



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

August 10, 2017
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:00 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; Lieutenants Brotche and Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Three members of the public attended the meeting

AGENDA ADDITIONS OR DELETIONS

1. Resolution 17-013 to surplus extra firehose.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the July 13, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the July 13, 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 July 1 was \$1,853.72
- Deposits made for \$0
- Withdrawals made for \$14.30
- Ending cash balance on July 31 was \$1,839.42
- Outstanding checks – none
- Ending adjustment balance on July 31 was \$1,839.42

General Expense Fund (6730)

- Beginning fund balance on July 1, 2017, was \$824,357.89
- Total revenues were \$5,315.77
- Expenditures totaled \$79,547.33
- Ending fund balance on July 31, 2017, was \$750,126.33

Capital Projects Fund (6731)

- Beginning fund balance on July 1, 2017, was \$140,430.98
- Total revenues were \$97.92
- Expenditures totaled \$0
- Ending fund balance on July 31, 2017, was \$140,528.90

Bond Payment Account (6732)

- Account closed

Reserve Account (6734)

- Beginning fund balance on July 1, 2017, was \$587,755.34
- Interest earned of \$452.34
- Expenditures totaled \$0
- Ending fund balance on July 31, 2017, was \$588,207.68

Apparatus Fund (6736)

- Cash balance beginning on July 1, 2017, was \$5,016.07
- Interest earned of \$50.01
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$5,066.08

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$76,829.99. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.07.05	170705001-1700705011 Transaction #s 643-653	\$2,902.78	Warrants	General Expenditure Warrants
N/A	Transaction #s 660-665	\$27,816.26	EFT	8/5/17 July Career Payroll (7/1-7/31)
2017.08.01	Transaction #s 666-668	\$15,990.60	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.08.02	170802001-170802003 Transaction #s 669-671	\$9,642.42	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 672-698	\$7,732.19	EFT	8/14/17 July Volunteer Stipends
2017.08.03	Transaction # 699	\$1,854.90	EFT	July Volunteer Stipend EFTPS
2017.08.04	170804001-170804027 Transaction #s 707-733	\$10,890.84	Warrants	General Expenditure Warrants
Total		\$76,829.99		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	52	Average Response Time Fire:	8 minutes 29 seconds
		Aid Given:	7
Overlapping calls:	3.85%	Aid Received:	1
Monthly Training Activity			
Total Department Training Hours:		Drill Hours	194.75
	EMS 72	People Involved	26
	Fire 73.75	Average Hours/Person	7.5
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	49.5

2. Training Report
 - Assistant Chief Schaffran attended the National Fire Academy Executive Analysis of Community Risk Reduction.
 - John Rummel and Gwen Morton received their wildland Firefighter 2 certification.

3. Special Interest
 - Chief Wood attended a TAC Committee meeting; TCOM Ops meeting and a Steering Committee meeting.
 - The Department experienced a major setback with communications (i.e. computers, email, website) this month. South Sound IT is working to correct the issues. We are temporarily functional so that business can be conducted. A permanent solution will be implemented soon.
 - The Griffin Firefighters Association held a carwash on July 30.
 - The SCBA bottles were hydro tested. This is the last time they can be tested. We must replace the bottles in 5 years. The estimated replacement cost is \$90,000. We will begin setting money aside in the 2018 budget to replace the bottles when they expire.
 - Two members resigned (Matt Eddins and Kyle Dunn) due to the time commitment required.
 - Two members joined the Department and will be attending the EMT class that starts this month (Robert Ragland and Yvonne Rosario-Viera).
 - In addition to the two new members, Assistant Chief Hayes and Firefighter Williams will be attending the EMT class as well.
 - Recruit Orme will be attending the upcoming Fire Academy.
 - Morton, Rummel, and Brock have all pass the NREMT and are awaiting their certification cards.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the TCOMM EMS Meeting and Thurston County Fire Commissioners Meeting. The annual picnic will be held this month.

OLD BUSINESS

1. Surplus Engine 13-3: There is still no definite interest in the engine. There may be another Department that will purchase the engine for \$5,000. The Department will continue to find a buyer.
2. New Battalion Vehicle: The contract for 2018 vehicles will be opening soon. As soon as vehicles are available the Department will place the order for the new vehicle.
3. Mobilization Update: Volunteers from the Department have mobilized twice since the last Board of Fire Commissioner Meeting in July.

NEW BUSINESS

1. Resolution 17-012 to Surplus Items: Commissioner Peoples made a motion to approve resolution 17-012 to surplus an old box light and two compressors that the Department no

longer uses. Commissioner Hutchins seconded the motion and the motion passed unanimously. The generators will be available for members to submit sealed bid offers for.

2. Resolution 17-013 to Surplus Items: Commissioner Peoples made a motion to approve resolution 17-013 to surplus several sections of old firehouse that is out of date and can no longer be used. Commissioner Hutchins seconded the motion and the motion passed unanimously. Washington State Surplus will be picking up the old hose over the next few weeks.

COMMENTS FOR GOOD OF THE ORDER

1. Dates for Upcoming Board of Fire Commissioner Meetings:
 - September 19 @ Noon
 - October 12 @ Noon
2. Griffin Firefighters Association Annual Picnic – Fry Cove Park on August 19 at noon; all food will be supplied by the Firefighters Association.
3. Commissioner Pearsall mentioned that the Thurston County Sheriff's Office is hosting a Leadership conference in December and members of the Department are welcomed to register.

MEETING ADJOURNED

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



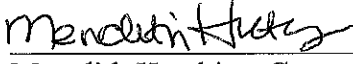
John Wood, Fire Chief




Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

