



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

September 8, 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; Lieutenant Tim Rohaly; and Office Manager Rena Henson

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

OTHERS PRESENT

1 member of the public

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the August 11, 2016 Regular Meeting

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

PUBLIC COMMENTS

Local 3825 Shop Steward, Tim Rohaly, made a comment regarding filling an Assistant Chief position. He feels that when the Department and Local 3825 negotiated the 2016-2018 contract the negotiations were not done in good faith. He stated that at the time of the negotiations, the Department indicated that there were no funds available to hire a 4th firefighter position and if funds became available a position would be considered.

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 August 2016. The District received \$30,579 (\$29,185 to the general fund and \$1,393 to the bond fund) in revenue for the month, which is \$25,536 more than the original projection for the month.

2. Thurston County Treasurer's Financial Recap

Petty Cash

- Beginning cash balance on August 1 was \$1,965.18
- Deposits made for \$0.00
- Checks issued for \$81.51
- Ending cash balance on August 30 was \$1,883.67
- Outstanding checks – 2028 & 2031
- Ending adjustment balance on August 30 was \$1,945.12

General Expense Fund (6730)

- Beginning fund balance on August 1, 2016, was \$874,417.92
- Total revenues were \$29,185.30
- Expenditures totaled \$73,079.74
- Ending fund balance on August 30, 2016, was \$830,523.48

Bond Payment Account (6732)

- Beginning fund balance on August 1, 2016, was \$170,021.76
- Total revenues were \$1,393.46
- Expenditures totaled \$0.00
- Ending fund balance on August 30, 2016, was \$171,415.22

Reserve Account (6734)

- Beginning fund balance on August 1, 2016, was \$583,104.87
- Interest earned of \$199.84
- Expenditures totaled \$0.00
- Ending fund balance on August 30, 2016, was \$583,304.71

Apparatus Fund (6736)

- Cash balance beginning on August 1, 2016, was \$296,549.36
- Interest earned of \$99.15
- Expenditures totaled \$0.00
- Ending fund balance on August 30, 2016, was \$296,648.51

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$60,116.62. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	Transaction #s 799-803	\$19,461.15	EFT	9/5/16 August (8/1-8/31) Career Payroll
2016.09.01	Transactions # 804-805	\$11,396.65	EFT	August Career Payroll • EFTPS & DRS Payments
2016.09.02	160902001-160902003 Transaction #s 806-808	\$7,244.57	Warrants	August Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 809-842	\$10,176.72	EFT	9/12/16 August Volunteer Stipends
2016.09.03	Transaction # 843	\$2,621.05	EFT	9/12/16 August Volunteer Stipend EFTPS
2016.09.04	160904001-160904018 Transaction #s 850-868	\$9,216.48	Warrants	August General Expenditure Warrants
Total		\$60,116.62		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	33	Average Response Time	7 minutes 49 seconds
		% Under 8 Minutes	55.6%
		# Over 10 Minutes	6
		# over 15 Minutes	0
Monthly Training Activity			
Total Department Training Hours:	211	Drill Hours	211
	EMS 28	People Involved	32
	Fire 183	Average Hours/Person	6.6

2. Training Report

- Blue Card recertification: W. Whidden; Bearden
- Recruit Academy: Morton; Rummel, L. Williams; Nguyen; Brock

3. Special Interest

- Chief Wood attended 2 TCOMM non-member fee committee meetings, an EMS Council meeting, a Thurston County Association of Fire Chiefs (TCAFC) Executive session regarding academy, an officer meeting, and a TCAFC regular meeting.
- The dead trees were removed from Station 13-4 and one tree from Station 13-3 that neighbors were concerned about.
- Station 13-3 paving project was completed.
- District 9 performed fit tests for our recruits (at no charge).
- The District received equipment from DNR's 50/50 grant and equipment was placed in service.
- The District had a representation at the Blueberry Bash, Griffin School family fun event, and sponsored a birthday party auction by Griffin School.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the TCOMM Admin meeting and stated that there was considerable discussion regarding non-member fee application and the comparison of private carriers to fire department transporting agencies. The discussion will be going back to the non-member fee committee for further consideration.

Commissioner Hutchins also attended the Thurston County Fire Commissioners annual picnic.

OLD BUSINESS

1. None

NEW BUSINESS

1. Assistant Chief Hiring Plan: Chief Wood provided the Board with a draft job description for the proposed Assistant Chief of Operations position. The Commissioners requested time to more thoroughly review the description and will take action at the October 19 meeting.

COMMENTS FOR GOOD OF THE ORDER

The Griffin Firefighters Association picnic was not held this summer due to scheduling conflicts. A future date for the picnic may be considered.

Discussion occurred regarding businesses that may occupy the new Steamboat Square buildings. The Department is not aware of the specific businesses that will move in.

EXECUTIVE SESSION

1. Pursuant to RCW 42.30.110(1)(f), the Board of Fire Commissioners and the Chief went into Executive Session at 12:27 p.m. to receive and evaluate complaints or charges brought against a public officer or employee. The session was expected to last ten minutes. The Board and the Chief adjourned the executive session at 12:37.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:38 p.m.



John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair



Mike Peoples, Commissioner

