



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

May 12, 2016
12:00 p.m.

MEETING CALL TO ORDER by Chair Hutchins

Chair Hutchins called the meeting to order at 12:00 pm.

ROLL CALL

Commissioners Dave Pearsall, Mike Peoples, and Meredith Hutchins; Chief John Wood; Assistant Chief Whidden; Lieutenants David Brotche and Tim Rohaly; Firefighter Jeriel Pena; and Office Manager Rena Henson

FLAG SALUTE

Chair Hutchins led the group in the Flag Salute.

OTHERS PRESENT

Terry Ware, Olympic Ambulance

AGENDA ADDITIONS OR DELETIONS

Two items were added to the New Business section: 1) Resolution 16-005 and 2) Discussion on June and October meetings.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from April 14, 2016 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the April 14, 2016, Regular Meeting. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

1. 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 April 2016. The District received \$474,395 (\$410,135 to the general fund and \$64,260 to the bond fund) in revenue for the month, which is \$10,731 less than the original projection.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on April 1 was \$1,330.09
- Deposits made for \$705.91
- Checks issued for \$359.73
- Ending cash balance on April 30 was \$1,676.27
- Outstanding checks 2020 & 2024 for \$785.40
- Ending adjustment balance on April 30 was \$2,461.67

General Expense Fund (6730)

- Beginning fund balance on April 1, 2016, was \$615,223.23
- Total revenues were \$410,206.04
- Expenditures totaled \$64,260.36
- Ending fund balance on April 30, 2016, was \$953,466.65

Bond Payment Account (6732)

- Beginning fund balance on April 1, 2016, was \$91,232.11
- Total revenues were \$64,260.36
- Expenditures totaled \$0.00
- Ending fund balance on April 30, 2016, was \$155,492.47

Reserve Account (6734)

- Beginning fund balance on April 1, 2016, was \$581,202.59
- Interest earned of \$555.67
- Expenditures totaled \$0.00
- Ending fund balance on April 30, 2016, was \$581,758.26

Apparatus Fund (6736)

- Cash balance beginning on April 1, 2016, was \$295,660.49
- Interest earned of \$249.39
- Expenditures totaled \$0.00
- Ending fund balance on April 30, 2016, was \$295,909.88

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$61,295.05. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	Transaction #s 444-448	\$19,646.45	EFT	5/5/16 April (4/1-3/30) Career Payroll - Paid prior to meeting
2016.05.01	Transaction #s 449-450	\$11,421.11	EFT	April Payroll Dept. of Retirement Systems & EFTPS Payment - Paid prior to meeting
2016.05.01	160501001-160501003 Transaction #s 451-453	\$6,889.75	Warrants	April Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 465-494	\$9,086.98	EFT	5/16/16 April Volunteer Stipends
2016.05.02	Transaction 495	\$2,307.57	EFT	5/16/16 April Volunteer Stipend EFTPS
2016.05.03	160503001-160503027 Transaction #s 498-524	\$11,943.19	Warrants	April General Expenditure Warrants
Total		\$61,295.05		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	29	Average Response Time	6 minutes
		% Under 8 Minutes	81%
		# Over 10 Minutes	1
		# over 15 Minutes	0
Monthly Training Activity			
Total Department Training Hours:	240	Drill Hours	
	EMS 53	People Involved	30
	Fire 168	Average Hours/Person	8

2. Training Report

- Blue Card Recertification: Wood, W. Whidden
- Recruit Academy: Benedict
- EMT Academy: Pena, McCracken, Mackey, Nguyen
- Red Card Recertification: Brotche, Hayes, Jamieson, Pena, Rohaly, Hollander
- Firemanship and Fire Behavior: Hollander, Anderson, L. Williams, Dunn
- IFSTA Pump Operations: Hollander

3. Special Interest

- HVAC filters changed at Stations 13-1 and 13-2
- Chad Pearsall resigned due to time commitment
- Rena had a baby girl, "Alayna"
- Chief Wood attended a TCOMM Ops Board meeting
- Treated for carpenter ants at Stations 13-1 and 13-2
- Hoeschen dropped from recruit academy and Department, due to new job
- One new member tested (Amber Cook)
- Great Western delivered 10 yards of rock at Station 13-2. Lt. Hayes, Lt. Lusby, Lt. Brotche, Lt. Jamieson, FF Pena, and EMT Yost worked very hard to clean area of weeds and grass before spreading rock. Kudos to all!
- Chief Wood assisted State Fire Marshall with HMO test for new Rural Fire Department Assistance Program in Long Beach.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins plans to attend the Thurston County Fire Commissioner Meeting in May. Someone from DNR is supposed to attend and present a 2016 fire report.

OLD BUSINESS

1. Engine Committee Report: the committee met with the manufacturer again.
2. Local 3825 and Fitness Testing: the Department has withdrawn the requirement for the career staff to participate in the annual fitness test; instead Chief Wood and the Lieutenants will work together to design a fitness program.

NEW BUSINESS

1. New Engine Purchase: the Department received a quote for a Saber Pumper. This is a very similar design to the last new engine purchased (two less seats). Commissioner Peoples made a motion for the Chief to finalize the contract details with the manufacturer to determine the final price of the engine. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
2. Resolution 16-005: Commissioner Pearsall made a motion to approve Resolution 16-005 to surplus a broken Solaris Multi Gas Monitor. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

3. June and October Board of Fire Commissioners Meetings: Commissioner Hutchins is not available to attend the June board meeting. Commissioner Pearsall and Peoples are available, so the meeting will be held at the regular date and time. The October board meeting will be rescheduled from October 13 to October 20 due to Commissioner Hutchins and Commissioner Pearsall not being able to attend on the 13th.

COMMENTS FOR GOOD OF THE ORDER

- The Recruit Academy Graduation will be held on June 16 at 6:00 p.m. at Black Hills High School.
- There is a disaster preparedness workshop on May 2 at the McKenzie Road Baptist Church.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:32 p.m.



John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes

Meredith Hutchins, Chair



Mike Peoples, Commissioner

