



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

April 12, 2018
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Peoples led the group in the Flag Salute.

ROLL CALL

Commissioners Mike Peoples, Meredith Hutchins, and Dave Pearsall; Chief John Wood; Lieutenant Tim Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the March 8, 2018 Regular Meeting
2. Approve minutes from the March 22, 2018 Special Meeting

Commissioner Peoples made a motion to approve the minutes from the March 8 Regular Meeting and the March 22 Special 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 March 1 was \$279.50
- Deposits made for \$220.50
- Withdrawals made for \$91.70
- Ending cash balance on March 31 was \$408.30
- Outstanding checks – \$85.00
- Ending adjusted balance on March 31 was \$493.30

General Expense Fund (6730)

- Beginning fund balance on March 1, 2017, was \$572,411.27
- Total revenues were \$49,515.07
- Withdrawals totaled \$74,591.24
- Outstanding warrants totaled \$0
- Ending fund balance on March 31, 2017, was \$547,335.10

Capital Projects Fund (6731)

- Beginning fund balance on March 1, 2017, was \$181,419.98
- Total revenues were \$79.79
- Withdrawals totaled \$0
- Ending fund balance on March 31, 2017, was \$181,499.77

Reserve Account (6734)

- Beginning fund balance on March 1, 2017, was \$554,001.14
- Interest earned of \$280.98
- Withdrawals totaled \$12,000.00
- Ending fund balance on March 31, 2017, was \$542,282.12

Apparatus Fund (6736)

- Cash balance beginning on March 1, 2017, was \$113,186.59
- Deposits made for \$34.08
- Withdrawals totaled \$0
- Ending fund balance on March 31, 2017, was \$113,220.67

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$113,142.26. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.03.05	180305001-180305015 Transaction #s 290-304	\$7,944.74	Warrants	General Expenditure Warrants
N/A	Transaction #s 310-315	\$29,410.87	EFT	04/5/18 March Career Payroll (3/1-3/31)
2018.04.01	Transaction #s 316-18	\$16,327.73	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.04.02	180402001-180402003 Transaction #s 319-321	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
2018.04.04	180403001-180403016 Transaction #s 330-345	\$24,664.31	Warrants	General Expenditure Warrants
N/A	Transaction #s 346-373	\$7,559.48	EFT	04/16/18 March Volunteer Stipends
2018.04.03	Transaction # 374	\$1,732.20	EFT	March Volunteer Stipend EFTPS
2018.04.05	180405001-180405016 Transaction #s 376-391	\$16,431.14	Warrants	General Expenditure Warrants
Total		\$113,142.26		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	34	Average Response Time Fire:	8 minutes 38 seconds
EMS	28		
Fire	6	Mutual Aid Given:	1
Overlapping calls:	0%	Mutual Aid Received:	1
Monthly Training Activity			
Total Department Training Events:	298	People Involved	27
Recruit Academy Hours (EMT/FF)	104	Average Events/Person	11

2. Training Report

- Cody Loffler and Chance Stratton are currently in the EMT Class. Giovanna Santos-Viera is no longer in the class.
- Assistant Chief Hayes, Lt Brotche, Lt Rohaly completed the online Blue Card Command Course.
- Lt Abernathy attended Instructor 1.
- Participated in two MCO trainings with other departments.
- Office Manager Henson attended BIAS online training.
- EMTs Ragland and Yost, and Chief Wood attended the EMS Conference in Ocean Shores.

3. Special Interest

- Paper documents for calls from 1962-1995 were shredded by LeMay Mobile Shredding to be in compliance with the records retention schedule.
- Air input to apparatus installed and functioning; eliminates need for onboard air pump.
- Firefighter De La Peña resigned to pursue volunteering at Mason 11.
- The Department received thank you cards from the Griffin Elementary School.
- The new riding lawn mower was purchased and received.
- Chief Wood and Assistant Chief Schaffran met with Chief North and Assistant Chief Farnand regarding expanding Battalion coverage across district lines.
- Chief Wood and Assistant Chief Schaffran assisted Grays Harbor and District 9 with FF1 test.
- Chief Wood attended EMS Ops, 2 SPSCC meetings, EMS Planning, EMS Council, and TCAFC meetings.
- Assistant Chief Schaffran attended Fire and Law Advisory Committee, State Leadership forum and TCAFC meetings.
- Both Command Tahoes received new tires.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended a TCOMM Board Meeting, Thurston County Commissioners Meeting, and a Washington Fire Commissioners Seminar.

OLD BUSINESS

1. New lawn mower delivered: J&I Saw Shop delivered the new riding lawn mower. The old Cub Cadet lawn mower will be removed from inventory via resolution at the next meeting.
2. Street sign/signal purchased: The order was placed; currently waiting for the materials to be delivered. The company said it would take approximately 6-8 weeks.
3. SAFER Grant Application: Chief Wood is writing up the SAFER Grant application and will have a third party review before submitting. The deadline is at the end of the month.

NEW BUSINESS

1. Resolution 18-007 to surplus bunker gear helmets: Commissioner Hutchins made a motion to approve resolution 18-007 to surplus bunker gear helmets that are out of date. Commissioner Pearsall seconded the motion and the motion passed unanimously.

COMMENTS FOR THE GOOD OF THE ORDER

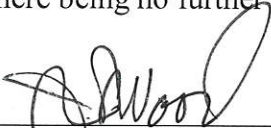
1. Commissioner Hutchins is not available to attend the May 10 Board of Commissioners Meeting. Commissioner Peoples and Commissioner Pearsall are available so the meeting will not be rescheduled.
2. A budget work session will be scheduled for June.
3. A recent bill passed the Legislature that outlaws certain types of Class B foam. The Department will be replacing our current Class B foam with a more environmentally

friendly product. It's not something that is used very often and the Department has not purchased any since the 1990's.

4. The Newsletter should go out in June.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:35 p.m.



John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes

Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

