



# 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 January 13, 2015 and was called to order by Commission Chair Richard Kummer at 1602 hours.

Commissioner Kummer led the Pledge of Allegiance.

Present: Commissioners Paul Parker, Scott Nesbit, Richard Kummer, Debra Crain, and Russell Brixey attended. A quorum was established.

Also present were Deputy Chief Dave Patterson, Business Manager/District Secretary Barbara Wilson, Doug Wells, Robert Roth, Doug Anderson, Janet Eckenberg, and Gerardo Barajas. There were no comments from the public.

Commissioner Kummer asked for comments or changes on the agenda from the Board.

Commissioner Kummer said he would like to make a comment on the Strategic Planning Committee, but he did not have a report. Wilson said that there was a typo in the agenda -- the year was supposed to be 2015, not 2014. A motion was made to approve the agenda as amended. **Motion: Scott Nesbit, Second: Debra Crain. Motion carried unanimously.**

The minutes from the last regular meeting and the special meetings on October 7, 2014 and October 28, 2014 were read and a motion was made to approve all three minutes as presented.

Commissioner Parker asked about the meeting announcement and executive session to ensure the meeting was legal. Wilson read the announcement and agenda that both stated the meeting was a 2015 budget workshop and an executive session to discuss staff evaluations. There was no further discussion. **Motion: Russell Brixey, Second: Debra Crain. Motion carried unanimously.**

Commissioner Kummer asked the Board if they had any announcements. Wilson announced that she had been elected as President of the Grant County Hospital District 5 FQHC Look Alike Board of Directors at their meeting last week. The Board congratulated her.

Commissioner Kummer opened nominations for Board Chair for 2015. Commissioner Nesbit nominated Paul Parker. Commissioner Kummer nominated Russell Brixey. Both nominees accepted the nominations. There were no further nominations so Commissioner Kummer closed nominations. There were three votes for Commissioner Parker and two votes for Commissioner Brixey. Commissioner Parker is the Chair. Commissioner Kummer opened nominations for Vice Chair. Commissioner Nesbit nominated Russell Brixey. Commissioner Parker nominated Debra Crain. Both nominees accepted the nominations. There were no further nominations so Commissioner Kummer closed nominations. There were four votes for Commissioner Brixey and one vote for Commissioner Crain. Commissioner Brixey is Vice Chair. Commissioner Kummer thanked the Board for the opportunity to serve as chair for six months and turned the gavel over to Commissioner Parker who led the rest of the meeting.

*Chief's Report:* No report.

*Deputy Chief's Report:* Deputy Chief Patterson reviewed his written report. He spoke at length about the Washington Survey & Rating Bureau report and the areas the District can work on to improve

ratings within the District. Commissioners Crain, Parker, and Nesbit asked questions to clarify various points. Patterson said that the keys to improving the ratings are better documentation and recordkeeping, more training hours, and improved staffing. He spoke about the merits of the new phone app that MACC introduced as a dispatch tool. It is most useful on smart phones, but functions on basic phones as well. Responders can report their response status before leaving their homes so command personnel know who is responding and who is not without unnecessary radio traffic. A GPS app within the dispatch app shows Android OS users to see responder's locations in relation to the stations and/or scenes. There was discussion about the safety of using phones while responding. Commissioner Nesbit said that a policy and procedure needs to be in place before the app could go live. Staff is to draft them for the next meeting. Patterson said that the garage door motor and chain were replaced on 811's bay door. He said he spoke with the vendor who did the work about submitting a bid to service and maintain the doors at all stations. He also said that the sensors are all illegal because they are placed too high. This will be corrected in-house. He said that Bob Robinson resigned as of December 31, 2014 and that he would be greatly missed because he had been a super volunteer. Patterson said that he had received a hose-testing contract that would lock pricing in for three years, but he didn't know if the Board would want to do that. The Board indicated that it would be a good idea to lock pricing in if it was reasonable. Additionally, he said that we planned to replace some of the hose this year, so he was going to contact the vendor to see if they would hold the price per foot of hose to the proposal for this year with less hose inspected. He said the same vendor would also do ladder testing. All testing would be done in a warmer month. A motion was made to authorize Patterson to enter into negotiations for the hose and ladder-testing contract for a three-year period. **Motion: Richard Kummer, Second: Scott Nesbit. Motion carried unanimously.** Patterson added to his written report that he had attended a meeting in Moses Lake last week. The County Commissioners and County Fire Chiefs are working on a Wildland Fire Risk Assessment. They are assessing each District's risks and needs for countywide mobilizations. Our District is in the historic large burn area, which is a high priority area. He went on to explain the goals of the risk assessment group and answered questions about details from the commissioners. He had nothing further to add 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 said last month there was discussion about the account HCMA requested to adjust off because the patient had returned to Mexico with no forwarding contact information. Wilson reported that HCMA had done everything she could to find contact information for the patient but was unsuccessful. She asked the Board for a motion to write off the bill. A motion was made to write off the \$754.95 bill for this account due to it being uncollectible. **Motion: Scott Nesbit, Second: Richard Kummer. Motion carried unanimously.** Wilson went on to review the remainder of her report. She recommended that the petty cash account have the signature card updated to include herself, David Patterson, Commissioner Paul Parker, and Commissioner Russell Brixey as authorized signers. The Board agreed. She had nothing further to add to her written report and there were no questions.

*Volunteer Association:* Doug Anderson reported that the volunteers went caroling and handed out trees on December 17, 2014, which was appreciated by all who were visited. Commissioners Parker and Crain thanked the volunteers for the caroling and goodies at their homes.

#### *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: Commissioner Nesbit asked for the status of job descriptions. Wilson said she had not had time to work on them. He suggested she concentrate on one. She replied that the EMT and Firefighter job descriptions were almost complete and she could have them ready for next month. He asked if the Fire Chief job description was complete. She said all three of the paid staff's job descriptions had already been approved, except hers was brought back into draft to add the firefighting portion. Chief Hargroves and Patterson did not agree on how in depth her position's role would be, so it was not completed. Now, it could be completed. Commissioner Nesbit suggested she work on that one for the next meeting.
5. Emergency Medical/Emergency Management Committee - no report
6. Strategic Leadership Plan Committee - Commissioner Kummer reported that there was no committee report, and commented that committee members in addition to himself are Commissioner Brixey, Patterson, Wilson, Doug Anderson, and tentatively Steve Paganelli of Taylor Orchards and Wayne Sahli of Desert Aire. Commissioner Nesbit asked when they plan to have their first official meeting. Commissioner Kummer said probably right after the Board has its strategic planning retreat. Wilson said that she had been in contact with the PUD at Wanapum Dam to use their meeting facilities at the new office building. She said the room is available, but the PUD has not put together their room rental documentation yet. Additionally, she had been looking at 1/24/15 for the retreat, but that date was not too close to properly plan the retreat. There was discussion on scheduling the retreat in February. It was tentatively agreed that Saturday, February 28, 2015, would be the target date for the retreat.

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.

Commissioner Parker asked if the AlSCO bill for rugs and coveralls was \$168 per month. Wilson replied that it was. He asked what they were furnishing for that amount. She reviewed the invoice details with the Board. There was considerable discussion about past costs and whether the District should get its own rugs and coveralls. Wilson offered to call AlSCO to renegotiate the services and research the cost of purchasing rugs and coveralls. Commissioner Nesbit noted that the voucher sheet had check marks on it, but requested that Patterson initial each one so it is clear that each one was reviewed. Patterson agreed to do it. Payroll was reviewed and Commissioner Parker had a question on Commissioner Kummer's attendance at an Airport Board meeting that was listed on his meeting report. Commissioner Parker said that in the September (2014) meeting, Commissioner Kummer said he wouldn't charge for the Airport Board meetings in the future and he handed Commissioner Kummer a highlighted page from the September 9, 2014 meeting minutes. Commissioner Kummer said he attended the meeting as a fire commissioner to get a copy of the Airport Board's 5-year plan. Commissioner Parker said the Board should set a policy that the Board needs to approve meetings attended before they are charged. Commissioner Nesbit suggested outlining what meetings are approved for compensation. There was discussion on criteria for setting the guidelines. Commissioner Parker stated that he didn't feel he had the right to go to a meeting without the knowledge of the other board members, charge the taxpayers, and pocket that \$114. He feels "we are cheating the taxpayers by just having an open account..." Commissioner Kummer interrupted saying that he would agree to take this meeting off his report, but he resented the use of

the word "cheating." He said that he wasn't cheating the taxpayers of anything. He added that he had taken a lot of abuse from Commissioner Parker on a lot of things so in order to smooth things out, he would ask Wilson to remove that particular meeting, which should make him [Commissioner Parker] happy. Wilson suggested that instead of submitting the meeting reports for payment with the first payroll after the first of each month, she would submit the meeting reports to the Board for approval at the regular Board meetings and submit them for payment after approval. Commissioner Kummer agreed to do whatever was easiest for the Board. Wilson went on to say that she submitted the meeting reports right away because of how the County wanted payroll to be submitted on the bi-weekly basis. Commissioner Kummer commented that he didn't think any of the commissioners were doing this to make money. Commissioner Crain asked for clarification saying that the Board would see the previous month's meeting reports and they could approve each meeting line by line. Commissioner Parker agreed that might work, but he still thought the Board should have foreknowledge of meetings and seminars because others may want or need to go to them as well. He felt that one or two people could go to these kinds of things and bring back the information, like we do for trainings. He said that the commissioners should not put the doubt in the public's mind that they are attending things because there's an open checkbook. Commissioner Nesbit said that the public may see a commissioner at a meeting, but they probably don't know whether that commissioner is being paid for it or not. He went on to say that if there is a meeting coming up that a certain commissioner wants to attend, it should be brought up at the next Board meeting and the Board can discuss whether it is payable or not. He said, "Let's not point fingers at each other and call each other cheaters and all that other stuff because that's unproductive." He suggested that any commissioner who wants to attend a meeting, seminar, or conference bring it up at a regular meeting before the desired event occurs so the Board is aware of it and approves it for payment. Commissioner Parker said he wanted to remove the doubt that we are spending taxpayers' money inappropriately. Commissioner Nesbit said, in defense of Commissioner Kummer, that he doesn't think he's trying to make money by going to a bunch of meetings. He went on to say the Board needs to put it all out on the table beforehand so it can be discussed that it's valid to be a paid event or not. There won't be finger pointing or arguing. It will be in open meeting so there is a record of the decision. Commissioner Crain said that by discussing these things beforehand allows other commissioners to know about the meetings and attend if they wish. Commissioner Nesbit suggested that upcoming events be added to the agenda each month so there is a placeholder to discuss future meetings and events. There was general agreement to this idea. Commissioner Kummer said that he had sent emails to the Board about his activities and schedule. Commissioner Nesbit reiterated that these things need to be discussed during a meeting, not just in email. Commissioner Parker said the he receives some event notices in the mail, but other meetings are not advertised as well. He said that there should be prior approval to attend these things. Wilson said that if there is a meeting that a commissioner plans to attend but not be paid for, that commissioner needs to complete a waiver form to attach to the meeting report to be compliant with RCWs. Commissioner Nesbit asked the Board if there were meetings or events that needed to be discussed before the February meeting. Commissioner Kummer said there is a Snure Seminar on Fire Service Employment Law in Spokane on Saturday, February 7, 2015. He suggested that he, Commissioner Brixey, and Wilson attend along with any others of the Board who wanted to attend. The Board agreed to these attendees. Commissioner Nesbit asked if there were any other meetings before the next regular meeting. Patterson said there was a Chief's and Commissioner's meeting on Thursday of this week and he planned to attend. Commissioner Kummer commented that District 10 sends all of their commissioners to that meeting. Commissioner Brixey commented that he agreed that the Airport Board meeting should be attended and that pre-approval for attendance should be given. He said

that he had spoken at length with District 3's Fire Chief at the Commissioner's Conference in October. He said that any changes at the airport or port need to be known so we are up-to-date on what is happening within the District and know how to respond in an emergency. The knowledge of future plans within the District is key. Commissioner Nesbit said that if the Board communicates with each other, there shouldn't be any issues. Wilson asked if there were any other questions about the vouchers or payroll. There were none and Commissioner Parker asked for a motion to approve the consent agenda. A motion to approve the Consent Agenda as presented was put forth. **Motion: Russell Brixey, Second: Debra Crain. 4 ayes, 1 abstain. Motion carried.** Commissioner Nesbit asked for confirmation that Dave Hargroves final payroll was taken care of. Wilson confirmed that payroll was submitted per Michelle Fossum's letter to him dated December 29, 2014 and paid via direct deposit on Friday, January 9, 2015.

Commissioner Crain discussed a recent fire alarm call with Patterson while the Board was signing the consent agenda documents.

Commissioner Parker said he had spoken with Patterson about getting the County to notify us of building permits issued within our District. The purpose of this would be to review the permit to see if there would be an impact to the District or not. Doug Anderson said he thought permits had to go through the District for approval. Patterson said no, we receive plans from the PUD, but no other plans are forwarded. He said that current knowledge has been gathered from driving by and asking questions. Doug said there were several orchardists who are adding housing in the orchards, which impacts us. Patterson said that it would be nice to be notified. There was more discussion on this and Patterson said he would follow up with the County.

#### ***Unfinished Business***

The Board Retreat for Strategic Planning was discussed during committee reports. Wilson restated that the retreat has tentatively been scheduled for Saturday, February 28, 2015. She said she would email the Board when she has more information to share.

There was no additional unfinished business.

#### ***New Business***

Membership : Patterson recommended, with the support of the Officer Corps, that Dean Christensen, Hector Gonzalez, and Brandon Wright be granted full membership. He added that they have all completed their requirements and will be great assets to the District. A motion was made to approve these members into full membership. **Motion: Scott Nesbit, Second: Russell Brixey. Motion carried unanimously.** There was discussion about the number of volunteers at Station 83.

There was no additional new business.

Commissioner Parker announced that the Board would go into Executive Session for 15 minutes per RCW 42.30.110(1)(f) to discuss staffing after a five-minute break. At 1809, the Board asked for an additional ten minutes and at 1814, they asked for an additional five minutes. **Executive Session from 1749 to 1820. No decisions were made.** The regular meeting resumed at 1820.

Commissioner Nesbit said the Board discussed the Fire Chief position. He addressed Patterson saying that he had been acting Fire Chief over the last few months. A motion was made to offer Patterson the position of Interim Fire Chief, effective immediately, for a period not to exceed six months with an immediate increase of \$200 per month. **Motion: Richard Kummer.** Commissioner Nesbit asked what would happen after the six months. Commissioner Kummer replied that the Board would make a full time decision. **Second: Russell Brixey.** Commissioner Nesbit asked Patterson if that was

something he wanted to do and Patterson replied affirmatively. Commissioner Kummer told Patterson that the interim time is to allow him time to get additional education needed for the administrative end of the job. He hoped the FEMA leadership training came through for Patterson. Commissioner Brixey asked if the Board could authorize Patterson, as Interim Chief, to put together the criteria and research for the third person hire. Commissioners Kummer and Nesbit answered not in this motion. However, Commissioner Kummer suggested that Patterson come back to the Board as soon as possible with his vision for what he sees how staffing should be done. Commissioner Crain said that the time would give Patterson to grow into the position and see how well he likes it and the Board to see how well he steps into it. She confirmed with the Board that he would use a command vehicle now as well. Wilson asked if the motion needed to be amended to include the command car and she was told that it comes with the position. **Motion carried unanimously.** The Board congratulated Patterson on his promotion. Patterson took the Oath of Office, witnessed by the Board and members of the public. There was discussion about staffing issues and the Board requested that this be resolved as quickly as possible because having only two staff was not sufficient.

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

The next Commissioner's meeting was set for Tuesday, February 10, 2014 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, and 7) New Business.

A motion was made to adjourn the meeting. **Motion: Russell Brixey, Second: Richard Kummer.** **Motion carried unanimously.** The meeting was adjourned at 1830 hours.

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Chairman

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District Secretary