



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Thursday, 9 March 2017

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

Members and Guests Present:

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|-----------------|--------------------|
| Adam Bigby | Commissioner |
| Paul Dean | Commissioner |
| Teri Scherer | District Secretary |
| Leonard Johnson | Fire Chief |
| Philip Oldham | FF/Paramedic |
| Wade Snow | FF/EMT |

Flag salute was given.

AGENDA APPROVAL

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

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting Minutes on 9 February 2017
- b. Payroll for March 2017 totaling \$64,246.77;
- c. Vouchers #204-216, dated 23 February 2017 in the amount of \$14,083.68;
Vouchers #242-270, dated 9 March 2017 in the amount of \$30,040.77

***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: A letter was received from Goldstein Law Offices concerning a response to 189 Newskah Road in November 2016. The letter is disputing invoices received by Mr. Jay Barrett from the Fire District 2 and Aberdeen Fire Department for a response to a structure fire that is in an unprotected area of Grays Harbor County.

7. UNFINISHED BUSINESS

- a. **POLICY REVIEW/UPDATES:** None at this time
- b. **STATION 31 UPDATE:** The Chief updated the Board on the status of the planning for Station 31 and development of construction documents/contracts during the Chief's Report. Landau Associates is scheduled to complete test sites and boring for soil samples in March. The information collected is needed for site and structural development planning and cost estimates. Berglund Schmidt is working on civil engineering that includes completing the design proposal for septic and storm water management. 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. Finalization of the transition is in place, the Fire District will begin payroll services in April. Discussion was held.

8. NEW BUSINESS:

- a. **Resolution 2017-01 Amending FY17 Budget – Expense Fund (001).** Board reviewed the proposed resolution.

***MOTION:** Commissioner Bigby moved to amend the FY2017 - Expense Fund (001). Budget as presented. Motion seconded by Commissioner Dean. Motion passed unanimously.*

- b. **Resolution 2017-02 Amending FY017 Budget – Capital Fund (100).** Board reviewed the proposed resolution.

***MOTION:** Commissioner Hubbard moved to amend the FY2017 – Capital Fund (100) Budget as presented. Motion seconded by Commissioner Bigby. Motion passed unanimously.*

- c. **Resolution 2017-03 Change of April Meeting Date and Time.** Due to a scheduling conflict, Chief Johnson has asked the Board to move the Commissioners meeting date and time from April 13 at 7:00 p.m. to April 14, 2017 at 11:30 p.m.

***MOTION:** Commissioner Hubbard moved to move the April Commissioners meeting to 14 April 2017 at 11:30AM. Motion seconded by Commissioner Bigby. Motion passed unanimously.*

- 9. **RECOGNITION OF THE MONTH:** Big thank you to the Associations for a job well done with the annual Crab Feed in February.

- 10. **EXECUTIVE SESSION:** None at this time.

- 11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 7:30.

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

Next meeting: 14 April 2017

Chairman, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard