



## **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 January 10, 2017 and was called to order by Commission Chair Debra Crain at 1603 hours. The meeting was recorded.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Paul Parker, and Scott Nesbit. Richard Kummer called in sick and Russell Brixey called to say he was dealing with a weather related work emergency. A quorum was established.

Others present: Fire Chief Dave Patterson, District Secretary Barbara Davis, and Lars Leland.

Members of the public were recognized, welcomed, and invited to comment. No comments at this time.

The agenda was reviewed. A motion was made to approve the agenda as presented with the exception of tabling discussion on the Disciplinary Policy until January. **Motion: Nesbit, Second: Parker. 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. Secretary Davis stated that she had not received payroll information from the County in order to complete the quarterly tax returns. She requested that the Board approve the expenditures with the consent agenda for signature later in the month. A motion was made to approve the Consent Agenda as presented and the expenditures for quarterly taxes. Commissioner Parker asked about tires and work on 898. Chief explained the details of the maintenance work. **Motion: Nesbit, Second: Parker. Motion approved unanimously.** The documents were signed by the Board members.

**Election of Chair and Vice Chair:** There was discussion about postponing Chair and Vice Chair elections until February. The consensus was not to wait. Commissioner Crain opened nominations for the Board Chair position. Then she nominated Scott Nesbit, who accepted the nomination. Commissioner Crain restated the nominations presented and asked if there were any further nominations. There were none. She called for a vote. All voted unanimously for Commissioner Nesbit. Commissioner Crain announced that Commissioner Nesbit was the new Chair. She then opened nominations for Vice Chair. Commissioner Nesbit nominated Debra Crain, who accepted the nomination. Commissioner Crain restated the nominations presented and asked if there were any further nominations. There were none. She asked for a vote. All voted unanimously for Commissioner Crain. Commissioner Crain announced that she was Vice Chair. She congratulated the new Chair and turned the meeting over to Commissioner Nesbit.

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

Call Volume - The 2016 year end call volume was 86 fire and 385 EMS for a total of 471. He said that fire calls were down by about 20 calls due to few alarm calls. There was discussion about the recent fire alarm calls at the Wanapum Heritage Center.

1. Property Search - Chief reported that he has a verbal commitment from the Wahluke School District that they will sell the District 5 acres of the 20-acre parcel they are buying from DNR. This parcel is along Rd 24 SW from Boundary Ave. to the vineyard near Wahluke Produce. The five acres we would purchase is along the vineyard side of the parcel. Chief said that it would be at least two weeks before the school district finalizes the purchase with DNR. Once that is completed, we would begin the process of purchasing the five acres at approximately \$16,000 per acre. Commissioner Nesbit asked about the current location. Chief suggested selling it to a group that is looking to build a community center.

2. City of Mattawa Contract - Chief reported that he was having a difficult time getting City representatives to understand the justification behind the rate schedule in the new contract (specifically, the city attorney). There was a great deal of discussion regarding taxable values and the cost of providing services. There was a suggestion that the Board issue a letter giving the City 60 to 90 days to meet and finalize the contract. Lars Leland commented that he has observed many miscommunications during the City Council meetings. Commissioner Nesbit instructed Chief to meet with Mayor Scott Hyndman in the next few weeks before a letter is sent.
  3. Volunteer Appreciation Dinner - Chief stated that the appreciation dinner would be on Saturday, 1/28/17, with a social hour at 6:00 pm and dinner served at 7:00 pm with awards to follow.
  4. Paint Classroom - Chief reported that Captain Hudson has a community service person who will paint the classroom. It has been over four years since it was painted and the new color would be white.
  5. Volunteer Drive - Chief pointed out the new banner that he had hanging on the wall. He stated that the captains were building a frame for the banners and it would be up at Station 81 this week.
- Chief had nothing further to add. There were no further questions.

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

1. Financial reports were reviewed. There were other no questions or comments.
2. Community Assistance Donations - Davis reported that the District had received over \$400 in donations toward the community assistance program. She explained that there is not a BARS code to account for this and she had deposited the donations in the petty cash account. She recommended that the Board approve opening a savings account tied to the petty cash account to hold the funds rather than have it mingled with petty cash and have Chief, Commissioner Parker, and herself as signers. A motion was made to create petty cash savings account for community assistance donations with the suggested signers.  
**Motion: Crain, Second: Parker. Motion approved unanimously.**
3. Ambulance Billing Rates - Davis reported that she had done an analysis and comparison of our ambulance billing rates, which included a review of the payer mix. Davis recommended that the BLS non-emergent rate increase from \$300 to \$375; BLS emergent rate increase from \$400 to \$500, the ALS non-emergent rate increase from \$450 to \$575; the ALS emergent rate increase from \$550 to \$690; and the mileage rate increase from \$10 per mile to \$15 per mile. Davis stated that the Medicaid disallowed amount would increase, but the other payers would continue to pay the majority of the fees. She stated that she would review the statistics in six months. Davis presented Resolution 17-001 Ambulance Services Billing Rates for approval, which would be effective February 1, 2017. There was discussion on the rate comparison, payer mix, Medicaid and Medicare fee schedules, and bad debt. A motion was made to approve Resolution 17-001 as presented. **Motion: Crain, Second: Parker. Motion approved unanimously.** The Resolution was signed by the Board members.
4. Blood Drive - The next drive is scheduled for Friday, 1/20/17, from noon to 5:00 pm. Davis had nothing further to add and there were no questions.

**Volunteer Association:** No report.

**Committee Reports:** No report.

**Unfinished Business:**

1. Disciplinary Policy - The Board reviewed the policy as presented. There was discussion about making it more specific. The consensus was to leave it as it is to provide situational flexibility.

**New Business:**

1. Lexipol Services - The Board reviewed the Lexipol Services material in their packets. There was discussion on the pros and cons of using the service. The consensus was to not pursue the service at this time and continue to rely on staff and auditor guidance for policy review and policy-making.

**Additional Business:**

Commissioner Nesbit asked if there was any Additional Business. Davis asked the Board if they wished to approve the cost of living increase that was budgeted. She was asked to stated current salaries and the budgeted salaries. She stated that Chief's current salary was \$70,100 and the cost of living increase was \$72,000; her salary was

\$56,900 and the cost of living increase was \$58,000; Captain Roth's salary was \$47,000 and the cost of living increase was \$48,000; and Captain Hudson's salary was \$43,000 and the cost of living increase was \$44,000. She stated this was roughly a 2% increase. A motion was made to approve the cost of living increases as stated.

**Motion: Crain, Second: Parker. Motion approved unanimously.**

Commissioner Nesbit asked the Board if they had issues for Executive Session. There were no issues.


***Announcements & Upcoming Events***

- Next meeting 2/14/17 at 1600.

There being no further business before the Board, the meeting was adjourned at 1706 hours.

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Chairman



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District Secretary