



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 9, 2017
12:30 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:30 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; Interim Assistant Chief Hayes; Lieutenant Brotche; and Office Manager Rena Henson

OTHERS PRESENT

Terry Ware of Olympic Ambulance; Wayne Whidden

AGENDA ADDITIONS OR DELETIONS

1. Added two items to New Business section (Steering Committee & Equipment Purchase)

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the February 9, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the February 9, 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 February 1 was \$1,934.67
- Deposits made for \$0
- Withdrawals made for \$679.95
- Ending cash balance on February 28 was \$1,254.72
- Outstanding checks – none
- Ending adjustment balance on February 28 was \$1,254.72

General Expense Fund (6730)

- Beginning fund balance on February 1, 2017, was \$676,650.17
- Total revenues were \$36,088.66
- Expenditures totaled \$91,331.76
- Ending fund balance on February 28, 2017, was \$621,407.07

Capital Projects Fund (6731)

- Beginning fund balance on February 1, 2017, was \$140,022.96
- Total revenues were \$34.42
- Expenditures totaled \$0
- Ending fund balance on February 28, 2017, was \$140,057.38

Bond Payment Account (6732)

- Beginning fund balance on February 1, 2017, was \$17,172.78
- Total revenues were \$492.50
- Expenditures totaled \$0
- Ending fund balance on February 28, 2017, was \$17,665.28

Reserve Account (6734)

- Beginning fund balance on February 1, 2017, was \$585,367.08
- Interest earned of \$297.57
- Expenditures totaled \$0
- Ending fund balance on February 28, 2017, was \$585,664.65

Apparatus Fund (6736)

- Cash balance beginning on February 1, 2017, was \$179,354.57
- Interest earned of \$103.32
- Expenditures totaled \$0
- Ending fund balance on February 28, 2017, was \$179,457.89

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$87,439.13. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.02.04	170204001-170204012 Transaction #s 168-179	\$13,577.81	Warrants	General Expenditure Warrants
2017.02.05	170205001-170205014 Transaction #s 185-198	\$15,573.77	Warrants	General Expenditure Warrants
N/A	Transaction #s 199-203	\$22,864.81	EFT	3/5/17 February (2/1-2/28) Career Payroll
2017.03.01	Transaction #s 204-205	\$14,371.65	EFT	Career Payroll EFTPS & DRS Payments
2017.03.02	170302001-170302003 Transaction #s 206-208	\$7,221.14	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 221-250	\$7,852.51	EFT	3/13/17 February Volunteer Stipends
2017.03.03	Transaction # 251	\$1,790.39	EFT	February Volunteer Stipend EFTPS
2017.03.04	170304001-170304011 Transaction #s 253-263	\$4,187.05	Warrants	General Expenditure Warrants
Total		\$87,439.13		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	52	Average Response Time	7 minutes 9 seconds
		% Under 8 Minutes	44.2%
		# Over 10 Minutes	13
		# over 15 Minutes	0
Monthly Training Activity			
Total Department Training Hours:	177.5	Drill Hours	
	EMS 52	People Involved	30
	Fire 125.5	Average Hours/Person	6.61
Recruit Academy Hours (EMT/FF)	36/20	Target Solutions	198.5

2. Training Report
 - EMT class attendees: Aber Brock, Gwen Morton, and John Rummel
 - FF Academy attendee: Robert De La Peña
 - Max Hollander attended the Washington Fire Symposium
 - Commissioner Peoples and Chief Wood attended the Northwest Leadership Conference
 - Chief Wood attended a Risk Management class sponsored by the Washington Risk Management Group.
3. Special Interest
 - Matt Dorcy resigned due to the time commitment required for volunteering.
 - The thermostat upstairs to the common area was relocated to make a more comfortable and consistent temperature.
 - Chief Wood attended the following meetings: TCOMM Operations, TRU Committee, TCFCA, and Steering Committee.
 - Chief Wood and Commissioner Pearsall met with Kurt Hardin to discuss the future of Thurston County Medic One and the Department.
 - Conducted the first round of interviews for the new Assistant Chief of Operations and Training position.
 - Ordered a pump clutch assembly for Tender 13-1. The approximate cost was \$10,300.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins is now in charge of the bank account for the Thurston County Fire Commissioners; she set up a new account.

OLD BUSINESS

1. Follow up on EF Recovery: Chief Wood provided some data on the number of car wrecks the Department has responded to over the last couple of years. It was decided that the amount of money that could potentially be recovered might not be worth participating in the program. The Department does not plan to pursue EF Recovery at this time. We will monitor the number of accidents on Highway 101 to see if there is an increase that might be worth trying to recover.
2. Update on Assistant Chief of Operations and Training Recruitment: The second round of interviews was conducted and Andrew Schaffran was selected as the top candidate. Chief Wood offered Andrew the position. He tentatively accepted the position, but requested starting with 80 hours of sick leave and 80 hours of vacation leave on the books. In addition, he requested that his leave accrual is set at the rate of a fire fighter with ten years of experience to match his current leave accrual rate. The Board was concerned with granting the full 80 hours of vacation leave, but would be willing to offer 40 hours instead. Commissioner Hutchins made a motion to start Andrew with 80 hours of sick leave, 40 hours of vacation, and a leave accrual rate equal to that of a ten year firefighter.

Commissioner Pearsall seconded the motion and the motion passed unanimously. Chief Wood will present the offer to Andrew to see if he will still accept the position.

3. Update on new Engine: The engine build is on track and going as planned. Chief Wood distributed progress pictures. The Department is still expecting to take delivery in April.

NEW BUSINESS

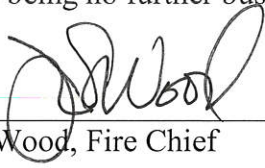
1. Resolution 17-005 to surplus items: Commissioner Hutchins made a motion to approve resolution 17-005 to surplus a printer, camera, and bunker coat. Commissioner Peoples seconded the motion and the motion passed unanimously.
2. Citizen concern regarding fuel spill: A citizen reported a diesel fuel spill on Steamboat Island Road. Office Manager Henson greeted the gentleman at the door, took the information, and let him know that the information would be reported to the Lieutenants on duty. After informing the Lieutenants about the spill the Department received a call for the spill. The Lieutenants on duty surveyed the road and contacted the Thurston County Public Works. The public works department reported that they would take a look and possibly sand the road.
3. Sandy Sinclair Verizon Deposit: Commissioner Hutchins made a motion to reimburse Sandy Sinclair for the \$50 deposit he provided to the Department when he received a cell phone through the Department's account while he was serving as a Commissioner. Sandy has recently cancelled the line of service. Commissioner Peoples seconded the motion and the motion passed unanimously.
4. Equipment purchase: Chief Wood requested approval to purchase a ram to use with the extrication cutters and spreaders that were purchased last year. The total purchase price is approximately \$11,000. Commissioner Hutchins made a motion to approve the purchase. Commissioner Peoples seconded the motion and the motion passed unanimously.
5. Steering Committee: Chief Wood provided the Board with an update on the radio communication steering committee. Current radio equipment will not be supported after 2020. The committee is currently reviewing and RFP for a consultant to help with the project.

COMMENTS FOR GOOD OF THE ORDER

1. Chief Wood informed the board that a wind advisory had been issued for the night.
2. Chief Wood reported that there has been a sharp increase in the number of calls received to date in 2017 compared to previous years. He's been monitoring the calls and doesn't see a pattern or an obvious reason for the increase (i.e. there hasn't been any major windstorms to cause a bunch of calls at one time). The Commissioners requested that this information be posted on the NextDoor website and on the reader board to inform the community of the increased call volume.

MEETING ADJOURNED

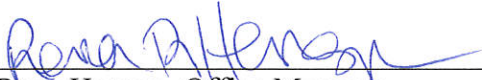
There being no further business, the meeting was adjourned at 1:40 p.m.



John Wood, Fire Chief



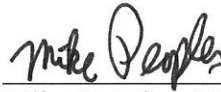
Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner