

## MINUTES

### GRAYS HARBOR FIRE DISTRICT 5 BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY BUSINESS MEETING

March 9, 2020

The Grays Harbor Fire District 5 Board of Commissioners met at the Elma Fire Station located at 112 N 2<sup>nd</sup> Street, Elma, WA, for the Regular monthly business meeting at 7:00 p.m. on March 9, 2020.

1. **Call to Order:**

The meeting was called to order at 7:00 p.m. by Commissioner Crisp.

2. **Pledge of Allegiance:**

Commissioner Crisp called for and led the Pledge of Allegiance.

3. **Roll Call:**

In attendance were Commissioner Patton, Commissioner Crisp, Commissioner Hauge, Chief Fulbright & Secretary Jody Coon

4. **Approval of the Agenda**

Commissioner Hauge made a motion to approve the agenda, Commissioner Patton second the agenda. All voted in favor, motion passed.

5. **Approval of Minutes:**

a. **February 11, 2020 Regular Meeting:**

Commissioner Hauge made a motion to approve the minutes from the February 11, 2020 Regular meeting. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

6. **Swearing in Ceremony:**

No new employees to swear in.

7. **Financial:**

a. Approval of Expenses:

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March 9, 2020

- (1) 2<sup>nd</sup> Batch for February 2020, for \$23,811.25
- (2) 1<sup>st</sup> Batch of March 2020 for \$23,444.14

Commissioner Hauge would like the batch backup paperwork to be filed after he has a chance to review it.

Review of new Bias expense reports

Motion was made by Commissioner Patton to approve the expenses for the 2<sup>nd</sup> batch of February for \$23,811.25 and the 1st Batch for March 2020 for 23,444.14. Commissioner Crisp seconded the motion. All voted in favor, motion passed.

- b. Review of February Payroll:
- c. Approval of March Payroll:

Commissioner Hauge made a motion to approve February payroll of \$94,373.08. Commissioner Crisp seconded the motion. All voted in favor, motion Passed.

- d. Memorandum for Grays Harbor County signed
- e. Review of Year End Budget Reports.

Monthly reports were sent out to Commissioners earlier in the month. No discussion was needed.

7. **Communications:**

No Communications

8. **Chief and Committee Reports:**

- a. Fire Chief's Monthly Report:

See attached copy of Chief's report. Chief briefly went through report and answered questions.

9. **Old Business:**

- a. Elma Station Remodel: New support posts added to north wall. New gear racks can now be installed.
- b. Navistar Ambulance:

Letters have been sent to Horton and Navistar. No word from Navistar. Horton called in response to the letters.

- c. District policy review: Chief is currently working on changes to some policies
- d. AFG Grant 2018 reviewed in chiefs report
- e. BIAS Software:

All AP is now being completed using Bias and we are currently working on payroll setup.

- f. Zoll/Spillman Interface – Nothing to report

**10. New Business:**

- a. Administrative Assistance agreement presented for signatures. Commissioner Hauge made a motion to present the agreement for acceptance as written. Commissioner Crisp second the motion. Motioned approved by Commissioner Crisp and Hauge, Commissioner Patton voted no, motion passed.
- b. AFG 2019 Grant – Chief Fulbright spoke to Chehalis Reservation leaders regarding buying federal surplus equipment through an ILA. Once recently purchased property enters into a trust status then an ILA can be drafted.
- c. AFG 2019 Grant – reviewed in chiefs report
- d. Annexation, City of Elma/District 5 – City of Elma counsel and district commissioner met at the work session on February 24, 2020 to discuss annexation of the city into Fire district 5. All in attendance provided support of the plan to move forward. The City will be drafting an ordinance to annex and become part of Fire District 5 in March. Then the District will need to draft and pass a concurrent resolution to the annexation. Our intent is voter approval in the special election of February 2021.
- e. Chief Fulbright briefly discussed moving current paper meeting binders to an electronic format. Commissioner Patton would like to hear what legal says regarding this switch at upcoming conference.
- f. Resolution 20-4 Concurrence to annexation tentative special meeting after March 24th

11. **Hearing of the Public/Members Present:**

Citizen Dave Spalding provided questions regarding the status of the Dan Prater case. Comment/question regarding property tax reduction after Chehalis Reservation purchase of properties within the District.

12. **Commissioner Comment:**


- a. Commissioner Patton – Thank you to the staff, from the top to the bottom, for doing what they are doing. Keep up the good work.
- b. Commissioner Hauge – appreciates the public taking the time to attend our meeting. Thank you to Chief Fulbright for all his time and effort on everything he is doing. Thank you Jody for your time setting up and working on the new Bias system
- c. Commissioner Crisp – Wants to reiterate the other two commissioners have said. Thank you to all the staff

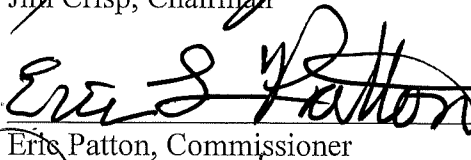
13. **Executive Session: No action**

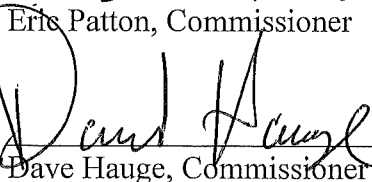
16. **Adjournment:**

Commissioner Patton made a motion to adjourn at 7:42 p.m. Commissioner Hauge seconded the motion. All voted in favor, motion passed, meeting adjourned.


Approved this April 7, 2020.

 4-7-2020  
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Jim Crisp, Chairman

 4-7-20  
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Eric Patton, Commissioner

  
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Dave Hauge, Commissioner

ATTEST:

  
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Jody, Coon  
District Secretary

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March 9, 2020