



# **BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes**

**February 9, 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 John Wood; Lieutenant Tim Rohaly; and Office Manager Rena Henson

### **OTHERS PRESENT**

Two members of the public.

### **AGENDA ADDITIONS OR DELETIONS**

1. None.

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

1. Approve minutes from the January 12, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the January 12, 2017, Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

### **PUBLIC COMMENTS**

None

## FINANCIAL REPORT

### *Finance Officer's Report:*

Office Manager, Rena Henson reviewed a new Fund Balance report that will be presented each month in place of the report format that has been used in the past. The Board of Fire Commissioners liked the new report and requested to continue using the new format.

#### 1. Revenue Forecast

The District received \$5,952.09 of revenue into the General Fund for the month of January (\$2,491.51 in taxes, \$467.10 in interest, and \$2,993.48 in interest). The amount of revenue received is higher than the original projection for the month.

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

##### **Petty Cash**

- Beginning cash balance on January 1 was \$1,941.14
- Deposits made for \$0
- Withdrawals made for \$6.47
- Ending cash balance on January 31 was \$1,934.67
- Outstanding checks – 2031 for \$31.93
- Ending adjustment balance on January 31 was \$1,966.60

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

- Beginning fund balance on January 1, 2017, was \$894,833.69
- Total revenues were \$5,952.09
- Expenditures totaled \$224,135.61
- Ending fund balance on January 31, 2017, was \$676,650.17

##### **Capital Projects Fund (6731)**

- Beginning fund balance on January 1, 2017, was \$0.00
- Total revenues were \$140,022.96
- Expenditures totaled \$0.00
- Ending fund balance on January 31, 2017, was \$140,022.96

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

- Beginning fund balance on January 1, 2017, was \$16,659.93
- Total revenues were \$512.85
- Expenditures totaled \$0
- Ending fund balance on January 31, 2017, was \$17,172.78

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

- Beginning fund balance on January 1, 2017, was \$585,027.68
- Interest earned of \$339.40
- Expenditures totaled \$0
- Ending fund balance on January 31, 2017, was \$179,354.57

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

- Cash balance beginning on January 1, 2017, was \$179,231.33
- Interest earned of \$123.24
- Expenditures totaled \$0
- Ending fund balance on January 31, 2017, was \$179,354.57

3. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$76,667.70. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.01.04	170104001-170104025 Transaction #s 58-82	\$11,887.52	Warrants	General Expenditure Warrants
N/A	Transaction #s 83-87	\$22,376.63	EFT	2/5/17 January (1/1-1/31) Career Payroll
2017.02.01	Transaction #s 88-89	\$14,053.20	EFT	Career Payroll EFTPS & DRS Payments
2017.02.01	170201001-170201003 Transaction #s 90-92	\$7,221.14	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 105-136	\$7,905.91	EFT	2/13/17 January Volunteer Stipends
2017.02.02	Transaction # 137	\$1,840.85	EFT	January Volunteer Stipend EFTPS
2017.02.03	170203001-170203025 Transaction #s 138-162	\$11,382.45	Warrants	General Expenditure Warrants
<b>Total</b>		<b>\$76,667.70</b>		

**CHIEF'S REPORT by Chief Wood**

1. Administration/Operations

<b>Monthly Alarm Activity</b>			
<b>Total Number of Alarms:</b>	44	<b>Average Response Time</b>	8 minutes 13 seconds
		<b>% Under 8 Minutes</b>	69%
		<b># Over 10 Minutes</b>	9
		<b># over 15 Minutes</b>	0
<b>Monthly Training Activity</b>			
<b>Total Department Training Hours:</b>	281	<b>Drill Hours</b>	
EMS	44	<b>People Involved</b>	
Fire	237	<b>Average Hours/Person</b>	8.78
<b>Recruit Academy Hours</b>		<b>Target Solutions</b>	

2. Training Report

- Duty crew walked through the Little Creek Casino with Mason County for pre-fire planning.
- Chief Wood attended a Change Conference in Tacoma

3. Special Interest

- Tim Rohaly returned to work after recovering from injury.
- Fire extinguishers were tested.
- Accepted new member Robert De La Peña.
- Chief Wood attended TCOMM Ops Meeting, TRU Committee, TCFCA Meeting.

- Department posted the WSRB rating change on NextDoor website.
- Department posted recruitment for Assistant Chief of Operations and Training position.

### **COMMISSIONERS/SECRETARY REPORT**

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

Commissioner Hutchins is continuing to collect information from ORCAA on potential future burn bans.

### **OLD BUSINESS**

1. Follow up on EF Recovery: Chief Wood is continuing to play phone tag with Mike Peters regarding EF Recovery. More information will be provided at the next meeting.
2. Update on Assistant Chief of Operations and Training Recruitment: Chief Wood presented the revised recruitment and hiring plan. Currently there has been one application turned in. The deadline for applications is February 15. District 9 has also just posted a recruitment announcement for an Assistant Chief position.
3. Update on new Engine: The manufacturer is currently painting the new engine. They send progress pictures every week. The projected delivery date is early April.

### **NEW BUSINESS**

1. Resolution 17-004 Surplus Items: Commissioner Pearsall made a motion to approve Resolution 17-004 to surplus a Motorola radio and a bunker coat; both items have reached the end of their useful life. Commissioner Hutchins seconded the motion and the motion passed unanimously.

### **COMMENTS FOR GOOD OF THE ORDER**

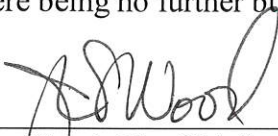
1. The member appreciation awards banquet will be held at 6:00 on February 24.
2. The Department received a public records request from OpenTheBooks.com. They requested salary information for career staff.

### **EXECUTIVE SESSION**

1. Pursuant to RCW 42.30.110(1)(f), the Board of Fire Commissioners and the Chief went into Executive Session at 12:25 p.m. to receive and evaluate complaints or charges brought against a public officer or employee. The session was expected to last approximately 15-20 minutes. No decision was made and the executive session adjourned at 12:45.

**MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 12:46 p.m.



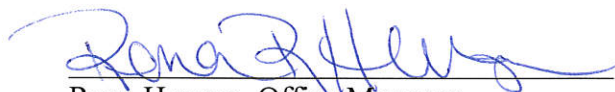
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John Wood, Fire Chief



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Dave Pearsall, Chair



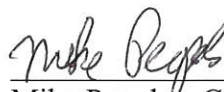
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Rena Henson, Office Manager  
Recorder of Board Minutes



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Meredith Hutchins, Commissioner



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Mike Peoples, Commissioner

