



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

August 11, 2016
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Hutchins called the meeting to order at 12:00 p.m.

ROLL CALL

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

FLAG SALUTE

Commissioner 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 the July 14, 2016 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the July 14, 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 July 2016. The District received \$5,397 (\$4,665 to the general fund and \$731 to the bond fund) in revenue for the month, which is \$1,314 less than the original projection for the month.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on July 1 was \$1,940.83
- Deposits made for \$94.05
- Checks issued for \$69.70
- Ending cash balance on July 31 was \$1,965.18
- Outstanding checks – 2028, 2030, 2031
- Ending adjustment balance on July 31 was \$2,028.41

General Expense Fund (6730)

- Beginning fund balance on July 1, 2016, was \$942,090.55
- Total revenues were \$4,665.43
- Expenditures totaled \$72,338.06
- Ending fund balance on July 31, 2016, was \$874,417.92

Bond Payment Account (6732)

- Beginning fund balance on July 1, 2016, was \$169,290.61
- Total revenues were \$731.15
- Expenditures totaled \$0.00
- Ending fund balance on July 31, 2016, was \$170,021.76

Reserve Account (6734)

- Beginning fund balance on July 1, 2016, was \$582,755.06
- Interest earned of \$349.81
- Expenditures totaled \$0.00
- Ending fund balance on July 31, 2016, was \$583,104.87

Apparatus Fund (6736)

- Cash balance beginning on July 1, 2016, was \$296,377.71
- Interest earned of \$171.65
- Expenditures totaled \$0.00
- Ending fund balance on July 31, 2016, was \$296,549.36

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$77,690.11. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2016.07.05	160705001-1607050112 Transaction #s 706-717	\$4,610.37	Warrants	July General Expenditure Warrants
N/A	Transaction #s 718-722	\$20,973.13	EFT	8/5/16 July (7/1-7/31) Career Payroll
2016.08.01	Transactions # 723-724	\$12,482.55	EFT	July Career Payroll • EFTPS & DRS Payments
2016.08.02	160802001-160802003 Transaction #s 725-727	\$8,309.03	Warrants	July Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 728-759	\$10,228.94	EFT	8/15/16 July Volunteer Stipends
2016.08.03	Transaction # 760	\$2,509.29	EFT	8/15/16 July Volunteer Stipend EFTPS
2016.08.04	160804001-160804024 Transaction #s 775-798	\$18,576.80	Warrants	July General Expenditure Warrants
Total		\$77,690.11		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	50	Average Response Time	6 minutes 52 seconds
		% Under 8 Minutes	62.5%
		# Over 10 Minutes	5
		# over 15 Minutes	0
Monthly Training Activity			
Total Department Training Hours:	200	Drill Hours	
	EMS 44	People Involved	35
	Fire 156	Average Hours/Person	7.4

2. Training Report

- Blue Card recertification: Wood, W. Whidden, Bearden
- Orientation: Morton, Rummel
- Reading Smoke: Hollander, Whidden
- EVIP: 13 members

3. Special Interest

- Changed the HVAC air filters at Stations 13-1 and 13-2.
- Chief Wood attended the EMS Ops Meeting.
- The Department sponsored a community First Aid/CPR class.
- Replaced the decals on the reader board sign and cleaned the panels.
- Cenex replaced the regulators at Stations 13-3 and 13-4.
- Accepted two new members: Gwendolyn Morton and John Rummel.
- The Griffin Firefighters Association held a carwash.

COMMISSIONERS/SECRETARY REPORT

None

OLD BUSINESS

1. Station 13-3 Tarmac Repair: work will begin on Monday, August 15.
2. October Board of Fire Commissioner Meeting Date & Time: due to schedule conflicts the meeting has been rescheduled to Wednesday, October 19 at 12:30.

NEW BUSINESS

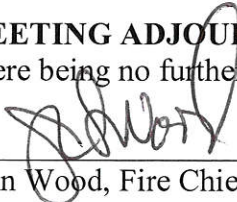
1. Assistant Chief: Chief Wood presented a draft hiring plan/timeline to the Board of Fire Commissioners. After review of the plan Chief Wood requested approval to move forward with the process. Commissioners Pearsall and Hutchins would like to be involved with the hiring process. Commissioner Hutchins made a motion to approve the hiring process. Commissioner Pearsall seconded the motion and the motion passed unanimously. Chief Wood will present more details of the plan at the September Board of Fire Commissioner Meeting.

COMMENTS FOR GOOD OF THE ORDER

1. The trees at Stations 13-3 and 13-4 were removed. The wood from the trees was donated to the Griffin School Foundation Auction.
2. Chief Wood will be on vacation during the week of August 15-19. Assistant Chief Whidden and Interim Assistant Chief Hayes will act on his behalf.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:30 p.m.



John Wood, Fire Chief




Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner