



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

February 11, 2016
12:00 p.m.

MEETING CALL TO ORDER

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

ROLL CALL

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

Commissioner Mike Peoples was excused.

FLAG SALUTE

Chair Hutchins led the group in the Flag Salute.

OTHERS PRESENT

Terry Ware of Olympic Ambulance.

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Approve minutes of January 14, 2016 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the January 14, 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 January 2016. The District received \$17,090 in revenue for the month, which is \$13,769 more than the original projection.

2. Thurston County Treasurer's Report

Petty Cash

- Beginning cash balance was \$1,874.00
- Deposits made for \$126.00
- Checks 1998-2000 were issued for \$24.36
- Outstanding check 1987 for \$53.05
- Ending balance on January 31 was \$2,028.69

General Expense Fund (6730)

- Beginning fund balance on January 1, 2016, was \$728,468.13
- Total revenues were \$17,090.30
- Expenditures totaled \$46,736.99
- Ending fund balance on January 31, 2016, was \$698,821.44

Bond Payment Account (6732)

- Beginning fund balance on January 1, 2016, was \$82,092.74
- Total revenues were \$27.49
- Expenditures totaled \$0.00
- Ending fund balance on January 31, 2016, was \$82,120.23

Reserve Account (6734)

- Beginning fund balance on January 1, 2016, was \$580,408.86
- Interest earned of \$155.72
- Expenditures totaled \$0.00
- Ending fund balance on January 31, 2016, was \$580,564.58

Apparatus Fund (6736)

- Cash balance beginning on January 1, 2016, was \$293,339.82
- Interest earned of \$56.86
- Expenditures totaled \$0.00
- Ending fund balance on January 31, 2016, was \$293,396.68

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month of January. Commissioner Pearsall made a motion to approve the payments below totaling \$80,522.03. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.02.01	160201001-160201025 Transaction #s 105-129	\$15,334.49	Warrants	January General Expenditure Warrants - Paid prior to meeting
N/A	Transaction #s 131-135	\$22,545.59	EFT	2/5/16 January (1/1-1/31) Career Payroll - Paid prior to meeting
2016.02.02	Transaction 136	\$7,281.78	EFT	January Payroll Dept. of Retirement Systems - Paid prior to meeting
2016.02.02	160202001-160202003 Transaction #s 137-139	\$6,889.75	Warrants	January Payroll Benefits - Paid prior to meeting
2016.02.03	Transaction 140	\$6,394.11	EFT	January Career Payroll EFTPS - Paid prior to meeting
2016.02.04	Transaction #s 151-187	\$12,654.67	EFT	2/16/16 January Volunteer Stipends - Includes EFTPS
2016.02.05	160205001 Transaction 188	\$358.46	Warrant	January Griffin Firefighter Association Dues
2016.02.06	160206001-160206021 Transaction #s 190-210	\$7,761.46	Warrants	February General Expenditure Warrants
2016.02.07	160207001-160207006 Transaction #s 211-216	\$1,301.72	Warrants	February General Expenditure Warrants
Total		\$80,522.03		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	43	Average Response Time	8.04 minutes
		% Under 8 Minutes	55
		# Over 10 Minutes	5
		# over 15 Minutes	1
Monthly Training Activity			
Total Department Training Hours:	299	Drill Hours	29.5
		People Involved	36
		Average Hours/Person	8.3

2. Training Report

- Blue Card Recertification: Wood
- IFSAC Testing: Wood, Brotche, Pena
- EMT: Pena

3. Special Interest

- Tender 13-1 Air leak/pump throttle issue repaired
- Tender 13-2 rear ball valve replaced.
- Command 13 oil changed.
- Lieutenant Rohaly began process to reconstruct website.
- Josh Tucker, David Marshall, Derek Langstead, Amanda Dods, Bo Dods are no longer with the Department
- Revised the process for recruiting and accepting new volunteers.
- Held a new member orientation on January 24th.
- AmeriSafe tested all fire extinguishers at all stations.
- Chief Wood spoke briefly on services available during a major disaster at the Griffin Neighborhood Association meeting.
- Converted accounting software from QuickBooks to BIAS.
- Casey Black was sworn in as a new member.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins mentioned that the Thurston County Assessor's Office is working in the neighborhood.

OLD BUSINESS

1. Surplus Aid Unit Sold

The 1999 Ford Aid Unit has been sold to Mason County Fire District 11 for \$2,000. The money received will be deposited into the Apparatus Fund.

NEW BUSINESS

1. Medic One – Fire Department Consolidation

A constituent has suggested consolidating local fire departments to save money for Medic One. After looking into it there would not be much cost saving to consolidate departments. Voters would need to approve any consolidations.

2. Apparatus Committee

Chief Wood would like to form a committee to determine the specifications for purchasing a new engine. It was decided that it was not necessary to have a Commissioner participate on the committee since the Board would approve the proposal presented by the committee. After a decision is made on the specifications it could take up to a year to take delivery of a new engine. By this time there should be nearly enough money set aside in the apparatus fund for the purchase. It may be necessary to make a

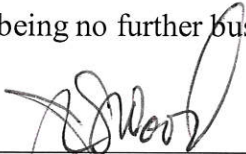
small transfer from the Reserve Account. Any money received from the sale of the surplus engine will be deposited into the Apparatus Account.

COMMENTS FOR GOOD OF THE ORDER

1. Chief Wood reminded the Commissioners that the annual awards banquet will be held here on March 11 at 6:00pm
2. Chief Wood informed the Commissioners that there would be a public meeting held tomorrow at Griffin School regarding changes to fees associated with septic systems that Thurston County is proposing for property owners in the county.
3. Chief Wood informed the Commissioners that he and Office Manager Henson had developed a plan for coverage for when she would be on maternity leave.

MEETING ADJOURNED


There being no further business, the meeting was adjourned at 12:40 p.m.



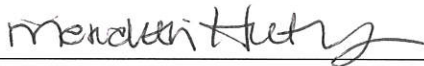
John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner

