



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Thursday, 8 September 2016

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

Members and Guests Present:

Paul Dean	Commissioner
Michael Hubbard	Commissioner
Teri Scherer	District Secretary
Leonard Johnson	Fire Chief
Frank Scherer	Deputy Chief
Anthony Broten	Lieutenant
Ryan Thornton	Firefighter/EMT
Adam Bigby	Commissioner, Excused.

Flag salute was given.

AGENDA APPROVAL

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

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting on 11 August 2016.
- b. Payroll for September 2016 totaling \$62,414.09
- c. Vouchers #432-441, dated 24 August 2016 in the amount of \$7,435.87;
Voucher #442-476, dated 7 September 2016 in the amount of \$39,283.28.

***MOTION:** Commissioner Hubbard moved to approve the consent agenda. Motion seconded by Commissioner Dean. 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 Hubbard moved to approve the Secretary's Financial Report as presented. Motion seconded by Commissioner Dean. 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 update on construction planning for Station 31 was presented by Chief Johnson. He reported on filing the application for pre-construction with Grays Harbor County. He also updated the Board on the status of the impact from the Type F stream located on the east boundary of the Station 31 property. The revised floor plan has been completed and submitted by TCA to Robinsons for estimating. Discussion was held.

c. **PAYROLL PROCESSING CHANGES:** Chief Johnson updated the Board on the status County Payroll Department increase of fees. Chief Johnson discussed the plan to transition to internal processing of payroll and ceasing the use of the county. The Fire District already possesses the necessary software from BIAS to process and provide internal payroll services. The plan is to begin transitioning in October 2016 and train on the software through the remainder of the year. A full transition is anticipated for January 2017. Discussion was held. The Board was in consensus to proceed forward with exploring this option.

8. **NEW BUSINESS:** None at this time.

9. **RECOGNITION OF THE MONTH:** None at this time.

10. **EXECUTIVE SESSION:**

Commissioner Dean called an Executive Session at 1937.

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; also, 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 8 minutes).

Commissioner Dean called the regular meeting back to order at 1945. Action taken at the Executive Session; Commissioners discussed a MOU for Collective Bargaining with IAFF, Local #4258.

MOTION: Commissioner Hubbard moved to approve the MOU with the IAFF, Local #4258 as presented. Motion seconded by Commissioner Dean. Motion passed unanimously.

11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 7:48pm.

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

Next meeting: 13 October 2016

Chairman, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard