



GRAYS HARBOR FIRE DISTRICT No. 2

Special Meeting Minutes Board of Commissioners Station 31

Tuesday, 17 January 2017

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
James Kuchciak	FF/Paramedic
Derek Jensen	FF/EMT
Charles King	Firefighter

Flag salute was given.

AGENDA APPROVAL

***MOTION:** Commissioner Bigby moved to approve the January Special Meeting agenda as posted in the notice of meeting and without additions. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting on 13 December 2016
- b. Payroll for January 2017 totaling \$89,786.77
- c. Vouchers #10-60, dated 17 January 2017 in the amount of \$37,657.98

***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:** Chief Johnson presented to the Commissioners for consideration and approval a revised Mission Statement, Vision, Values and Strategic Goals proposal for the Fire District. This document had been presented at previous meetings. The development of the document was in conjunction with the Leadership team and members of the Fire District. Discussion was held.

***MOTION:** Commissioner Bigby moved to approve the revised Mission Statement, Vision, Values and Strategic Goals as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- b. **STATION 31 UPDATE:** The Board was updated on the status of the project and movement and the need to engage civil engineers in site development planning. Berglund, Schmidt & Associates is serving as the civil engineering consultants. The goal is to receive proposal and engage Berglund in preliminary design by February. The work is required to complete the proposal for construction documents and plans with TCA. Discussion was held.
- c. **PAYROLL PROCESSING/INTER-LOCAL AGREEMENT:** Chief Johnson updated the Board on the status with the transition with the County Payroll Department. No new developments from the County, still looking to go live with the March payroll.

8. NEW BUSINESS:

- a. **NEW AMBULANE UPDATE:** The Board was updated on the receiving status of the vehicle. The vehicle is at Station 31 temporarily and requires a correction to the electrical system concerning the battery switch. The vehicle is available for the Board members to view following the meeting. Discussion was held.
- b. **FIRE CHIEF EMPLOYMENT CONTRACT:** Chairman Dean advised that any action on this item will follow the Executive Session at the end of tonight's meeting.

9. RECOGNITION OF THE MONTH:

- a. Chief Johnson would like to thank all the personnel on and off duty who took part in the Active Shooter Drill at the Elma High School.
- b. Chief Johnson also thanked all the personnel that helped make coverage successful over the holidays with limited staffing for scheduling, their help was invaluable.

10. EXECUTIVE SESSION:

Commissioner Dean called an Executive Session at 7:35pm 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.

Commissioner Dean called the regular meeting back to order at 7:55pm. The following action is the result of Executive Session

***MOTION:** Commissioner Bigby moved to approve an increase to the Fire Chiefs annual contracted salary by two-thousand dollars (\$2,000.00). Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 7:58.

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

Next meeting: 9 February 2017

Chairman, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard