



Grant County Fire District No. 8

PO Box 1728
510 Government Way
Mattawa, WA 99349
(509) 932-4777
Fax (509) 932-4747

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 June 9, 2015 and was called to order by Commission Chair Paul Parker at 1603 hours. The meeting was recorded.

Commissioner Parker led the Pledge of Allegiance.

Commissioners present: Paul Parker, Scott Nesbit, Richard Kummer, and Russell Brixey

Others present: Interim Fire Chief Dave Patterson, District Secretary Barbara Davis Wilson, and Captain Robert Roth.

A motion was made to excuse Commissioner Crain's absence for medical reasons. **Motion: Nesbit, Second: Brixey. Motion approved unanimously.**

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Kummer, Second: Brixey. 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. There were no transactions to review. Commissioner Parker asked about the purchase of mower parts because he understood that the City mowed the District lawn. Chief Patterson said that this arrangement was changed last fall at the City's request. Commissioner about the payment to Taylor Wilson for the water supply agreement for Station 83 and wanted to know if Mr. Wilson would agree to amend the agreement to make an annual payment. Chief Patterson said he would discuss this with Mr. Wilson. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.** The documents were signed by the Board members.

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

1. The second Captain, Travis Zimmerman, is scheduled to start work 6/15/15. His first week will consist of orientation, learning the areas of the District, and responding to calls as needed. His next scheduled work shift begins 7/5/15 due to a long planned family vacation and his Hanford schedule.
2. Chief attended the Washington Fire Chief's Conference in Kennewick on May 18 and 20. One of the classes included a two-year training program that is tied to the WACs. He said it was a good conference and he learned a lot.
3. He attended the "New Fire Chief" course at the National Fire Academy the last week of May. It was six days of classes that were nine to ten hours long with two to three hours of study time. It was very valuable and he learned a lot. Some of the subjects covered were planning, strategic planning, volunteer retention, human resources, etc. FEMA will reimburse the airfare. He said that he is researching courses offered next year. He added that the officers would be eligible to attend and that there are regional trainings for the fire fighter/EMT level personnel.
4. Chief discussed the Active Shooter Training put on by the school district today. He said it did not go as well as planned and that there was a lot of miscommunication. WSP had their bomb squad there as well and some members attended the demonstration. They could come to one of our trainings as well.
5. All of the EMT students passed the class and they are waiting to take the National Registry test.
6. Chief for a Day is 6/11/15. This is the first year we have participated and he is looking forward to it. Our special needs student is mute with some learning delays. There is a parade in Ephrata. Walmart donated about \$125 to purchase gifts for our young Chief.

7. SCBA testing was completed 5/11/15 and all units passed.
8. We have been invited again to participate in the 4th of July Golf Cart Parade in Desert Aire. Chief mentioned that in the past, non-members were allowed to ride in and on apparatus. Chief asked the Board how they felt about this past practice because he saw it as a safety risk. He said he believed members and their families should be allowed to ride in the apparatus as long as there was a seat belt available for all riders. There was discussion amongst the Board members about past practices and safety. The Board concurred with Chief. There was additional discussion about making sure there were appropriate apparatus and personnel in case there was a call. Chief said he would take care of it.
9. Chief said there was a County Chief's and Commissioners meeting tonight where they would be discussing the Countywide Protection Plan. He would need to leave no later than 1800 if the Board meeting ran long. He also mentioned that he needed to meet with BLM to sign a mutual aid agreement for fires on BLM land.

Patterson said he had nothing else to add. There were no questions.

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

1. Financial reports were reviewed and there were no questions or comments.
2. The HeartStart upgrades have been completed. The hospitals prefer to use a system called "LifeNet" to receive the ECGs. She will be doing research to learn what it takes to make this connection.
3. The annual report was submitted May 15, 2015.
4. The Red Cross Blood Drive on May 26, 2015 was another success. The next drive is scheduled for Tuesday, July 28, 2015.
5. She said she would be on vacation the week of June 22, 2015 through June 26, 2015.

Commissioner Parker asked about the pension research project and Wilson stated that she had not had time to work on it. There was discussion about the priority of this project. Wilson said that Commissioner Parker had spoken to her after the last meeting about hiring a temporary part time person to help with the pension project and archives project. She asked the Board about their thoughts. The Board agreed that this was a good idea. A motion was made to approve Wilson hiring a part time temporary person to assist her with projects as needed for the summer. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.** The Board suggested that Wilson approach the volunteers to see who would be interested in the work before advertising for the position. A job description could be developed later and the position became more defined. There were no additional comments or questions.

Volunteer Association: No report

Committee Reports

1. Safety Committee - no report
2. Budget, Finance, and Audit Committee - no report
3. Insurance and Health Care Committee - no report
4. Policies and Procedures Committee - The firefighter and EMT job descriptions were reviewed. Patterson and Wilson worked together to create these documents. A motion was made to approve Policy 4.1.8 EMT job description and Policy 4.1.9 Fire Fighter job description as presented. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**
5. Emergency Medical/Emergency Management Committee - no report
6. Strategic Leadership Plan Committee - The committees met with an outside vendor last month and received a quote for \$30,000 to \$35,000 for her to research and write the strategic plan. Chief Patterson said that part of his training at the Academy was on strategic planning and he felt that we could do the plan in house rather than spend that kind of money. There was discussion on how this would work, and the length of the project.

Commissioner Parker asked Commissioner Brixey about the WFCAs seminars he and Commissioner Kummer recently attended. Commissioner Brixey said that the Friday seminar was about risk management. He gave a short report on the details of the seminar. Commissioner Kummer gave a brief summary on the Saturday seminar, which was also about risk management. Both Commissioners said it was valuable training.

Unfinished Business

There was no unfinished business.

New Business

1. Membership - A motion was made to approve Mario Hernandez into probationary membership. **Motion: Nesbit, Second: Brixey. Motion approved unanimously.** Commissioner Brixey asked why the Board is approving members. There was discussion on the historical reasons, policies, and procedures. Chief Patterson commented that it was an additional screening process.
2. Ambulance Rates - Wilson presented an analysis of transport rates from transporting agencies in our area. She included a data analysis summary of billable insurances by percentage of use along with the number of non-transport calls annually. She recommended that the District increase the BLS non emergent transport rate from \$260 to \$300, increase the BLS emergent transport rate from \$310 to \$400, add an ALS rate of \$550, and increase the mileage rate from \$9.50 to \$10 per mile. There was discussion on the summary documents and breakdown of insurance types billed. A motion was made to approve the ALS rate and mileage increase. Wilson asked about the BLS rates. A motion was made to amend the first motion to approve all of the 2015 recommended rates as presented. **Motion: Kummer, Second: Brixey. Motion approved unanimously.**

There was no additional new business.

No Executive Session.

Announcements & Upcoming Events

Commissioner Parker asked the Board if they had any announcements or upcoming events that had not already been mentioned.

- Commissioner Kummer shared information about next year’s WFCM Saturday seminar
- Commissioners Kummer and Brixey are registered to attend a free seminar put on by Enduris on July 15 in Yakima. The subject is: Local Government Leadership Forum: The Role of Local Government as a Community Builder in the 21st Century

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

The next Commissioner’s meeting was set for Tuesday, July 14, 2015 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, 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 1749 hours.

Chairman

District Secretary