



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

April 13, 2017
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:30 p.m.

FLAG SALUTE

Commissioner Pearsall led the group in the Flag Salute.

ROLL CALL

Commissioners Dave Pearsall, Meredith Hutchins and Mike Peoples; Chief John Wood; Assistant Chief Andrew Schaffran, Interim Assistant Chief Hayes; Lieutenants Jamieson and Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Terry Ware of Olympic Ambulance; Wayne Whidden

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the March 9, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the March 9, 2017, Regular Meeting. Commissioner Hutchins seconded 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 \$1,254.72
- Deposits made for \$782.41
- Withdrawals made for \$12.21
- Ending cash balance on March 31 was \$2,024.92
- Outstanding checks – none
- Ending adjustment balance on March 31 was \$2,024.92

General Expense Fund (6730)

- Beginning fund balance on March 1, 2017, was \$621,407.07
- Total revenues were \$45,666.59
- Expenditures totaled \$83,804.44
- Ending cash balance on March 31 was \$583,269.22
- Outstanding checks – \$14,816.18
- Ending fund balance on March 31, 2017, was \$598,085.40

Capital Projects Fund (6731)

- Beginning fund balance on March 1, 2017, was \$140,057.38
- Total revenues were \$54.52
- Expenditures totaled \$0
- Ending fund balance on March 31, 2017, was \$140,111.90

Bond Payment Account (6732)

- Beginning fund balance on March 1, 2017, was \$17,665.28
- Total revenues were \$388.64
- Expenditures totaled \$0
- Ending fund balance on March 31, 2017, was \$18,053.92

Reserve Account (6734)

- Beginning fund balance on March 1, 2017, was \$585,664.65
- Interest earned of \$369.40
- Expenditures totaled \$0
- Ending fund balance on March 31, 2017, was \$586,034.05

Apparatus Fund (6736)

- Cash balance beginning on March 1, 2017, was \$179,457.89
- Interest earned of \$124.37
- Expenditures totaled \$0
- Ending fund balance on March 31, 2017, was \$179,582.26

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$100,742.24. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.03.05	170305001-170305015 Transaction #s 264-278	\$10,700.71	Warrants	General Expenditure Warrants
2017.03.06	170306001-170306017 Transaction #s 281-297	\$14,816.18	Warrants	General Expenditure Warrants
N/A	Transaction #s 298-302	\$21,164.23	EFT	4/5/17 March (3/1-3/31) Career Payroll
2017.04.01	Transaction #s 303-304	\$13,384.63	EFT	Career Payroll EFTPS & DRS Payments
2017.04.02	170402001-170402003 Transaction #s 305-307	\$7,221.14	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 317-344	\$7,876.12	EFT	4/17/17 March Volunteer Stipends
2017.04.03	Transaction # 345	\$1,906.25	EFT	March Volunteer Stipend EFTPS
2017.04.04	170404001-170404028 Transaction #s 346-373	\$23,672.98	Warrants	General Expenditure Warrants
Total		\$100,742.24		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	42	Average Response Time	5 minutes 27 seconds
		Fire:	10 minutes 09 seconds
		EMS:	4
		Aid Given:	1
		Aid Received:	
Monthly Training Activity			
Total Department Training Hours:	197	Drill Hours	
EMS	62	People Involved	29
Fire	151	Average Hours/Person	7.34
Recruit Academy Hours (EMT/FF)	156/64	Target Solutions	16

2. Training Report
 - EMT class attendees: Amber Brock, Gwen Morton, & John Rummel.
 - Firefighting Academy class attendee: Robert De La Peña
 - BIAS Training: Rena Henson
 - The Department provided an engine for the Firefighting Academy Saturday training.
 - Chief Wood and Commissioner Pearsall attended a leadership training seminar hosted by ty the Thurston County Sherriff's Office.

3. Special Interest
 - Andrew Schaffran has accepted the career Assistant Chief of Operations and Training position. He has many years of progressive responsibility and experience that will help the Department move forward.
 - The Department's two diesel generators were serviced; there were no problems.
 - The Utility, Battalion, Engine 13-2, and Command vehicle were all serviced.
 - Repairs were performed on Aid 13-2's charging system.
 - An air interface was installed for the new engine.
 - Chief Wood met with Centerline Solutions regarding installation of cell tower at Station 13-2. The Department is the primary site. This new tower will improve cell coverage and provide revenue for the Department. Chief Wood will be meeting with Verizon and the Centerline Solutions crew to begin survey and stake out.
 - The Department's server was updated and the security system repaired.
 - The Griffin School pre-school toured the station.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. Assistant Chief of Operations and Training: Andrew Schaffran was selected for the new position. His start date was April 1.
2. Update on new Engine: The new Pierce Engine is progressing as expected. It's likely that the engine will be delivered to Tacoma by the end of the month and the Department will be able to take delivery soon after that.

NEW BUSINESS

1. Resolution 17-006: Commissioner Hutchins made a motion to approve resolution 17-006 to surplus a pair of bunker pants. Commissioner Peoples seconded the motion and the motion passed unanimously.
2. Verizon Cell Tower: Verizon has reached out to us again regarding installing a cell tower at Station 13-2. Chief Wood and their contractor did a site evaluation last month. The tower will be very similar to the one that is installed at the Delphi Golf Course. Chief Wood requested the ability to place Department equipment on the tower. It's not likely something like that would be approved, but the Verizon representative agreed to look into

it. This tower will improve connectivity for the Departments (and the public's) cell and data connectivity.

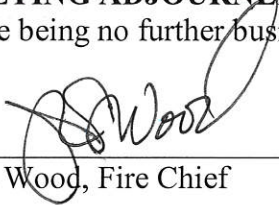
3. Resolution 17-007: Commissioner Hutchins made a motion to approve resolution 17-007 to close the bond fund and transfer all remaining funds to the general fund. Commissioner Peoples seconded the motion and the motion passed unanimously.

COMMENTS FOR GOOD OF THE ORDER

1. Former Commissioner Ben Dunkelberger recently passed away. The Department will honor him at the appropriate time.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:30 p.m.



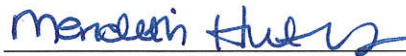
John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

