



# GRAYS HARBOR FIRE DISTRICT No. 2

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## Regular Meeting Board of Commissioners Station 31

9 October 2014

### MINUTES

Chairman Bigby called the Regular Meeting of the Board of Commissioners to order at 7:00 p.m.

#### Members and Guests Present:

Adam Bigby	Chairman
Paul Dean	Commissioner
Michael Hubbard	Commissioner
Leonard Johnson	Fire Chief

Flag salute was given.

#### AGENDA APPROVAL: No additions.

*MOTION: Commissioner Dean moved to approve the October agenda.  
Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

#### 1. CONSENT AGENDA:

- a. Regular Meeting Minutes of 9 September 2014.
- b. Payroll for October 2014 in the amount of \$58,277.38
- c. Vouchers #471-483 from September 22, 2014 in the amount of \$23,131.53  
Vouchers #484 from October 1, 2014 in the amount of \$59,588.28  
Vouchers #485-498 from October 9, 2014 in the amount of \$3,864.17

*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.

*MOTION: Commissioner Dean moved to approve all items of the Secretaries Financial Report as presented. Motion seconded by Chairman Bigby. Motion passed unanimously.*

6. COMMUNICATIONS: None

#### 7. UNFINISHED BUSINESS:

- a. POLICY REVIEW/UPDATES. None.

8. **NEW BUSINESS:**

- a. **Registered Warrants.** Discussion was held on the status of the Registered Warrants. The Board was advised that as approved at the previous meeting on October 1, 2014 a Registered Warrant was issued by the Grays Harbor County Treasurer in the amount of \$59,588.28 and will be redeemed in November.
- b. **Resolution 2014-006 Change of Date for November Regular Meeting.** Commissioners discussed the need to change the date for the regular meeting in November due to a scheduling conflict. The decision was made to move the meeting to November 6, 2014.

***MOTION:** Commissioner Dean made the motion to approve Resolution 2014-06 changing the regular board meeting for November 2014. Motion was seconded by Commissioner Hubbard. Motion passed unanimously.*

9. **RECOGNITION OF THE MONTH:** None.

10. **EXECUTIVE SESSION:** At 7:50 p.m., Chairman Bigby called an Executive Session for the following:

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 10 minutes).

RCW 42.30.110(1) (g) To review the performance of a public employee. (Session to last 15 minutes).

Regular meeting was called back to order at 8:15 p.m. Chairman Bigby stated that no action will be taken as a result of the Executive Session.

11. **ADJOURNMENT:** Chairman Bigby requested a motion to adjourn the meeting.

***MOTION:** Commissioner Hubbard moved to adjourn the Regular Meeting of the Board of Commissioners. Motion seconded by Commissioner Dean. Motion passed unanimously. Meeting was adjourned at 8:16 p.m.*

  
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Chairman

  
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District Secretary

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner



# GRAYS HARBOR FIRE DISTRICT No. 2

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## Special Meeting Board of Commissioners

15 October 2014

### MINUTES

Chairman Bigby called the Special Meeting of the Board of Commissioners to order at 4:45 p.m.

**Members and Guests Present:** See Attached

**1. Review and Approval of the Collective Bargaining Agreement**

- a. Chief Johnson presented Collective Bargaining Agreement which the Union had ratified. Commissioners had reviewed the Agreement in advance.

***MOTION:** Commissioner Dean moved to approve the Collective Bargaining Agreement between Grays Harbor Fire District #2 and Union Local #4258. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

**2. Approval of Expense Voucher for \$38,348.64**

***MOTION:** Upon review Commissioner Dean moved to approve payment of the expense vouchers in the amount of \$38,348.64. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

**3. Executive Session:**

- a. Review performance of a Public Employee  
b. Collective Bargaining


No Executive Session needed at this time.

**4. Adjourn:**

***MOTION:** Commissioner Hubbard moved to adjourn the Special Meeting. Motion seconded by Commissioner Dean. Motion passed unanimously.*

  
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Chairman

  
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District Secretary

  
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Commissioner

  
\_\_\_\_\_  
Commissioner





# GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

## Chief's Monthly Report

For the November 6, 2014 Meeting

**Date Prepared:** November 6, 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 October with Cash and Investments of \$97,166.98 in the Expense Fund. This is down from by \$42,214.66 from the same time in FY2013.

Registered warrants were issued on October 1, 2014 in the amount of \$59,588.28. This allowed the Fire District to continue to pay normal expenses throughout the month. The warrant was redeemed on November 3, 2014 when taxes collections post. We will continue to see tax flow come in through the month of November. I will be preparing an estimated cash flow for FY15 for the next meeting so that we can begin to project needs for next year. The Estimated Cash Flow report is attached for the remainder of the year.

The FY15 Budget draft has been prepared and emailed out for you review.

### PERSONNEL:

We continue to have one volunteer on leave of absence due to a non-Fire District related injury. No injuries or illnesses to report.

We had one resignation from last month. FF/PM Derek McDougall resigned from the Fire District following receiving a full-time position with the Moses Lake Fire Department.

### LOGISTICS:

Maintenance was on-going for the month. There were two significant Out-Of-Service issues for the month of October. The following is a recap of issues:

- **E-3101:** during preparation for pump testing, the technician discovered a pin-hole leak on the rear of the water manifold. The leak was determined to be from a bracket support that had worn through the wall of the manifold. The manifold was repaired and the apparatus passed annual pump test. OOS time was 2-days.
- **T-3212:** following utilization at the Forks Peak fire the tank on the apparatus continued to shift on the apparatus. Previous review of the tank had indicated that it was shifted, but was normal movement. The recent shift was significantly forward. The tank was discovered to be missing connection points at the rear of the tank to prevent forwards and backwards movement. The tank has since been repaired by completing the bracket connections on the rear of the tank. OOS time was 6-days.
- **M-3143:** routine preventive maintenance for LOF.
- **E-3306:** passed annual pump test.
- **E-3103:** passed annual pump test. It was discovered to have a leak in the hose connecting the tank re-fill valve. The leak was at an elbow coming of the valve. It has been repaired.