



**Regular Meeting Board of Commissioners**  
**Meeting Minutes**  
**Station 2-1**  
**Thursday, 13 January 2022 at 7:00PM**

Chairman Hensley called the Regular Meeting of the Board of Commissioners to order at 7:00p.m. Viewing of the meeting was made available to the public with a Zoom link posted on the Fire District's website.

**Members and Guests Present and Remote:**

Dale Hensley	Commissioner	Teri Scherer	District Secretary
Lynn Briscoe	Commissioner	Frank Scherer	Deputy Chief
Dave Everitt	Commissioner	James Sande	Lt/FF/PM
Tom Hatley	Fire Chief	<b>ZOOM:</b> Mike Hubbard	Charles Maloney

**3. Elect 2022 Chairperson:**

**MOTION:** Commissioner Everitt made a motion to nominated Commissioner Hensley as the 2022 Chairman. Commissioner Hensley accepted the nomination. Commissioner Briscoe seconded the motion.

*Motion passed unanimously.*

**MOTION:** Commissioner Hensley made a motion to nominated Commissioner Briscoe as the 2022 Vice Chairman. Commissioner Briscoe accepted the nomination. Commissioner Everitt seconded the motion.

*Motion passed unanimously.*

**4. APPROVAL OF MEETING AGENDA**

**MOTION:** Commissioner Briscoe moved to approve the 13 January 2022 Regular Meeting Agenda. Motion seconded by Commissioner Hensley.

*Motion passed unanimously.*

**5. CONSENT AGENDA:**

- a. Meeting Minutes for 9 December 2021
- b. Claims #1-3 dated 5 January 2022 in the amount of \$13,726.42, Qtrly Payments
- c. Claims #4-34 dated 6 January 2022 in the amount of \$15,751.21
- d. Claims #35-37 dated 6 January 2022 in the amount of \$2,006.99, Fund 100
- e. PR Draw #38-46 dated 14 January 2022 in the amount of \$9,434.85
- f. Claims #47-66 dated 11 January 2022 in the amount \$21,860.62

**MOTION:** Commissioner Briscoe moved to approve the Consent Agenda a-f. Motion seconded by Commissioner Everitt.

*Motion passed unanimously.*

**6. CITIZEN COMMENTS**

**7. CHIEF REPORT:** Verbal and written report was given.

**8. AMBULANCE REPORT:** Not available at this time

**9. SECRETARY'S FINANCIAL REPORT:** Verbal and written report was given.

***MOTION:** Commissioner Everitt moved to approve the Secretary's Financial Report for December 2021 as presented. Motion seconded by Commissioner Hensley. Motion passed unanimously.*

**10. CORRESPONDENCE:**

**11. UNFINISHED BUSINESS:**

a. **Admin Office Update** was given by Chief Hatley and Deputy Chief Scherer

**12. NEW BUSINESS**

a. **Resolution 2022-001 Appointment of Agent to Receive Claims:**

***MOTION:** Commissioner Briscoe moved to approve Snure Law Offices to represent GHFD#2 as the Agent to Receive Claims for the District. Motion seconded by Commissioner Everitt. Motion passed unanimously.*

b. **Job Description Review:** Chief Hatley asked the Commissioners to review a job description for Support Services.

c. **Job Description Review:** Chief Hatley asked the Commissioners to review a job description for a Volunteer Water Tender Operator

d. **GH County requested** a new Signature Page for their records. All Commissioners signed the request.

e. **Grant Opportunities:** Chief Hatley discussed with the Commissioners the Grant Opportunities he has applied for. All the Commissioners agreed with the grants Chief had applied for.

f. **2022-23 Levy Lid Lift:** Chief Hatley has discussed the Levy Lid Lift with the Assessor and the Assessor felt we do not need to do this at this time. Our EMS Levy is good until 2024.

g. District Secretary Evaluation/Contract: Was discussed in Executive Session.

**13. EXECUTIVE SESSION: RCW 42.30.110(1)(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chairman Hensley called an Executive Session at 7:45PM for 15 minutes. Chairman Hensley extended the session for 15 minutes until 8:15PM, Chairman Hensley extended the session for 10 minutes until 8:25PM, Chairman Hensley extended the session for 5 minutes until 8:30PM.

Chairman Hensley called the Regular Meeting back to order at 8:30PM.

**MOTION:** Commissioner Hensley moved to approve the District Secretary contract & performance review. Contract was signed; effective January 2022 to December of 2024. Motion seconded by Commissioner Everitt. Motion passed unanimously.

**14. RECOGNITION OF THE MONTH:** Thank you to all personnel that put together (decorated) a Fire truck for the Festival of Light in Montesano and won an award. Thank you to everyone that made it possible to bring Santa to the kids of Central Park. Candy was great also! Job well done, made us proud!

**15. ADJOURNMENT:** Chairman Hensley requested a motion to adjourn the meeting at 8:10PM.

**MOTION:** Commissioner Briscoe moved to adjourn the Regular Meeting of the Board of Commissioners. Motion seconded by Commissioner Hensley. Motion passed unanimously.

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Chairman, Dale Hensley

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District Secretary, Teri Scherer

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Commissioner, Lynn Briscoe

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Commissioner, Dave Everitt