



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 Government Way, Mattawa, WA on April 14, 2015 and was called to order by Commission Chair Paul Parker at 1605 hours. The meeting was recorded.

Commissioner Nesbit led the Pledge of Allegiance.

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

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

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

The minutes from the last regular meeting were reviewed and a motion was made to approve the minutes with a correction on page 1 to correct which commissioner seconded the motion to excuse absent commissioners. **Motion: Crain, Second: Brixey. Motion approved unanimously.**

Commissioner Parker asked the Board if they had any announcements. There were none.

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

1. He reported that the new flagpole at Station 81 is up and colored rock needs to be added to the raised area. He has received a number of positive comments on it.
2. The wench has been moved from 8100 to 828 to help balance the weight of the tank. The tank on 828 still needs to be moved forward.
3. BR 837 is at Cascade Fire to move the pump, add dunnage racks, etc. to make it like the other brush trucks. BR 817 will go into Cascade Fire next to have the wooden dunnage racks replaced with metal and add a ladder system.
4. The office has been painted and the carpets cleaned in the office and training room.
5. There is an extrication training scheduled for Saturday, April 18, 2015. District 10/11, Kittitas 4, and Hanford Fire have been invited. Details of the training were discussed.
6. Staff will be training weekly for fire and EMS responses. Hydrant and Hose Ops were done last week.
7. Our insurance policy is being reviewed by an independent agent, Shane Heston, to ensure the District is covered properly.
8. The hiring process for the second captain is ongoing. The position has been opened statewide. The biggest barrier is moving here with family.

A comment was made that the new flagpole looks great and it was asked if the "fire" bucket could be moved. Chief said this would be done and replacement receptacles are being researched. There were no additional comments or questions.

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

1. Financial reports were reviewed and there were no questions or comments.
2. There was discussion on the Board of Volunteer Fire Fighters Pension plan. There seems to be an issue of when members were enrolled and when payments were made into the pension plan. Wilson is researching the issue and will report when there is more information.
3. The HeartStart upgrades were discussed. Completion should be by the end of April.
4. The Red Cross Blood Drive was a success and the next one is scheduled for Tuesday, May 26, 2015.
5. A background-screening vendor has been chosen. Screens will be done on all new employee candidates and volunteer member applicants.

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
 - a. The Business Manager/District Secretary job description was reviewed. A motion was made to adopt the revised job description for the Business Manager/District Secretary. **Motion: Nesbit, Second: Brixey. Motion approved unanimously.** Other job descriptions were discussed after discussion on the physical abilities and standards portion of the job descriptions. Next to be reviewed are Firefighter and EMT job descriptions.
 - b. The Volunteer Compensation for Activities Policy was reviewed and discussed. A motion was made to approve the policy as presented. **Motion: Kummer, Second: Brixey. Motion approved unanimously.** The procedure supporting this policy was reviewed and discussed. There were questions about some of it, but the consensus was that the procedure supported the policy.
5. Emergency Medical/Emergency Management Committee - no report
6. Strategic Leadership Plan Committee
 - a. Kummer reported that the airport would be closed 5/06-26/15 to make modifications to the runway. The emergency helipad would still be accessible. The Airport fueling station project has been moved forward into 2016. Kummer reported that the Airport Board asked him if the District would be able to provide them with grant monies to help fund their improvement projects. Wilson is to research this with legal counsel.

Commissioner Parker called a 5-minute break at 17:46. The meeting resumed 17:52.

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. A motion was made to approve the consent agenda. **Motion: Kummer, Second: Brixey. Motion approved unanimously.**

Unfinished Business

1. Resolution 2015-01a was reviewed and discussed. A motion was made to approve the resolution as presented. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**

There was no additional unfinished business.

New Business

1. Membership: Jose Tapia has met the requirements to be brought into probationary membership. A motion was made to approve Jose Tapia's probationary membership. **Motion: Kummer, Second: Parker. Motion approved unanimously.**
2. The Yakima County Department of Emergency Medical Services Administrative Interlocal Agreement was reviewed and discussed. A motion was made to approve the Board to enter into the Agreement. **Motion: Parker, Second: Kummer. Motion approved unanimously.** The Agreement was passed to the Board for signature.

There was no additional new business.

Upcoming Events

There were no upcoming events that had not already been mentioned.

Commissioner Parker announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(f) to discuss the Fire Chief position. At 1820, the Board asked for an additional two minutes. **Executive Session from 1805 to 1823. No decisions were made.** The regular meeting resumed at 1825.

A motion was made to appoint David Patterson as Fire Chief and increase his annual salary from \$60,400 to \$61,900 effective April 15, 2015. **Motion: Brixey, Second: Kummer. Motion approved unanimously.**

Commissioner Parker called a 5-minute break at 1827 to allow Secretary Wilson to print the oath of office for Fire Chief. The meeting resumed at 1828.

David Patterson took the oath of office of Fire Chief. The oath will be signed and notarized tomorrow. The Board congratulated Patterson.

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

The next Commissioner's meeting was set for Tuesday, May 12, 2015 at 1600 hours at Station 81 in Mattawa, Washington. Proposed agenda items are 1) Chief's Report, 2) District Secretary's Report, 3) Volunteer Association Report, 4) Committee Reports, 5) Consent Agenda, 6) Unfinished Business, 7) New Business, and 8) Upcoming Events.

There being no further business to come before the Board, the meeting was adjourned at 1830 hours.



Chairman



District Secretary

