



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Friday, 14 April 2017 at 11:30 a.m.

Chairman Dean called the Regular Meeting of the Board of Commissioners to order at 11:30AM.

Members and Guests Present:

Adam Bigby	Commissioner
Paul Dean	Commissioner
Mike Hubbard	Commissioner
Teri Scherer	District Secretary
Leonard Johnson	Fire Chief
Frank Scherer	Deputy Chief
Wade Snow	FF/Paramedic

Flag salute was given.

AGENDA APPROVAL

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

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting Minutes on 9 March 2017
- b. Payroll for April 2017 totaling \$66,865.99;
- c. Vouchers #320-349, dated 30 March 2017 in the amount of \$17,221.65;
Vouchers #425-452, dated 14 April 2017 in the amount of \$21,114.05

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

2. CITIZEN REPORT – None.

3. CHIEF REPORT: Verbal and written report was given, discussion was held. Notify BVFF of termination of FF Daniel Kim and resignation of FF Bradley Shumate.

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

7. UNFINISHED BUSINESS

a. POLICY REVIEW/UPDATE:

20.20.7 Volunteer Transport Compensation: Chief Johnson presented revisions to Policy 20.20.7 to the Board, highlighting the only significant change is in the stipend paid to volunteers for Stand-by coverage during IFTs. He also noted that there is a slight increase from \$288.00 to \$300.00 for Qualified Individual Stipend. Discussion was held.

MOTION: *Commissioner Bigby moved to approve Policy 20.20.7 Volunteer Transport Compensation with revisions as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

b. STATION 2-1 UPDATE:

The Chief updated the Board on the status of the planning for Station 2-1 during the Chief's Report. Project development is progressing. TCA, structural engineers and Landau Associates are engaging in conversation concerning soil test results, with discussion around possible need for improved foundation development. The building will be 7,222 square feet. Discussion was held.

c. PAYROLL PROCESSING/INTER-LOCAL AGREEMENT:

Chief Johnson updated the Board on the status of the transition with the County Payroll Department and GHFD#2. The District is now processing payroll internally as of April 1, the past 6 months of mirroring the County is completed. Discussion was held.

8. NEW BUSINESS:

a. Facility Use Agreement-City of Montesano:

Chief Johnson presented the Board with an Inter-local Agreement with the City of Montesano. The ILA will allow the Fire District to use a space at Montesano FD that will house Fire District apparatus and equipment. Discussion followed.

MOTION: *Commissioner Hubbard moved to have the Chairman of the Board sign the FUA between GHFD#2 and the City of Montesano. Motion seconded by Commissioner Bigby. Motion passed unanimously.*

b. WA DNR – Forest Land Response Agreement Renewal.

Board of Commissioners reviewed the Forest Land Response Renewal between GHFD#2 and WA DNR – Olympic Region. Discussion followed.

MOTION: *Commissioner Hubbard moved to have the Chairman of the Board of Commissioners and the GHFD#2 Fire Chief sign the agreement renewal. Motion seconded by Commissioner Bigby. Motion passed unanimously.*

c. WA DNR – Cooperative Engine Agreement:

The agreement presented is between WA DNR-Olympic Region and GHFD#2. DNR will provide a fully equipped engine to be located at GHFD#2. The District will provide staff to operate the engine on an as needed basis. Discussion was held.

MOTION: *Commissioner Bigby moved to have the Chairman of the Board of Commissioners sign the Cooperative Engine Agreement. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- d. **2017 IFT Program Analysis Report:** Chief Johnson presented the Board with the updated IFT analysis that includes 2016 costs. Discussion was held.
- e. **Change Regular Commissioners Meeting for May:** Meeting is being changed to May 9, 2017 due to FF of the Year Dinner; same time same venue.
- 9. **RECOGNITION OF THE MONTH:** Thank you to all who have made the payroll transition possible.
- 10. **EXECUTIVE SESSION:** None at this time.
- 11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 12:46PM.

***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

Chair, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard