



Grays Harbor Fire Protection Dist. #2

6317 Olympic Highway · Aberdeen, Washington 98520

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

Email: ghfd2@comcast.net · web address: www.ghfd2.org

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



MINUTES – REGULAR MEETING OF THE BOARD OF COMMISSIONERS 8 MAY 2014

Chairman Bigby called the Regular Meeting of the Board of Commissioners to order at 7:00 p.m.
Present: Commissioner Dean, Commissioner Hubbard, Fire Chief Leonard Johnson. Guests present: James Sande and Wade Snow.

Flag salute was called.

AGENDA APPROVAL: No additions.

MOTION: Commissioner Hubbard moved to approve the May agenda with the additions. Motion seconded by Commissioner Dean. Motion passed unanimously.

1. CONSENT AGENDA:

- a. Regular Meeting Minutes of April 10, 2014;
- b. Payroll for May in the amount of \$62,149.80; and
- c. Vouchers #179-189 from April 18, 2014 in the amount of \$18,255.58; Voucher #190 from May 5, 2014 in the amount of \$16,291.69; and Voucher #191-232 from May 8, 2014 in the amount of \$22,696.75.

MOTION: Commissioner Dean moved to approve all items of the consent agenda. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

2. **CITIZEN REPORT** – None.

3. **CHIEF REPORT:** See Written Report, discussion was held.

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

5. **SECRETARIES FINANCIAL REPORT:** See written report. Chief Johnson discussed with the Board the status of account balances. The Board reviewed the report and discussed tax and revenue collections.

MOTION: Commissioner Hubbard moved to approve all items of the consent agenda. Motion seconded by Commissioner Dean. Motion passed unanimously.

6. **COMMUNICATIONS:** None.

7. **UNFINISHED BUSINESS:**

- a. **POLICY REVIEW/UPDATES.** No policies for review at this meeting.

8. NEW BUSINESS:

- a. **ABERDEEN FIRE DEPARTMENT – Vehicle Use Agreement.** The Board was presented with an agreement for the use of an ambulance from Aberdeen Fire Department for the time frame need to have warranty repairs completed on one of the Fire District's ambulances. Discussion was held.

MOTION: Commissioner Hubbard moved to authorize the Chairman and Fire Chief to execute the agreement as presented. Commissioner Dean seconded the motion. Motion passed unanimously.

10. RECOGNITION OF THE MONTH: Paul Barrow was recognized for completion of EMT Training and receiving Most Inspirational Award for the class.

11. EXECUTIVE SESSION: At 7:33 p.m., Chairman Bigby called an Executive Session for the following:

RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee (session to last 15 minutes); and

RCW 42.30.140(4) (a) Collective bargaining sessions with employee organizations, including negotiations, grievance meetings and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in negotiations or proceedings while in progress. (Session to last 5 minutes).

Regular meeting was called back to order at 7:53 p.m. Chairman Bigby stated that no action will be taken as a result of the Executive Session.

11. ADJOURNMENT:

Chairman Bigby requested for a motion to adjourn.

MOTION: Commissioner Dean moved to adjourn the Regular Meeting of the Board of Commissioners. Motion seconded by Commissioner Hubbard. Motion passed unanimously. Meeting was adjourned at 7:54 PM.

Next regular meeting: 12 June 2014

Chairman

District Secretary

Commissioner

Commissioner



GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

Chief's Monthly Report

For the May 8, 2014 Meeting

Date Prepared: May 8, 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 April with Cash and Investments of \$31,461.69 in the Expense Fund. This is down from FY2013 by \$93,413.85. Registered warrants in the amount of approximately \$29,000.00 were issued during the month to maintain sufficient balance to cover all expenses. Although Grays Harbor reports show a balance, we were at a negative balance on April 30 for 24 hours and Grays Harbor Treasurer covered the 24-hours.

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

Starting Balance (May 2014) – Cash & Investments	\$ 141,704.51
Received Revenue (to date)	\$ 82,097.76
Accounts Payable (estimated)	\$ -54,500.00
Payroll (May 2014)	\$ -62,149.80
Estimated Ending Balance – Cash & Investments	\$ 107,152.47

Attached is a projected cash flow by period through the first half of FY2014, it is updated to reflect the current cash flow situation. Currently we have sufficient fund balance to continue throughout the next several months, but this issue will worsen as we approach September. We continue to coordinate with the County Treasurer on the matter.

PERSONNEL:

We continue to have 1 personnel on administrative leave and 1 on approved Leave of Absence. We have one member that is out on restricted duty due to a personal injury.

No injuries or illnesses to report.

LOGISTICS:

We had two Out-Of-Servicing issues this last month for a total loss of 2 days. The following were major maintenance items for April:

- T-3111 – Annual LOF maintenance and preventive maintenance was performed. Belts were replaced. DOT Inspection was completed.
- T-3212 – Annual LOF maintenance and preventive maintenance was performed. An air leak was repaired on one of the main air supply lines from the engine. DOT Inspection was completed. The apparatus was OOS overnight due to the air leak issue.

- **M-3141** – PM and LOF performed. Vehicle has been having starter engagement problems and it was discovered that the fly wheel was missing teeth. The fly wheel was replaced, total of 18 teeth missing. Wheel bearing was also replaced on front axle.
- **M-3143** – PM and LOF performed. Two days after the LOF the vehicle had a loss of power while responding to a MVA up the Wynoochee Valley. The vehicle was towed to Ford and warranty repairs were completed on vehicle. Apparatus OOS overnight.

E-3202 repairs still remain our next priority.

OPERATIONS:

Operations for the month of April were up significantly over last year. Ambulance transports for inter-facility were up significantly for the month and account for almost of all of the increased volume. All other response was normal for the month.

The Ambulance report is attached. Below are the incident statics for the last 13-months.

Incident Statistics (Call Volume by Major Incident Type):

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
100 Fire	0	5	2	8	2	4	1	3	5	3	3	2	1
200 Overpressure, no fire	0	0	0	1	0	0	0	0	1	0	0	0	0
300 Rescue & EMS	49	53	58	54	60	53	60	38	45	54	36	45	63
400 Hazardous Conditions (not fire)	0	0	1	0	0	1	0	1	0	2	0	0	1
500 Service Calls	8	2	7	6	10	8	5	6	9	5	2	2	9
600 Good Intent Calls	5	2	8	18	16	14	28	16	6	11	7	7	14
700 False Alarm(s)	0	1	1	1	1	2	1	0	0	1	0	0	1
800 Severe Weather/ Natural Disasters	0	0	0	0	0	2	0	0	0	0	0	0	0
900 Other Types of Inc.	0	0	0	0	1	0	0	0	0	0	0	0	0
TOTAL	62	63	77	88	90	84	95	64	66	76	48	56	89

Incident Response by Coverage Area:

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Station 31	38	42	57	52	56	54	61	34	32	52	31	29	62
Station 32	7	11	9	9	7	8	11	10	8	4	2	9	7
Station 33	1	0	2	3	2	3	2	2	2	2	2	2	4
Greater Montesano (34)	15	9	6	21	24	18	19	15	18	15	12	12	15
Outside Fire District – Mutual Aid	1	1	3	3	1	1	2	3	6	3	1	4	1
TOTAL	62	63	77	88	90	84	95	64	66	76	48	56	89

TRAINING:

FF Paul Barrow completed EMT Training on May 3, 2014 and received two awards during graduation ceremonies. He obtained one of the highest scores in the class and is scheduled to take his National Registry Exam on Friday May 9, 2014.

Recruits are progressing well through training. They are preparing for the upcoming FF1 test on June 8, 2014. They have completed several skills and two days of live fire training now.

UPCOMING EVENTS:

None.

Respectfully Submitted: Leonard R Johnson, Fire Chief