



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Thursday, 13 October 2016

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

Members and Guests Present:

Adam Bigby	Commissioner	Paul Dean	Commissioner
Michael Hubbard	Commissioner	Teri Scherer	District Secretary
Leonard Johnson	Fire Chief	Frank Scherer	Deputy Chief
Anthony Broten	Lieutenant	Kenny Jacobson	Firefighter/EMT
Eric Barge	Firefighter/EMT		

Flag salute was given.

AGENDA APPROVAL

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

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting on 8 September 2016.
- b. Payroll for October 2016 totaling \$60,105.47
- c. Vouchers #442-476, dated 7 September 2016 in the amount of \$39,283.28; Vouchers #477-488 dated 20 September 2016 in the amount of \$3,746.35; Vouchers #489-526 dated 13 October 2016 in the amount of \$49,430.10.

***MOTION:** Commissioner Bigby moved to approve the consent agenda. Motion seconded by Commissioner Hubbard. 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:** Policy 20.13 entitled Sick Leave was presented to the Board for their consideration. Chief Johnson discussed the need for the policy and that the policy had been presented to Local 4258 in Labor & Management meeting. Discussion was held.

***MOTION:** Commissioner Bigby moved to approve the 20.13 Sick Leave Policy as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- b. **STATION 31 UPDATE:** An update on construction planning for Station 31 was presented by Chief Johnson. Phase 1 is wrapping up and proposed plans were presented to the Board. The project has been sent to cost estimating by TCA. Pre-construction meeting with the County was held on October. The Board was updated on concerns about property area, storm water management and septic system placement. Discussion was held.

Chief Johnson also updated the Board on a scheduled meeting with a grant writer to begin working on Community Block Development Grant (CBDG).

- c. **PAYROLL PROCESSING:** 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. The BIAS Payroll Program is being reviewed, information is being updated weekly. We will be ready to mirror the County Payroll by mid-November. A full transition is anticipated for January 2017. Discussion was held.

***MOTION:** Commissioner Bigby moved to give Chief Johnson authority to move forward with BIAS payroll transitioning to an in-house payroll processing system. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

8. NEW BUSINESS:

- a. **PROPOSED SERVICE AGREEMENT – GHCH:** Chief Johnson presented the Board with a proposed contract with Grays Harbor Community Hospital for a Service Agreement for EMS-Ambulance Services for their input. Both district legal counsel and Systems Design's compliance officer have reviewed the agreement. Commissioners reviewed and discussed the agreement. The Board was in consensus to provide a draft to the hospital for their review.
- b. **FY2017 DRAFT BUDGET.** The Board was presented a draft budget proposal for FY2017. Chief Johnson reviewed the proposal with the Board. Discussion was held.
- c. **BUDGET PUBLIC HEARING.** The Board set the public hearing for the FY2017 Budget for November 10, 2016.

- 9. **RECOGNITION OF THE MONTH:** A thank you note was received from the family of Dick Gates to the Chief and crew of GHFD#2 who transported her husband to the hospital. Chief Johnson also wanted to thank all personnel that supported and participated in training on the October 9 to meet live-fire training requirements.

- 10. **EXECUTIVE SESSION:** None.

11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 2011.

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

Next meeting: 10 November 2016

Chairman, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard