



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 July 14, 2015 and was called to order by Commission Chair Paul Parker at 1600 hours. The meeting was recorded.

The Pledge of Allegiance was led by Barbara Davis Wilson.

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

Others present: Fire Chief Dave Patterson, District Secretary Barbara Davis Wilson, Captain Travis Zimmerman, Maria Andrade, Doug Anderson, Doug Wells, Gerardo Barajas, Hector Gonzalez, and Brandon Wright.

The public was recognized and welcomed. There were no comments from the public.

The agenda was reviewed. Commissioner Kummer asked to add an item to New Business regarding the \$2000 spending limit for unbudgeted items (12b). A motion was made to approve the amended agenda. **Motion: Nesbit, 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 Nesbit asked about the bill from Cascade Fire for BR 837. Chief Patterson reviewed the work done on the unit and answered his questions. **Motion: Kummer, Second: Brixey. Motion approved unanimously.** The documents were signed by the Board members.

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

1. Reviewed "Chief for a Day" event and presented our young Chief to the City Council along with the young police Chief.
2. Chief asked for approval to sign the County-Wide Protection Plan (CWPP). He said that if he was not granted approval, the entire Board would need to sign it, which could delay its approval countywide. A motion was made to authorize Chief Patterson to sign the CWPP. **Motion: Parker, Second: Brixey. Motion approved unanimously.**
3. Call volume is up from last year. Chief discussed the impact on increased call volume and a decrease in member responses. Commissioner Brixey asked if Chief knew if the City was going to do something about the fire hazard in the trailer parks. Chief said the City contract with us for services is under review. Currently, they use an outside vendor for fire inspections and so forth. The current contract does not allow the Fire Chief any say on issues within the city limits, but the City is willing to modify the contract to allow the Fire Chief more authority and he could also add fire inspection services. Commissioner Kummer asked if there was an ordinance in place to require CO2 detectors along with smoke detectors. Chief replied, "Not yet." There was discussion on a recent call with CO2 poisoning in Desert Aire.
4. Chief said that he is researching the options of starting a residence program. Commissioner Brixey asked if Royal City's program is going well. Chief replied that they hire summer help. Quincy and Ephrata have successful residence programs. Commissioner Nesbit asked Chief to explain how the program would work. Chief describe the details of his research to date and said he would report more when he had more information.
5. Pump testing was completed on the engines and all units passed.
6. Ambulance 897 is scheduled to be complete tomorrow, 7/15/15. A new engine was installed.
7. BR 837 is back and online with a new pump and motor.

8. BR 817 is having the motor rebuilt for approximately \$7,000 and could be back as early as Friday, 7/17/15.
9. The LED lights installed on the brush trucks work great.
10. The areas behind Station 81 and 82 have been cleaned up. The only remaining items to clean up are the two surplus DNR trucks. One is currently up for auction and the other will be placed on auction when the first one is complete.
11. Chief said that wildland gear was budgeted this year. He found dual rated gear that looks similar to bunker gear, but is rated for wildland and extrication. They are not lined and would not be as hot as bunker gear. They are approximately \$400 per set. Commissioner Brixey asked if they had a pathogen barrier. Chief replied that they do and have a fire rating up to 1,000F along with being more functional with more and bigger pockets.
12. Chief proposed that GCFD8 become a drug and alcohol free workplace. He said there is a policy in place that does not address marijuana and allows alcohol and District events. These issues would need to be addressed in the new policy. There was discussion about the Volunteer Association Sweethearts Dance. Chief said the Volunteer Association is a separate entity from the District and the fundraising events it hosts should not be associated with the District in any way if alcohol is served. There was more discussion on this. Commissioner Crain said this was a good idea and advised to have legal counsel review the policy.
13. Chief said the next County Chief's and Commissioners meeting is on August 4, 2015 in Ephrata. Patterson said he had nothing else to add. Commissioner Nesbit asked if he wanted to discuss a membership issue now or in Executive Session. Chief said Executive Session would be appropriate. Commissioner Crain commented that people have been telling her that they like the "new" fire department, especially how professional staff looks, and how clean the stations are. There was discussion on District improvements. Commissioner Parker asked about issuing burn permits such as field burn permits. Chief said that the farmer must get an AG permit from the Department of Ecology (Ecology) then get his permission to burn on burn days per the Grant County Commissioners Burn Ban. The farmer completes an agreement per Ecology guidelines stating their safety measures and makes an appointment for himself or a Captain to be on site during the burn times as needed. There were no further questions.

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

1. Financial reports were reviewed. There were discussions on the ambulance billings and a budget amendment after June revenue is reported. There were no further questions or comments.
2. Maria Andrade was hired to assist with the archive project and has made a lot of progress. We are hoping to complete the project by the end of July.
3. The next Red Cross Blood Drive is on Tuesday, July 28, 2015. Commissioner Nesbit suggested putting the sandwich board signs out on the day of the drive to get more walk-in traffic.

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 - no report
5. Emergency Medical/Emergency Management Committee - no report
6. Strategic Leadership Plan Committee - Commissioner Kummer said he plans to schedule a meeting in the next two weeks.

Unfinished Business

There was no unfinished business.

Commissioner Parker called for a five-minute break at 1700 so Secretary Wilson could retrieve the Funds and Financial Management policy for discussion during New Business.

New Business

1. Membership - A motion was made to approve Eric Valdez into probationary membership. **Motion: Brixey, Second: Parker. Motion approved unanimously.**
2. Funds and Funds Management Policy (POL 5.1.2) - Wilson distributed copies of the policy to the Board and Chief. Commissioner Kummer identified item 2.5 of the policy for discussion and amendment. Commissioner Parker said that years ago, the Chief had the authorization to repair catastrophic failures without approval from the Board. There was discussion about the intent of the original verbiage of the policy. A motion was made to amend the final sentence of POL 5.1.2 Funds and Funds Management, Section 2.5 to read, "If the expenditure is of an emergency nature, the Fire Chief is authorized to effect repairs as needed within reasonable limits." Commissioner Nesbit asked for clarification that the first sentence would remain the same and Commissioner Kummer stated that it would. **Motion: Kummer, Second: Brixey. Motion approved unanimously.**

There was no additional new business.

At 1720, Commissioner Parker announced that the Board would go into Executive Session for 20 minutes per RCW 42.30.110(1)(f) to discuss a membership issue and staff salaries. At 1740, the Board asked for an additional ten minutes. **Executive Session from 1720 to 1750. No decisions were made.** The regular meeting resumed at 1750.

A motion was made to increase Fire Chief Dave Patterson's annual salary from \$61,900 to \$66,000 and District Secretary Barbara Davis Wilson's annual salary from \$49,300 to \$53,000. Wilson asked for clarification on an effective date. Commissioner Brixey suggested retroactive to July 1, 2015. Wilson stated that retroactive payments are not allowed per the State Auditors and suggested the first day of the next pay period, which is July 16, 2015. Commissioner Brixey amended his motion to include the effective date of July 16, 2015.

Motion: Brixey, Second: Kummer. Motion approved unanimously. Commissioner Nesbit mentioned that performance evaluations would still happen. Wilson said that they have usually occurred in December. He said that they might be scheduled before that time.

Announcements & Upcoming Events

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

- Commissioner Kummer said that he and Commissioner Brixey would be attending the Enduris seminar on local government tomorrow morning.
- Commissioners Kummer and Brixey plan to attend the County Chief's and Commissioners Meeting in August.
- Chief Patterson said that "Hot Desert Nights" is August 8, 2015 and crews would be needed for the races between 10 AM and 2 PM.
- Mattawa Comm"Unity" Days is August 14 and 15, 2015. Chief said there will be a slip and slide at the park and the District has been asked to provide water for it. Additionally, there are parades Friday night for the kids and Saturday morning.

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

The next Commissioner's meeting was set for Tuesday, August 11, 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 1800 hours.



Chairman



District Secretary