

COMMISSIONERS' MEETING MINUTES

January 8, 2015

ROLL CALL: Commissioners Dave Pearsall, Meredith Hutchins and Mike Peoples; Fire Chief John Wood, Assistant Chief John Nunn, Jeriel Pena, Lt. David Brotche, Lt. Doug Jamieson, and Lt. Tim Rohaly, .

EXCUSED —none

OTHERS PRESENT: Terry Ware of Olympic Ambulance and Kelly Finney

CALL TO ORDER —

Chairman Peoples called the meeting to order at 12:00 Noon

PLEDGE ALLEGIANCE —Commissioner Mike Peoples

AGENDA ADDITIONS/DELETIONS — None

APPROVAL/CORRECTION OF MINUTES —

Commissioner Hutchins made a motion to approve the minutes as corrected for the November 13, 2014, December 11, 2014, December 16, 2014 Special and January 6, 2015 Special meetings. The motion was seconded by Commissioner Pearsall. The motion passed unanimously.

PUBLIC COMMENTS — None

UNFINISHED BUSINESS —

1. District Policies have been completed except for payroll. The payroll policy will be completed this week and copies sent to local Commissioners and local for review.

FINANCIAL REPORT —

1. Treasurer's Report:

Chief Wood provided a recap of the Treasurer's Report for December 2014 (see attached).

The Expense Fund (6730) balance beginning December 1, 2014, was \$904,461.08. Total revenues were \$5,205.69. December warrants totaled \$166,915.50. The Expense Fund (6730) ending fund balance December 31, 2014, was \$742,751.27.

The Bond Payment Account (6732) beginning fund balance December 1, 2014, was \$294,226.97. There was a deposit of taxes and interest of \$1,025.53. December expenditures were \$217,487.50. The ending fund balance December 31, 2014, was \$77,765.00.

The Reserve Account (6734) beginning fund balance December 1, 2014, was \$576,027.93. Interest earned of \$360.46. The ending fund balance December 31, 2014, was \$576,388.39.

The Apparatus Fund (6736) cash balance beginning December 1, 2014, was \$51,800.30. Interest earned of \$100,090.98. The ending fund balance December 31, 2014, was \$151,891.28.

The Revolving Fund cash balance beginning December 1, 2014 was \$2000.00. Checks 1931 through 1937 issued for \$240.93. Ending balance December 31, 2014 was \$1,732.05. Amount requested to return balance to \$2000.00 was \$267.95 which includes a balance adjustment of \$27.02.

a. Voucher Approval:

The following Vouchers were approved for payment:

Expense Fund (6730) –

Voucher numbers 15-0101 thru 15-0117 totaling **\$45,851.39**

Volunteer Voucher Numbers were 15-0101 thru 15-0117 totaling **\$6,884.29**

Direct Deposit Payroll DD0120 thru DD0123 totaling **\$16,710.34**

Direct Deposit Volunteer Stipends DD15-0101 thru DD15-0119 totaling **\$11,622.41**

EFTPS voucher numbers 15-011 thru 15-012 totaling **\$8,491.04**

ACTION: Commissioner Peoples made a motion to approve the Vouchers in the amount of **\$89,559.47** for January as presented. The motion was seconded by Commissioner Wells and carried.

2. Finance Officer Report:

The petty cash account was reviewed, approved, and signed by Commissioner Hutchins.

ADMINISTRATIVE REPORT —

1. Chiefs Reports:

a. Administration/Operations – Chief Wood reported: (report attached)

- FF Pena responded to 78% of all calls in the month of December
- Headset for Engine 13-1 was repaired and placed back in service.
- The department attended the Grange caroling event with the sleigh and Santa.
- The department had an Open House for Santa and his sleigh. Many community residents attended to visit and see their equipment in the bays.
- The department assisted Santa in his sleigh while visiting Carlyon Beach area, Holiday Valley area and the Kelley residence to spread joy and collect food for the food bank. We collected a pickup full plus the back of a Subaru Forrester.
- The Washington State Auditor performed a three year audit. There was no findings and the Chief will implement recommendations to improve administrative operations.
- New people are: Robert Williams, Patricia Tarnowski and Carlos Rangel.

- Chief Wood assisted the State Fire Marshall office with the IFSAC recertification.

- b. Training Report – Chief Wood reported :
 - Hayes attended Blue Card practical and received his certification.
 - The in-house training for December consisted of four drills with an average attendance of 23.75.
 - Three recruits are attending fire recruit academy and are above the required grade and attendance for graduation.
 - Chief Wood, Assistant Chief Whidden and Assistant Chief Nunn attended the Calling the Mayday for Chief Officers
 - Firefighters Beardon, Gibson, Pena, Langstead and Lieutenant Lusby attended Calling the Mayday

- c. Incident Responses –The department responded to 32 requests for assistance from December 1 through December 31, 2014. Eight of requests were fire related and 24 requests were aid or medical related. The average adjusted response time was six minutes and 45 seconds. The average number of members responding was 8.5.

COMMISSIONERS/SECRETARY REPORT —

PUBLIC COMMENTS — None

NEW BUSINESS —

- Chief Wood reported it was discovered that the district had been compounding the longevity bonus for career lieutenants that qualify. The issue was discussed with Skip Houser, attorney for the district, prior to the meeting and his recommendation was to correct this immediately by returning to the contract wage scale plus 1% as the contract states. Local 3825 representative Lieutenant Tim Rohaly requested the Board continue the current wage scale and issue the 2.5% COLA and 1% longevity that was expected for 2015 and has been done in the past. Commissioner Pearsall made a motion that seconded by Commissioner Hutchins to follow the advise of Skip Houser and return to contract wage scale. The motion carried unanimously.

- Chief Wood discussed the reimbursement from Washington State Patrol. It was reported we had not received reimbursement for the personnel wages for the Carlton Complex fire that we mobilized for. Ester stated that the State Patrol had received our request for reimbursement on November 17, 2014. The forms contained the incorrect hourly wages for our personnel and we wanted to correct this error. She stated there is normally 45 days to apply for reimbursement but due to the extreme wild land fire season of 2014 the request had not been completed and if the corrected forms were emailed to her they would be used to calculate the reimbursement. Chief Wood emailed the forms with the correct hourly wage for personnel and we will receive reimbursement when Washington State Patrol is able to complete the request.

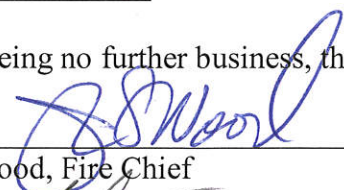
- Resolution 15-001 to revise Policy 2860p. Chief Wood asked if the Board would consider revising Policy 2860p which states the “volunteers will be reimbursed for stipend quarterly” to monthly to simplify the process of reimbursement. Commissioner Hutchins made a motion to revise Policy 2860p and to reimburse volunteers monthly for their stipends. Commissioner Pearsall seconded the motion. The motion passed unanimously.
- Resolution 14-10 Revised-Property Tax Increase, RCW 84.55.120
Chief Wood explained that due to the Certified Assessed values changing we could gain revenues by revising the associated resolutions. Commissioner Hutchins made a motion to revise Resolution 14-10 to accept the certified values for the Tax calculation.
- Resolution 14-11 Revised Property Tax Increase Percentage
Chief Wood explained that due to the Certified Assessed values changing we could gain revenues by revising the associated resolutions. Commissioner Hutchins made a motion to revise Resolution 14-11 to accept the certified values for the Tax calculation.
- Resolution 14-12 Revised Property Tax Levy 2015
Chief Wood explained that due to the Certified Assessed values changing we could gain revenues by revising the associated resolutions. Commissioner Hutchins made a motion to revise Resolution 14-12 to accept the certified values for the Tax calculation.
- Levy Calculation Revised
Chief Wood explained the above Resolutions were revised through this calculation.
- Levy Certification Revised
Chief Wood explained the above Resolutions were revised through this calculation.
- Taxing District Personnel and Contact Revised. Updated due to personnel changes.
- Chief Wood queried the Board about a possible Resolution to pay certain bills when due before the next Commissioner meeting. The process is authorized by RCW 42.24.180. The Board was open to the recommendation and would consider a Resolution at the next regular scheduled meeting, February 12, 2015.
- Chief Wood requested approval of upgrading chains and bars for the chainsaws to make them universal and not require changing from a regular chain to a bullet chain. Commissioner Hutchins made a motion to spend up to and not to exceed \$2424.17 on upgrading chains and bars. Commissioner Pearsall seconded the motion. The motion carried unanimously.

GOOD OF THE ORDER —

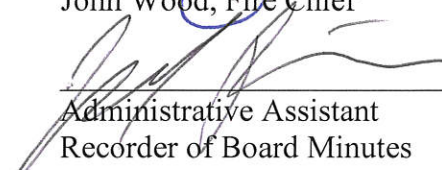
- Chief Wood announced that Past Commissioner Frank ‘Sandy’ Sinclair’s wife passed. Commissioner Hutchins thought the service at Saint Christopher’s church was the 24th of January, 2015.

ADJOURNMENT —

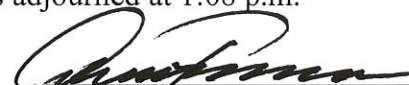
There being no further business, the meeting was adjourned at 1:08 p.m.



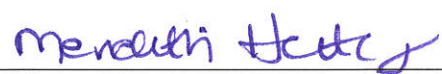
John Wood, Fire Chief




Administrative Assistant
Recorder of Board Minutes



Dave Pearsall, Chairman



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

