



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

May 10, 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 and Dave Pearsall; Chief John Wood; Lieutenants David Brotche and Tim Rohaly; and Office Manager Rena Henson

Commissioner Hutchins excused.

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Pearsall made a motion to approve the minutes from the April 12 Regular Meeting. Commissioner Peoples 2nd 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 April 1 was \$408.30
- Deposits made for \$0
- Withdrawals made for \$100.00
- Ending cash balance on April 30 was \$308.30
- Outstanding checks – \$100.00
- Ending adjusted balance on April 30 was \$408.30

General Expense Fund (6730)

- Beginning fund balance on April 1, 2017, was \$547,335.10
- Total revenues were \$469,701.97
- Withdrawals totaled \$108,384.32
- Outstanding warrants totaled \$0
- Ending fund balance on April 30, 2017, was \$908,652.75

Capital Projects Fund (6731)

- Beginning fund balance on April 1, 2017, was \$181,499.77
- Total revenues were \$192.12
- Withdrawals totaled \$0
- Ending fund balance on April 30, 2017, was \$181,691.89

Reserve Account (6734)

- Beginning fund balance on April 1, 2017, was \$542,282.12
- Interest earned of \$646.82
- Withdrawals totaled \$0
- Ending fund balance on April 30, 2017, was \$542,928.94

Apparatus Fund (6736)

- Cash balance beginning on April 1, 2017, was \$113,220.67
- Deposits made for \$92.99
- Withdrawals totaled \$0
- Ending fund balance on April 30, 2017, was \$113,313.66

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$72,606.68. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.04.06	180406001-180406011 Transaction #s 392-402	\$3,186.80	Warrants	General Expenditure Warrants
N/A	Transaction #s 404-409	\$29,683.26	EFT	05/5/18 April Career Payroll (4/1-4/30)
2018.05.01	Transaction #s 410-412	\$16,474.02	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.05.02	180502001-180502003 Transaction #s 413-415	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 422-447	\$7,129.79	EFT	05/14/18 April Volunteer Stipends
2018.05.03	Transaction # 448	\$1,579.50	EFT	April Volunteer Stipend EFTPS
2018.05.04	180504001-180504015 Transaction #s 451-465	\$5,481.52	Warrants	General Expenditure Warrants
Total		\$72,606.68		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	34	Average Response Time Fire:	8 minutes 43seconds
EMS	26		
Fire	8	Mutual Aid Given:	2
Overlapping calls:	0%	Mutual Aid Received:	2
Monthly Training Activity			
Total Department Training Events:	190.5	People Involved	31
Recruit Academy Hours (EMT/FF)		Average Events/Person	6.1

2. Training Report

- Office Manager Henson attended a DNR training on the upcoming wildland fire season and a BIA training webinar.
- Captain Perry attended the TAC Committee
- Assistant Chief Schaffran attended the NFA for his 3rd year of the EFO program

3. Special Interest

- The Department submitted a SAFER grant for additional firefighters.
- PSE audited the LED lights that were installed last year at Station 4.
- Chief Wood attended EMS Ops, Medic One Comprehensive Planning Committee, 2 meetings with SPSCC regarding hosting the Thurston County fire academy, TCFC meeting, and a subcommittee for TCOMM non-member fee committee.
- Chief Wood assisted Vashon Island with a FF1 test.

- Chief Wood and Assistant Chief Schaffran assisted the State Fire Marshall's Office with a HMO test at Mason 6.
- Firefighters Robert Williams, Chance Stratton, and Cody Loffler resigned due to time constraints.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. SAFER Grant Application: The application has been submitted. The Department should hear the results sometime this summer. The grant application requested funding for two firefighter positions.
2. Verizon Cell Tower: The Department is continuing to work through the process with the subcontractor. They are currently in the rezoning process with Thurston County.

NEW BUSINESS

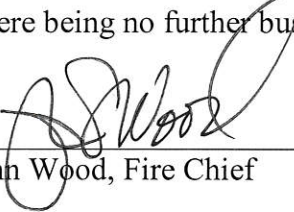
1. Resolution 18-008 Surplus Cub Cadet riding lawn mower: Commissioner Pearsall made a motion to approve resolution 18-008 to surplus the riding lawn mower that has been replaced. Commissioner Peoples seconded the motion and the motion passed unanimously.
2. Budget Work Session Scheduling: A work session will be scheduled after the results of the SAFER grant application are received. Future budget direction depends on the results of the grant.
3. Local 3825 Contract Negotiations: The Department and the Local will enter into contract negotiations this summer for a new contract to take effect on January 1, 2019.

COMMENTS FOR THE GOOD OF THE ORDER


None

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:15 p.m.




John Wood, Fire Chief



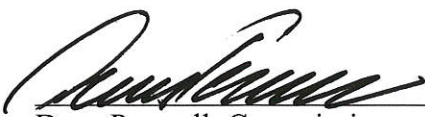
Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner