



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

July 9, 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 Chiefs John Nunn and Wayne Whidden, Lieutenants David Brotche, Tim Rohaly, and Doug Jamieson, Office Manager Rena Henson

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Peoples led the group in the Pledge of Allegiance.

OTHERS PRESENT

Terry Ware of Olympic Ambulance, Jim Hutchins, and Deanna Pearsall

AGENDA ADDITIONS OR DELETIONS

1. Chief Wood added two topics to the New Business section; creating a new Captain position and pay rates for Officers.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes of June 11, 2015 Regular Meeting and July 7, 2015 Special Meeting:
Commissioner Hutchins made a motion to approve the minutes from the June 11, 2015 Regular Meeting and the July 7, 2015 Special 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 June 2015. The District received \$39,636 in revenue for the month, which is \$33,389 higher than the original projection. For the year, we have received 57.35% of the anticipated revenue, for a total of \$759,040, which is \$56,100 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 June 1, 2015, was \$905,225.48
- Total revenues were \$38,469.56
- June warrants totaled \$103,997.63
- Ending fund balance on June 30, 2015, was \$839,697.41

Bond Payment Account (6732)

- Beginning fund balance on June 1, 2015, was \$203,020.71
- Total revenues were \$1,166.52
- Expenditures totaled \$8,900.00
- Ending fund balance on June 30, 2015, was \$195,287.23

Reserve Account (6734)

- Beginning fund balance on June 1, 2015, was \$577,825.61
- Interest earned of \$384.56
- Expenditures totaled \$0.00
- Ending fund balance on June 30, 2015, was \$578,210.17

Apparatus Fund (6736)

- Cash balance beginning on June 1, 2015, was \$152,265.13
- Interest earned of \$100.79
- Expenditures totaled \$0.00
- Ending fund balance on June 30, 2015, was \$152,365.92

Revolving Fund (Petty Cash)

- Beginning cash balance was \$2,000.00
- Checks 1979 and 1980 were issued for \$77.70
- Ending balance on June 9, was \$1,922.30
- Amount requested to return balance to \$2,000.00 was \$77.70

3. Voucher Approvals:

- Office Manager, Rena Henson summarized the expenditures for the month of June. Commissioner Hutchins made a motion to approve the payments below totaling \$96,908.74. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Type	Numbers	Amount	Notes
June Volunteer Stipends	DD15-0701 thru DD15-0739	\$12,387.70	Direct Deposit
July Payroll	DD15-0740 thru DD15-0744	\$20,532.47	Direct Deposit
July EFTPS	EFTPS15-0701	\$8,638.58	Electronic Payment
July Vouchers	15-0701 thru 15-0706	\$13,629.89	Payroll "Benefits"
June Vouchers	15-0639 thru 15-0644	\$20,516.24	Warrants (paid per Resolution #15-001)
July Vouchers	15-0707 thru 15-0735	\$21,203.86	Warrants
Total		\$96,908.74	

CHIEF'S REPORT

Chief Wood provided the following report:

Administration/Operations

Monthly Alarm Activity			
Aid Related Responses:	24	Fire Related Responses:	17
Total Number of Alarms:	41	Average Attendance/Alarm:	7
Average Response Time:	5 min. 38 sec.	Dispatch Errors:	0
Monthly Training Activity			
Number of Drills Held:		Average Attendance:	22
Drill Topics:	<ul style="list-style-type: none"> • Association/Thermo • Team Building • OTEP – Neurological • ERS/radios 	<ul style="list-style-type: none"> • EVIP • Ropes, knots, & hoisting • Wildland refresher 	

Training Report

- Firefighters Pena, Williams, Arroyo-Lopez, and McCracken completed fire recruit school.
- Firefighters Hobby, Langstead, and Rangel completed EMT class.
- Firefighter Pena attended the WSFFA annual fire school.
- Chief Wood and Commissioner Pearsall attended the Chelan Conference "Evaluating Risk" and the Washington State Risk Management Group (WSRMG) "Controlling Risk"

Special Interest

- Chief Wood and Commissioner Pearsall attended multiple meetings on the ORCAA permitting process. Due to citizen resistance and information from the Chiefs about calls they do not respond to, the proposed permit fee was dropped.
- Kyle Pearsall resigned to dedicate time to work and family.
- Department hose and ladders were tested; all passed.
- Chief Wood attended TCOMM Ops meeting; Jim Quackenbush mentioned retiring on January 1, 2016.
- The Olympia shop performed maintenance on Engine 13-4 (differential, air leaks, service).
- Chief Wood attended a wildland chief/agency meeting to work out mobilization and home coverage. Griffin brush unit was hired by DNR for eight days with crew of Rohaly and Hayes.
- We mobilized twice during the month for DNR fires (Cheney-Hollander and Pena; Shelton-Hayes and Pena).
- Recruit and EMT graduation was June 18 and was well attended by all three of our Fire Commissioners, Chief Wood, and Assistant Chief Nunn.
- Chief Wood assisted the county chiefs with three FF1 practicals during June.
- Kevin Paddock reprogrammed our radios to reflect the CTCCS changes.
- Mutual Aid: provided aid 10 times, received aid twice.

COMMISSIONERS/SECRETARY REPORT

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

1. Commissioner Hutchins reported attending TCOMM and EMS meetings. There was confusion regarding whether or not AMR would continue to respond to calls at Capital Medical Center. Terry Ware clarified that Olympic Ambulance doesn't have a contract with Capital Medical Center and at times AMR doesn't have enough ambulances available to handle the call volume.
2. Commissioner Hutchins also reported that she attend the ORCAA public meeting. The meeting location was moved to a larger venue, but the meeting was very lightly attended. ORCAA made changes to their rule proposals based on public input received earlier in the month. Written comments on the revised rule proposals are due by 4:30 on July 31. Commissioner Hutchins talked to Robert Moody of ORCAA and suggested that they attend one of our regularly scheduled Commissioner Meetings to present an overview of their role within the county. It sounds like there may be some confusion or misunderstanding on roles and responsibilities.

OLD BUSINESS

1. Emergency Reporting System:

Chief Wood reported that Lieutenant Brotche is currently setting up the new system and inputting all of the current members and inventory. He should be done soon and by the end of the month we should be able to discontinue using Fire Programs.

2. ORCAA:

This topic was covered in the Chief's report and in the comments provided by Commissioner Hutchins.

NEW BUSINESS

1. Washington State Department of Natural Resources (DNR) Forestland Fire Response Agreement:

We received a new five year contract from DNR. This is a standard agreement for fire response between the Department and DNR. Commissioner Hutchins moved to approve the contract. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

2. Resolution 15-012 to transfer all equipment reimbursements from DNR from the General Fund 6730 into the Apparatus Fund 6736:

Chief Wood presented Resolution 15-012 requesting approval to transfer all reimbursements received from DNR for the use of our apparatus from the General Fund into the Apparatus Fund. Commissioner Hutchins moved to approve the resolution. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

3. Resolution 15-010 cancel and reissue a lost warrant:

Office Manager Henson presented Resolution 15-010 requesting that warrant 1385748 be voided and reissued. The original warrant was lost. Commissioner Pearsall made a motion to approve the resolution. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

4. Budget workshop scheduling:

Chief Wood informed the Commissioners that it was time to schedule a meeting to discuss the 2016 budget. The Commissioners will email their available dates to Rena and she will schedule a meeting in August.

5. Mediation response:

Chief Wood and Commissioners Hutchins and Pearsall met with Attorney Skip Houser this week regarding the grievance and mediation process. Attorney Skip Houser provided the response to Local 3825's legal counsel.

6. Office Manager Evaluation:

Chief Wood conducted Office Manager Rena Henson's first evaluation after being on the job for 90 days. Chief Wood is pleased with Rena's performance and requested that the 2.5% pay increase be given at 90 days instead of 180 days as was initially negotiated. Commissioner Hutchins made a motion to approve the pay increase after the first 90 days of employment. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

7. Chief's Employment Contract:

Chief Wood reminded the Commissioners that his employment contract ends on September 30. The Commissioners will conduct an evaluation before negotiating the new contract. Commissioner Hutchins will take the lead on the evaluation. Office Manager Rena Henson will ensure the Commissioners each have a copy of the current contract and the last evaluation.

8. Local 3825 Bargaining Agreement:

Chief Wood informed the Commissioners that the Lieutenant's bargaining agreement will end on December 31 and that he has initiated the negotiation process for the new contract. Commissioner Pearsall will be participating with Chief Wood on the negotiation team.

9. Resolution 15-011 surplus GPS unit:

Chief Wood presented Resolution 15-011 to surplus a GPS unit that is no longer in working condition. Commissioner Pearsall made a motion to approve the resolution. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

10. New Captain Position:

Chief Wood informed the Commissioners that he will be promoting one of the four current Volunteer Lieutenants into a new Volunteer Shift Captain position. This position will supervise the other three Volunteer Lieutenants. He expects the recruitment process to be finished before the end of the month.

11. Pay Rates for Officers:

Chief Wood informed the Commissioners that the officers have not received a pay increase since the program was implemented. He requested to increase the Captain's Officer Stipend from \$200 per month to \$250 per month and the Assistant Chiefs' Officer Stipend from \$300 to \$400 per month. This change would become effective for shifts beginning on August 1, 2015. Commissioner Hutchins made a motion to approve the pay increases. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

COMMENTS FOR GOOD OF THE ORDER

1. Annual Picnic:

The annual Department picnic will be held at Volunteer Dirk Kennedy's home this year on August 8 from 12:00-4:00. Office Manager Henson will email the address to the Commissioners.

2. Car Wash:

The annual car wash will once again be held in conjunction with the annual Griffin Neighborhood Association barbecue. This seemed to work well last year. The car wash will be held on July 26 from 11:00-3:00 at Station 13-1. Firefighter Pena is representing the Department on the Griffin Neighborhood Association Picnic Committee.

3. Chief Wood will be on vacation from July 26 –August 1.

4. Commissioner Pearsall will be out of town July 9-15 and again July 19-30.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:45 p.m.



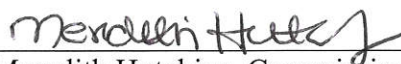
John Wood, Fire Chief




Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Chair

