



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

April 14, 2016
12:00 p.m.

MEETING CALL TO ORDER by Chair Hutchins

Chair Hutchins called the meeting to order at 12:03 pm.

ROLL CALL

Commissioners Dave Pearsall, Mike, Peoples, and Meredith Hutchins; Chief John Wood, Assistant Chief Whidden, Lieutenants David Brotche, Tim Rohaly, and Aaron Hayes, Office Manager Rena Henson

FLAG SALUTE

Chair Hutchins led the group in the Flag Salute.

OTHERS PRESENT

Terry Ware, Olympic Ambulance

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from March 10, 2016 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the March 10, 2016, Regular Meeting. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

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 March 2016. The District received \$36,127 (\$31,324 to the general fund and \$4,803 to the bond fund) in revenue for the month, which is \$24,305 less than the original projection.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on March 1 was \$234.48
- Deposits made for \$3,390.96
- Checks issued for \$2,295.35
- Ending cash balance on March 31 was \$1,330.09
- Outstanding checks 2020 & 2021 for \$520.00
- Ending adjustment balance on March 31 was \$1,850.09

General Expense Fund (6730)

- Beginning fund balance on March 1, 2016, was \$673,285.32
- Total revenues were \$31,323.90
- Expenditures totaled \$89,385.99
- Ending fund balance on March 31, 2016, was \$615,223.23

Bond Payment Account (6732)

- Beginning fund balance on March 1, 2016, was \$86,429.14
- Total revenues were \$4,802.97
- Expenditures totaled \$0.00
- Ending fund balance on March 31, 2016, was \$91,232.11

Reserve Account (6734)

- Beginning fund balance on March 1, 2016, was \$580,960.35
- Interest earned of \$242.24
- Expenditures totaled \$0.00
- Ending fund balance on March 31, 2016, was \$581,202.59

Apparatus Fund (6736)

- Cash balance beginning on March 1, 2016, was \$293,556.37
- Interest earned of \$2,104.12
- Expenditures totaled \$0.00
- Ending fund balance on March 31, 2016, was \$295,660.49

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3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$81,746.76. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.03.07	160307001-160307014	\$9,784.14	Warrants	March General Expenditure Warrants - Paid prior to meeting
N/A	Transaction #s 347-351	\$22,015.67	EFT	4/5/16 (3/1-3/31) Career Payroll - Paid prior to meeting
2016.04.01	Transaction #s 352, 353, 357	\$12,921.15	EFT	4/5/16 Career Payroll Dept. of Retirement Systems & EFTPS Payment - Paid prior to meeting
2016.04.01	160401001-160401003 Transaction #s	\$6,889.75	Warrants	4/5/16 Career Payroll Benefits - Union Dues, Health Insurance, MERP - Paid prior to meeting
N/A	Transaction #s 369-404	\$9,456.09	EFT	4/18/16 March Volunteer Stipends
2016.04.02	Transaction 405	\$2,331.52	EFT	4/18/16 March Volunteer Stipend EFTPS
2016.04.02	160402002-160402026 Transaction #s 407-431	\$15,621.78	Warrants	April General Expenditure Warrants - Paid prior to meeting
2016.04.03	160403001-160403008 Transaction #s 434-441	\$2,726.66	Warrants	April General Expenditure Warrants - Paid prior to meeting
Total		\$81,746.76		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	46	Average Response Time	6 minutes
		% Under 8 Minutes	74%
		# Over 10 Minutes	4
		# over 15 Minutes	0
<i>Monthly Training Activity</i>			
Total Department Training Hours:	204.5	Drill Hours	
	EMS 40	People Involved	34
	Fire 164.5	Average Hours/Person	6.01

2. Training Report

- Blue Card Recertification: Wood, W. Whidden
- Recruit Academy: Benedict, Moore, Hoeschen
- EMT Academy: Pena, McCracken, Mackey
- Audit Report Workshop: Henson
- Snure Seminar: Commissioner Pearsall
- Evolving Risks-Catastrophic Hazards: Commissioner Hutchins, Chief Wood
- Northwest Leadership Seminar: Commissioner Peoples

3. Special Interest

- Chief W0ood assisted with a Fire Officer 1 practical and HMO practical.
- Chief Wood attended a radio operations meeting to plan for the county's future radio and communications needs. TCOMM is looking to replace majority of equipment within 5-8 years.
- Firefighter Leroy Williams presented the Department with a flag that flew over his base camp in Iraq. Firefighter Eddins volunteered to build a presentation case. The flag will be located at Station 13-2.
- The Department donated a birthday party and engine ride for the Griffin PTO
- Lt. Jamieson attended the county training officer meeting.
- Knight Fire was called to have the new Station 13-2 sprinkler pump checked due to excessive leakage. This is an ongoing problem.
- Adjustments have been made to packing and will continue to be made. We will monitor until and acceptable solution is found.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins and Chief Wood attended a meeting at the South Bay Fire Department on emergency management and disaster preparedness. The meeting was well attended and provided good information.

OLD BUSINESS

1. None

NEW BUSINESS

1. ORCAA proposed burn ban rule

Commissioner Hutchins attended a meeting at Fire District 6 regarding proposed changes to burning regulations. ORCAA would like to make the burn ban dates consistent with the rest of the state and would like to implement a two month burn ban in December and January to help with air stagnation. Chief Wood will bring these issues up at the next Thurston County Chief's Association meeting to determine the Chiefs' stance. Commissioner Hutchins will relay our position at the next Thurston County Commissioner's Association meeting.

2. Office Manager Probation

Office Manager Rena Henson has completed her first year of employment with the Department. Chief Wood conducted her evaluation on April 1 and recommends moving

her to Step 5 of the Office Manager salary schedule. Commissioner Pearsall made a motion to approve increasing the Office Manager's salary to Step 5. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

3. Local 3825 Bargaining Request

The Department will be requiring annual physical agility tests for all members beginning July 2016. Members of the Local 3825 Bargaining Unit have requested that this requirement be discussed as part of contract negotiations. Negotiations will be opened to discuss this issue.

4. Resolution 16-003 Cancel 2015 Warrant

Commissioner Hutchins made a motion to void warrant 1385749 in the amount of \$6.94. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

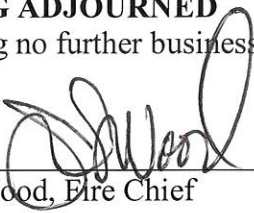
COMMENTS FOR GOOD OF THE ORDER

1. Office Manager maternity leave

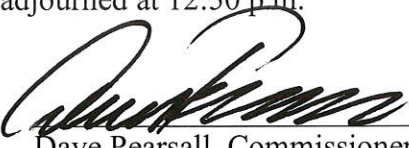
Office Manager, Rena Henson, will be on maternity leave beginning Monday, April 18. She will be working part time, mostly from home for approximately 4 months to ensure all critical duties are taken care of.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:50 p.m.



John Wood, Fire Chief



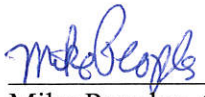
Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner

