



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 8, 2018
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Hutchins called the meeting to order at 12:00 p.m.

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

ROLL CALL

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

Commissioner Peoples excused absence.

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the February 8, 2018 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the February 8, 2018, Regular Meeting. Commissioner Hutchins the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

Petty Cash

- Beginning cash balance on February 1 was \$408.96
- Deposits made for \$0
- Withdrawals made for \$129.46
- Ending cash balance on February 28 was \$279.50
- Outstanding checks – none
- Ending adjustment balance on February 28 was \$279.50

General Expense Fund (6730)

- Beginning fund balance on February 1, 2017, was \$629,685.74
- Total revenues were \$33,867.16
- Withdrawals totaled \$91,141.63
- Outstanding warrants totaled \$10,644.38
- Ending fund balance on February 28, 2017, was \$583,055.65

Capital Projects Fund (6731)

- Beginning fund balance on February 1, 2017, was \$181,323.54
- Total revenues were \$96.44
- Withdrawals totaled \$0
- Ending fund balance on February 28, 2017, was \$181,419.98

Reserve Account (6734)

- Beginning fund balance on February 1, 2017, was \$553,637.88
- Interest earned of \$363.26
- Withdrawals totaled \$0
- Ending fund balance on February 28, 2017, was \$554,001.14

Apparatus Fund (6736)

- Cash balance beginning on February 1, 2017, was \$113,154.90
- Deposits made for \$31.69
- Withdrawals totaled \$0
- Ending fund balance on January 31, 2017, was \$113,186.59

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$89,136.15. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.02.05	180205001-180205017 Transaction #s 196-212	\$11,798.31	Warrants	General Expenditure Warrants
2018.02.06	180206001-180206010 Transaction #s 214-223	\$10,644.38	Warrants	General Expenditure Warrants
N/A	Transaction #s 224-229	\$29,376.13	EFT	03/5/18 February Career Payroll (2/1-2/28)
2018.03.01	Transaction #s 230-232	\$16,310.39	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.03.02	180302001-180302003 Transaction #s 233-235	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 243-272	\$5,571.96	EFT	03/12/18 February Volunteer Stipends
2018.03.03	Transaction # 273	\$1,213.54	EFT	February Volunteer Stipend EFTPS
2018.03.04	180304001-180304013 Transaction #s 274-286	\$5,102.69	Warrants	General Expenditure Warrants
Total		\$89,136.15		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	31	Average Response Time Fire:	8 minutes 37 seconds
EMS	22		
Fire	9	Mutual Aid Given:	2
Overlapping calls:	0%	Mutual Aid Received:	3
Monthly Training Activity			
Total Department Training Hours:	209.5	Drill Hours	
EMS		People Involved	33
Fire		Average Hours/Person	8.8
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	

2. Training Report

- AC Schaffran passed his Fire Officer 1 written and practical
- Lt. Rohaly attended a certified car seat installer renewal class.

3. Special Interest

- 2017 showed an increase in requests for service. BLS calls were up 51%, ALS calls were up 21%, fire calls were up 10% for a total increase of 25.8% over 2016.

- Chief Wood attended TCOMM Admin Meeting; Thurston County Association of Fire Chiefs Executive Board Meeting and Thurston County Association of Fire Chiefs Meeting.
- AC Schaffran attended Thurston County Association of Fire Chiefs Meeting and a Department of Natural Resources Meeting.
- Chief Wood and Assistant Chief Schaffran assisted with Firefighter 1/HMO test.
- AC Schaffran assisted Olympia Fire with Lt. promotional testing.
- Tender 13-1 has an air leak. Instead of continuing to replace the onboard apparatus compressors, an airline will be installed from the compressor in the shop. Eventually, all apparatus and stations will be converted.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins attended a TCOMM meeting. At the meeting, the Board approved a resolution requesting the TCOMM Director to research funding options for the new radio system.

OLD BUSINESS

1. 2014-2016 Audit: The audit has been finished other than the exit conference, which will be held on March 22 at 10:00. Commissioner Hutchins and Commissioner Pearsall plan to attend the meeting. There were no audit findings or management issues found.

NEW BUSINESS

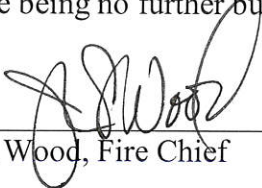
1. Resolution 18-004 to purchase riding lawn mower: Commissioner Pearsall made a motion to approve resolution 18-004 to purchase a new riding lawn mower. Commissioner Hutchins seconded the motion and the motion passed unanimously.
2. Resolution 18-005 to surplus helmets: Commissioner Pearsall made a motion to approve resolution 18-005 to surplus bunker gear helmets that are out of date. Commissioner Hutchins seconded the motion and the motion passed unanimously.
3. Street Signs/Flashing Lights: Commissioner Pearsall made a motion to approve resolution 18-006 to purchase a traffic signal warning system that will be installed on Steamboat Island Road near Station 13-1. Commissioner Hutchins seconded the motion and the motion passed unanimously. Commissioner Pearsall has requested that the same system be installed at Station 13-2 after we see how the original system works.

COMMENTS FOR THE GOOD OF THE ORDER

1. Chief Wood informed the Board that he is researching the possibility of applying for a federal SAFER grant. The grant application period opens in March and closes in April. If approved, grant funding could be used to fund new staff on a three-year cost share basis. After three years the federal funding would go away and the new staff would need to be fully funded by the District.
2. Commissioner Pearsall has requested participating on the negotiating team when the Department and the Local enter into contract negotiations this summer. Commissioner Hutchins and Chief Wood agreed.

MEETING ADJOURNED


There being no further business, the meeting was adjourned at 12:40 p.m.



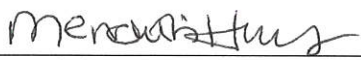
John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

