



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Thursday, 10 November 2016

Chairman Dean called the Regular Meeting of the Board of Commissioners to order at 7:07PM.

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	James Kuchciak	Firefighter/PM
Paul Barrow	Firefighter/EMT		

Flag salute was given.

AGENDA APPROVAL

***MOTION:** Commissioner Bigby moved to approve the November agenda with the following change in order; Executive Session will be moved to item #2 on the agenda. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting on 13 October 2016.
- b. Payroll for November 2016 totaling \$74,394.28
- c. Vouchers #527-530, dated 2 November 2016 in the amount of \$18,872.47;
Vouchers #531-578 dated 10 November 2016 in the amount of \$32,738.74.

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

2. EXECUTIVE SESSION:

Commissioner Dean called an Executive Session at 7:09PM.

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 5 minutes). At 7:14PM Commissioner Dean extended the session an additional 5 minutes.

Commissioner Dean called the regular meeting back to order at 7:19. No action taken at this time.

3. CITIZEN REPORT – None.

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

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

6. **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 Dean. Motion passed unanimously.*

7. **COMMUNICATIONS:** None at this time

8. **UNFINISHED BUSINESS:**

- a. **POLICY REVIEW/UPDATES:** None at this time.
- b. **STATION 31 UPDATE:** An update on construction planning for Station 31 was presented by Chief Johnson. A review of construction estimate was presented; with an estimated available funding we could have a variance of -\$170,375.88. The commissioners discussed the Community Block Development Grant (CBDG), after much consideration the commissioners approved moving forward on the Grant application.
- c. **PAYROLL PROCESSING:** Chief Johnson updated the Board on the status County Payroll Department. Chief Johnson has a scheduled meeting with the County Treasurer next week and may have a solution to the ACH PR transfers. Discussion was held.
- d. **2017 FY BUDGET:** A draft of the 2017 Budget was further discussed following the Open Public Hearing. The Commissioners had no further questions.

9. **NEW BUSINESS:**

- a. **WFCA HEALTH CARE PROGRAM 2017 APPLICATION:** Chief Johnson presented the Board with WFCA Health Care Program application for the Chairman's signature. Upon review Chairman Dean signed the application.
- b. **RESOLUTION 2016-07 Establishing Regular Property Tax:** The Board reviewed and discussed the Resolution.

***MOTION:** Commissioner Hubbard moved to approve Resolution 2016-07 Establishing Regular Property Tax for 2017. Motion seconded by Commissioner Dean. Motion passed unanimously.*

- c. **RESOLUTION 2016-08 Establishing EMS Levy:** The Board reviewed and discussed Resolution 2016-08.

***MOTION:** Commissioner Bigby moved to approve Resolution 2016-08 Establishing EMS Levy for 2017. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- d. **REFUND LEVY FOR REGULAR & EMS LEVIES:** Commissioners discussed whether to certify a refund levy in the Expense fund, the Ambulance Fund and the Bond for 2017.

***MOTION:** Commissioner Bigby moved to certify the Refund Levies for the Expense Fund, the Ambulance Fund and the Bond for 2017. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- e. *RESOLUTION 2016-09 Establishing Regular Meeting Dates for 2017: The Commissioners reviews the 2017 meeting dates, no changes at this time.*

MOTION: *Commissioner Bigby moved to approve Resolution 2016-09 Establishing Regular Meeting Dates for 2017 as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- f. **EMPLOYER SUPPORT FORM – HSR3:** Chief Johnson has asked the Commissioners to support him as a Type 3 Incident Management Team applicant. The application affirms support for the applicant to participate on HSR3 Incidents. Discussion followed.

MOTION: *Commissioner Bigby moved to support Chief Johnson as a member of the HSR3, Type 3 Incident Management Team member and to sign the form. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- g. **GH EMS COUNCIL REPRESENTATIVE:** *Commissioner Bigby has asked to be the EMS Council representative on the Board of Commissioners. Discussion followed.*

MOTION: *Commissioner Dean moved to approve Commissioner Bigby's appointment to the EMS Council. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

10. RECOGNITION OF THE MONTH:

- 11. ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 8:18PM.

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: 8 December 2016

Chairman, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard