



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

January 12, 2017
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:00 p.m.

FLAG SALUTE

Commissioner Pearsall led the group in the Flag Salute.

ROLL CALL

Commissioners Dave Pearsall, Meredith Hutchins and Mike Peoples; Chief John Wood; Interim Assistant Chief Aaron Hayes; Lieutenants David Brotche and Tim Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Terry Ware of Olympic Ambulance

AGENDA ADDITIONS OR DELETIONS

1. Added an agenda item to go into Executive Session at the end of the meeting.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the December 14, 2016 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the December 12, 2016, Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue Forecast

Office Manager, Rena Henson reviewed the revenue forecast that was prepared for the month of December 2016. The District received \$7,850 (\$7,017 to the general fund and \$833 to the bond fund) in revenue for the month, which is \$1,807 more than the original projection for the month.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on December 1 was \$1,988.31
- Deposits made for \$48.82
- Withdrawals made for \$95.99
- Ending cash balance on December 31 was \$1,941.14
- Outstanding checks – 2031 for \$31.93
- Ending adjustment balance on December 31 was \$1,973.07

General Expense Fund (6730)

- Beginning fund balance on December 1, 2016, was \$961,154.92
- Total revenues were \$7,016.70
- Expenditures totaled \$73,337.93
- Ending fund balance on December 31, 2016, was \$894,833.69

Bond Payment Account (6732)

- Beginning fund balance on December 1, 2016, was \$250,426.66
- Total revenues were \$833.27
- Expenditures totaled \$234,600.00
- Ending fund balance on December 31, 2016, was \$16,659.93

Reserve Account (6734)

- Beginning fund balance on December 1, 2016, was \$584,809.79
- Interest earned of \$217.89
- Expenditures totaled \$0
- Ending fund balance on December 31, 2016, was \$585,027.68

Apparatus Fund (6736)

- Cash balance beginning on December 1, 2016, was \$179,146.86
- Interest earned of \$84.47
- Expenditures totaled \$0
- Ending fund balance on December 31, 2016, was \$179,231.33

3. Annual Leave accrual changes

- Lieutenant Brotche's and Lieutenant Jamieson's annual leave accrual rate will increase from 12 hours per month to 14 hours per month effective February 1, 2017, as they enter their 12th year of continuous employment.

4. Request to cash out sick leave

- Chief Wood has requested to cash out his excess sick leave. Sick leave cash outs can only be requested during January of each calendar year.

5. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$77,785.31. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.12.04	161204001-161204015 Transaction #s 1194-1208	\$8,624.12	Warrants	General Expenditure Warrants
N/A	Transaction #s	\$21,245.48	EFT	1/5/17 December (12/1-12/31) Career Payroll & Tim Rohaly Timeloss Payment
2017.01.01	Transaction #s 6-7	\$11,323.04	EFT	Career Payroll EFTPS & DRS Payments
2017.01.01	170101001-170101003 Transaction #s 8-10	\$7,249.01	Warrants	November Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s	\$10,078.61	EFT	1/12/17 December Volunteer Stipends
2017.01.02	Transaction # 39	\$3,086.90	EFT	December Volunteer Stipend EFTPS
2017.01.03	170103001-170103017 Transaction #s 40-56	\$19,265.05	Warrants	General Expenditure Warrants
Total		\$77,785.31		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	40	Average Response Time	7 minutes 56 seconds
		% Under 8 Minutes	63%
		# Over 10 Minutes	12
		# over 15 Minutes	0
<i>Monthly Training Activity</i>			
Total Department Training Hours:	150	Drill Hours	
	EMS 27	People Involved	24
	Fire 113	Average Hours/Person	6.67
Recruit Academy Hours	200	Target Solutions	13

2. Training Report

- Blue card recertification: W. Whidden, Bearden
- Recruit Academy: Morton, Rummel, L. Williams, Nguyen, Brock
- EMT Class: Phillips
- BIAS Financial: Henson

3. Special Interest

- The Griffin Firefighters Association sponsored three families for Christmas. Gifts were provided for the entire families.

- Santa's sleigh visited several neighborhoods and collected food for the Thurston County Food Bank.
- The Department held an Open House with Santa and his sleigh; food for the Thurston County Food Bank was collected.
- Provided tours and fire prevention education to the Steamboat Cooperative Preschool.
- The Griffin Firefighters Association had a potluck dinner for members during the holidays. The Association provided turkey, ham, and soda.
- The 20 year construction bond for Stations 13-1 and 13-2 was paid off!
- The Washington State Ratings Bureau (WSRB) completed their review of the District. Some of the District has been rated at a Protection Class 5 if certain requirements are met.
- Morton, Rummel, L. Williams, Nguyen, and Brock completed the recruit academy. Phillips completed the EMT course. Commissioner Peoples, Chief Wood, Assistant Chief Whidden, and Interim Assistant Chief Hayes attended graduation.
- Firefighter/EMT Phillips has accepted a career job with the Olympia Fire Department.

COMMISSIONERS/SECRETARY REPORT

This time is set aside for commissioners to report on meetings and conferences they attend, etc.

Commissioner Hutchins continues to reach out to ORCAA to find out about changes being made to future burn bans. Commissioner Hutchins submitted a formal Public Disclosure Request, but ORCAA has not responded to her requests. She's trying to determine next steps in order to get a response from them.

OLD BUSINESS

1. None

NEW BUSINESS

1. Washington State Ratings Bureau (WSRB): Chief Wood provided a copy of the full report from WSRP. The District will now be a rating 5 instead of 8. This rating will only be for certain areas of the district. This information will be distributed to the citizens of the district later in the spring as the rating change does not go into effect until May.
2. Assistant Chief of Operations and Training Recruitment: Commissioner Hutchins made a motion to post the announcement and fill the Assistant Chief of Operations and Training position that was previously approved. Commissioner Peoples seconded the motion and the motion passed unanimously.
3. EF Recovery: Chief Wood presented information to the Commissioners about a possible insurance recovery service that we could contract with if the District chooses to. There were many questions and a decision was made to seek additional information from other districts that are currently using the service. Chief Wood will report back to the Commissioners at the next meeting in February.
4. Resolution 17-001 Revising 2017 Budget Beginning Balances: Commissioner Hutchins made a motion to approve Resolution 17-001 to revise the 2017 beginning balances. Commissioner Peoples seconded the motion and the motion passed unanimously.

5. Resolution 17-002 Petty Cash Account: Office Manager Henson briefed the Commissioners on the current usage of the petty cash account. Now that Thurston County can process requests for checks within a couple of days we do not use the Petty Cash Account (Revolving Fund) the same as it was used previously. There is still a need to have a Petty Cash Account, but since it's not used as often it is unnecessary to replenish the account every month. From now on the account will be replenished to \$2,000 when the balance falls below \$1,500. Commissioner Hutchins made a motion to approve Resolution 17-002. Commissioner Peoples seconded the motion and the motion passed unanimously.
6. Resolution 17-003 Surplus Items: Commissioner Hutchins made a motion to approve Resolution 17-003 to surplus two carbon monoxide detectors that have reached the end of their useful life. Commissioner Peoples seconded the motion and the motion passed unanimously.

COMMENTS FOR GOOD OF THE ORDER

1. Public Disclosure Commission – Financial Disclosures: A reminder was given to the Commissioners that the Public Disclosure Commission would be reaching out the Commissioners in the near future to request their annual financial disclosures.
2. Chief Wood reminded Commissioner Pearsall that his term ends at the end of the year. He will need to start the election process if he chooses to run again.

EXECUTIVE SESSION

1. Pursuant to RCW 42.30.110(1)(f), the Board of Fire Commissioners and the Chief went into Executive Session at 12:55 p.m. to receive and evaluate complaints or charges brought against a public officer or employee. The session was expected to last ten minutes. At 1:05 the Chief announced that the session would be extended for an additional 15 minutes. The executive session adjourned at 1:20.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 1:21 p.m.



John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

