



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

November 10, 2016
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

ROLL CALL

Commissioners Meredith Hutchins and Dave Pearsall; Chief John Wood; Assistant Chief Whidden, Interim Assistant Chief Aaron Hayes; Lieutenants Doug Jamieson and Tim Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Terry Ware of Olympic Ambulance

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the October 19, 2016 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the October 19, 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 October 2016. The District received \$598,174 (\$533,363 to the general fund and \$64,811 to the bond fund) in revenue for the month, which is \$126,006 more than the original projection for the month. The large variance is due to the transfer that was made from the apparatus fund into the general fund for the engine down payment.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on October 1 was \$1,507.54
- Deposits made for \$529.59
- Checks issued for \$35.95
- Ending cash balance on October 31 was \$2,001.18
- Outstanding checks – 2028, 2031, 2040 for \$87.85
- Ending adjustment balance on October 31 was \$2,089.03

General Expense Fund (6730)

- Beginning fund balance on October 1, 2016, was \$752,404.94
- Total revenues were \$533,363.16
- Expenditures totaled \$329,425.14
- Ending fund balance on October 31, 2016, was \$956,342.96

Bond Payment Account (6732)

- Beginning fund balance on October 1, 2016, was \$173,889.82
- Total revenues were \$64,810.54
- Expenditures totaled \$126.58
- Ending fund balance on October 31, 2016, was \$238,573.78

Reserve Account (6734)

- Beginning fund balance on October 1, 2016, was \$583,583.68
- Interest earned of \$627.33
- Expenditures totaled \$0.00
- Ending fund balance on October 31, 2016, was \$584,211.01

Apparatus Fund (6736)

- Cash balance beginning on October 1, 2016, was \$296,787.85
- Interest earned of \$302.56
- Expenditures totaled \$118,202
- Ending fund balance on October 31, 2016, was \$178,888.41

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$78,197.61. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.10.07	161007001-16100713 Transaction #s 998-1010	\$11,695.80	Warrants	General Expenditure Warrants
N/A	Transaction #s 1013-1017	\$22,617.20	EFT	11/5/16 October (10/1-10/31) Career Payroll & Tim Rohaly Timeloss Payment
2016.11.01	Transaction #s 1018-1022	\$11,922.32	EFT	Career Payroll EFTPS & DRS Payments
2016.11.01	161101001-161101003 Transaction #s 1020-1022	\$7,244.57	Warrants	October Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 1025-1055	\$8,807.57	EFT	11/14/16 October Volunteer Stipends
2016.11.02	Transaction # 1056	\$2,324.77	EFT	October Volunteer Stipend EFTPS
2016.11.03	161103001-161103018 Transaction #s 1073-1090	\$13,585.38	Warrants	General Expenditure Warrants
Total		\$78,197.61		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	41	Average Response Time	6 minutes 52 seconds
		% Under 8 Minutes	70%
		# Over 10 Minutes	4
		# over 15 Minutes	1
Monthly Training Activity			
Total Department Training Hours:	186	Drill Hours	
EMS	26	People Involved	27
Fire	160	Average Hours/Person	6.8
Recruit Academy Hours	280		

2. Training Report

- Blue Card recertification: W. Whidden; Bearden
- Recruit Academy: Morton; Rummel, L. Williams; Nguyen; Brock
- EMT Class: Phillips
- BARS code training: Henson

3. Special Interest

- Tommy Winslow resigned for personal reasons due to time commitment.
- The Department is working with the WSRB for our five year review.
- Chief Wood attended the Thurston County Chief's Meeting; radio steering committee meeting; Thurston County Association of Fire Chiefs budget workshop; and the Thurston County Association of Fire Chiefs Recruit Academy budget workshop.
- The lawn sprinkler system was winterized.
- The Department attended and handed out candy at Griffin School's Fall Festival.
- The Department donated an engine ride home from school at the Griffin School Foundation Auction. E13-1 gave four kids a ride home and stopped for milkshakes from Steamboat Grill and Greens on the way by. The kids were very excited and pleased.
- Pump testing was conducted on E13-4 and T13-1. Did not test E13-3 as it will be surplused in March or April 2017 when the new engine is put into service.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the annual Washington Fire Commissioners Association conference in Yakima.

OLD BUSINESS

1. None

NEW BUSINESS

1. Resolution 16-008 Surplus Items: Commissioner Pearsall made a motion to approve resolution 16-008. Commissioner Hutchins seconded the motion and the motion passed unanimously.
2. December Board of Fire Commissioner Meeting Date Change: Due to scheduling conflicts, the date of the December meeting will be moved to December 14. The meeting will start at 11:00.
3. City of Olympia Maintenance Contract: The Department's annual maintenance contract with the City of Olympia is due for renewal. Commissioner Pearsall made a motion to approve the annual contract. Commissioner Hutchins seconded the motion and the motion passed unanimously.
4. EMS Levy and County Planning: Thurston County Medic One will likely go out for Levy in August 2017. The Thurston County Commissioners will need to approve it at their December Meeting.
5. 2017 Budget: Office Manager Henson reviewed the budget process and presented the Commissioners with information on the 2017 Levy, Property Tax Increase, and the 2017 Budget. Henson requested that the Commissioners approve creating a new fund to track money for Capital Projects. The Department has been setting aside \$140,000 in the general fund to build a new water tank. This money will be transferred to the new Capital Projects Fund in January. Chief Wood and Commissioner Pearsall thanked Henson for

putting together a thorough budget presentation. The Commissioners approved the following budget related resolutions:

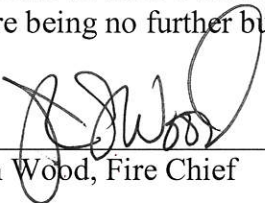
- a. Resolution 16-009 Property Tax Increase: Commissioner Pearsall made a motion to approve Resolution 16-009. Commissioner Hutchins seconded the motion and the motion passed unanimously.
- b. Resolution 16-010 Property Tax Levy: Commissioner Pearsall made a motion to approve Resolution 16-010. Commissioner Hutchins seconded the motion and the motion passed unanimously.
- c. Resolution 16-011 2017 Budget: Commissioner Pearsall made a motion to approve Resolution 16-011. Commissioner Hutchins seconded the motion and the motion passed unanimously.
- d. Resolution 16-012 Creates a Capital Projects Fund and moves money from the General Fund: Commissioner Pearsall made a motion to approve Resolution 16-012. Commissioner Hutchins seconded the motion and the motion passed unanimously.

COMMENTS FOR GOOD OF THE ORDER

1. Annual Awards Banquet: The annual awards banquet will be held in February. Office Manager Henson will check with Commissioner Peoples for his availability. A final date will be set at the December meeting.
2. The Department will hold its annual holiday potluck on December 20 AT 6:00 p.m.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 1:05 p.m.



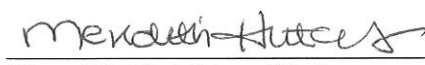
John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair

Mike Peoples, Commissioner

