



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"



REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES FOR 14 March 2013

Chairman Hubbard called the Regular Meeting of the Board of Commissioners to order at 7:00PM. Present: Commissioner Dean, Commissioner Bigby, Fire Chief Leonard Johnson. In attendance were: Deputy Fire Chief's Frank Scherer and Larry Willis, Wade Snow and James Kuchciak

Flag Salute was called.

AGENDA APPROVAL: Agenda was presented

MOTION: Commissioner Bigby made a motion and it was seconded to approve the March agenda as presented.

Motion passed unanimously.

1. CONSENT AGENDA:

- a. Regular Meeting Minutes of 14 February 2013
- b. Payroll for March 2013
- c. Vouchers dated 03/11 #90-107 & 03/14 #107-132

MOTION: Commissioner Dean 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 FINANCE REPORT: See written report. Verbal report was given.

MOTION: Commissioner Hubbard made a motion and it was seconded to approve the Finance report as given.

Motion passed unanimously.

6. COMMUNICATIONS: None



GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

Chief's Monthly Report

For the March 14, 2013 Meeting

Date Prepared: March 13, 2013 (updated Financial – 14 MAR 13)

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 February with Cash and Investments of \$112,058.40 in the Expense Fund. From FY12 to FY13 at the same time, this is an improvement of \$39,848.65. In March, we will start to see the impact of first half tax collections decrease from the reduction in assessed value.

The following is an estimated financial status as of the end of March 2013 (the expense numbers are based on previous experience this time of year):

Starting Balance (March 2013) – Cash & Investments	\$ \$112,058.40
Received Revenue (to date)	\$ \$24,112.02
Accounts Payable (to date)	\$ -38,780.82
Payroll (March 2013)	\$ -49,830.53
Estimated Ending Balance – Cash & Investments	\$ 47,559.07

Based on the above projection, we will again be at the same point as we were in April 2012. We may be able to cover warrants at the beginning of the month, but may not be able to collect enough revenue to meet the payroll demand at the end of the month. We will monitor the situation closely throughout the month, but by the end of April we could be looking at registered warrants for at least one day to cover the payroll expense.

PERSONNEL:

We have completed the processing of 5 additional new volunteers and are still processing 2 additional applications. In addition to these personnel we have 3 applicants that were processed last fall and 1 returning member. This will bring us to a total of 11 personnel that will be starting their training this month. The above personnel are distributed as follows:

Station 31 9 new personnel
Station 32 1 new person
Station 33 1 new person

We also have one volunteer on medical leave for elective procedure. They will be out until the end of April.

LOGISTICS:

Maintenance is on-going as normal. There have not been any significant out-of-service issues for apparatus. The following is a summary of repairs since last report:

- **M-3141:** Vacuum pump replacement.

The MED Vault transition is completed. All of the paramedics have been in-serviced and issued their individual codes to the vaults. FF/PM Delia is working on revisions to the Narcotics policy.

Repairs on E-3202 are still pending for the Pressure-Relief Valve. It has been determined that we will have to replace with a new Hale valve. Estimated cost for the parts & labor is \$2750.00, will be scheduling for April.

OPERATIONS:

Operations for the Fire District through the month of February were lower than previous year, but resulted in 3 separate structure fire incidents:

- 2 FEB 13 5619 Karjala Civilian Fatality Loss: \$85,000 Cause Under Investigation
- 20 FEB 13 6115 Central Park No Injuries Loss: \$135,000 Origin Determined/No Source
- 24 FEB 13 104 Fairway No Injuries Loss: \$185,000 Undetermined

IFT statistics are attached to the report. Incident statistics are below and are on a 13-month basis for comparison.

Incident Statistics (Call Volume by Major Incident Type):

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
100 Fire	2	6	2	4	3	3	6	8	4	3	3	2	3
300 Rescue & EMS	44	31	51	51	60	50	54	60	44	58	52	54	35
400 Hazardous Conditions (not fire)	1	1	1	0	0	0	0	0	1	6	0	1	0
500 Service Calls	4	5	5	6	8	5	6	5	5	4	2	3	1
600 Good Intent Calls	5	8	11	8	5	7	7	7	7	9	8	2	6
700 False Alarm and False Calls	2	0	1	1	1	2	2	2	2	1	6	2	3
800 Severe Weather/Natural Disasters	0	1	0	0	0	0	0	0	0	0	0	0	0
900 Other Types of Incidents	0	0	0	0	0	0	1	1	0	0	0	0	0
TOTAL	58	52	71	70	77	67	76	83	63	81	71	64	48

Incident Response by Coverage Area:

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Station 31	26	22	33	35	45	35	47	38	34	50	40	39	28
Station 32	6	7	13	11	7	12	7	12	8	11	11	5	7
Station 33	1	3	2	4	2	4	3	5	4	1	0	3	2
Greater Montesano Area (34)	22	19	19	17	19	12	17	23	14	15	18	14	10
Outside Fire District – Mutual Aid	3	1	4	3	4	4	2	5	3	4	2	3	1
TOTAL	58	52	71	70	77	67	76	83	63	81	71	64	48

TRAINING:

ITAC Training at Montesano FD was completed on March 2 & 3 with 9 personnel attending.

Recruit Training is scheduled to start on March 19, 2013 and end in middle of May. Currently, we have 8 of the new volunteers confirmed for the training.

UPCOMING EVENTS:

Annual Fire District Dinner, March 23, 2013.

Respectfully Submitted: Leonard R Johnson, Fire Chief

Ambulance Report
(Month End February 2013)

1.	Monthly Revenue Received:		\$	34,156.61
2.	Revenue Received YTD:		\$	82,356.47
3.	Revenue Received (YTD 2010):		\$	48,939.22
4.	Inter-facility Transports:			(8)
5.	Inter-facility Transport YTD:			(18)
6.	Inter-facility Transports Turned Down:			(6)
7.	Inter-facility Transports Turned Down (YTD):			(10)
8.	Subscription Program:	Renewals:	7	New: 0
9.	Revenue from Subscription Program:		\$	350.00
10.	YTD Subscription Program:	Renewals:	17	New: 1
11.	YTD Revenue from Subscription Program:		\$	1,350.00

Transports (YTD 2011 vs. YTD 2012)

1.	<u>February 2012:</u>	42	<u>February 2013:</u>	26	(16)
2.	<u>YTD 2012:</u>	78	<u>YTD 2013:</u>	73	(5)



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MONTHLY FINANCE REPORT AS OF: 28 February 2013

BEGINNING CASH BALANCE

\$26,231.61

ADD:

Investments Redeemed	\$ 35,000.00	
Real/Personal Property Tax Collections	\$ 2,952.53	
Leashold Excise Tax	\$ 13.33	
Timber Excise Tax	\$ 853.10	
Photo Copies	\$ 1.00	
Ambulance Fees Received	\$ 33,756.93	refunds:
Investment Interest	\$ 27.62	
Subscription Program	\$ 100.00	
Transfer-In EMS	\$ 1,004.00	
Medical/Dental Ins Reimbursement	\$ 161.79	

DEDUCT:

A/P Vouchers for February	-\$ 38,134.03
Salary Expense for February	-\$ 54,909.48

ENDING CASH BALANCE

\$7,058.40

AMBULANCE TRANSFER IN ACCOUNT:

Ambulance Account (EMS Tax Collections) as of 28 February 2013: **\$7,598.55**

INVESTMENTS:

Joint Allocation Investments Balance (State Pool) Beginning Balance	\$140,000.00
Transfer-In	0.00
Transfer-Out	35,000.00
End of Month Balance	\$105,000.00

TOTAL CASH AND INVESTMENTS

\$119,656.95

PETTY CASH REPORT

February Beginning Balance:	\$ 342.09
Interest earned:	.00
February Ending Balance:	\$ 342.09

Submitted: Teri Scherer
District Secretary