



## 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 August 11, 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 Debra Crain.

Commissioners present: Paul Parker, Scott Nesbit, Richard Kummer, and Debra Crain. Commissioner Russell Brixey was absent by excuse.

Others present: Fire Chief Dave Patterson, District Secretary Barbara Davis Wilson, Captain Travis Zimmerman, and Gerardo Barajas (came in at 1645).

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

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Crain, 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. Wilson stated that the Saddle Mountain Wireless bill was added to the Vouchers after packets were made and that the Commissioners Meeting Reports were paid on the last pay period in July. There were no questions about any Consent Agenda items. **Motion: Parker, Second: Kummer. Motion approved unanimously.** The documents were signed by the Board members.

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

1. All out of service apparatus are back in service except BR 817, which should be back in a few weeks. There was an issue finding parts.
2. The EDITH Fire Safety House has been brought in for the Mattawa Community Days event on August 15, 2015.
3. The DEA licensing has been completed. All of the paramedic drugs have been ordered with the exception of the pain management drugs. All controlled substances are in a locked area with access only by Chief and Zimmerman. EMS training has been completed for ALS assistance.
4. A few members have expressed interest in ropes rescue and have attended training with GCFD10. The ropes need to be inspected and some will need to be replaced.
5. MACC has new radio procedures in place that include a code to notify dispatch that a scene has become unsecure and 20-minute timers for EMS calls.
6. Chief is researching the purchase of a reader board for in front of Station 81. He is looking at a trailer-mounted unit with moveable letters for more visible public notices.
7. There will be a tour of the Wanapum Heritage Center located near Priest Rapids Dam on August 12, 2015 beginning at 18:00. All District personnel are invited. The tour will include emergency entrances, floor plan review, fire connection areas, etc.
8. The Volunteer Captain job description has been completed. Chief included it for Board review. Commissioner Nesbit asked if the position is similar to the old Station Captain and Chief replied no, it is intended to provide additional incident command personnel if/when paid staff are otherwise occupied. There was more discussion on the operational structure. Chief said all captains would take officer training.

Patterson said the signs on the stations are being repainted and that he had nothing else to add. There were no further questions.

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

1. Financial reports were reviewed. There were questions or comments.
  2. Wilson gave an update on the archive project and said that it was completed. A number of documents were shredded in house. There were 14 bankers boxes professionally shredded along with an additional seven boxes to be shredded when the shred truck is back in town. The City of Mattawa allowed the District to use their account and will bill us after the additional boxes are shredded.
  3. The Red Cross Blood Drive on July 28, 2015 was successful with 14 pints donated. The next drive is scheduled for Monday, September 28, 2015.
  4. The 2015 Budget Amendment is ready for review under New Business.
- 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 the committee met last week. He reported that staff did a great job getting the committee back on track and preparing a plan of direction for future meetings. He said that the Board committee functions were not well outlined and he proposed that this committee provide guidance and direction rather than writing the actual strategic plan. He said the intent is to stay involved and be supportive.

#### **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. Revised Mission Statement, Vision Statement, and Values - The revised statements document was reviewed. Commissioner Kummer discussed the new statements and presented the current statements as a comparison. He recommended that the Board approve the new statements. A motion was made to approve the new Mission Statement, Vision Statement, and Values as presented. **Motion: Kummer, Second: Nesbit. Motion approved unanimously.** Chief said that the next step is to review District strengths, weaknesses, opportunities, and threats. Once this is done, District goals can be set along with following the next steps in the plan. Chief said that we would take a hard look at ourselves and then invite the community to provide feedback.
2. Commissioner Attendance at Staff Meetings - Commissioner Kummer said that about a year ago, the Board issued a memo to the staff requiring staff meetings with at least one commissioner in attendance. He said this directive was necessary and followed until December 31, 2014. He proposed to the Board that directive was no longer needed and made a motion to rescind the directive to have a commissioner present at staff meetings. **Motion: Kummer, Second: Parker. Motion approved unanimously.** Chief commented that staff has great communication now and holds informal staff meetings as needed now.
3. Volunteer Application Process - Commissioner Kummer stated that he does not believe the Board needs to approve new volunteers because this is an operational issue. Commissioner Nesbit discussed the historical reasons behind the current policy and procedure. Wilson read the current policy to the Board and said, in her opinion, that the policy did not need to be changed, but the procedure needed

to be updated to match current operational checkpoints. The Board directed Chief to update the procedure and report changes in membership in his Chief's Report.

4. Membership - Chief announced that Carlos Morales is a new probationary member. He is interested in Fire training and is Maria Andrade's husband.

Commissioner Parker announced a break at 17:19. The meeting resumed at 17:26.

5. 2015 Budget Amendment Proposal - District Secretary Wilson reviewed the Budget Amendment proposal with the Board. She said the revenue section would be updated to correct beginning balance, projected tax revenue based on the Assessor's data, and other actual revenue projections based on data from January through June. The expenditure section would be updated to accommodate cost increases for additional personnel, repairs and maintenance, and other trending data from January through August. Additionally, the budget would be balanced with revenues and expenditures matching. There was discussion on specific line items. Wilson asked the Board to review the document for approval next month with updated August data, which would be presented at the September meeting along with the necessary resolutions for the amendment.
6. Additional New Business - District Secretary Wilson shared a letter from the Board of Volunteer Fire Fighters and Reserve Officers regarding pension back payments. Per RCW, back payments could not be made for former members who did not serve after June 7, 2012. This information changed the pension research project to include only current members who may be missing one or two pension payments.

There was no further additional new business.

Commissioner Parker asked the Board if they had any issues for Executive Session. The consensus was that there were no issues to be discussed.

#### ***Announcements & Upcoming Events***

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

- Commissioner Kummer shared information from the Enduris seminar last month.
- Chief said 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.
- Wilson stated that a first aid/CPR class is scheduled for Saturday, August 29, 2015. This is for our fire fighters and is open to the community as well.

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

The next Commissioner's meeting was set for Tuesday, September 8, 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 1758 hours.



Chairman



District Secretary

