



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

December 10, 2015
12:00 p.m.

MEETING CALL TO ORDER

Chairman Peoples called the meeting to order at 12:00 noon.

ROLL CALL

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

FLAG SALUTE

Chairman Peoples led the group in the Flag Salute.

OTHERS PRESENT

Terry Ware of Olympic Ambulance.

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes of November 12, 2015 Regular Meeting

Commissioner Hutchins made a motion to approve the minutes from the November 12, 2015, Regular Meeting. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

The Fire Commissioners recognize the value of public comments on fire department issues and the importance of involving members of the public in its meeting, and so, we provide this opportunity. The statements or presentation may relate to any aspect of the fire department except those matters pertaining to any specific member which will not be allowed during public meetings. The Fire Commissioners would appreciate your comments being limited to approximately three (3) minutes.

UNFINISHED BUSINESS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue Forecast

Office Manager, Rena Henson reviewed the revenue forecast that was prepared for November 2015. The District received \$135,236 in revenue for the month, which is \$36,628 more than the original projection. For the year, we have received 107.78% of the anticipated revenue, for a total of \$1,426,611, which is \$109,240 more than projected for this time period.

2. Thurston County Treasurer's Financial Recap

Office Manager, Rena Henson reviewed the beginning fund balances, revenue received, expenditures, and ending fund balances for all accounts. The Petty Cash Account was also reviewed.

General Expense Fund (6730)

- Beginning fund balance on November 1, 2015, was \$897,020.64
- Total revenues were \$111,585.96
- Expenditures totaled \$106,191.28
- Ending fund balance on November 30, 2015, was \$902,415.32

Bond Payment Account (6732)

- Beginning fund balance on November 1, 2015, was \$281,694.52
- Total revenues were \$23,650.23
- Expenditures totaled \$425.00
- Ending fund balance on November 30, 2015, was \$304,919.75

Reserve Account (6734)

- Beginning fund balance on November 1, 2015, was \$579,513.39
- Interest earned of \$708.27
- Expenditures totaled \$0.00
- Ending fund balance on November 30, 2015, was \$580,221.66

Apparatus Fund (6736)

- Cash balance beginning on November 1, 2015, was \$152,708.64
- Interest earned of \$40,576.14
- Expenditures totaled \$0.00
- Ending fund balance on November 30, 2015, was \$193,284.78

Revolving Fund (Petty Cash)

- Beginning cash balance was \$2,000.00
- Checks 1994-1995 were issued for \$36.00
- Ending balance on November 30 was \$1,964.00
- Amount requested to return balance to \$2,000.00 was \$36.00

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month of November. Commissioner Hutchins made a motion to approve each of the payments below totaling \$74,752.36. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Type	Numbers	Amount	Notes
December Career Payroll	DD15-1201 thru DD15-1205	\$20,269.23	Direct Deposit
November Volunteer Stipends	DD15-1206 thru DD15-12xx	\$12,631.87	Direct Deposit
December EFTPS	EFTPS15-1201	\$8,557.66	Electronic Payment
December Electronic Funds Transfers (EFT)	EFT15-1201 thru EFT15-1202	\$7,234.75	Retirement Payments
December Vouchers	15-1201 thru 15-1204	\$7,229.75	Payroll "Benefits"
December Vouchers	15-1205 thru 15-1237	\$18,829.10	Warrants
Total		\$74,752.36	

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	39		
	Fire	18	
	Aid	21	
Monthly Training Activity			
Number of Drills Held:	6	Training Hours:	186 hours
Drill Topics:	<ul style="list-style-type: none"> • Association/PPE inspection-decon • Weather related emergencies • EMS Protocol review • Search and Rescue • Hose Evolutions • Hand tools 		

2. Training Report

- Fire Academy: Dunn
- Training Officers Meeting: Lieutenant Jamieson
- Lexipol: Wood and Henson

3. Special Interest

- Griffin Fire hosted a second flu shot clinic for the public.
- The Department rewarded members with pizza for six months without any injuries.
- The printer was serviced.
- E13-3 had ball valves repaired that leaked during pump testing.
- The batteries in the UPS for watch office were replaced and unit works well.
- Chief Wood attended a GNA meeting and was asked to speak at annual meeting in January 2016 along with other emergency service providers.
- Brush 13 had alternator replaced.
- E13-1 had intake ball valve replaced that caused failure during pump test.
- FF Pena and Langstead helped with fire academy at North Bend live fire.
- Marcus Moore and Jason Benedict were accepted as new members.
- Changes have been made to weekend stipend shifts and training days.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins noted that the Thurston County Fire Commissioner Meeting is on December 15 and that Chiefs and their spouses are invited to attend. The party will be at 6:00 at T-COMM.

OLD BUSINESS

1. Surplus 1999 Ford Aid Unit

No bids or inquiries were received for the surplus aid unit, which was listed on the Washington Fire Chiefs and the Washington Fire Commissioners Association websites. Chief Wood will be listing the aid unit on a national apparatus sales site.

NEW BUSINESS

1. Policy 203 – Payroll

The Payroll Policy was updated to reflect changes that will be made when we convert to the new BIAS accounting system. Beginning in January, career staff will be paid on the 5th of each month (instead of the last day of the month). Payroll checks will now include salary and overtime from the previous month. There policy was also updated to reflect when the volunteers will receive their stipend checks (the Monday after the Board of Fire Commissioners Meeting).

2. Local 3825 Contract

The revised contract was provided to the Commissioners for their review and approval. Commissioner Pearsall summarized the process and some of the changes that were made. There were no major changes made to the contract. Commissioner Hutchins made a motion to approve the contract. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

3. COLA for non-represented employee

Chief Wood requested that Office Manager Henson receive the same 2.5% COLA that he and the Lieutenants received for 2016. Commissioner Pearsall made a motion to approve the COLA. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

4. Election of Officers for 2016

Commissioner Hutchins was elected as chair for 2016. Commissioner Pearsall was elected as Vice Chair.

COMMENTS FOR GOOD OF THE ORDER

Santa Sleigh Schedule:

December 12 Holiday Valley

December 18 Open House at Station 13-1

December 19 Carlyon Beach and home off 66th Avenue

Griffin Fire Department's Holiday Party Potluck will be held at Station 13-1 on December 22nd, 6:00 pm.

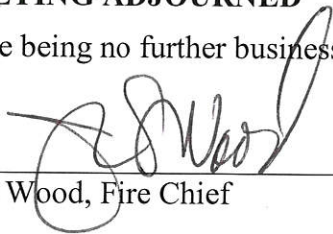
Fire recruit, Kyle Dunn, will graduate the fire academy on December 17. The graduation will be held at the Yelm High School.

Chief Wood will be ordering laptops for the Commissioners to use in place of the tablets they were issued this past summer. The tablets did not function as desired; the laptops will be much more functional.

Accounts have been created for the Commissioners on the Lexipol website. Rena will send each of them their login and password information.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:32 p.m.



John Wood, Fire Chief



Dave Pearsall, Commissioner


Rena Henson, Office Manager
Recorder of Board Minutes
Meredith Hutchins, Chair

Mike Peoples, Commissioner

