



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 December 8, 2015 and was called to order by Commission Chair Paul Parker at 1406 hours. The meeting was recorded.

The Pledge of Allegiance was led by Scott Nesbit.

Commissioners present: Paul Parker, Scott Nesbit, Richard Kummer, and Russell Brixey. Debra Crain gave notice on December 4, 2015 that she would not be attending due to a work commitment. A motion was made to excuse Debra Crain's absence. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**

Others present: Fire Chief Dave Patterson, District Secretary Barbara Davis Wilson, Doug Wells, and Doug Anderson.

The members of the public in attendance were recognized, welcomed, and invited to comments. No comments were made.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Brixey, 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. There were no transactions to review. Commissioner Nesbit asked District Secretary Wilson about vacation/time off logs for staff. She replied that each person is responsible for updating his or her tracking document and printing it for payroll. 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. Minutes of the Budget Hearing were reviewed. A motion was made to accept the minutes as presented. **Motion: Parker, Second: Brixey. Motion approved unanimously.**

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

1. Call Volume - Chief reported that the call volume was much higher than last year along with several of the previous years.
2. Extrication Training - The Event went well, but attendance was not as good as he had hoped. The extrication tool manufacturer was not able to participate,
3. Captain Search - The search continues. A few applications have been handed out, but not returned. If a good candidate cannot be found, he will post the position statewide.
4. Burn to Learn - Three members attended this training last month. Grant County fire departments are working on creating this program at Grant 5 in Moses Lake.
5. Leadership Training - Robert Roth, Kyle Jamison, Dean Christensen, and Brandon Wright attended the second module this month. The last training will be in January. He commented that the Insurance Rating bureau did not grade the District well on outside training for officers. This is a FEMA sponsored program.
6. Vehicle Accidents - In the windstorm, 811 had minor damage to the front fender and 899 had the side box door twisted. Both apparatus have been repaired.

In the spring, Chief would like to campaign for interurban wildland safety. The PUD and Desert Aire Owners Association are willing to help. Chief said that the PUD sent a letter thanking the District for our response to the explosion emergency in October. He said MedStar stopped in earlier today with great feedback on the excellent patient care and packaging of the patients. One helicopter was on the ground

only two minutes. Commissioner Brixey said “good job” to all of the responders. Chief said a copy of the PUD letter would be given to each of the responders and placed in their personnel files. There was discussion on various major calls. Chief had nothing further to add and there were no further questions.

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. Payroll Letter - Wilson prepared a letter for Board approval to give permission to the County to issue a warrant for payment of the employer portion of LEOFF II during the payroll process. The letter was reviewed and a motion was made to approve the letter as presented. **Motion: Parker, Second: Brixey. Motion approved unanimously.**
3. Ambulance Billing Service - Wilson reported that the transition from Health Care Management Associates (HCMA) to Systems Design West (SWD) is going well. HCMA will continue to work claims prior to 10/31/2015 until 12/31/15 when all accounts receivable will be transferred to SWD.
4. The Red Cross Blood Drive on November 24, 2015 went well and the next drive is on January 26, 2016.
5. Wilson said she would be on vacation the last two weeks of the month.

There were no additional comments or questions.

Volunteer Association: Doug Anderson reported that the AWB donation of \$1,000 would be used differently this year to follow instructions from the AWB. The Association is matching the donation and it will be used for gifts and food for five area families. Chief asked about caroling. Doug Wells said he had brought it up at the meeting, but didn’t get a good response. Doug Anderson stated that the Association redefined “in good standing” for their members. The members are not held to the District’s response requirements, but will be adhering to the Board of Volunteer Fire Fighters training requirements. The Association would be voting on new officers at their meeting this month

Committee Reports

1. Safety Committee - The committee met on 11/20/15. Chief explained the purpose of the committee to the members. He reported that the committee had two suggestions: 1) add lighting to the back of 830 to aid visibility when backing, and 2) switching the airbag fittings to prevent air discharge through the hoses.

There were no additional committee reports.

Unfinished Business

1. Medical Insurance - Wilson explained the sheets comparing the current PPO Plus Plan with the PPO 100 Plan. There was discussion amongst the Commissioners about which plan each one liked and why they liked it. There was additional discussion regarding a tiered program to assist employees with dependent premiums. It was suggested that the District pay 50% of the premium for dependents after one year of service, 60% after two years of service, 70% after three years of service, and 80% after four years of service. The District would pay a maximum of 80% of the dependents premium as a benefit to the employees. A motion was made to implement the PPO-100 plan with the tiered program for dependent premiums as suggested. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.** Commissioner Parker signed the enrollment form after Wilson made the necessary changes.
2. Dress Code Policy - A revision to the policy was approved last month and presented to the Board. It was suggested that in 4.3.1, the reference to shirts be changed to “t-shirts.” Additionally, a section addressing Class B shirts needs to be inserted. Chief suggested that the old policy and procedure of issuing Class B shirts and badges be incorporated into this policy. The policy revision discussion is to continue next month.
3. No-Call Stipend - The Board members discussed instituting a stipend for no call weekends. There was discussion in support of a stipend of \$20 per day on a no call weekend. It was suggested that this program would need to have some language to ensure accountability. A motion was made to incorporate a \$20 per day stipend for no call weekends into Policy 5.5.2 - Volunteer Compensation for Activities Policy. **Motion: Brixey, Second: Kummer.** Wilson stated that she believed Commissioners Brixey and Kummer were not allowed to make a motion, second, or vote on this issue because they are

active volunteers, which constitutes a conflict of interest. Commissioners Parker and Nesbit directed her to research the rules and the issue was tabled until next month. Chief pointed out that without their vote, there wasn't a quorum with Commissioner Crain's absence.

There was no further unfinished business.

New Business

1. Resolution 2015-04 Community Assistance and Education Services Program - RCW 35.21.930 was reviewed and discussed. The Resolution was reviewed and discussed. A motion was made to adopt Resolution 2015-04 Community Assistance and Education Services Program as presented. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.** Staff was directed to create the appropriate procedures to support this resolution.

There was no additional new business. Chief Patterson excused himself from the meeting at 1733 in order to attend the County Chief's and Commissioner's meeting.

Commissioner Parker asked the Board if they had any items to discuss under Executive Session. There was none.

Announcements & Upcoming Events

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

- Wilson stated that the Town of Mattawa was holding a Community Christmas program on Friday, December 18, 2015. She was unsure of the time, but it was later in the afternoon. Organizers were recruiting for a parade and there would be warm beverages, Santa, caroling, and more in the park.

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

The next Commissioner's meeting was set for Tuesday, January 12, 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) No-Call Stipend, 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 1742 hours.



Chairman



District Secretary