



Grant County Fire District No. 8

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Board of Commissioner Regular Meeting Minutes

The regular meeting of the Board of Fire Commissioners of Grant County Fire Protection District No. 8 was held at Fire Station 81, 510 E Government Road, Mattawa, WA on April 12, 2016 and was called to order by Commission Chair Debra Crain at 1602 hours. The meeting was recorded.

The Pledge of Allegiance was led by Debra Crain.

Commissioners present: Paul Parker, Scott Nesbit, Richard Kummer, and Debra Crain. Russell Brixey was absent due to a work emergency. A motion was made to excuse Commissioner Brixey. **Motion: Nesbit, Second: Parker. Motion approved unanimously.** A quorum was established.

Others present: Fire Chief Dave Patterson, District Secretary Barbara Davis, Doug Wells, Brandon Wright, and Gerardo Barajas.

The public was recognized, welcomed, and invited to comment. Doug Wells commented that he is the "official" Volunteer Association liaison.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Parker, Second: Nesbit. Motion approved unanimously.**

The Consent Agenda with Vouchers, Payroll, and Transactions was reviewed. Review and Approve Vouchers, Payroll, and Transactions: Vouchers were audited and certified by the auditing officer as required by RCW 42.24.080, and those expenses reimbursed claims certified as required by RCW 42.24.090, having been recorded on a listing that had been made available to the Board. Davis told the Board that the payroll data required to complete the quarterly payroll tax returns had not arrived prior to the meeting. She suggested that they consider approving the expenditures today or hold an emergency meeting to approve the expenditures so they could be paid by the end of the month when they are due. A motion was made to approve the expenditures for the quarterly payroll taxes when they are ready. **Motion: Parker, Second: Kummer. Motion approved unanimously.** There were no transactions to review. A motion was made to approve the Consent Agenda as presented. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.** The documents were signed by the Board members.

Chief's Report: Chief Patterson reviewed his written report.

1. Call Volume - Chief reported call volume was 35 EMS calls and 5 fire calls last month and that we are at 105 EMS calls and 18 fire calls for the year. Call volume is still trending up.
2. Engine 811 - Chief said that the repaired pump was working great.
3. Quick Response 828 - The work on this apparatus is complete and it is back in service at Station 82. It is at Station 81 this afternoon for the Board to review the reconfiguration.
4. The tender tires have been ordered and will arrive soon. Chief accepted the bid from the Tire Factory in the TriCities because it was nearly half of the other two bids. The Tire Factory gave us "government" pricing, which the other two companies did not.
5. The bathrooms are completely remodeled now.
6. The chassis for the new quick response and command vehicles are still a few months out for delivery. Chief said that Robert did a great job on 828 and he would like to do the new quick response in house to make it identical to 828 and save money because the quote he got from Cascade Fire for the skid pack was over \$24,000. He said he would provide the Board with a cost breakdown before starting work.
7. Red Card Training - the wildland firefighters are completing the classroom portion of this training online at their own pace. There will be a field day for the practical portion before the season starts.
8. Work Out Area - Equipment and weights have been donated for this area, which is located behind 815. The area is to promote health and wellness.

9. Comment from Hanford Fire - Before clearing on a rendezvous call, one of the Hanford captains came over to Chief to tell him that the Hanford crews appreciate us and how well we work together. He said our people are well qualified and there is a mutual respect between our agencies.
10. Comment from Deputy Sheriff - On the SR 243 incident where a child died, one of the deputies commented to Chief on how impressed he was by the compassion and professionalism of our crews on scene.

Chief told the Board that his letter to Jeannie Gallacci was in their meeting packets at the back of his report section. He had nothing further to add and there were no questions.

Business Manager/District Secretary's Report: Secretary Davis reviewed her written report.

1. Financial reports were reviewed. There were no questions or comments.
2. ePCR Process - Davis reported that beginning April 1, the EMTs started entering reports into the system and continued write paper reports. The paper reports are the official record and we auto-posted the reports at the state and national level. Beginning May 1, EMTs will enter reports into the system and may write paper reports if they are more comfortable doing that first, but the ePCR will be the official record. All documents associated with the call (i.e. face sheet, field report, clinic documents, insurance information, etc.) will be scanned and attached to the ePCR for reference. For the most part, the process has been going well. There were some training issues and an issue of completing the electronic reports in a timely manner. Davis and Chief are working on a procedure document for this new process.
1. Petty Cash Account - Davis reported that Columbia Bank is working on the new signature card and she will email the Board when it is ready
3. Blood Drive - The next drive is scheduled for Tuesday, 5/24/16, from 10:30 am to 3:30 pm.
4. Vacation - Davis said that she would be taking a few days off in the next week or so to welcome her new grandchild. She will let everyone know when she will be gone.

Davis told the Board she had a printed copy of the WFOA Annual Report for their review. She shared a letter from the State Auditor's Office regarding their budget cuts and future changes in their processes. She had nothing further to add and there were no additional comments or questions.

Volunteer Association: No report

Committee Reports: No report. There was a question to the Policy and Procedures Committee regarding the next policies to review. There was discussion indicating that there are several policies being researched right now. Chief commented that he would be writing a procedure outlining the process to inform and educate the public with regard to the Department of Ecology daily burn decision

Unfinished Business:

1. Medical Incident Records Policy and Procedure - The draft policy and procedure was reviewed. A motion was made and seconded to approve the policy as presented. **Motion: Parker, Second: Kummer.** There were questions on various points on the procedure, which were discussed. **Motion approved unanimously.**

There was no additional unfinished business. Commissioner Crain called a break at 1655 to look at 828. The meeting resumed at 1706.

New Business

1. Work Session Workshop - Commissioner Kummer explained his ideas for the workshop. He said he felt that occasionally, boundaries between the Board and staff are crossed and that the committee structure needs to be more efficient. Commissioner Nesbit asked about logistics. Commissioner Kummer said that it would be an open meeting with the Board and staff in attendance along with any interested public. Commissioner Parker suggested adding time onto the regular meeting to discuss issues. There was continued discussion about the timing and agenda items. Commissioner Crain told the Board to email Davis with their agenda items and she would compile them for review at the next meeting. A workshop could be scheduled from there.

There was no additional new business

Commissioner Crain asked the Board if they had any items to discuss under Executive Session. There was none.

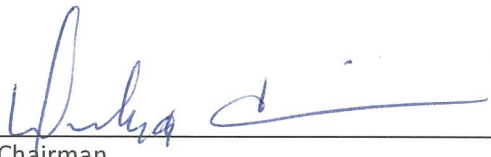
Announcements & Upcoming Events

Commissioner Crain asked the Board if they had any announcements or upcoming events that had not already been mentioned. Chief mentioned that the Captains start the EMT class April 18. Davis updated Commissioner Kummer regarding lodging for the June seminars in Chelan. Lodging is scarce, but she would continue to try to find rooms.


Commissioner Crain asked if there was any other business, which there was none.

The next Commissioner's meeting was set for Tuesday, May 10, 2016 at 1600 hours at Station 81 in Mattawa, Washington. Proposed agenda items are 1) Consent Agenda 2) Chief's Report, 3) District Secretary's Report, 4) Volunteer Association Report, 5) Committee Reports, 6) Unfinished Business, a) Work Session Workshop, 7) New Business, 8) Executive Session, and 9) Announcements & Upcoming Events.

There being no further business to come before the Board, the meeting was adjourned at 1724 hours.



Chairman



District Secretary