



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

November 12, 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 Doug Jamieson, David Brotche, and Tim Rohaly, Office Manager Rena Henson

FLAG SALUTE

Chairman Peoples led the group in the Flag Salute.

OTHERS PRESENT

AGENDA ADDITIONS OR DELETIONS

1. Approval of Local Contract 3825 was removed from the agenda. The final draft was not received by the Local. As soon as it is received, Office Manager, Rena Henson will send a copy to each of the Commissioners for their review.
2. A discussion about the Commissioner's tablets was added to the New Business section.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes of October 8, 2015 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the October 8, 2015 meeting. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

The Fire Commissioners recognize the value of public comments on fire department issues and the importance of involving members of the public in its meeting, and so, we provide this opportunity. The statements or presentation may relate to any aspect of the fire department except those matters pertaining to any specific member which will not be allowed during public meetings. The Fire Commissioners would appreciate your comments being limited to approximately three (3) minutes.

UNFINISHED BUSINESS

1. None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue Forecast

Office Manager, Rena Henson reviewed the revenue forecast that was prepared for October 2015. The District received \$454,678 in revenue for the month, which is \$32,409 less than the original projection. For the year, we have received 97.56% of the anticipated revenue, for a total of \$1,291,374, which is \$72,612 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 October 1, 2015, was \$638,624.99
- Total revenues were \$374,347.80
- Expenditures totaled \$115,952.15
- Ending fund balance on October 31, 2015, was \$897,020.64

Bond Payment Account (6732)

- Beginning fund balance on October 1, 2015, was \$201,364.72
- Total revenues were \$80,329.80
- Expenditures totaled \$0.00
- Ending fund balance on October 31, 2015, was \$281,694.52

Reserve Account (6734)

- Beginning fund balance on October 1, 2015, was \$579,101.12
- Interest earned of \$412.27
- Expenditures totaled \$0.00
- Ending fund balance on October 31, 2015, was \$579,513.39

Apparatus Fund (6736)

- Cash balance beginning on October 1, 2015, was \$152,600.14
- Interest earned of \$108.50
- Expenditures totaled \$0.00
- Ending fund balance on October 31, 2015, was \$152,708.64

Revolving Fund (Petty Cash)

- Beginning cash balance was \$2,000.00
- Checks 1989-1993 were issued for \$348.27
- Ending balance on October 31 was \$1,651.73
- Amount requested to return balance to \$2,000.00 was \$348.27

3. Voucher Approvals

Office Manager, Rena Henson summarized the expenditures for the month of October. Commissioner Pearsall made a motion to approve the payments below totaling \$74,536.51. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Type	Numbers	Amount	Notes
November Career Payroll	DD15-1101 thru DD15-1105	\$20,090.40	Direct Deposit
October Volunteer Stipends	DD15-1106 thru DD15-1143	\$12,638.57	Direct Deposit
November EFTPS	EFTPS15-1101	\$8,235.26	Electronic Payment
November Electronic Funds Transfers (EFT)	EFT15-1101	\$6,225.20	Retirement Payments
October Vouchers	15-1028 thru 15-1032	\$3,222.88	Warrants (paid per Resolution #15-001)
October Vouchers	15-1033 thru 15-1038	\$5,396.76	Warrants (paid per Resolution #15-001)
November Vouchers	15-1101 thru 15-1104	\$7,259.75	Payroll "Benefits"
November Vouchers	15-1105 thru 15-1136	\$11,467.69	Warrants
Total		\$74,536.51	

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity	
Total Number of Alarms: 34	Average Response Time: 8:38
Monthly Training Activity	
Number of Drills Held: 8	Training Hours: 213.5 hours
Drill Topics:	<ul style="list-style-type: none"> • Association/Fire Prevention • Securing Utilities • Bandaging and Splinting • Forcible Entry • Human Trafficking • Building Construction • EVIP Rodeo • SCBA/PPE donning

2. Training Report

- Fire Academy: Dunn
- Training Officers Meeting: Lieutenant Jamieson
- BIAS Budget Management: Henson
- BIAS Budget Balancing: Henson
- BARS Manual with Auditor's Office: Henson
- Levy Training with Assessor's Office: Henson
- EMS Ed: Gibson, Perry, Yost
- Firefighter Pena assisted with two academy weekends

3. Special Interest

- Initiated prescribed shift training. Each week a specific training is required.
- Approved the replacement of Station 13-2 sprinkler pump motor. Waiting for parts.
- T13-1 to the Olympia shop for tank level indicator and problem with power loss.
- Chief Wood attended the TCOMM Admin/Ops board meeting to approve budget.
- Scotty Foster was removed from the Department.
- Accepted two new members: Jason Benedict and Tri Nguyen
- Sent an engine to academy weekend with operator Anderson.
- Ordered 4" hose to complete Station 13-1 apparatus change over.
- Had brakes checked on surplus aid unit to ensure safe before listing.
- Held flu shot clinic for members and public.
- Chief Wood (as part of TCAFC executive board) met with training cooperative board. Approved academy director contract and discussed future classes and plans.
- Had one station tour for Steamboat Cooperative Preschool.
- Performed Fire Prevention training for Griffin School's Kindergarten through 4th grades.
- Handed out candy at Griffin School's Fall Festival.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins presented Chief Wood with a 3rd place Management of Excellence Award Plaque that was received at the Washington Fire Commissioners Conference.

OLD BUSINESS

1. Local 3825 Contract Negotiations

The contract negotiations went well. The last meeting was held on November 5th. The Department and Local reached tentative agreements on all Articles. We are currently waiting for the Local to provide the final draft contract, which will be provided to the Commissioners for their review and approval before the December Meeting.

2. Surplus 1999 Ford Aid Unit

The aid unit has been posted for sale on the Washington Fire Commissioners Association and the Washington Fire Chief's websites. We are accepting sealed bids up until December 4. The minimum bid is \$8,000. Any bids received will be opened at the December 10 Board of Fire Commissioners Meeting.

NEW BUSINESS

1. Chief Nunn's Retiring

Chief Nunn has announced he will be retiring effective December 31, 2015.

2. Resolution 15-017 to cancel and reissue warrants

Two warrants, one issued in January and one issued in April, were lost. These warrants will be reissued. Commissioner Hutchins made a motion to approve Resolution 15-017. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

3. Resolution 15-018 to surplus old cell phones

Six cell phones from the apparatus are outdated and are no longer in working condition. There are no batteries or chargers for the phones. These phones have been replaced. Commissioner Hutchins made a motion to approve Resolution 15-018. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

4. Resolution 15-019 to transfer funds from the general fund to the apparatus fund

Each year we transfer \$100,000 from the general fund to the apparatus fund. Commissioner Hutchins made a motion to approve Resolution 15-019. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

5. 2016 Budget

Chief Wood presented the materials supporting the 2016 Budget, Property Tax Increase, and 2016 Property Tax Levy.

a. Resolution 15-020 Accepting the 2016 Budget

Commissioner Hutchins made a motion to approve Resolution 15-020. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

b. Resolution 15-021 Property Tax Increase

Commissioner Hutchins made a motion to approve Resolution 15-021. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

c. Resolution 15-022 Property Tax Levy

Commissioner Hutchins made a motion to approve Resolution 15-022.
Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

~~6. Local 3825 Contract~~

7. Chief's Contract

After the Commissioners and Chief Wood finished the Executive Session the meeting was opened back up to the public. The Commissioners and the Chief agreed on his evaluation and contract. All changes will be retroactive to October 15, 2015. Some corrections and additions need to be made. Commissioner Hutchins will make necessary changes and email to Rena Henson. Rena will print a copy for the Commissioners to sign. Commissioner Hutchins made a motion to approve the Chief's evaluation and contract. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

8. Commissioner's Tablets

The Commissioners have been having trouble with the tablets that were deployed back in August. The tablets are inconsistent when sending emails and attachments. Many times the email looks as if it is sent, but then never appears in the Outbox or Sent Mail. Days later, the email will appear several times at its destination; sometimes with the attachment and sometimes not. Commissioner Pearsall and Office Manager Rena Henson have been testing. In addition, the Commissioners are unable to create/edit documents (e.g. Chief's evaluation, contract, monthly reimbursement requests, etc...) using the tablets. It was discussed that maybe a check out laptop would be a better solution than the tablets. The Commissioners requested that the Department look into a different solution.

COMMENTS FOR GOOD OF THE ORDER

1. WFCA Joint Legislative Day January 28, 2016

Chief Wood informed the Commissioners of the upcoming Legislative Day. Commissioner Pearsall and Peoples are not interested in attending. Commissioner Hutchins is considering, but is concerned that the cost of the event is too much (\$80). Commissioner Hutchins will let us know if she plans to attend.

2. The annual Griffin Firefighters Association Christmas Party will be held at Station 13-1 on December 22 beginning at 6:00 p.m. Members and families are welcome to attend this potluck event. A signup sheet will be posted in the Watch Office.

3. Jim Quackenbush's Retirement Party will be held on January 20, 2016, at Indian Summer.

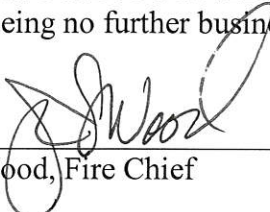
EXECUTIVE SESSION

1. Pursuant to RCW 42.30.110(1)(g), the Board of Fire Commissioners and the Chief will meet in Executive Session to discuss the Chief's performance evaluation and contract renewal.

The Commissioners entered into Executive Session to discuss the Chief's performance evaluation and contract renewal at 12:50. They planned to discuss these items for 30 minutes before having the Chief joined at 1:20. After discussing these items with the Chief for one hour the meeting was opened back up to the public. See item 7 under New Business for specific action taken.

MEETING ADJOURNED

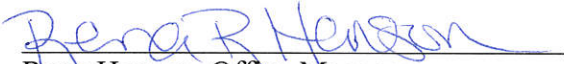
There being no further business, the meeting was adjourned at 2:30 p.m.



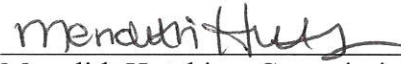
John Wood, Fire Chief



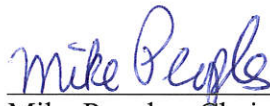
Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Chair

