



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

January 14, 2016
12:00 p.m.

MEETING CALL TO ORDER

Chair Hutchins called the meeting to order at 12:00 noon.

ROLL CALL

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

FLAG SALUTE

Chair Hutchins 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 December 1, 2015 Special Meeting
2. Approve minutes of December 10, 2015 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the December 1, 2015 Special Meeting and the December 10, 2015 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 December 2015. The District received \$11,465 in revenue for the month, which is \$5,231 more than the original projection. For the year, we received 108.65% of the anticipated revenue, for a total of \$1,438,076, which is \$114,471 more than projected for the year.

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.

General Expense Fund (6730)

- Beginning fund balance on December 1, 2015, was \$902,415.32
- Total revenues were \$10,392.26
- Expenditures totaled \$84,339.45
- Transfer out to Apparatus Fund of \$100,000
- Ending fund balance on December 31, 2015, was \$728,468.13

Bond Payment Account (6732)

- Beginning fund balance on December 1, 2015, was \$304,919.75
- Total revenues were \$1,072.99
- Expenditures totaled \$223,900.00
- Ending fund balance on December 21, 2015, was \$82,092.74

Reserve Account (6734)

- Beginning fund balance on December 1, 2015, was \$580,221.66
- Interest earned of \$187.20
- Expenditures totaled \$0.00
- Ending fund balance on December 31, 2015, was \$580,408.86

Apparatus Fund (6736)

- Cash balance beginning on December 1, 2015, was \$193,284.78
- Interest earned of \$55.04
- Transfer in from General Fund of \$100,000
- Expenditures totaled \$0.00
- Ending fund balance on December 31, 2015, was \$293,339.82

Revolving Fund (Petty Cash)

- Beginning cash balance was \$2,000.00
- Checks 1996-1997 were issued for \$126.00
- Ending balance on December 31 was \$1,874.00
- Amount requested to return balance to \$2,000.00 was \$126.00

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month of December. Commissioner Pearsall made a motion to approve the payments below totaling \$56,324.08. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	15-1238 through 15-1248	\$7,229.32	Warrants	December Warrants - Paid prior to meeting - Paid before converting to BIAS
2016.01.01	160101001-160101008	\$2,357.77	Warrants	January Warrants - Paid prior to meeting
2016.01.02 2016.01.03	Transaction #s 9-13	\$1,102.75	EFT	1/5/16 January Career Payroll - Includes DRS & EFTPS - Paid prior to meeting
2016.01.04	Transaction #s 14-57	\$15,294.19	EFT	1/18/16 December Volunteer Stipends - Includes EFTPS
2016.01.05	16015001-160105034	\$30,214.05	Warrants	January Warrants
Petty Cash	General Ledger Transaction #60	\$126.00	Warrants	December Petty Cash Reimbursement
Total		\$56,324.08		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity	
Total Number of Alarms:	65
Monthly Training Activity	
Training Hours:	302 hours
Drill Topics:	<ul style="list-style-type: none"> • Association/Defib • Blue Card Command • Splinting and Bandaging • Team Building • Weather Related • Tender Operations • Hose Evolutions

2. Training Report

- L&I Presentation: Henson, Wood, Rohaly, Jamieson
- Lexipol Seminar: Henson
- FF1 Practicals: Dunn

- FF1 Written: Pena
- FF2 Written: Brotche

3. Special Interest

- Station 13-3 had a water issue. Found to be short in electrical.
- Station 13-1 had roof leak repaired.
- Tender 13-1 pump throttle failure; repaired.
- Station 13-2 riser pump replaced.
- Purchased laptops for Commissioners to use for Department business.
- Chief Wood assisted as an evaluator for 2 FF1 practicals at Station 64.
- Exercise equipment was serviced.
- Had two nights in the district with Santa and sleigh to collect food for food bank. Strong support by community.
- Had an Open House with Santa and sleigh. Well attended and we also collected food for food bank.
- Chief Wood attended the TCOMM Ops meeting and County Chiefs meeting.
- The Griffin Firefighters Association sponsored a dinner for all members and recognized A/C Nunn for his contributions to the Department.
- We accepted Allison Mackey and Casey Black as new members.
- Chelsea Gibson, Annie Fitchitt, Mitchael Conklin, and John Nunn left the Department.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the TCOMM meeting. Keith Flewelling officially took over on January 1, 2016. Wendy Hill was announced as the new Deputy Director

OLD BUSINESS

1. Surplus Aid Unit

There was no interest in the aid unit that was listed on the Washington Fire Commissioners Association and the Washington Fire Chief's website. Chief Wood requested guidance on the next steps for surplussing the aid unit. Mason County has shown some interest or we could list it with a national sales company. The Commissioners recommended keeping the unit local and offering it to Mason County.

NEW BUSINESS

1. Resolution 15-022A Property Tax Levy for 2016

Thurston County revised the certified assessed values. This resulted in a \$57,587 decrease in values for the Griffin Fire District. This change does not affect our budget for 2016, only the amount per thousand charged to residents. Commissioner Pearsall made a

motion to approve Resolution 15-022A Property Tax Levy for 2016. Commissioner Peoples seconded the motion and the motion passed unanimously.

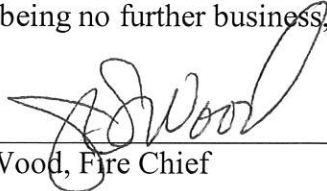
2. Resolution 16-001 Request to surplus MSA Sirius Multi Gas Monitor & Calibration Kit
The Department no longer uses the MSA Sirius Multi Gas Monitor and Calibration kit, which was obtained with a 2004 State Homeland Security Program Grant. Paperwork has been submitted to Thurston County to request disposal of this property. Commissioner Pearsall made a motion to approve Resolution 16-001. Commissioner Peoples seconded the motion and the motion passed unanimously.

COMMENTS FOR GOOD OF THE ORDER

1. Steve Romines has announced his retirement at the end of May.
2. The annual Department awards banquet will be held on Friday, March 11.

MEETING ADJOURNED

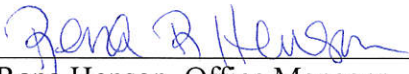
There being no further business, the meeting was adjourned at 12:27 p.m.



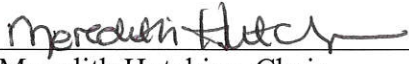
John Wood, Fire Chief



Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Chair

Mike Peoples, Commissioner

