



Grays Harbor Fire Protection Dist. #2

6317 Olympic Highway · Aberdeen, Washington 98520

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



REGULAR MEETING OF THE BOARD OF COMMISSIONERS MINUTES FOR Tuesday 11 February 2014

Chairman Bigby called the Regular Meeting of the Board of Commissioners to order at 7:00PM.
Present: Commissioner Dean, Commissioner Hubbard, Fire Chief Leonard Johnson. In attendance were: Deputy Fire Chief Frank Scherer and FF/P Oldham & Delia, Jr.

Flag Salute was called.

AGENDA APPROVAL: Agenda was approved as presented

MOTION: Commissioner Bigby made a motion and it was seconded to approve the February Agenda as presented.
Motion passed unanimously.

1. CONSENT AGENDA:

- a. Regular Meeting Minutes of 9 January 2014,
- b. Payroll for February 2014 of \$53,691.72
- c. Voucher #32-60, dated 1/30/2014 totaling \$9,747.67 and
Voucher #61-92, dated 02/11/2014, totaling \$33,929.53

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 Bigby made a motion and it was seconded to approve the Secretary Finance report as presented.
Motion passed unanimously.

6. COMMUNICATIONS: None at this time

7. UNFINISHED BUSINESS:

- a. **Policy Review/Updates: Policy #30.10 Debt Collections**
Commissioners discussed and reviewed the policy.



GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

Chief's Monthly Report

For the February 11, 2014 Meeting

Date Prepared: February 7, 2014 (financial section updated with actuals February 11, 2014)
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 ended the month of January with Cash and Investments of \$83,391.06 in the Expense Fund. Revenue was down significantly comparatively to the previous year in January; this partially due to lower than expected ambulance billing in previous months. Overall tax revenues are representative of this time of year.

The following is an estimated financial status as of the end of February 2014:

Starting Balance (Feb. 2014) – Cash & Investments	\$ 83,391.06
Received Revenue (to date)	\$ 8,961.71
Accounts Payable (to-date)	\$ -43,677.20
Payroll (February 2014)	\$ -53,691.72
Estimated Ending Balance – Cash & Investments	\$ -5,016.15

Attached is a projected cash flow by period through the first half of FY2014, we are updating this each month as we progress. We will need to again transfer the funds from the Reserve Fund in to the Expense Fund in March to assist with covering monthly expenses. With the current pattern, we will require registered warrants in April.

PERSONNEL:

We continue to have 1 person on administrative leave and another on approved Leave of Absence (LOA). FF/EMT Chris Franks decided to resign from the Fire District following his six month LOA; he plans to return in the future. We thanked him for his service.

The interview and selection process for new volunteers is underway. A panel of five personnel is currently conducting interviews for the 16 eligible applicants. We are expected to have a final list by Monday, February 10 to progress onto the Physical Agility Test on February 13.

No injuries and illnesses to report for the month.

LOGISTICS:

Maintenance is on-going as normal. There were no significant out-of-service issues, but several repairs were completed in the month of January:

- **E-3101** had the primer valve rebuilt. Repair was done on-site. There was also a report of a pump cavitation issue, but that has since resolved with the rebuild. Aro Glass is also in the process of ordering a new windshield for the driver's side. They have had difficulty locating one.

- **E-3103** had the Pressure Relief Pilot Valve replaced with a new part. Following repairs, the Pressure Relief system is now operating properly and received a pass on the pump test. This issue has been plaguing this apparatus for a year.
- **T-3111** had a reported failure of the Pressure Relief Valve and the pump was failed to the 50 psi position. Upon inspection of the valve and an attempt to repair it with a rebuild kit, it was determined that the valve was damaged more significantly than expected. A new Pressure Relief Valve was installed; the pump and valve are now working properly. Total cost was over \$2200.00.

E-3202 repairs are our next priority. It has several issues that will be addressed during its visit to True North facility. It is also having transmission shifting issues that will be reviewed by Pacific Power Products.

OPERATIONS:

Operations in the month of January were normal; one mutual aid structure fire in the Fire District was the most significant event. Personnel made a good stop on the fire and we were able to save a significant portion of the structure. Ambulance transports were up for the month totaling 45, the majority were 911 within the Fire District. Ambulance report is attached. Below are the incident statics for the last 13-months.

Incident Statistics (Call Volume by Major Incident Type):

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
100 Fire	2	3	1	0	5	2	8	2	4	1	3	5	3
200 Overpressure, no fire	0	0	0	0	0	0	1	0	0	0	0	1	0
300 Rescue & EMS	54	35	51	49	53	58	54	60	53	60	38	45	54
400 Hazardous Conditions (not fire)	1	0	1	0	0	1	0	0	1	0	1	0	2
500 Service Calls	3	1	3	8	2	7	6	10	8	5	6	9	5
600 Good Intent Calls	2	6	8	5	2	8	18	16	14	28	16	6	11
700 False Alarm(s)	2	3	1	0	1	1	1	1	2	1	0	0	1
800 Severe Weather/ Natural Disasters	0	0	0	0	0	0	0	0	2	0	0	0	0
900 Other Types of Inc.	0	0	0	0	0	0	0	1	0	0	0	0	0
TOTAL	64	48	65	62	63	77	88	90	84	95	64	66	76

Incident Response by Coverage Area:

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Station 31	39	28	34	38	42	57	52	56	54	61	34	32	52
Station 32	5	7	12	7	11	9	9	7	8	11	10	8	4
Station 33	3	2	1	1	0	2	3	2	3	2	2	2	2
Greater Montesano (34)	14	10	17	15	9	6	21	24	18	19	15	18	15
Outside Fire District – Mutual Aid	3	1	1	1	1	3	3	1	1	2	3	6	3
TOTAL	64	48	65	62	63	77	88	90	84	95	64	66	76

TRAINING:

Regular training schedule is in progress. No other special training. FF Barrow is progressing with EMT Class.

UPCOMING EVENTS:

Legislative Day is scheduled for February 11, 2014 in Olympia. See the Region 9 WFCA Training for March 29, 2014.

Respectfully Submitted: Leonard R Johnson, Fire Chief

Cash Flow Estimate - 1st Half FY2014

	Estimated Beginning Balance	Estimated Taxes	Estimated Revenue	Estimated Payroll	Estimated Expenses	Ending Balance	Reserve Balance
January	\$ 159,575.01	\$ 2,979.21	\$ 15,461.37	\$ 72,500.13	\$ 22,124.40	\$ 83,391.06	\$ 20,009.87
February	\$ 83,391.06	\$ 3,047.00	\$ 29,298.00	\$ 53,691.72	\$ 43,677.20	\$ 18,367.14	\$ 20,000.00
March	\$ 18,367.14	\$ 7,651.00	\$ 27,455.00	\$ 54,500.00	\$ 41,000.00	\$ (42,026.86)	\$ 20,000.00
April	\$ (42,026.86)	\$ 63,760.00	\$ 27,641.00	\$ 54,500.00	\$ 41,000.00	\$ (46,125.86)	\$ 20,000.00
May	\$ (46,125.86)	\$ 234,332.00	\$ 19,124.00	\$ 54,500.00	\$ 70,000.00	\$ 82,830.14	\$ 20,000.00
June	\$ 82,830.14	\$ 138,673.00	\$ 16,096.00	\$ 54,500.00	\$ 45,000.00	\$ 138,099.14	\$ 20,000.00
		\$ 450,442.21	\$ 135,075.37	\$ 344,191.85	\$ 262,801.60		

- Note 1 Beginning Balance is representative of Expense Fund Only, Reserve is denoted separately.
 Note 2 Estimated Tax are the taxes paid previous month that become available on the 1st of the following month.
 Note 3 Amounts in this color are actual.

Updated: 11-Feb-14