



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

May 11, 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; Assistant Chief Andrew Schaffran; Lieutenants Jamieson and Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Terry Ware of Olympic Ambulance

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

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

Commissioner Peoples made a motion to approve the minutes from the April 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 April 1 was \$2,024.92
- Deposits made for \$0
- Withdrawals made for \$10.09
- Ending cash balance on April 30 was \$2,014.83
- Outstanding checks – none
- Ending adjustment balance on April 30 was \$2,014.83

General Expense Fund (6730)

- Beginning fund balance on April 1, 2017, was \$583,269.22
- Total revenues were \$588,020.21
- Expenditures totaled \$324,304.21
- Ending fund balance on April 30, 2017, was \$846,985.22

Capital Projects Fund (6731)

- Beginning fund balance on April 1, 2017, was \$140,111.90
- Total revenues were \$82.10
- Expenditures totaled \$0
- Ending fund balance on April 30, 2017, was \$140,194.00

Bond Payment Account (6732)

- Beginning fund balance on April 1, 2017, was \$18,053.92
- Total revenues were \$299.90
- Expenditures totaled \$0
- Ending fund balance on April 30, 2017, was \$18,353.82

Reserve Account (6734)

- Beginning fund balance on April 1, 2017, was \$586,034.05
- Interest earned of \$482.97
- Expenditures totaled \$0
- Ending fund balance on April 30, 2017, was \$586,517.02

Apparatus Fund (6736)

- Cash balance beginning on April 1, 2017, was \$179,582.26
- Interest earned of \$155.50
- Expenditures totaled \$175,000
- Ending fund balance on April 30, 2017, was \$4,737.76

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$323,087.40. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.04.05	170405001-170405015 Transaction #s 376-390	\$249,078.86	Warrants	General Expenditure Warrants
N/A	Transaction #s 391-396	\$26,538.14	EFT	5/5/17 April (4/1-4/30) Career Payroll
2017.05.01	Transaction #s 397-399	\$16,325.04	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.05.02	170502001-170502003 Transaction #s 400-402	\$9,642.42	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 403-430	\$7,590.11	EFT	5/15/17 April Volunteer Stipends
2017.05.03	Transaction # 431	\$1,784.26	EFT	April Volunteer Stipend EFTPS
2017.05.04	170504001-170504020 Transaction #s 445-464	\$12,128.57	Warrants	General Expenditure Warrants
Total		\$323,087.40		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	43	Average Response Time	7 minutes 54 seconds
		Fire:	6 minutes 11 seconds
		EMS:	6 minutes 11 seconds
		Aid Given:	5
		Aid Received:	2
Monthly Training Activity			
Total Department Training Hours:		Drill Hours	211
	EMS 78	People Involved	30
	Fire 152	Average Hours/Person	7.66
Recruit Academy Hours (EMT/FF)	156/64	Target Solutions	9

2. Training Report
 - EMT class attendees: Amber Brock, Gwen Morton, & John Rummel.
 - Firefighting Academy class attendee: Robert De La Peña
 - BIAS Training: Rena Henson
 - North Bend Live Fire Train the Trainer: Assistant Chief Schaffran
 - EMS Conference: Carolyn Yost

3. Special Interest
 - A Puget Sound Energy Grant was used to change the lights at Stations 13-1 and 13-2 to LED bulbs. The projected savings for Station 13-1 is nearly \$3,500 per year in electricity costs. Several wall sconces were changed to LED bulbs. The sconces were the only costs incurred by the Department.
 - A Department of Health Water Survey was conducted by Thurston County Environmental Health. This survey occurs every three years. There were no problems noted. Lieutenant Jamieson was the lead on this project.
 - Chief Wood met with Centerline Solutions and the Verizon Wireless engineer. The tower appears to be proceeding and we should see an agreement soon. The standard contract calls for \$1,200 per month and is a 25 year renewable contract. The Department will have the ability to add equipment if needed. There is no cost to the Department for the tower installation and operation.
 - Chief Wood attended the Medic One EMSC, TCOMM ops, Medic One Ops, and the Thurston County Association of Fire Chiefs meetings.
 - Christopher Brooks joined the Department.
 - Chief Wood gave a presentation to the Steamboat Seniors.
 - Chief Wood has been contacted regarding the construction at the Steamboat Tennis Club.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended an EMS council and TCOMM Meeting.

OLD BUSINESS

1. Update on new Engine: the new Pierce Engine was delivered to Tacoma two weeks ago for a final inspection. It is likely that the Department will take delivery of the new engine next week.
2. Verizon Cell Tower: see report under the Chief's Report section.

NEW BUSINESS

1. Resolution 17-008: Commissioner Peoples made a motion to approve resolution 17-008 to surplus a several pairs of bunker pants and coats. Commissioner Hutchins seconded the motion and the motion passed unanimously.

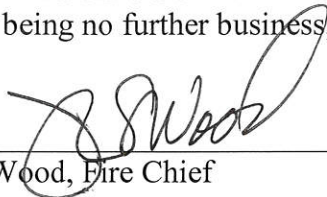
COMMENTS FOR GOOD OF THE ORDER

1. None

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MEETING ADJOURNED

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



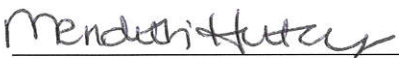
John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

