



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

October 19, 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 Wood; Assistant Chief Andrew Schaffran; Lieutenants Jamieson and Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the September 19, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the September 19, 2017, 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 and Fund Balances

Petty Cash

- Beginning cash balance on September 1 was \$1,811.14
- Deposits made for \$0
- Withdrawals made for \$78.95
- Ending cash balance on September 30 was \$1,732.19
- Outstanding checks – 2062 \$56.99
- Ending adjustment balance on September 30 was \$1,789.18

General Expense Fund (6730)

- Beginning fund balance on September 1, 2017, was \$672,540.84
- Total revenues were \$34,646.34
- Expenditures totaled \$91,683.24
- Ending fund balance on September 30, 2017, was \$615,503.94

Capital Projects Fund (6731)

- Beginning fund balance on September 1, 2017, was \$140,599.31
- Total revenues were \$76.63
- Expenditures totaled \$0
- Ending fund balance on September 30, 2017, was \$140,675.94

Reserve Account (6734)

- Beginning fund balance on September 1, 2017, was \$588,523.27
- Interest earned of \$337.12
- Expenditures totaled \$0
- Ending fund balance on September 30, 2017, was \$588,860.39

Apparatus Fund (6736)

- Cash balance beginning on September 1, 2017, was \$8,091.52
- Deposits made for \$3,990.72
- Expenditures totaled \$0
- Ending fund balance on September 30, 2017, was \$12,082.24

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$148,514.72. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.09.06	170906001-170170906016 Transaction #s 838-853	\$20,001.53	Warrants	General Expenditure Warrants
N/A	Transaction #s 855-860	\$38,078.48	EFT	10/5/17 September Career Payroll (9/1-9/30)
2017.10.01	Transaction #s 861-863	\$21,778.04	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.10.02	171002001-171002003 Transaction #s 864-866	\$12,063.70	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 874-901	\$6,635.21	EFT	10/16/17 September Volunteer Stipends
2017.10.03	Transaction # 902	\$1,708.63	EFT	September Volunteer Stipend EFTPS
2017.10.04	171004001-171004024 Transaction #s 903-926	\$48,249.13	Warrants	General Expenditure Warrants
Total		\$148,514.72		

CHIEF'S REPORT by Assistant Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	51	Average Response Time Fire:	8 minutes 0 seconds
		Mutual Aid Given:	1
Overlapping calls:	11.76%	Mutual Aid Received:	0
<i>Monthly Training Activity</i>			
Total Department Training Hours:		Drill Hours	215.5
	EMS	People Involved	30
	Fire	Average Hours/Person	9.51
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	70

2. Training Report

- Thurston County EMT Class: Assistant Chief Hayes and Recruit Robert Ragland
- Thurston County Fire Academy: Recruit Jason Orme
- WFOA: Henson
- Fire Officer 1: Brotche, Bearden
- WSRMG, Auditor, Insurance, Open Public Meetings, Risk Management: Wood
- Women and Fire: Morton

3. Special Interest

- Lieutenant Jamieson attended a Training Officers Meeting.

- Chief Wood attended the Chief's Association meeting
- Annual services were performed on Brush 13-1, Tender 13-2, Engine 13-2, & Engine 13-4
- Repairs were performed on: Engine 13-3 (cross lay ball valve and tank fill valve); Engine 13-2 (taillights); Engine 13-1 (coolant leak; shore line charger malfunction, warranty covered); Tender 13-2 (replaced axle divider shift switch)
- One new member, Andrew Lusk
- Averaging 51 calls for service per month in 2017. This is a 32% increase from the previous year. We are studying patterns and options for future staffing changes.
- Increased our training hours this month by 18%. Part of this increase is from tracking and part is new training of traditional and online study.
- Daily Training Bulletins are now being released for our policies. Individuals can study them or they can be used by the shift officers to work with their crews.
- Firefighters Morton and Brock assisted with Capital Metro Girls Camp.

COMMISSIONERS/SECRETARY REPORT

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

Commissioners Hutchins and Peoples will be attending the Washington Fire Commissioner's Annual Conference next week.

OLD BUSINESS

1. New Ford Interceptor: Nothing to report
2. Verizon Tower: A revised fee proposal has been received from Centerline Solutions. Commissioner Hutchins made a motion to accept the proposal and enter into an agreement with Centerline Solutions to begin the Verizon cell tower construction process. This is the first step in the process. The project will take several years. Commissioner Peoples seconded the motion and the motion passed unanimously.
3. Website: Chief Wood has contacted several local web designers regarding possibly helping out with improving the Department's website. We reviewed our current site and made a laundry list of items that could be added or improved on our site. Commissioner Hutchins asked Chief Wood to investigate the cost for sending out a newsletter mailing to the community. In the past, the cost to send a newsletter was approximately \$11,000 per year.

NEW BUSINESS

1. Resolution 17-016 to Surplus Items: Commissioner Hutchins made a motion to approve Resolution 17-016. Commissioner Peoples seconded the motion and the motion passed unanimously.
2. Resolution 17-017 Petty Cash: The Petty Cash account is not used in the same manner as it has been in the past. It is currently replenished to \$2,000 when the balance falls below \$1,500. Commissioner Peoples made a motion to reduce the balance of the Petty Cash account to \$500 (replenish when the balance falls below \$300. Commissioner Hutchins seconded the motion and the motion passed unanimously.

3. Wages & Stipends:

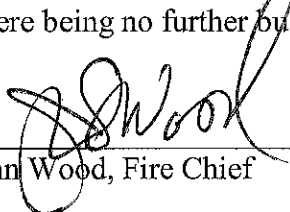
- a. 2018 Wage Schedule: Chief Wood presented the draft 2018 wage and benefit schedule. The Chief's and the Lieutenants' annual cost of living adjustments (COLA) are set based on the August Seattle Tacoma Bremerton CPI rate that is available mid-September. Chief Wood requested the same COLA for Assistant Chief Schaffran and Office Manager Henson. In addition, he requested a 2.5% increase to the Office Manager wage scale to bring it closer to other comparable positions for Thurston County Fire Districts and more in line with the level of work being performed. Commissioner Peoples made a motion to approve the 2018 Wage Schedule. Commissioner Hutchins seconded the motion and the motion passed unanimously.
 - b. Volunteer Stipends & Reimbursements (Resolution 17-015): Chief Wood presented Resolution 17-015 to increase the per call/drill stipend reimbursements and add an incentive amount if a volunteer gains additional qualifications (driver, EMT, or Firefighter). The current rates were set in 2008. Commissioner Peoples made a motion to approve Resolution 17-015. Commissioner Hutchins seconded the motion and the motion passed unanimously.
4. 2018 Draft Budget Proposal: Office Manager Henson presented the 2018 draft budget. The final budget will be presented and approved at the November 9, 2017, Board of Fire Commissioners Meeting.
 5. Future Budget Planning Timeline: Office Manager Henson presented a brief overview on the health of the general fund and some projections for the ending fund balance over the next few years. It's very likely – with no major operational changes – that the Department will need to propose a levy increase in the next few years. Additional work needs to be done to develop a proposal for when the Department will need to go out for a vote.

COMMENTS FOR GOOD OF THE ORDER

Chief Wood mentioned that the Department is reviewing our current medical and dental insurance options and may propose making changes to the current benefit so that employees could have an option for which plan they would like to participate in. More information will be provided at next month's meeting.

MEETING ADJOURNED

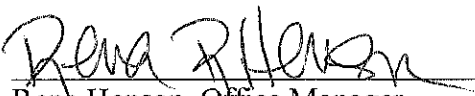
There being no further business, the meeting was adjourned at 1:25 p.m.



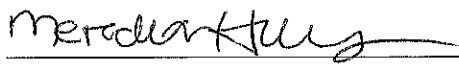
John Wood, Fire Chief




Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

