



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

February 8, 2018
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Peoples led the group in the Flag Salute.

ROLL CALL

Commissioners Mike Peoples, Meredith Hutchins, and Dave Pearsall; Chief John Wood; Assistant Chief Andrew Schaffran; Lieutenants Doug Jamieson, Tim Rohaly, and David Brotche; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the January 11, 2018 Regular Meeting

Commissioner Hutchins made a motion to approve the minutes from the January 11, 2018, Regular Meeting. Commissioner Pearsall the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

Petty Cash

- Beginning cash balance on January 1 was \$500
- Deposits made for \$0
- Withdrawals made for \$91.04
- Ending cash balance on January 31 was \$408.96
- Outstanding checks – none
- Ending adjustment balance on January 31 was \$408.96

General Expense Fund (6730)

- Beginning fund balance on January 1, 2017, was \$874,602.49
- Total revenues were \$46,543.01
- Withdrawals totaled \$291,459.76
- Ending fund balance on January 31, 2017, was \$629,685.74

Capital Projects Fund (6731)

- Beginning fund balance on January 1, 2017, was \$141,178.79
- Total revenues were \$40,144.75
- Withdrawals totaled \$0
- Ending fund balance on January 31, 2017, was \$181,323.54

Reserve Account (6734)

- Beginning fund balance on January 1, 2017, was \$591,027.32
- Interest earned of \$610.56
- Withdrawals totaled \$38,000
- Ending fund balance on January 31, 2017, was \$553,637.88

Apparatus Fund (6736)

- Cash balance beginning on January 1, 2017, was \$13,134.36
- Deposits made for \$100,020.54
- Withdrawals totaled \$0
- Ending fund balance on January 31, 2017, was \$113,154.90

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$135,199.29. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.01.06	180106001-170106005 Transaction #s 79-83	\$40,399.19	Warrants	General Expenditure Warrants
2018.01.07	180107001-180107008 Transaction #s 89-96	\$7,445.97	Warrants	General Expenditure Warrants
2018.01.08	180108001-180108012 Transaction #s 100-111	\$5,911.70	Warrants	General Expenditure Warrants
2018.01.09	180109001-180109005 Transaction #s 113-117	\$13,696.47	Warrants	General Expenditure Warrants
N/A	Transaction #s 121-126	\$29,904.52	EFT	02/5/18 January Career Payroll (1/1-1/31)
2018.02.01	Transaction #s 127-129	\$16,680.73	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.02.02	180102001-180102003 Transaction #s 130-132	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 148-179	\$6,883.75	EFT	02/12/18 January Volunteer Stipends
2018.02.03	Transaction # 180	\$1,553.60	EFT	January Volunteer Stipend EFTPS
2018.02.04	180204001-180204014 Transaction #s 181-194	\$3,651.57	Warrants	General Expenditure Warrants
Total		\$135,199.29		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	51	Average Response Time Fire:	8 minutes 26 seconds
		Mutual Aid Given:	5
Overlapping calls:	31.37 %	Mutual Aid Received:	1
<i>Monthly Training Activity</i>			
Total Department Training Hours:	311	Drill Hours	
	EMS	People Involved	31
	Fire	Average Hours/Person	10
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	

2. Training Report

- Assistant Chief Schaffran and Office Manager Henson attended a retirement webinar.
- Lt. Abernathy and Captain Perry attended EMS Evaluator training.

- Captain Hollander and Lt. Abernathy attended Pride and Ownership class.
3. Special Interest
- Chief Wood attended TCOMM Admin meeting; Bates meeting; and Commissioner McMaster's memorial; two meetings regarding recruit academy, and a Chief's meeting.
 - Assistant Chief Schaffran attended Legislative day, state wildland summit, and Commissioner McMaster's memorial.
 - Chief Wood and Assistant Chief Schaffran assisted with FF1 IFSAC testing for McLane Fire and Grays Harbor District 2.
 - The District received the new Ford Interceptor command vehicle. The vehicle will be outfitted soon.
 - Battalion vehicle had recall work performed.
 - Chief Wood met with two potential volunteers. Both were accepted. One is currently trained in fire and has previously had EMT certification.
 - Engine 13-4 had transmission leak repaired. Aid 13-2 had auto step repaired and an annual service performed. Aid 13-1 had an annual service. Engine 13-1 2 ½" intake repaired.
 - All portable and mobile radios were programmed with latest plugs; some antennas were replaced.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

None

NEW BUSINESS

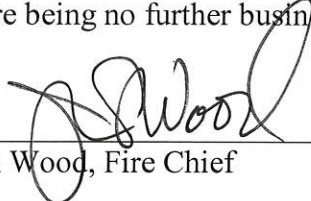
1. Resolution 18-001 Revising 2018 Budget Beginning Balances: Office Manager Henson presented Resolution 18-001, which revised the 2018 beginning balances that were approved by the Board at its November 2017 meeting. Commissioner Pearsall made a motion to approve Resolution 18-001. Commissioner Hutchins seconded the motion and the motion passed unanimously.
2. 2014-2016 Audit Update: Office Manager Henson updated the Board on the status of the audit and provided them with an informational document that explained the process and the areas that will be focused on. The auditor was onsite for one day and anticipates being onsite for one additional day. After that, the Board will be invited to an exit audit if they choose to attend.
3. Resolution 18-002 Surplus bunker gear: Chief Wood presented Resolution 18-002 to surplus bunker gear that was beyond its useful life. Commissioner Pearsall made a motion to approve Resolution 18-002. Commissioner Hutchins seconded the motion and the motion passed unanimously.
4. Resolution 18-003 miscellaneous surplus items: Chief Wood presented Resolution 18-003 to surplus several items that are no longer needed by the Department. Commissioner Hutchins made a motion to approve Resolution 18-003. Commissioner Pearsall seconded the motion and the motion passed unanimously.

COMMENTS FOR THE GOOD OF THE ORDER

1. Chief Wood let the Board know that there was an additional workshop available before the first day of the June Washington Fire Commissioner Meeting in Chelan.
Commissioner Pearsall will check his schedule to see if he is available to attend.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:25 p.m.



John Wood, Fire Chief


Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

