



# **BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes**

**July 14, 2016**  
**12:00 p.m.**

### **MEETING CALL TO ORDER**

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

### **ROLL CALL**

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

Commissioner Pearsall was excused from the meeting.

### **FLAG SALUTE**

Commissioner Hutchins led the group in the Flag Salute.

### **OTHERS PRESENT**

Terry Ware, Olympic Ambulance

### **AGENDA ADDITIONS OR DELETIONS**

Added item number 6 under New Business – Tree Removal Bid.

### **APPROVAL/CORRECTION OF MINUTES**

1. Approve minutes from the June 9, 2016 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the June 9, 2016, Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

### **PUBLIC COMMENTS**

None

### **UNFINISHED BUSINESS**

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 June 2016. The District received \$6,560 (\$5,779 to the general fund and \$782 to the bond fund) in revenue for the month, which is \$504 more than the original projection for the month.

#### 2. Thurston County Treasurer's Financial Recap

##### **Petty Cash**

- Beginning cash balance on June 1 was \$1,943.08
- Deposits made for \$0.00
- Checks issued for \$2.25
- Ending cash balance on June 30 was \$1,940.83
- Outstanding checks - none
- Ending adjustment balance on June 30 was \$1,940.83

##### **General Expense Fund (6730)**

- Beginning fund balance on June 1, 2016, was \$1,003,860.71
- Total revenues were \$5,778.69
- Expenditures totaled \$67,548.85
- Ending fund balance on June 30, 2016, was \$942,090.55

##### **Bond Payment Account (6732)**

- Beginning fund balance on June 1, 2016, was \$173,109.05
- Total revenues were \$781.56
- Expenditures totaled \$4,600.00
- Ending fund balance on June 30, 2016, was \$169,290.61

##### **Reserve Account (6734)**

- Beginning fund balance on June 1, 2016, was \$582,491.51
- Interest earned of \$263.55
- Expenditures totaled \$0.00
- Ending fund balance on June 30, 2016, was \$582,755.06

##### **Apparatus Fund (6736)**

- Cash balance beginning on June 1, 2016, was \$296,250.75
- Interest earned of \$126.96
- Expenditures totaled \$0.00
- Ending fund balance on June 30, 2016, was \$296,377.71

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$67,727.69. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.06.06	160606001-160606013 Transaction #s 621-633	\$7,865.89	Warrants	June General Expenditure Warrants
N/A	Transaction #s 634-638	\$19,095.88	EFT	7/5/16 June (6/1-6/31) Career Payroll
2016.07.01	Transactions # 639-640	\$11,108.04	EFT	June Career Payroll • EFTPS & DRS Payments
2016.07.01	160701001-160701003 Transaction #s 641-643	\$6,889.75	Warrants	June Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 654-682	\$9,007.58	EFT	7/18/16 June Volunteer Stipends
2016.07.02	Transaction # 683	\$2,322.34	EFT	7/18/16 June Volunteer Stipend EFTPS
2016.07.03	160703001-160703013 Transaction #s 684-696	\$5,537.08	Warrants	June General Expenditure Warrants
2016.07.04	160704001-160704005 Transaction #s 697-701	\$5,901.13	Warrants	June General Expenditure Warrants
<b>Total</b>		<b>\$67,727.69</b>		

**CHIEF'S REPORT by Chief Wood**

1. Administration/Operations

<b>Monthly Alarm Activity</b>			
<b>Total Number of Alarms:</b>	42	<b>Average Response Time</b>	5 minutes 52 seconds
		<b>% Under 8 Minutes</b>	84.6%
		<b># Over 10 Minutes</b>	2
		<b># over 15 Minutes</b>	0
<b>Monthly Training Activity</b>			
<b>Total Department Training Hours:</b>	177	<b>Drill Hours</b>	
EMS	42	<b>People Involved</b>	30
Fire	135	<b>Average Hours/Person</b>	5.9

2. Training Report

- Blue Card recertification: Wood, W. Whidden, Bearden
- Recruit Academy: Benedict
- EMT Academy: Pena, McCracken, Mackey, Nguyen
- WFFA Annual Conference: Pena, Hayes

- WFCFA Conference: Wood, Pearsall
  - Gordon Graham – Risk Management: Wood, Pearsall
3. Special Interest
- Ace Alarm tested the sprinklers and system. All passed, but some sprinkler heads are approaching replacement age.
  - Tender 13-2 received service.
  - Chief Wood participated in Cascadia Rising event. Regional training that replicated the fault line along Washington's coast.
  - The Washington State Department of Labor & Industries inspected the Department's water heaters and air tank. An over flow pipe was replaced.
  - SeaWestern performed the annual flow testing for SCBA; all passed.
  - Mason Fire District 4 recruit academy utilized Station 13-2 for training live fire.
  - Tender 13-1 returned to the Olympia Maintenance shop for final repair on the pump losing throttle.
  - Commissioner Hutchins, Commissioner Peoples and Chief Wood attended fire recruit academy and EMT class graduation. The Department had three people graduate. Fire Academy graduate was Jason Benedict and EMT Academy graduates were Matt McCracken and Alison Mackey.
  - Chief Wood assisted with two FF1/HMO tests in Thurston County and one in West Port.
  - Engine 13-1 windshield was replaced due to a crack.
  - Tim Rohaly injured his back while shoveling rock at Station 13-2.

### **COMMISSIONERS/SECRETARY REPORT**

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

Commissioner Hutchins reported that the EMS Council Chair has requested written comments the revised paramedic contract. If the Department chooses to provide input, it must be received before the next EMS Council meeting.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

1. Station 13-3 Tarmac Repair: The drainage has not functioned well for many years and needs to be replaced. The Department has received a bid to replace the drainage and would like to pursue the replacement. Commissioner Peoples made a motion to approve spending up to \$34,000 to replace the drainage around Station 13-3. Commissioner Hutchins seconded the motion and the motion was approved by unanimous vote.
2. Aaron Hayes Promotion: Lieutenant Hayes has been promoted to Interim Assistant Chief. The Department will be updating the Assistant Chief job description and will recruit for a permanent position.
3. Policy 1028.3: The Department updated the policy on tattoos to allow for tattoos on arms and hands. No tattoos are allowed to be visible on the face or neck.

4. August Budget Workshop: It is time to schedule a workshop for setting next year's budget. Chief Wood will coordinate a meeting date and time for a meeting in August.
5. October Board of Fire Commissioner Meeting Date & Time: The October meeting needs to be changed due to a schedule conflict. Chief Wood will check with Commissioner Pearsall for his availability in October. A final date will be set at the August meeting.
6. There are several hazard trees at Stations 13-3 and 13-4 that need to be removed before they fall on the stations and/or neighboring homes. Chief Wood obtained a bid from B&G Tree LLC to have the trees removed. Commissioner Peoples made a motion to approve the bid in the amount of \$5,550.00. Commissioner Hutchins seconded the motion and the motion was approved by unanimous vote.

#### COMMENTS FOR GOOD OF THE ORDER

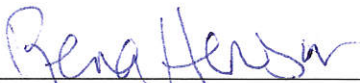
The Department will be participating in the Blueberry Bash on August 21. There will be information available for obtaining address signs, blood pressure checks, and a CPR dummy to practice on. Commissioner Hutchins will let the Blueberry Bash Committee know that the Department will participate.

#### MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:34 p.m.

  
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John Wood, Fire Chief

  
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Dave Pearsall, Commissioner

  
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Rena Henson, Office Manager  
Recorder of Board Minutes

  
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Meredith Hutchins, Chair

  
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Mike Peoples, Commissioner

