



# GRAYS HARBOR FIRE DISTRICT No. 2

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## AGENDA

### Regular Meeting Board of Commissioners Thursday, 14 May 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. Special Meeting Minutes from 14 April 2015 (Held in place of Regular Meeting)
    - b. Payroll for May 2015 – \$55,097.35
    - c. Vouchers #185-189, dated 22 April 2015, totaling \$18,309.21; and Vouchers #190-230, dated 6 May 2015, totaling \$20,011.41.
  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 – *Review/Action*
      - i. None
    - b. Voter Approved Bonding & RFQ Process *Discussion/Update*
  8. **New Business:**
    - a. Fairway Collections – *Contract Change* *Review/Action*
    - b. WA DNR – Olympic Region Cooperative Engine Agreement *Review/Action*
    - c. Fire Chief – Vacation Request *Action*
  9. **Recognition of the Month**
  10. **Executive Session**
    - a. RCW 42.30.110(g) – To review the performance of a public employee, 42.30.140(4)(a) – to discuss labor contract negotiations.
  11. **Adjournment**

**Next meeting: 11 June 2015**



# GRAYS HARBOR FIRE DISTRICT No. 2

6317 Olympic Highway, Aberdeen, WA 98520

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## Chief's Monthly Report

For the May 14, 2015 Meeting

**Date Prepared:** May 8, 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 April 2015 with Cash and Investments of \$160,621.61 in the Expense Fund. This is up by \$18,917.10 from the same time in FY2014. Overtime for the month of April is expected to be slightly above our target for the year, we have an employee on intermittent FLMA in April and will continue into a portion of May.

Expenses for this month were within the projected target (this is reflected on the cash flow estimate); payroll is above target for the month. Attached is the Cash Flow projection for FY2015. During both the month ends for March and April we were at a deficit until taxes posted. The projection is for this to start to correct this fall. We have not required the utilization of register warrants to cover any of these shortages.

Tax levy discussions are continuing with Hospital District 2. I have been attempting to schedule a meeting for the last month without any success thus far. The Hospital District finance committee did meet with the Assessor's Office in April and I am planning on meeting with them in June.

### VOTER APPROVED CAPITAL IMPROVEMENTS BOND:

The RFQ process is proceeding. We have been contacted by two potential groups that will be providing their credentials and information for review at the June Board meeting. The process has been delayed by 15 days due to publishing of notices. They have run and the process will close on May 28, 2015.

The Bond attorney is also working on the language for the proposal. We have started the process of soliciting several community members to serve on a stakeholder committee to give input on priorities and objectives for the bond funds. One community member has accepted and I am working on confirming the other three. The group is being selected on representing the various areas of the Fire District geographically.

An updated schedule of events if the bond is sent for consideration at the November general election has been completed and is attached to this report.

### PERSONNEL:

We continue to have one person on a leave of absence this month due to a non-Fire District related injury. No injuries/illnesses were reported for the month of April.

The posting for the "Qualified Individuals" program was place on May 5, 2015. The first review of applicants for the program will May 18, 2015. The implementation of the program will begin with the May 16, 2015 27-day cycle. Planning for June and July scheduling has begun and the program will be essential to moving forward with OT management. The Fire District is working on establishing a date and have the required equipment to complete the Physical Agility.

**SAFETY:**

The replacement of smoke detectors was completed this month at all the stations. The safety committee has completed review of the first 5 sections of the Fire District Safety & Accident Prevention Program.

Station inspection program is in the third month. Comments and issues identified from these reports are being prioritized and addressed. Immediate safety concerns are being addressed and other items are being separated to building maintenance.

**LOGISTICS:**

Maintenance was on-going for the month. There are no significant Out-Of-Service issues for the month. The following is a recap of maintenance:

- **E-3101** received its semi-annual service and DOT inspection. The apparatus has also under gone several other repairs including front door panel replacements and metal kick plates on both sides, replacement of block heater, securing of top cover panels that were lose and missing screws, repair to two compartment doors that were separating.

Repairs too Station 32 septic system and sewer pipes was completed. We are still working to install tank risers for the lids before placing the dirt back over the tank.

**OPERATIONS:**

Operations for the month of April were average for this time of year. We did not have any significant fire events and provided mutual aid to City of Elma for an apartment fire. We provided mutual aid 4 times in the month to City of Aberdeen (2), City of Elma (1) and City of Montesano (1).

The Ambulance report is attached. Total transports for the month was 33 with 10 refusals. Ambulance transports for inter-facility were 13 transported, 8 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):**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
100 Fire	1	5	1	1	3	3	2	2	2	1	5	1	3
200 Overpressure, no fire	0	0	0	0	0	0	0	0	0	0	0	0	0
300 Rescue & EMS	63	49	38	58	48	56	56	47	59	53	48	53	40
400 Hazardous Conditions (not fire)	1	0	0	0	1	1	0	2	0	2	0	1	0
500 Service Calls	9	5	5	4	7	6	5	4	3	7	6	10	1
600 Good Intent Calls	14	13	8	18	18	10	9	6	8	16	9	9	17
700 False Alarm(s)	1	0	1	1	1	1	1	0	0	1	0	1	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	0	0	1	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>89</b>	<b>72</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>

**Incident Response by Coverage Area:**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
Station 31	62	48	29	49	48	44	41	36	48	52	36	50	36
Station 32	7	5	6	11	10	15	8	11	3	9	10	3	10
Station 33	4	3	0	4	1	1	3	4	6	1	3	0	0
Greater Montesano	15	13	18	17	13	14	17	7	14	14	18	22	12
Outside Fire District – Mutual Aid	1	3	0	1	7	3	4	2	1	4	1	0	4
<b>TOTAL</b>	<b>89</b>	<b>72</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>

**TRAINING:**

Regular scheduled training is in progress. We had good attendance to the Wildland Refresher Training. We are starting into hose evolution for the month of May.

Recruit training is nearing completion. The recruits completed their last live-fire day at North Bend on April 25, 2015. We also had several other members attend as well and it completed 6 evolutions for the day. The recruits will be completing their HAZMAT Awareness and Operations Training this month. Graduation is scheduled for June 2, 2015.

**UPCOMING EVENTS:**

Recruit Class 15-1 Graduation on Tuesday, June 2, 2015 at Station 31.

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](mailto:ghfd2@comcast.net)  
"District #2 - Serving Brady, Central Park, Wynoochee and Oullying Montesano Areas"



## MONTHLY FINANCE REPORT AS OF: 30 April 2015

**BEGINNING CASH BALANCE** **\$ 22,696.26**

**ADD:**

Real/Personal Property Tax	\$ 190,490.43
Ambulance Fees Received	\$ 32,975.65
Fairway Collections	\$ 1,202.00
Subscription Program	\$ 100.00
Private Donations	\$ 1,000.00
Miscellaneous Revenue	\$ 8.00
Sale of Scrap or Junk (Hose)	\$ 20.00
EMS Transfer-In	\$ 19,145.70

**DEDUCT:**

A/P Vouchers for April	-\$ 49,094.45
Salary Expense for April	-\$ 57,921.98

**ENDING CASH BALANCE** **\$ 160,621.61**

**AMBULANCE TRANSFER IN ACCOUNT:**

EMS Tax Collections for April 2015 \$ 71,793.87

**RESERVE ACCOUNT AS OF <sup>April</sup> ~~March~~ 2015** \$ 6.08

**INVESTMENTS:**

Joint Allocation Investments Balance (State Pool)	Beginning Balance	\$ 0
	Withdrawals	-\$ 0

**END OF THE MONTH BALANCE** \$ 0

**TOTAL CASH AND INVESTMENTS FOR – April 2015** \$ 232,421.56

## PETTY CASH REPORT

April Beginning Balance:	\$ 881.97
Deposit:	00.00
Checks Written:	194.00
Interest earned:	.01
April Ending Balance:	\$ 687.98

Submitted: Teri Scherer  
District Secretary