



# GRAYS HARBOR FIRE DISTRICT No. 2

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## Regular Meeting Minutes Board of Commissioners Station 31

Tuesday, 13 December 2016

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

### Members and Guests Present:

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

Flag salute was given.

### AGENDA APPROVAL

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

#### 1. CONSENT AGENDA:

- a. Minutes: Open Public Hearing for Budget 2017 on 10 November 2016
- b. Minutes: Regular Meeting on 10 November 2016
- c. Payroll for December 2016 totaling \$68,768.72
- d. Vouchers #609-660, dated 8 December 2016 in the amount of \$64,267.66

***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:** Letter received from Enduirs containing the Insurance binder, Property Schedule and Vehicle Schedule for 2017. The correspondence was part of an annual letter about the program.

**7. UNFINISHED BUSINESS:**

**a. POLICY REVIEW/UPDATES:** None at this time.

**b. STATION 31 UPDATE:**

i. An update on construction planning for Station 31 was presented by Chief Johnson. A review of the planning process was presented. Discussion was held.

**MOTION:** Commissioner Dean made a motion to authorize Chief Johnson to move forward with TCA to start the construction documents. Motion seconded by Commissioner Bigby. Motion passed unanimously.

ii. CBD Grant writer Michelle Mazzola of Resource Solutions, LLC has withdrawn her offer to help GHFD#2 in the CDBG grant writing process for this year due to lack of time.

**c. PAYROLL PROCESSING/INTER-LOCAL AGREEMENT:** Chief Johnson updated the Board on the status with the transition with the County Payroll Department. The Grays Harbor Treasurer will not be ready for us to go transition until after February payroll. Mrs. Scherer has been inputting and mirroring the County payroll since October in the BIAS Payroll software. Areas still requiring further process development include ACH transfers and direct deposits, benefit account access and payments, and submission of claims made processes. Discussion was held.

**MOTION:** Commissioner Bigby moved to approve the Inter-Local Agreement for Professional Services provided by GH County Auditor. The County will perform certain services and/or tasks set forth in the Inter Local Agreement. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

**d. 2017 FY BUDGET:**

i. District Secretary Contract was presented for review and approval. The contract has changed to add the new scheduled hours the District Secretary will work in the station. The secretary will receive a 2.5% increase in salary equal to \$23.50 per hour in 2017; duties have increased, including the addition of payroll processing. Commissioners asked that the secretary also receive a 1.75% increase annually for the duration of the contract starting in 2018. Discussion was held.

**MOTION:** Commissioner Bigby moved to approve the District Secretary contract with the addition of a 1.75 percent increase annually for the duration of the contract. Motion seconded by Commissioner Dean. Motion passed unanimously.

**MOTION:** Commissioner Bigby moved to approve the 2017 Budget as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

**e. GHCH EMS CONTRACT:** Commissioners reviewed the rate contract as presented by Chief Johnson.

**MOTION:** Commissioner Bigby moved to allow the Chairman of the Board to sign the contract between GHFD#2 and GHCH EMS. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

**8. NEW BUSINESS:**

- a. **RESOLUTION 2016-10 BUDGET INCREASE:** A 2016 Budget increase was presented to the Board of Commissioner. Discussion followed.

**MOTION:** Commissioner Bigby moved to approve Resolution 2016-10; 2016 Budget Increase with the change of 2015 to read 2016. Motion seconded by Commissioner Hubbard. Motion passed unanimously.

**9. RECOGNITION OF THE MONTH:**

- a. Response Personnel (all agencies) – SR107 MVC MCI (26 November 2016)
- b. Participant Personnel – ASI Exercise #1 (4 December 2016)

**10. EXECUTIVE SESSION:**

Commissioner Dean called an Executive Session at 8:35pm under 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 20 minutes.

At 8:55PM Commissioner Dean extended the session an additional 15 minutes.

At 9:10PM Commissioner Dean extended the session an additional 15 minutes.

Commissioner Dean called the regular meeting back to order at 9:25pm. No action taken as a result of the Executive Session.

- 11. ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 9:28PM.

***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: 12 January 2017

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Chairman, Paul Dean

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District Secretary, Teri Scherer

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Commissioner, Adam Bigby

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Commissioner, Mike Hubbard