



GRAYS HARBOR FIRE DISTRICT No. 2

Regular Meeting Minutes Board of Commissioners Station 31

Thursday, 8 June 2017 at 7:00PM

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

Members and Guests Present:

Adam Bigby	Commissioner	Philip Oldham	FF/Paramedic
Paul Dean	Commissioner	John Delia	FF/Paramedic
Mike Hubbard	Commissioner	Austin Edwards	FF/EMT
Teri Scherer	District Secretary		
Leonard Johnson	Fire Chief		
Frank Scherer	Deputy Chief		

Flag salute was given.

AGENDA APPROVAL

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

1. CONSENT AGENDA:

- a. Minutes: Regular Meeting Minutes on 9 May 2017
- b. Payroll for June 2017 totaling \$64,190.41;
- c. Vouchers #550-567, dated 18 May 2017 in the amount of \$8,126.96;
Voucher #609-646, dated, 8 June 2017 in the amount of \$42,725.68.

***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.

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 Dean. Motion passed unanimously.*

6. COMMUNICATIONS: - Letter received from Goldstein Law Offices concerning the fire on Mr. Barrett's cabin property. The matter has been settled and the Fire District will be receiving full payment for the response.

7. UNFINISHED BUSINESS

- a. **Policy Review and Update:** None at this time
- b. **Station 2-1 Update:** The Board was updated on the status of the project by Chief Johnson. The following was reviewed and discussed:
 - Commissioners reviewed the site and building plans. Update on the property line adjust with neighbors to the south. Berglund Schmidt is working on surveying the property for a proposal.
 - Chief Johnson presented the Board with a construction Amendment and Schedule from TCA to the existing project contract for Station 2-1. The amendment puts into motion the project construction phase with TCA. Legal Counsel has reviewed the amendment document.

***MOTION:** Commissioner Bigby moved to authorize the Board Chair to execute the TCA Contract Amendment as presented. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

8. NEW BUSINESS:

- a. **Resolution 2017-05 Voucher Pre-approval Authority:** The Board was presented with a resolution updating the pre-approval authorities for processing of claims made and payroll. The Board reviewed the resolution and discussion was held.

***MOTION:** Commissioner Bigby moved to approve Resolution 2017-05 Voucher Pre-approval Authority. Motion seconded by Commissioner Hubbard. Motion passed unanimously.*

- 9. **RECOGNITION OF THE MONTH:** Thank you to all personnel that responded and assisted with the structure fire at 209 Pioneer Road on June 8, 2017.

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

- 11. **ADJOURNMENT:** Chairman Dean requested a motion to adjourn the meeting at 7:50PM.

***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: 13 July 2017

Chair, Paul Dean

District Secretary, Teri Scherer

Commissioner, Adam Bigby

Commissioner, Mike Hubbard