



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

June 9, 2016
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Peoples called the meeting to order at 11:58 am.

ROLL CALL

Commissioners Dave Pearsall (participated via phone), and Mike Peoples; Chief John Wood; Lieutenants David Brotche, Doug Jamieson, and Tim Rohaly; and Office Manager Rena Henson

Chair Hutchins was excused from the meeting.

FLAG SALUTE

Commissioner Peoples 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 the May 12, 2016 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the May 12, 2016, Regular Meeting. Commissioner Pearsall 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 the month of May 2016. The District received \$132,215 (\$114,599 to the general fund and \$17,617 to the bond fund) in revenue for the month, which is \$36,627 more than the original projection for the month.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on May 1 was \$1,676.27
- Deposits made for \$360.86
- Checks issued for \$94.05
- Ending cash balance on May 31 was \$1,943.08
- Outstanding checks - none
- Ending adjustment balance on May 31 was \$1,943.08

General Expense Fund (6730)

- Beginning fund balance on May 1, 2016, was \$953,466.65
- Total revenues were \$114,598.71
- Expenditures totaled \$64,204.65
- Ending fund balance on May 31, 2016, was \$1,003,860.71

Bond Payment Account (6732)

- Beginning fund balance on May 1, 2016, was \$155,492.47
- Total revenues were \$17,616.58
- Expenditures totaled \$0.00
- Ending fund balance on May 31, 2016, was \$173,109.05

Reserve Account (6734)

- Beginning fund balance on May 1, 2016, was \$581,758.26
- Interest earned of \$733.25
- Expenditures totaled \$0.00
- Ending fund balance on May 31, 2016, was \$582,491.51

Apparatus Fund (6736)

- Cash balance beginning on May 1, 2016, was \$295,909.88
- Interest earned of \$340.87
- Expenditures totaled \$0.00
- Ending fund balance on May 31, 2016, was \$296,250.75

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$70,458.45. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.05.04	160504001-160504011 Transaction #s 526-536	\$2,909.60	Warrants	May General Expenditure Warrants
N/A	Transaction #s 538-542	\$19,716.21	EFT	6/5/16 May (5/1-5/31) Career Payroll
2016.06.01	Transaction # 543	\$4,903.52	EFT	May Career Payroll • EFTPS Payment
2016.06.02	Transaction # 545	\$6,560.82	EFT	May Career Payroll • Dept. of Retirement Systems
2016.06.03	160603001-160603004 (Note: 160603002 was voided) Transaction #s 546, 548, 549	\$6,889.75	Warrants	May Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 563-594	\$9,921.99	EFT	6/13/16 May Volunteer Stipends
2016.06.04	Transaction 595	\$2,690.83	EFT	6/13/16 May Volunteer Stipend EFTPS
2016.06.05	160605001-160605025 Transaction #s 596-619	\$16,865.73	Warrants	May General Expenditure Warrants
Total		\$70,458.45		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	38	Average Response Time	8.05 minutes
		% Under 8 Minutes	77%
		# Over 10 Minutes	3
		# over 15 Minutes	0
Monthly Training Activity			
Total Department Training Hours:	178	Drill Hours	
EMS	48	People Involved	30
Fire	130	Average Hours/Person	5.93

2. Training Report

- Blue Card recertification: Wood, W. Whidden, Bearden
- Recruit Academy: Benedict
- EMT Academy: Pena, McCracken, Mackey, Nguyen
- EVIP TNT: Hayes, Rohaly, and Lusby

3. Special Interest

- Captain Perry delivered OTEPs to District 13 and West Thurston Regional Fire Authority.
- Captain Perry taught at the EMT class.
- The Alarm Center performed annual sprinkler and smoke detector inspection. No failures.
- Chief Wood attended the TCOMM Admin Board Meeting.
- Chief Wood attended the EMS Ops Board Meeting.
- Station yard work was performed and grass is coming in nicely.
- The Department taught a First Aid/CPR class.
- Chief Wood assisted the Fire Marshall's Office with Firefighter 1 practicals in Westport, Long Beach, and Astoria as part of the Rural Fire Department Training Program.
- Firefighter Pena has been promoted to Lieutenant and will be pulling Thursday night shifts.
- Chief Wood attended the TCOMM Steering Committee Meeting.
- Chief Wood attended the TCOMM Fee Review Committee Meeting.
- Chief Wood attended the IAFC and Washington State Fire Chiefs Conference.
- Hose/Ladder testing performed. No failures.
- New 2016 ERGs placed in service.
- Repairs were made to Engine 2 (pump check); Engine 1 (rewire transmission wire); Aid 1 (coolant leak)
- Lieutenant Jamieson attended the FEST Advisory Board Meeting
- We had a new member Orientation on May 28

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

None

NEW BUSINESS

1. Resolution 16-004 Surplus Cell Phones

Commissioner Peoples made a motion to approve resolution 16-004 to surplus several cell phones that are no longer of value to the district. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote

2. New Engine Purchase

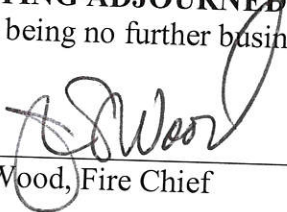
The Department has negotiated the contract and price for the new engine purchase. The agreed upon price is \$452,379.87. Commissioner Peoples made a motion to approve the purchase of the new engine. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

COMMENTS FOR GOOD OF THE ORDER

1. Recruit Academy Graduation will be held Thursday, June 16 at 6:00 pm at the West Thurston High School
2. The Firefighters Association will be conducting a car wash at the Department on July 24.
3. We need to review the dates of the September and October Board of Fire Commissioner Meetings at the next meeting. Commissioners Pearsall and Peoples may have conflicts with the current dates.


MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:11 p.m.



John Wood, Fire Chief

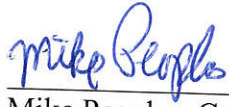
Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner

