



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 10, 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, Mike, Peoples, and Meredith Hutchins; Chief John Wood, Assistant Chief Whidden, Lieutenants Tim Rohaly and Doug Jamieson, Office Manager Rena Henson

FLAG SALUTE

Chair Hutchins led the group in the Flag Salute.

OTHERS PRESENT

Sandy Sinclair

AGENDA ADDITIONS OR DELETIONS

Removed item number 2 "Personnel" from New Business section. This will be discussed at a later meeting.

APPROVAL/CORRECTION OF MINUTES

Approve minutes from February 11, 2016, Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the February 11, 2016, Regular Meeting. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

1. None

UNFINISHED BUSINESS

1. 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 February 2016. The District received \$59,295.00 (\$54,986 to the general fund and \$4,309 to the bond fund) in revenue for the month, which is \$28,437 more than the original projection. Nearly half of the revenue for the month was the final payment from last year's state mobilization reimbursement.

2. Treasurer's Report by Account Totals

Petty Cash

- Beginning cash balance on February 1 was \$1,975.64.00
- Deposits made for \$24.36
- Checks issued for \$1,765.52
- Ending cash balance on February 29 was \$234.48
- Outstanding check 2010 for \$193.00
- Ending adjustment balance on February 29 was \$427.48

General Expense Fund (6730)

- Beginning fund balance on February 1, 2016, was \$698,821.44
- Total revenues were \$54,985.91
- Expenditures totaled \$80,522.03
- Ending fund balance on February 29, 2016, was \$673,285.32

Bond Payment Account (6732)

- Beginning fund balance on February 1, 2016, was \$82,120.23
- Total revenues were \$4,308.91
- Expenditures totaled \$0.00
- Ending fund balance on February 29, 2016, was \$86,429.14

Reserve Account (6734)

- Beginning fund balance on February 1, 2016, was \$580,564.58
- Interest earned of \$395.77
- Expenditures totaled \$0.00
- Ending fund balance on February 29, 2016, was \$580,960.35

Apparatus Fund (6736)

- Cash balance beginning on February 1, 2016, was \$293,396.68
- Interest earned of \$159.69
- Expenditures totaled \$0.00
- Ending fund balance on February 29, 2016, was \$293,556.37

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$79,601.85. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.03.01	160301001-160301010 Transaction #s 233-242	\$9,218.76	Warrants	January General Expenditure Warrants - Paid prior to meeting
2016.03.02	Transaction 243	\$9.63	EFT	Interest from December Dept. of Retirement Systems - Paid prior to meeting
N/A	Transaction #s	\$21,687.72	EFT	3/5/16 February (2/1-2/29) Career Payroll - Paid prior to meeting
2016.03.03	Transaction #s 249-250	\$13,176.10	EFT	February Payroll Dept. of Retirement Systems & EFTPS Payment - Paid prior to meeting
2016.03.04	160304001-160304003 Transaction #s 251-253	\$6,889.75	Warrants	February Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 265-298	\$8,764.38	EFT	3/14/16 February Volunteer Stipends
2016.03.05	Transaction 300	\$2,097.90	EFT	3/14/16 February Volunteer Stipend EFTPS
2016.03.06	160306001-160306020 Transaction #s 307-327	\$17,757.61	Warrants	March General Expenditure Warrants
Total		\$79,601.85		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	25	Average Response Time	6.71 minutes
		% Under 8 Minutes	85%
		# Over 10 Minutes	1
		# over 15 Minutes	1
Monthly Training Activity			
Total Department Training Hours:	237.5	Drill Hours	40
		People Involved	35
		Average Hours/Person	6.78

2. Training Report

- Blue card recertification: Wood; W. Whidden
- Recruit Academy: Benedict, Moore, Hoeschen
- EMT Academy: Pena; Black; McCracken; Mackey
- EMS Conference: W. Whidden; Perry
- Fire Instructor 2: Wood; Hollander
- BIAS Support: Henson

3. Special Interest

- Accepted new member Maxim Sokolov
- Engine 13-2 had new water level indicator installed.
- Tender 13-1 had hydraulic actuator coil replaced.
- Utility 13 had oil changed.
- Chief Wood assisted Lewis County 6 with Firefighter 2 evaluations.
- Replaced very old binoculars in apparatus.
- Sold surplus aid unit to Mason 11 for \$2,000 (they picked up).
- Lieutenant Jamieson attended the FEST meeting.
- Chief Wood attended the TCOMM Ops meeting and Thurston County Chiefs Meeting.
- Lieutenant Jamieson attended the Thurston County Training Officer Meeting.
- Chief Wood met with TCOMM directors. TCOMM initiated meeting to better communicate with departments and their needs.

COMMISSIONERS/SECRETARY REPORT

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

1. Commissioner Hutchins attended a meeting regarding ORCAA at Station 61. She was assigned to participate on the committee.

OLD BUSINESS

1. 2015 Mobilization Review

Office Manager Henson provided a summary of the Department's 2015 Mobilization participation and costs. The Department received approximately \$90,000 for mobilization reimbursement. Of the \$90,000, \$40,000 was for reimbursement for using Department apparatus; \$50,000 was for reimbursement of personnel costs. It's estimated that the Department spent approximately \$13,000 on fuel, repairs, and administrative costs. Wear and tear on the apparatus was not factored into these expenditures.

The Department participated in eight different mobilizations and spent a total of 64 days in the field (123 staff days). Career staff members were in the field for 50 days and Volunteers were in the field for 73 days.

2. Apparatus Committee

The Apparatus Committee met with the fire engine manufacturer to discuss specifications and timelines. The committee is currently waiting to hear back from the manufacturer.

NEW BUSINESS

1. 2016 Mobilization

Chief Wood discussed his decision to not participate in eastern Washington wildland mobilizations this year. The decision was mostly based on not having enough staffing to comfortably cover shifts and be fully prepared within the Griffin Fire District when staff is in the field. The Board of Fire Commissioners agreed that this was a good decision.

2. Personnel

This item was removed from the agenda and will be discussed at a future meeting.

3. Resolution 16-002 Amending the 2016 Budget

Office Manager Henson presented Resolution 16-002 to amend the beginning balance for the 2016 Budget. The final budget was adopted in October. At that time the ending 2015 fund balance was unknown so an estimated amount was used. This resolution updated the beginning balance to match the final 2015 General Fund ending balance.

Commissioner Pearsall made a motion to approve Resolution 16-002. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

4. Station 13-1 Roof Replacement

Chief Wood notified the Commissioners that the roof at Station 13-1 will need to be replaced soon (approximately 1-3 years). Two preliminary estimates indicate that it could cost between \$75,000 and \$100,000 to have the roof replaced, depending on the material used. The other stations' roofs have not been inspected.

5. 41st Avenue Garage Fire

Chief Wood provided a brief recap of the garage fire that occurred on 41st Avenue. For the most part everything went as it should. One area for improvement would be to ensure that there is always a Battalion Chief on duty. The weekend of the fire there was no Battalion Chief available due to two different training classes occurring on the same weekend.

6. South Puget Sound Fire Coordinating Group Interlocal Agreement

Chief Wood presented an Interlocal Agreement to the Commissioners for their approval. DNR will no longer issue Red Cards from now on only a couple of local districts will be issuing the cards. For this area the districts are McClane and East Olympia. The Interlocal Agreement sets up this new arrangement. Commissioner Pearsall made a motion to approve the Interlocal Agreement with the South Puget Sound Fire Coordinating Group. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

7. March 26 Thurston County Fire Commissioner Association Seminar @ South Bay Fire Department

Chief Wood reminded the Commissioners that the Thurston County Fire Commissioner Association would be having a seminar at the South Bay Fire Department on Saturday, March 26. Commissioners Peoples and Pearsall will not be available to attend the seminar. Commissioner Hutchins and Chief Wood will be attending. Office Manager Henson will register them for the conference.

COMMENTS FOR GOOD OF THE ORDER

1. Awards Banquet Friday, March 11 @ 6:00

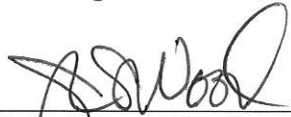
Chief Wood reminded the Commissioners that the annual Awards Banquet would be held on Friday, March 11.

2. Louis Hayvaz Celebration of Life Saturday, March 19

Chief Wood reminded the Commissioners that Celebration of Life for former Fire Chief Louie Hayvaz would be held here on Saturday, March 19.

MEETING ADJOURNED

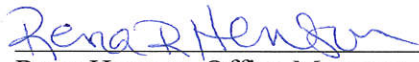
There being no further business, the meeting was adjourned at 12:54 p.m.



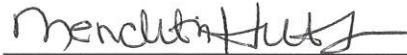
John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner