendation made before processing warrants in October.

Please find attached the estimated cash carry over for FY2013. This is only an estimate at this time. A working draft of the FY2013 budget is attached.

Overtime for the month of August is up, but this is largely due to two factors. John Delia FLMA coverage and the Taylor Bridge Fire. The mobilization fire is covered 100% and we are expecting to receive funds from the fire in late October. Please see the attached Overtime Analysis for August 2012 for details.

### PERSONNEL:

FF/PM Delia returned from FLMA on August 27, 2012. At this point there are no personnel on any leave issues. We are working with Department of Labor and Industries on a work related claim, I will keep you posted as the process progresses.

FF/EMT Ken Jacobson has returned to duty with the Fire District. He is on a 6-month probation and will be working with his station officers to get caught up with necessary training items.

Interviews were completed on four new personnel. The following personnel have been selected from the interview panel to continue with the process, we are planning on starting their training this fall with the Emergency Medical Responder (EMR) class (formerly known as First Responder). We are completing background checks and medical processing, but I do not anticipate any problems. The new volunteers are:

- James Savage – Station 31
- Blair Kelly – Station 31
- Paul Barrow – Station 31

We also have three other applications pending. Two for new personnel and one for a returning member that has been inactive for about a year.

### LOGISTICS:

Several maintenance related items came up through over the last month with A-3242. We have had several issues with the ambulance concerning rear axle seals, they have since resolved them after 3 different replacements. The vendor absorbed all of the costs related to the repeat replacements. A-3242 also had

issues with a fuel filter that was completely obstructed, it was repaired and 60,000 mile transmission and coolant services completed.

During A-3242 maintenance, the vendor did damage the side of the ambulance when it was struck by a mirror from another vehicle, the vendor will be repairing the paint and striping on that side of the vehicle in the next few weeks.

Hose test is in progress. B-Shift started with Station 31 this week and we anticipate completion with all testing by the end of the month. All shifts will be in-servicing on the hose testing process. A-Shift is also currently working on scheduled ladder inspections and maintenance for all stations.

**OPERATIONS:**

August was busy month for the Fire District operationally. Most significant events have been the mutual aid with Montesano Fire Department on the cedar mill fire on Highway 107, August 25, 2012. The Fire District responded with 17 personnel and 9 apparatus. M-3141 provided coverage for response to calls and E-3306 came down and provided station coverage at St. 92 later in the incident. Both agencies worked very well together throughout the incident.

**Incident Statistics (Call Volume by Major Incident Type):**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
100 Fire	3	2	6	2	4	3	3	6	29
200 Pressure Ruptures (no fire)	0	0	0	0	0	0	0	0	0
300 Rescue & EMS	41	44	31	51	51	60	50	54	382
400 Hazardous Conditions (not a fire)	0	1	1	1	0	0	0	0	3
500 Service Calls	1	4	5	5	6	8	5	6	40
600 Good Intent Calls	5	5	8	11	8	5	7	7	56
700 False Alarm and False Calls	3	2	0	1	1	1	2	2	12
800 Severe Weather and Natural Disasters	1	0	1	0	0	0	0	0	2
900 Other Types of Incidents	0	0	0	0	0	0	0	1	1
<b>TOTAL</b>	<b>54</b>	<b>58</b>	<b>52</b>	<b>71</b>	<b>70</b>	<b>77</b>	<b>67</b>	<b>76</b>	<b>525</b>

**Incident Response By Coverage Area:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD
Station 31	30	26	22	33	35	45	35	47	273
Station 32	8	6	7	13	11	7	12	7	70
Station 33	1	1	3	2	4	2	4	3	20
Greater Montesano Area (34)	14	22	19	19	17	19	12	17	139
Outside Fire District – Mutual Aid	1	3	1	4	3	4	4	2	22
<b>TOTAL</b>	<b>54</b>	<b>58</b>	<b>52</b>	<b>71</b>	<b>70</b>	<b>77</b>	<b>67</b>	<b>76</b>	<b>525</b>

**TRAINING:**

VFIS EVIP Training is on-going. We are moving into the phase of over the road driving tests and will be conducting operation review of the apparatus. Currently 25 personnel have completed the classroom and static course portion.

Meeting & Training calendar has been included with this report.

**UPCOMING EVENTS:**

October 5-7, 2012 is Instructor 1 course to be conducted at Station 31. Currently there are 5 registered for the class.

Respectfully Submitted: Leonard R Johnson, Fire Chief

**August OT Analysis**

	Hours	OT Cost
Vacation Coverage	18.25	\$ 644.59
Sick Coverage	192	\$ 6,852.72
Recall/Holdover	13.5	\$ 513.27
Backfill Coverage - Fire Mobilization*	157.25	\$ 5,879.96
Recall Cover St. for Transfer	0	\$ -
Training	0	\$ -
Overtime due to Max. Vacation Accural	16	\$ 565.12
<b>Total Overtime</b>	<b>397</b>	<b>\$ 14,455.66</b>

\*Overtime in this section is from Taylor Bridge, reimbursement from WSP for total personnel cost (including taxes, L&I, LEOFF, Medical/Dental) is \$7,502.06.

*Tender \$ 18,800  
w/B*



**Ambulance Report**  
**(Month End August 2012)**

1.	Monthly Revenue Received:		\$	42,853.32
2.	Revenue Received YTD:		\$	168,706.46
3.	Revenue Received (YTD 2011):		\$	152,353.64
4.	Inter-facility Transports:			(9)
5.	Inter-facility Transport YTD:			(66)
6.	Inter-facility Transports Turned Down:			(9)
7.	Inter-facility Transports Turned Down (YTD):			(27)
8.	Subscription Program:	Renewals:	12	New: 0
9.	Revenue from Subscription Program:		\$	600.00
10.	YTD Subscription Program:	Renewals:	83	New: 3
11.	YTD Revenue from Subscription Program:		\$	4,300.00

**Transports (YTD 2011 vs. YTD 2012)**

1.	<u>August 2011:</u>	31	<u>August 2012:</u>	37	(6)
2.	<u>YTD 2011:</u>	253	<u>YTD 2012:</u>	312	(59)

Transfer Out	\$ 50,000.00
End of Month Balance	\$100,000.00