



# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

October 9, 2018

Chairman Nelson called the meeting to order at 5:00 p.m.

Present: Commissioners Nelson, Sutich, Duncan, Entze and Wilsie, Chief Burgess, A/Chiefs E. Watson, S. Nixon, D. Bjurstrom and T. Meyer and EA T. VanderVaate.

### FLAG SALUTE

Chairman Nelson led the flag salute.

### APPROVAL OF THE AGENDA

Commissioners Sutich and Duncan moved and seconded a motion to approve the agenda as revised. With no further discussion, the **MOTION CARRIED**.

### COMMISSIONER ABSENCE

### COMMUNICATIONS

### MINUTES AND BLANKET VOUCHERS

Commissioners Sutich and Wilsie moved and seconded approval of the minutes from the September 25, 2018 Commissioner Meeting. With no further discussion, the **MOTION CARRIED**.

Commissioners Entze and Sutich moved and seconded a motion to approve Blanket Vouchers 181415-181492 in the amount of \$177,945.73 and Payroll Vouchers 181399-181414 in the amount of \$1,560,333.68 for a total consideration of \$1,738,279.41. A/Chief Bjurstrom reported to the Board that on page 19 of the Board packets, the voucher total is \$855,998.92, and on page 7 of the packets a ACH transfer in the total amount of \$705,313.76. Those two numbers combined equal the \$1,560,333.68 payroll total. The numbers are correct, however this looks different than what the Commissioners are accustomed to seeing for approval, due to our new software. With no further discussion, the **MOTION CARRIED**.

### CHIEFS REPORTS

A/Chief Nixon introduced the following lateral new hires to the Board: Michael Zitkus, Christopher Bracken, Donald ("DJ") Rippl and Ryan Shervanick.

A/Chief Nixon gave an EMS report on behalf of D/C Johnson:

- MSO51 rig buildout is almost complete and should in service next week.
- A19, our new medic unit – is at Cummins Diesel getting work done and is due back in a week or so. It should be in service by the end of this month.

Board of Commissioners

- This year, we have responded to just over 3600 calls, of those, 37 referred to Northwest Physicians Network who works closely with agencies in Pierce County to offer long-term care solutions to qualifying EMS patients. The program has worked well for us, and members of the community.
- The District recently signed a contract with Spoke and Wheel – a project that provides access to comprehensive addiction intervention resources to at-risk patients.
- The Prevention division Fall Prevention pilot program – offers in home visits and education to reduce injuries before they occur in hopes of reducing calls for service.

Chief Burgess introduced Todd Meyer as the new temporary Assistant Chief, who will be on this assignment through September 2019. Chief Meyer’s appointment will free up Chief Nixon to focus his time on completing the Standards of Cover and deployment work.

Chief Burgess reported that South Sound 911 is looking at governance changes and indicated they are exploring options to form a Public Development Authority. A brief discussion followed.

### **STANDING COMMITTEE REPORTS**

Commissioner Entze advised that the non-uniformed contract negotiations group met on October 3<sup>rd</sup> and is scheduled to meet again on October 16, 2018.

Chief Burgess advised that Danette Weyn has put folders together for the administrative personal services contracts and they will be presented at the next meeting.

### **OLD BUSINESS**

a. Presentation of Resolution 2018-10 – Financial Management Policy. Chief Bjurstrom presented the board with Resolution 2018-10 revising the District’s policy on reserve funds. The resolution raises the minimum reserve fund from 15% to 16.67% (two months’ operating expenses). Commissioners Wilsie and Sutich moved and seconded a motion to approve Resolution 2018-10 as presented. With no further discussion the **MOTION CARRIED** by unanimous roll call vote.

b. 2019 Budget – Second Draft. Chief Burgess presented the Board with the second draft of the 2019 budget, which included changes in four categories:

- 1) Finance – forecast for GEMT contract;
- 2) Suppression – added officer training starting in 4<sup>th</sup> quarter of 2018, which will carry into 2019 and represents overtime costs;
- 3) We moved a Lieutenant position out of suppression to training;
- 4) Vehicle maintenance: reduced budgeting the new mechanic position from 9 to 6 months.

The second draft of the budget shows year-over-year projections and includes an increase in end of year cash on hand to keep up with the increased reserve funding. Discussion followed. A final draft will be presented at the next meeting and final adoption should occur on November 27, with the approved final budget due to the County on November 30, 2018.

### **NEW BUSINESS**

A. Personal Services Contract – Temporary Assistant Chief. Chief Burgess advised the

Board that a draft Personal Services Contract has been prepared, however is not ready for presentation and approval yet. The contract is based on the same model used for Chiefs Bjurstrom and Nixon and should be ready for presentation at the next meeting.

**PUBLIC COMMENT**

**GOOD OF THE ORDER**

**SPECIAL INTERESTS/UPCOMING EVENTS**

October 24, 2018 – Snure Pre-Conference Laws Update at Yakima Convention Center

October 25-27, 2018 – WFOA Annual Conference at Yakima Convention Center

**ADJOURNMENT**

There being no further business to discuss, Chairman Nelson adjourned the meeting at 6:16 p.m.

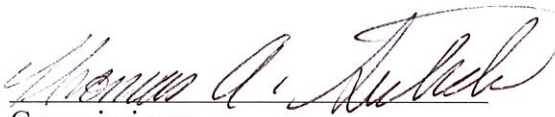
The next regularly scheduled meeting will be Tuesday October 23, 2018 at 5:00 p.m.

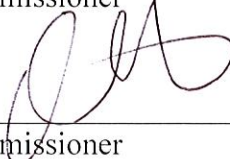
  
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Attest: District Secretary

  
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Chairman Commissioner

  
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