



## 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 Thursday 13 March 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 Snow, Sande & Kuchciak.

Flag Salute was called.

**AGENDA APPROVAL:** Agenda was approved as 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 11 February 2014,
- b. Payroll for March 2014 of \$56,110.27
- c. Voucher #93-99, dated 03/03/2014 totaling \$1,150.00 and Voucher #100-138, dated 03/13/2014, totaling \$31,135.80

**MOTION:** Commissioner Hubbard 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 Secretary Finance report as presented.  
Motion passed unanimously.

**6. COMMUNICATIONS:** None at this time

#### 7. UNFINISHED BUSINESS:

- a. **Policy Review/Updates:** Substance Abuse Policy not ready at this time

**8. NEW BUSINESS:**

**a. Resolution #2014-001 Transfer of Funds from Reserve to General Account**

This Resolution was presented for review and consideration, discussion followed.

**MOTION:** Commissioner Dean made a motion and it was seconded to transfer \$20,009.87 from the Reserve Account to the General Operating Account.

**b. Hospital District Formation**

Grays Harbor Community Hospital is current considering forming a Hospital District to deal with on-going financial issues. Chief Johnson reported to the Board that he had met with CEO Tom Jensen concerning the matter. He updated the Board on that meeting. Currently, they are in the process of preparing a petition to collect signatures to possibly have the measure placed on the ballot this fall during the primary. Chief Johnson discussed the potential impacts of a Hospital District levy on the Fire District and the fact that it will create a proration issue for the existing regular property tax levy. Since the proposed Hospital District could not form by the required August 1, 2014 deadline to levy taxes in FY2015, the impacts of that levy would not be fully known. The earliest they could levy taxes if established would be 2016. Discussion was held.

**9. RECOGNITION OF THE MONTH:** A big “**thank you**” went out to all the following firefighters and paramedics in assisting with the February 21<sup>st</sup> fire on 3<sup>rd</sup> Street, Montesano: J. Ambrose, B. Briscoe, J. Delia, J. Granstrom, C. Hogarty, C. Maloney, P. Oldham and D. Peterson.

**10. EXECUTIVE SESSION:** None Needed


**11. ADJOURNMENT:**

Chairman Bigby requested a motion to adjourn.


**MOTION:** Commissioner Hubbard made a motion and it was seconded to adjourn the Regular Meeting of the Board of Commissioners. Meeting was adjourned at 7:58PM.  
Motion passed unanimously.

**Next regular meeting:** 10 April 2014

  
Adam Bigby, Chairman

  
Teri Scherer, District Secretary

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Paul Dean, Commissioner

  
Mike Hubbard, Commissioner



# GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

## Chief's Monthly Report

For the March 13, 2014 Meeting

**Date Prepared:** March 11, 2014 (Financials Updated March 13, 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 February with Cash and Investments of \$14,567.09 in the Expense Fund. Revenue was down slightly comparatively to the previous year in February. 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 (March 2014) – Cash & Investments	\$ 14,567.09
Received Revenue (to date)	\$ 27,348.72
Accounts Payable (to-date)	\$ -32,285.80
Payroll (March 2014)	\$ -56,110.27
Estimated Ending Balance – Cash & Investments	\$ -46,480.26

Attached is a projected cash flow by period through the first half of FY2014, we are updating this each month as we progress. Registered warrants will be necessary to insure sufficient funds are available for payroll at the end of February 2014. In order to minimize this impact, we are requesting that again the funds in the Reserve Fund be transferred back into the Expense Fund. It is anticipated that we will only remain on registered warrants for 1-day. I have already been in contact with the County Treasurer to coordinate. This will require a special meeting at the end of the month to authorize the warrant. Interest liability for the registered warrants is estimated at less than \$1.00.

### PERSONNEL:

We continue to have 2 personnel on administrative leave. We have one member that is out on restricted duty due to a personal injury.

We would like to welcome the following new personnel to the Fire District. They have successfully completed the selection process and are progressing onto Recruit Training. The new personnel are:

- Bishop, Ashley St. 31
- Butcher, David St. 31
- Estrada, Miranda St. 31
- Friese, Laura St. 32
- Heikkila, April St. 31
- Jacobson, Kenneth St. 31
- Lawrence, Jason St. 31
- McDougall, Derek St. 31
- Micek, Nelson St. 31

- Munson, Zachery St. 31
- Rux, Aaron St. 31
- Scott, Cory St. 32
- Thornton, Douglas St. 31
- Thornton, Ryan St. 31

We had one reported injury during training in February, no medical was required.

**LOGISTICS:**

Maintenance is on-going as normal. There were no significant out-of-service issues, routine maintenance was performed to medic units. E-3202 repairs still remain our next priority. We will be scheduling this work to occur in later part of March beginning of April.

**OPERATIONS:**

Operations in the month of February were normal. The most significant incident in the Fire District was a 15 acre wildland fire on February 28. The fire occurred at the north end of the Old Wynoochee Road. Although we had received significant precipitation during the week, standing fine dead fuels with a small amount of wind drove the fire and it expanded quickly. The Fire District also responded with Montesano Fire for a structure fire. Ambulance transports were average for the month at 28. Ambulance report is attached. Below are the incident statics for the last 13-months.

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

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
100 Fire	3	1	0	5	2	8	2	4	1	3	5	3	3
200 Overpressure, no fire	0	0	0	0	0	1	0	0	0	0	1	0	0
300 Rescue & EMS	35	51	49	53	58	54	60	53	60	38	45	54	36
400 Hazardous Conditions (not fire)	0	1	0	0	1	0	0	1	0	1	0	2	0
500 Service Calls	1	3	8	2	7	6	10	8	5	6	9	5	2
600 Good Intent Calls	6	8	5	2	8	18	16	14	28	16	6	11	7
700 False Alarm(s)	3	1	0	1	1	1	1	2	1	0	0	1	0
800 Severe Weather/ Natural Disasters	0	0	0	0	0	0	0	2	0	0	0	0	0
900 Other Types of Inc.	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>TOTAL</b>	<b>48</b>	<b>65</b>	<b>62</b>	<b>63</b>	<b>77</b>	<b>88</b>	<b>90</b>	<b>84</b>	<b>95</b>	<b>64</b>	<b>66</b>	<b>76</b>	<b>48</b>

**Incident Response by Coverage Area:**

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Station 31	29 <del>28</del>	34	38	42	57	52	56	54	61	34	32	52	31
Station 32	7	12	7	11	9	9	7	8	11	10	8	4	2
Station 33	2	1	1	0	2	3	2	3	2	2	2	2	2
Greater Montesano (34)	10	17	15	9	6	21	24	18	19	15	18	15	12
Outside Fire District – Mutual Aid	1	1	1	1	3	3	1	1	2	3	6	3	1
<b>TOTAL</b>	<b>48</b>	<b>65</b>	<b>62</b>	<b>63</b>	<b>77</b>	<b>88</b>	<b>90</b>	<b>84</b>	<b>95</b>	<b>64</b>	<b>66</b>	<b>76</b>	<b>48</b>

**TRAINING:**

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

**UPCOMING EVENTS:**

March 22, 2014 is the Annual Fire District Awards Banquet, please RSVP at St. 31.

Respectfully Submitted: Leonard R Johnson, Fire Chief



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## MONTHLY FINANCE REPORT AS OF: 28 February 2014

**BEGINNING CASH BALANCE** **\$ 12,312.70**

**ADD:**

Investments Redeemed	\$ 65,000.00	
Real/Personal Property Tax Collections	\$ 4,716.17	
Timber Excise Tax	\$ 820.33	
Ambulance Fees Received	\$ 23,237.73	
Fairway Collections	\$ 25.00	refunds:
Investment Interest	\$ 11.81	
Subscription Program	\$ 150.00	
EMS Transfer In	\$ 3,333.97	
Miscellaneous	\$ 1.47	

**DEDUCT:**

A/P Vouchers for February	-\$ 47,428.73
Salary Expense for February	-\$ 53,691.72

**ENDING CASH BALANCE** **\$ 8,488.73**

**AMBULANCE TRANSFER IN ACCOUNT:**  
EMS Tax Collections for 28 February 2014 **\$ 8,875.24**

**RESERVE ACCOUNT AS OF 28 February 2014** **\$ 20,009.87**

**INVESTMENTS:**

Joint Allocation Investments Balance (State Pool)	Beginning Balance	\$ 71,078.36
	Deposits	\$ 0
	Withdrawals	65,000.00

**END OF THE MONTH BALANCE** **\$ 6,078.36**

**TOTAL CASH AND INVESTMENTS FOR FEBRUARY 2014** **\$ 43,452.20**

### PETTY CASH REPORT

February Beginning Balance:	\$ 990.85
Interest earned:	.01
February Ending Balance:	\$ 990.86

Submitted: Teri Scherer  
District Secretary