



COMMISSIONER'S MEETING

Minutes

A 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 February 10, 2015 and was called to order by Commission Chair Paul Parker at 1602 hours.

Commissioner Nesbit led the Pledge of Allegiance.

Present: Commissioners Paul Parker, Scott Nesbit, Richard Kummer, and Russell Brixey attended. , Commissioner Debra Crain was absent by excuse. A quorum was established. A motion was made to accept Commissioner Crain's excused absence. **Motion: Richard Kummer, Second: Scott Nesbit. Motion carried unanimously.**

Also present were Interim Fire Chief Dave Patterson, Business Manager/District Secretary Barbara Wilson, and Robert Roth. There were no comments from the public.

Commissioner Parker asked for comments or changes on the agenda from the Board. A motion was made to approve the agenda as presented. **Motion: Russell Brixey, Second: Richard Kummer. Motion carried unanimously.**

The minutes from the last meeting were reviewed and a motion was made to approve the minutes as presented. **Motion: Richard Kummer, Second: Paul Parker. Motion carried unanimously.** Commissioner Nesbit asked about the meeting minutes from the February 25, 2015 and October 2015 special meeting. Wilson stated that she had not had time to finish them, but would present them at the next meeting.

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

Chief's Report: Chief Patterson reviewed his written report. The DNR apparatus contract has been signed and they will be here to perform an inventory next month. He asked the Board if he could dispose of the old metal items behind Station 81. He said the items were already listed as surplus and would not be used in the future. There was discussion about the items. Commissioner Nesbit suggested that Patterson properly dispose of the excess and surplus items behind Station 81 and 82 by the end of April this year. He said he would discuss the cell phone procedure and driving procedure later in the agenda. He went on to discuss a "zero response" plan with Hanford saying that he is working on a mutual aid agreement with them for any time we cannot respond. There was discussion about how this would work. He said the hose-testing contract had been signed and that the pricing originally quoted would remain the same even with less hose to be tested this year. There was discussion on testing procedures. He said he would be out of district 2/24 and 2/25 for officer training in Yakima and the he would be out 2/12 for the countywide Wildland Response Plan meeting. Patterson discussed the training room rental policy. He said that most of the time, staff spends 30 minutes to an hour cleaning up after events. The rental agreement states that the room needs to be cleaned, but it usually doesn't happen. There was discussion about a refundable cleaning deposit. A motion was made to update the "Use of District Resources" policy to include a \$50 refundable cleaning deposit to the section covering facilities rentals. **Motion: Scott Nesbit, Second: Richard Kummer. Motion carried unanimously.** Patterson had nothing further to add to his written report and there were no questions.

Business Manager/District Secretary's Report: District Secretary Wilson reviewed her written report. Financial reports were reviewed and there were no questions. She reported that the Awards Dinner was a success. Thanks went out to Wahluke Enrichment (especially Joe and Deb Crain, and Adam) for preparing and serving the meal. Patterson asked if there was a particular reason the Awards Dinner was held at the end of January. There was discussion about the history of the event. Patterson said he would like to include families because they give time as well. There was discussion on what the District could pay for per RCW. Commissioners Nesbit and Kummer suggested that Patterson involve the Volunteer Association. She had nothing further to add to her written report and there were no questions.

Volunteer Association: There were no officers present, but Robert Roth said the Fireman's Ball was on Saturday (2/14/15).

Committee Reports

1. Safety Committee - no report. Patterson stated that he could no longer chair this committee as Chief. He mentioned this at the last Officer's meeting and Doug Anderson agreed to chair the committee until the Captains were hired.
2. Budget, Finance, and Audit Committee - no report
3. Insurance and Health Care Committee - no report
4. Policies and Procedures Committee - Wilson reported that the Snure Seminar she and Commissioner Kummer attended on Human Resources Issues in the Fire Service was very informative and helped clarify several issues. She recommended that we look at other attorney firms for a better response time for document review. The Board supported this recommendation. There was discussion about job descriptions, employment agreements, drug screenings, and background checks. There was discussion on the Captain (Paid) job description. A motion was made to approve the Captain (Paid) job description and employment agreement. **Motion: Russell Brixey, Second: Richard Kummer. Motion carried unanimously.** Commissioner Nesbit asked Patterson when he was going to start looking for candidates and Patterson answered, "Tomorrow morning." The Cell Phone Stipend Policy was reviewed and discussed. A motion was made to approve the Cell Phone Stipend policy with the amount to be determined after research. **Motion: Scott Nesbit, Second: Russell Brixey. Motion carried unanimously.** The SOP for Driving District Apparatus was reviewed and discussed. Patterson requested the Board entertain the idea to approve the expenditure to enroll in the Active911 phone app now that the driving SOP had been reviewed. He said that the cost would be about \$400 per year and would replace the alpha pagers. He stated that the app would be more functional than the alpha pagers and explained why. A motion was made to authorize Chief Patterson to go ahead with the Active911 app for the District. **Motion: Richard Kummer, Second: Russell Brixey. Motion carried unanimously.**
5. Emergency Medical/Emergency Management Committee - no report
6. Strategic Leadership Plan Committee - Wilson said that she had followed up with the PUD at Wanapum Dam regarding use of their meeting facilities at the new office building. She said the room is available on Saturday, February 28, 2015. The PUD was putting together their procedures and because they were not finalized, we will be using the room at no charge.

Commissioner Parker called a break at 1733. The meeting resumed at 1740.

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. Wilson pointed out that the commissioner's meeting reports that were in the meeting packet were incorrect because there was no special meeting at the end of January. The corrected meeting reports were reviewed. The transfer transaction to move monies from the operating funds into reserve funds was reviewed in detail and questions answered. A motion was made to approve the consent agenda and transfer transaction was made. **Motion: Scott Nesbit, Second: Russell Brixey. Motion carried unanimously.**

Unfinished Business

Commissioner Nesbit asked about the (outside) flagpole at Station 81. The pole was damaged in a windstorm last spring and removed. There was discussion about Volunteer Association plans to make a monument that included flagpoles. There was discussion about the options and Patterson said he would have another pole like the one at Station 82 built and installed.

There was no additional unfinished business.

New Business

Membership: no changes

There was no additional new business.

Upcoming Events

Fireman's Ball on Saturday, February 14, 2015

Chief's and Commissioner's Meeting next month

Commissioner Parker asked the Board if they had any issues for Executive Session. There were none.

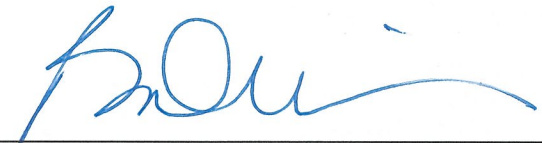
Commissioner Parker asked if there was any other business, which there was none.

The next Commissioner's meeting was set for Tuesday, March 10, 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.

A motion was made to adjourn the meeting. **Motion: Scott Nesbit, Second: Russell Brixey. Motion carried unanimously.** The meeting was adjourned at 1800 hours.



Chairman



District Secretary