



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 September 13, 2016 and was called to order by Commission Chair Debra Crain at 1600 hours. The meeting was recorded.

The Pledge of Allegiance was spoken.

Commissioners present: Debra Crain, Paul Parker, Scott Nesbit, and Richard Kummer. A quorum was established. Commissioner Russell Brixey texted to say he had car troubles and would not be at the meeting. A motion was made to excuse Commissioner Brixey. **Motion: Parker, Second: Kummer. Motion approved with 3 for, 1 against.**

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

There were no members of the public in attendance to be recognized, welcomed, and invited to comment.

The agenda was reviewed. A motion was made to approve the agenda as presented. **Motion: Kummer, Second: Nesbit. 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 was discussion on the hose testing bill and tire change bill. A motion was made to approve the Consent Agenda as presented. **Motion: Parker, Second: Kummer. Motion approved unanimously.** The documents were signed by the Board members.

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

Call Volume - Chief reported call volume continues to increase. There were 13 fire calls and 38 EMS calls last month with a total of nearly 360 calls year to date.

1. Countywide Burn Ban - The ban is still in effect, but may be lifted next month.
2. H2A Housing on Pat Chee Drive near Road 24 SW - Chief said the building permit has been issued for the first phase and the second phase is going forward. He has been asked to provide impact fees for the project.
3. Impact Fees for Fire Inspections - Chief said he has been doing fire inspections within the city on new construction. He recommended charging \$75.00 per hour for the inspections done on phase two of the H2A housing project
4. City of Mattawa Contract - Chief distributed a draft Interlocal Agreement between the District and City for fire and EMS activities. He stated that the draft document had not been reviewed by the attorney yet. He asked the Board to review it for discussion next month.
5. Update on Land Search - Chief reported that he was looking at two parcels east of Mattawa. He has asked a land broker to contact the owners of the parcels to gauge their interest in selling, but has not heard back yet. Chief discussed the details of each parcel along with other locations he had reviewed. Commissioner Crain commented that with the housing projects going forward, the District needs to "get moving" with the new station. Commissioner Parker asked if Chief was still considering the current station location and Chief said he was, but as a last resort due to the limited access and size of the lot.
6. EMT Class - Chief said he will be sending four students to the Grant County EMT class in Quincy and Ephrata. They are Hector Gonzalez, Mark VanBebber, Mireya Loera, and Jose Tapia. He said the cost is about \$500 per student and they will use old 800 for transportation.
7. Desert Aire (DA) Town Hall Meeting - Chief attended the DA Town Hall meeting yesterday. The main issues were RV use and the PUD reclaiming their right of way areas. He reported on the RV use issue and associated laws, the PUD reclamation and replanting of the right of way area on the river side of DA, and

the access paths to the PUD walking path along the river for fire suppression and EMS activities. He stated that changes in county and state laws are complaint driven and the county is now enforcing state laws that were enacted in 2000. Residents can appeal to the county for variances to the laws by using due process.

Chief had nothing further to add and there were no questions.

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

1. Financial reports were reviewed. There were no questions or comments.
2. Rug and Linen Service - Davis reported AlSCO provided a reasonable quote for expanded service to include towels and washcloths that are no longer available at the hospitals, but they would not waive the inventory maintenance and service fees, which added quite a bit to the bill. Their package also included a five-year contract. She and Chief told the AlSCO representative that they would discuss the issue with the Board. The issues were the length of the contract and the maintenance and service fees. The consensus of the Board was to go with the state contract pricing with no contract or fees.
3. EMS Billing Conference - Davis shared information about an EMS documentation conference/workshop she would like to attend last month. Chief said he reviewed the information but has not made a decision on it. Davis stated that the workshop would benefit EMS providers by giving instruction of better report documentation, compliance issues, and other issues pertinent to providing good information for the billing vendor. The Board felt this was an operations issue and left it to Chief to decide on whether she could attend.
4. Blood Drive - The next drive is scheduled for Tuesday, 9/27/16, from 12:00 pm to 5:00 pm.

Davis had nothing further to add and there were no questions.

Volunteer Association: No report.

Committee Reports: No report.

Unfinished Business: None

New Business:

1. Proposed 2016 Budget Amendment and Resolution - Davis provided the Board a copy of the proposed 2016 Budget Amendment in their meeting packets. She stated that the amendment adjusted revenue according to actual receipts, adjusted the beginning balance, and adjusted expenditures according to spending trends, Chief's intent to purchase wildland gear instead of structure gear, and transfer funds from the operating accounts to the reserve accounts. The amendment was reviewed and discussed. A motion was made to accept the Proposed 2016 Budget Amendment and Resolution 16-001 as presented. **Motion: Nesbit, Second: Kummer. Motion approved unanimously.**
2. Resolutions to Transfer from Operating Funds to Reserve Funds - Davis stated that the newly approved budget amendment called for a transfer of funds from the General Fund to the Reserve Fund for \$299,318.64 as stated in Resolution 16-002. A motion was made to accept Resolution 16-002 Funds Transfer - General Fund to Reserve Fund as presented. **Motion: Parker, Second: Nesbit. Motion approved unanimously.** Davis stated that the newly approved budget amendment also called for a transfer of funds from the EMS Fund to the EMS Reserve Fund for \$636,019.88 as stated in Resolution 16-003. A motion was made to accept Resolution 16-003 Funds Transfer - EMS Fund to EMS Reserve Fund as presented. **Motion: Kummer, Second: Parker. Motion approved unanimously.**

There was not additional New Business.

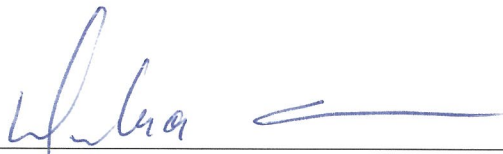
Commissioner Crain asked the Board if they had issues for Executive Session. There were no issues.

Announcements & Upcoming Events

Chief stated that the Lutheran Church would be providing dinner in appreciation of the volunteers before the Business and Safety Meeting tomorrow night at 1800 hours and the Board was invited to attend as well in appreciation for all they do for the community.

The next Commissioner's meeting was set for Tuesday, October 11, 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, 7) New Business: a) Draft 2017 Budget, 8) Executive Session, and 9) Announcements & Upcoming Events.

There being no further business to come before the Board, the meeting was adjourned at 1730 hours.



Chairman



District Secretary