



MINUTES

BOARD OF FIRE COMMISSIONERS REGULAR MONTHLY MEETING

December 12, 2023

The East Grays Harbor Fire and Rescue Board of Commissioners met at Station 5-5, located at 112 N. 2nd Street, Elma, WA 98541, for the regular monthly business meeting at 7:00 p.m. on December 12, 2023, and on Zoom.

1. **Call to Order:**
Called to order at 7:00pm by Commissioner Hauge.
2. **Pledge of Allegiance:**
Pledge of Allegiance.
3. **Mission Statement:**
Mission Statement.
4. **Roll Call:**
Commissioner Reinhart, Commissioner Krouse, Commissioner Hauge, Commissioner Borden, Chief Ward & Secretary Monica Thomas. Commissioner Patton excused.
5. **Approval of the Agenda:**
Commissioner Reinhart motions to approve the agenda, seconded by Commissioner Borden. Motion carried.
6. **Approval of the Minutes:**
 - a. Commissioner Borden motioned to approve the November 14, 2023, meeting minutes. Seconded by Commissioner Reinhart. With a change of #8a(1) needs 500 struck out. Motion carried.
 - b. Commissioner Krouse motioned to approve the November 21, 2023, special meeting minutes. Seconded by Commissioner Borden. Motion carried.
7. **Awards/Appreciation/Introduction/Swearing in:**
None
8. **Financial:**
 - a. Approval of Expenses

(1) 2nd Batch for November 2023



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- a. Commissioner Reinhart made a motion to approve EMS transactions 1346 through 1347. Seconded by Commissioner Krouse. Motion carried.
- b. Commissioner Borden made a motion to approve general transactions 1358 to 1360, seconded by Commissioner Reinhart. Mention of CenturyLink for 5-2 and upper Satsop hall electricity bill. Motion carried.

(2) 1st Batch for December 2023

- a. Commissioner Borden made a motion to approve payroll items transactions 1360 to 1389, and 1391 through 1394 seconded by Commissioner Krouse. Motion carried.
- b. Commissioner Reinhart made a motion to approve EMS transactions 1424 to 1425, seconded by Commissioner Borden. Motion carried.
- c. Commissioner Borden made a motion to approve General transactions 1426 to 1442. Seconded by Commissioner Krouse. Workshop in January to setup consistent PO procedure. Motion carried.

b. **Review of November Payroll:**

No action required. Lot of vacation/sick pay sitting

c. **Approval of December Draw and Payroll:**

Commissioner Krouse made a motion to approve December Draw and Payroll, seconded by Commissioner Reinhart. Motion carried.

d. **Review of month-end reports:**

No action required and no discussion.

9. **Communications:**

None

10. **Chief's Report:**

See attached for Chief's Report

- a. Captains Reports- See attached copy of Chief's report.
- b. Maintenance Report- See attached copy of Chief's report.

11. **Old Business:**

- a. L&I Update- No action.



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12. New Business:

- a. 2024 Budget Short Fall- Short in 2023, Unable to collect levy, due to timing on county's part.
- b. 2024 Meeting Schedule- 2nd and 1st Tuesday? Discussion about batches and due dates. Still have to do 2 batches. Asked the Commissioner-elects their opinions they like the 2nd Tuesday. Resolution for 2nd Tuesday.

13. Public Comment: None

14. Commissioner Comments:

- a. Commissioner Hauge- Thank you Commissioner Borden, wish you the best in future endeavors. Thank you, Commissioner Patton for all the years of service on the Board and volunteering as a Firefighter/EMT. Relay a message from Commissioner Patton "Thank you for everything". Thank you, Monica Thomas, for filling in the District Secretary position.
- b. Commissioner Patton- Absent
- c. Commissioner Krouse- No comment.
- d. Commissioner Borden- Last meeting thank you everyone for these last two years.
- e. Commissioner Reinhart- Thank you to Commissioner Borden and Commissioner Patton. I wish Chief Ward a speedy recovery and thank you for bettering the department. Thank you to the Volunteers. Merry Christmas and Happy New Year.

15. Meeting of Local Board of Volunteer Firefighter's Council

None

16. Executive Session:

Went into executive session per RCW 42.30.110(g) at 7:42. Regular session resumed at 8:00pm. Discussion on District Secretary. Commissioner Borden motion to approve the appointment of Administrative Executive Assistant, Jody Coon, to District Secretary, seconded by Commissioner Krouse. Discussion Commissioner Borden wants to clarify Monica Thomas has done a great job, but having the Administrative Executive Assistant do the District Secretary makes sense. Motion carried.

- 17. Adjournment: - Motion to adjourn at 8:02pm by Commissioner Reinhart seconded by Commissioner Borden. Motion carried.**



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Approved this January 9, 2023.

Dave Hauge, Chairman

John Reinhart, Commissioner

Robert Krouse, Commissioner

Kevin Koski, Commissioner

Kolby Lyle, Commissioner

ATTEST:

Jody Coon
District Secretary