



# GRAYS HARBOR FIRE DISTRICT No. 2

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## AGENDA

### Regular Meeting Board of Commissioners Tuesday, 14 July 2015 at 7:00 p.m. Station 31

- Volunteer Pension & Disability Board Meeting
  - Call Regular Meeting to Order
  - Flag Salute
  - Approval of Regular Meeting Agenda
1. **Consent Agenda:**
    - a. Regular Meeting Minutes from 11 June 2015
    - b. Payroll for July 2015 – \$67,828.75
    - c. Vouchers #296-325, dated 23 June 2015, totaling \$8,953.84; Vouchers #326-351, dated 6 July 2015, totaling \$9,787.70, and Vouchers #352-366 dated 14 July 2015, totaling \$48,181.59.
  2. **Citizens Comments** *(limited to 3 min)*
  3. **Chiefs Report** *Chief Johnson*
  4. **Ambulance Report** *Written*
  5. **Secretary Financial Report** *Teri Scherer*
  6. **Communications**
  7. **Unfinished Business:**
    - a. Policy Review/Updates – *None* *Review/Action*
    - b. Voter Approved Bonding & RFQ Process *Update/Action*  
*Review of TCA Proposal, Items to be addressed in Bond Funding  
Engagement Letter – Foster Pepper PLLC*
    - c. Fire Chief Employment Contract *Review/Action*
  8. **New Business:**
    - a. Resolution – Bonds to Renovate and Expand Fire Protection Facilities  
*Draft resolution for ballot*  
*Update from DA Davidson on rates/interest* *Discussion/Review/Action*
    - b.
  9. **Recognition of the Month**
    - a. Incident – Mutual Aid Structure Fire with MFD
    - b. Incidents – 4<sup>th</sup> of July Weekend
  10. **Executive Session - None**
  11. **Adjournment**

**Next meeting: 13 August 2015**



# GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

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## Chief's Monthly Report

For the July 14, 2015 Meeting

**Date Prepared:** July 13, 2015  
**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 June 2015 with Cash and Investments of \$236,361.09 in the Expense Fund. This is up by \$76,120.48 from the same time in FY2014. Overtime for the month of June is above our target for the year, we have had an employee on intermittent FLMA and one work-related injury coverage issue in June that extended into a portion of July. We also received two requests for vacation cash out in accordance with CBA. We will be receiving an OT reimbursement for training for the three LT that attend L-380 Leadership training.

Expenses for this month were above the projected target (this is reflected on the cash flow estimate); payroll is above target for the month. We had larger than normal maintenance costs for the month with the replacement of the engine in M-3141. Attached is the Cash Flow projection for FY2015. We have also been increasing steadily with revenue production. So far this year IFTs are up and EMS revenue is staying above our targeted amount.

Tax Levy meeting occurred on June 22, 2015. Commissioner Hubbard attended the meeting. It was well attended by outside agencies and the discussion was productive. We have determined that it will be in the best interest of agencies to pursue resolving these issues in two parts. One part by the library district's with the cities, the second with fire district's and the newly created hospital district. There was also some discussion from the County Board of Commissioners that there may be some temporary relief in the form of a reduction in the Road Levy. Discussions are continuing.

### **VOTER APPROVED CAPITAL IMPROVEMENTS BOND:**

TCA Architecture was notified of the selection by the Board from the RFQ for Architectural and Engineering services process. They are very excited to work with us. We had our first meeting on July 7, 2015 to discuss some of the preliminary issues and to develop a plan. The proposal is expected to be available by the meeting on July 14 to discuss direction on costs associated with moving forward.

Jim Nelson has also prepared some additional information for consideration at the July 14 meeting to discuss the bonding amounts and terms. A draft of the Resolution for consideration by the Board of Commissioners will be discussed at the July 14 meeting and is attached to this report. Based on best estimates of proceeds need to meet capital needs and interest rates, discussion needs to be had concerning the length of financing.

### **PERSONNEL:**

The Fire District had one significant injury during the month at Station 31. One career employee was injured while coming down the stairs inside the station. This required medical attention and resulted in 132 hours of time loss. This was covered as kept on salary and the employee has returned to work. We are continuing to monitor their progress.

We had one volunteer resign from the Fire District in May 2015 that become effective on June 1, 2015. Nelson Micek was promoted from the Aberdeen location to manage a store for CED in Boise area. He left the first week in June, we wish him the best of luck.

We had one volunteer return to the Fire District in June. FF/EMT Derek Jensen returned to the Fire District on June 15, 2015. He recently moved back into the area. He re-applied for volunteer status in May 2015. Welcome back Derek.

**SAFETY:**

The Safety Committee is continuing progress on review of the existing program manual and is making progress. They are continuing to meet regularly.

**LOGISTICS:**

Maintenance was on-going since the last report. There is one new and one old Out-Of-Service issues to report. The following is a recap of maintenance:

- **M-3141** was on-going OOS issue due to its motor issues. It was determined that the motor was not repairable and required replacement. All options were considered and it was determined to replace the motor with an OEM warranty motor. The motor has a two-year warranty. Apparatus returned to service on June 24, 2015 and was out-of-service for 18 days. Total repair was \$16,024.26.
- **E-3101** developed a fuel supply issue on July 5 when it failed to continue running during the response to an alarm. It was determined that an electronics issue with the fuel pump and control valve was the reason and was repaired and returned to service on July 9, 2015.

**OPERATIONS:**

Operations for the month of June were up significantly over last year. Fire District responded to 3 structural fires in the month, one in district and two on mutual aid. The structure fire in the district was from outside ground cover fire created from operating a chainsaw to clear brush that expanded into a derelict barn. The fire was stopped from spreading and most of the contents remained undamaged. Two fires were mutual aid, one with Montesano Fire Department and a second with Grays Harbor FD10 and Aberdeen FD.

Operations with DNR were successful. They requested staffing for the engine on 5 different incidents. We did not utilize the apparatus within the Fire District. We completed the agreement on July 2. Thank you to all the personnel that participated and assisted with the requests.

The Ambulance report is attached. Total transports for the month was 48 with 7 refusals. Ambulance transports for inter-facility were 14 transported, 10 IFTs were cancelled due to no staffing. Below are the incident statics for the last 13-months.

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

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
100 Fire	1	1	3	3	2	2	2	1	5	1	3	0	5
200 Overpressure, no fire	0	0	0	0	0	0	0	0	0	0	0	0	0
300 Rescue & EMS	38	58	48	56	56	47	59	53	48	53	40	70	61
400 Hazardous Conditions (not fire)	0	0	1	1	0	2	0	2	0	1	0	0	0
500 Service Calls	5	4	7	6	5	4	3	7	6	10	1	5	6
600 Good Intent Calls	8	18	18	10	9	6	8	16	9	9	17	9	18
700 False Alarm(s)	1	1	1	1	1	0	0	1	0	1	1	0	1
800 Severe Weather/ Natural Disasters	0	0	0	0	0	0	0	0	0	0	0	0	0
900 Other Types of Inc.	0	0	1	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>53</b>	<b>82</b>	<b>79</b>	<b>77</b>	<b>73</b>	<b>61</b>	<b>72</b>	<b>80</b>	<b>68</b>	<b>75</b>	<b>62</b>	<b>84</b>	<b>91</b>

**Incident Response by Coverage Area:**

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Station 31	29	49	48	44	41	36	48	52	36	50	36	53	57
Station 32	6	11	10	15	8	11	3	9	10	3	10	13	7
Station 33	0	4	1	1	3	4	6	1	3	0	0	1	2
Greater Montesano	18	17	13	14	17	7	14	14	18	22	12	14	19
Outside Fire District – Mutual Aid	0	1	7	3	4	2	1	4	1	0	4	3	6
<b>TOTAL</b>	<b>53</b>	<b>82</b>	<b>79</b>	<b>77</b>	<b>73</b>	<b>61</b>	<b>72</b>	<b>80</b>	<b>68</b>	<b>75</b>	<b>62</b>	<b>84</b>	

**TRAINING:**

Regular summer training is in progress. We have progressed the recruits onto their probation training.

We also had LN Curtis in for demonstration of electric extrication equipment from Hurst tools as well as a review of vehicle stabilization with Rescue 42 struts.

**UPCOMING EVENTS:**

Night Out Against Crime is August 4, 2015. It will be held at both Station 31 and 32 this year.

Respectfully Submitted: Leonard R Johnson, Fire Chief



# Grays Harbor Fire Protection Dist. #2

6317 Olympic Highway · Aberdeen, Washington 98520  
Central Park Station (360) 532-6050 · Fax (360) 532-6075 · ghfd2@comcast.net  
"District #2 – Serving Brady, Central Park, Wynoochee and Outlying Montesano Areas"



## MONTHLY FINANCE REPORT AS OF: 30 June 2015

**BEGINNING CASH BALANCE** **\$ 109,927.90**

**ADD:**

Investments Redeemed	\$ 20,000.00
Real/Personal Property Tax	\$ 4,269.41
Ambulance Fees Received	\$ 36,800.50
Fairway Collections	\$ 92.50
Investment Interest	\$ 17.44
Equipment Rental (DNR)	\$ 2,589.53
Subscription Program	\$ 50.00
Private Donations	\$ 300.00
Miscellaneous Revenue	\$ 32.00
Sale of Scrap	\$ 2,000.00
EMS Transfer-In	\$ 43,423.60
Training EMS Reimbursement	\$ 245.00

**DEDUCT:**

A/P Vouchers for June	-\$ 53,454.79
Salary Expense for June	-\$ 59,932.00
Investments Purchased	-\$ 85,000.00

**ENDING CASH BALANCE** **\$ 21,361.09**

**AMBULANCE TRANSFER IN ACCOUNT:**

EMS Tax Collections for June 2015 \$ 1,585.49

**RESERVE ACCOUNT AS OF June 2015** \$ 6.08

**INVESTMENTS:**

Joint Allocation Investments Balance (State Pool)	Beginning Balance	\$150,000.00
	Deposit	\$ 85,000.00
	Withdrawals	-\$ 20,000.00

**END OF THE MONTH BALANCE** **\$ 215,000.00**

**TOTAL CASH AND INVESTMENTS FOR – JUNE 2015** **\$ 237,952.66**

## PETTY CASH REPORT

June Beginning Balance:	\$ 687.99
Deposit:	00.00
Interest earned:	.01
June Ending Balance:	\$ 688.00