



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 January 12, 2016 and was called to order by Commission Chair Paul Parker at 1559 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. A quorum was established

Others present: Fire Chief Dave Patterson and District Secretary Barbara Davis Wilson

There were no members of the public in attendance to recognize, welcome, and invite to comment.

Richard Kummer was congratulated on his re-election and asked to take his oath of office as provided by the Grant County Election Department. He did so and signed the oath, which was subscribed and administered by Barbara Davis Wilson, District Secretary.

The agenda was reviewed. A motion was made to approve the agenda with the Oath of Office moved to after Roll Call and Public Welcome. **Motion: Crain, 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. A motion was made to approve the Consent Agenda as presented. **Motion: Kummer, Second: Brixey. Motion approved unanimously.** The documents were signed by the Board members.

Election of Chair and Vice Chair: Chair Parker opened nominations for the Board Chair position. Commissioner Kummer nominated Russell Brixey, who accepted the nomination. Commissioner Nesbit nominated Debra Crain, who accepted the nomination. Commissioner Parker restated the nominations presented and asked if there were any further nominations. There were none. He asked for a vote. Commissioner Brixey received two votes and Commissioner Crain received three votes. Commissioner Parker announced that Commissioner Crain was the new Chair. He then opened nominations for Vice Chair. Commissioner Kummer nominated Russell Brixey, who accepted the nomination. Commissioner Crain nominated Scott Nesbit, who accepted the nomination. Commissioner Parker restated the nominations presented and asked if there were any further nominations. There were none. He asked for a vote. Commissioner Brixey received four votes and Commissioner Nesbit received one vote. Commissioner Parker announced that Commissioner Brixey continued as Vice Chair. He congratulated them and turned the meeting over to Commissioner Crain.

Commissioner Crain stated that since Chief was not back from a call, that his report would be heard when he returned and asked for the District Secretary's report.

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

1. Financial reports were reviewed. There were no questions or further comments.
2. Ambulance Billing Service - Wilson reported that the transition from Health Care Management Associates (HCMA) to Systems Design West (SWD) has been completed. There are about 12 accounts that are on monthly payments with low balance that she will bill rather than transfer them to SWD.
3. ImageTrend Software - The ePCR form programming is progressing. Word from the laptop vendor is that they won't be shipped until February so the "go live" date has been moved to March 1, 2016.
4. The next Red Cross Blood Drive is on January 26, 2016.

There were no additional comments or questions.

Chief Patterson returned at 16:20 and proceeded to give his report

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

1. Call Volume - Chief reported that the call volume in 2015 was 348 EMS calls and 104 fire calls. Year to date, we have had 16 EMS calls and 2 fire calls.
2. Captain Search - Darryl Hudson has been hired and he started 1/4/16.
3. Medic One Grant - We have received \$1,000 in grant monies to be used for wildland gear. He will purchase hand tools, head lamps, and more back packs with the funds. He also stated that he has applied for the DOH Trauma Council grant which is about \$1,200.
4. Volunteer Appreciation Dinner - Scheduled for Saturday, 1/23/16, beginning with a social hour at 1700 hours. Prime rib, salmon, bakers, salad, and desserts will be served. Chief said that a new award was created this year. The "Golden Shovel Award" will be given to someone in recognition of long time achievement and contributions to the District over the years of their service.
5. Resident Firefighter Program - Chief presented a draft of the program to the Board. He stated that this program would be designed to augment the volunteers because it is difficult to recruit and retain volunteers. He asked the Board to review the program and discuss it at future meetings. There were questions from the Board with regard to how other Districts have their programs structured and their success as well as questions regarding quarters. These items were discussed at length.
6. Capital Spending Plan - Chief said that he would like to order the new command and quick response vehicles. The lead time to receive the vehicles after order confirmation is as long as 120 days. He distributed quotes for the Board to review. The quotes were discussed in detail. A motion was made to authorize Chief Patterson to contract for purchase a 2016 F450 as quoted from Columbia Ford for the new quick response vehicle. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.** There was discussion on Chief's plan for the current 800 command vehicle. He recommended that it be declared surplus and sold. It has a number of maintenance issues that would make it impractical for the District to retain it. A motion was made to authorize Chief Patterson to contract for purchase a 2016 F250 as quoted from Corwin Ford for the new command vehicle. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**

Chief added that the DNR truck (old 820) behind Station 81 was not returned as reported by former Chief Hargroves. This was discovered during an inventory check last week. The paperwork has been completed and it should be auctioned soon. Chief had nothing further to add and there were no further questions.

Volunteer Association: No report

Committee Reports: No report

Unfinished Business

1. Dress Code Policy - Wilson stated that she did not have time to modify the policy as requested. The policy revision discussion is to continue next month.
2. No-Call Stipend - The Board members continued discussion on this issue. Wilson read the October 2015 letter from the Volunteer Association to clarify their request. The Board interpreted the letter to say that the volunteers were asking for a \$20 per no call day stipend to be given rather the one point that is awarded now. There was discussion on this and the Board recommended that Chief change the procedure to award two points per no call day. Chief said he would make the change to the procedure.

There was no further unfinished business.

New Business

1. Controlled Substance Use Policy - Chief provided a draft of this policy and procedure. He said this policy is needed to be in compliance with federal laws so we can apply for federal grants. Testing can be done by the Mattawa Police Department and the Mattawa Community Medical Clinic. There was discussion and Wilson was told to bring final drafts to the meeting next month.

2. Additional New Business - Wilson reminded the Board that they had budgeted cost of living adjustments (COLA) for employees. She asked if they wanted to approve them. There was limited discussion. A motion was made to authorize COLA increases for Chief Patterson in the amount of \$1,100 annually and \$900 for District Secretary Wilson per the 2016 Budget to be effective at the beginning of the next pay period. **Motion: Brixey, Second: Kummer. Motion approved unanimously.** Chief Patterson's salary will change from \$66,000 annually to \$67,100 annually. District Secretary Wilson's salary will change from \$53,000 annually to \$53,900 annually beginning January 14, 2016.

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. There were none.

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

The next Commissioner's meeting was set for Tuesday, February 9, 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) Dress Code Policy, b) Controlled Substance Use Policy, 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 1728 hours.


Chairman


District Secretary