



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Tuesday, 14 June 2016

Chairman Dean called the Regular Meeting of the Board of Commissioners to order at 7:00PM.

Members and Guests Present:

Paul Dean	Commissioner
Adam Bigby	Commissioner
Michael Hubbard	Commissioner
Teri Scherer	District Secretary
Leonard Johnson	Fire Chief
Frank Scherer	Deputy Chief

Flag salute was given.

AGENDA APPROVAL

***MOTION:** Commissioner Bigby moved to approve the June agenda as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting on 12 May 2016.
- b. Payroll for June 2016 totaling \$62,167.72
- c. Vouchers #273-281, dated 25 May 2016 in the amount of \$16,069.91; Voucher #282-289, dated 6 June 2016 in the amount of \$23,807.50; and Vouchers #290-313 dated 13 June 2016 in the amount of \$30,338.38.

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

2. CITIZEN REPORT – None.

3. CHIEF REPORT: Verbal and Written Report was given, discussion was held.

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

5. SECRETARY'S FINANCIAL REPORT: Verbal and written report was given

***MOTION:** Commissioner Bigby moved to approve the Secretary's Financial Report as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

6. COMMUNICATIONS: None at this time

7. UNFINISHED BUSINESS:

- a. **POLICY REVIEW/UPDATES:** No policies for review or update at this meeting.
- b. **STATION 31 UPDATE:** An updated set of drawings for the Station 31 remodel/new construction project were presented to the Board of Commissioners to review. Discussion was held on the project.
1. Chief Johnson presented a modification to the Phase 1 proposal from TCA Architecture. The original Phase 1 proposal did not include the costing estimate that needs to be completed. TCA has agreed to split the cost of this change as it was not originally included. The estimated cost is \$7,612.00

***MOTION:** Commissioner Bigby moved to authorize Chief Johnson to approve the modification to Phase 1 of the TCA Architecture contract. Motion seconded by Commissioner Dean. Motion passed unanimously.*

- c. **GH COUNTY PAYROLL PROCESSING CHANGES:** Chief Johnson & Teri Scherer will be attend a meeting with the Grays Harbor County Commissioner Raines and other payroll staff to discuss the justification for the extremely high rates the County will be charging to process payroll and monthly reports. It will be held June 15, 2016 at 2:00PM. The County has decided not to assess the new rates until 2017.

8. NEW BUSINESS:

- a. **AMBULANCE BID:** Chief Johnson reported to the Board that only one bid was received for the recent sealed bid process for a new ambulance. The proposal was from Braun NW, Inc. The proposal for the new ambulance was for &166,322.00 plus tax. The chassis price was based on the estimated 2017 model. Delivery would be approximately 260 days out. The vehicle is to be funded from UTGO Bond Funds. Discussion was held.

***MOTION:** Commissioner Bigby moved to accept the Braun NW, Inc bid of \$166,322.00 plus tax for the purchase of a 2017 Ambulance and authorize the Fire Chief to execute the contract form. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- b. **DNR ENGINE STAFFING JUNE 20-29, 2016:** Olympic Region DNR will staff an engine at GHFD #2, Station #31. This is to provide coverage during the annual training in Rainer, WA. The District will also provide additional staffing for the engine as needed or requested Chief Johnson reported. Discussion was held.

9. **RECOGNITION OF THE MONTH:** There were multiple incidents that need honoree mention. See attached reports.

10. **EXECUTIVE SESSION:** None at this time.

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

***MOTION:** Commissioner Bigby moved to adjourn the Regular Meeting of the Board of Commissioners. Motion seconded by Commissioner Hubbard. Motion passed unanimously. Meeting adjourned at 1945.*

Next meeting: 14 July 2016

Chairman

District Secretary

Commissioner

Commissioner