



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

June 7, 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 Chiefs Andrew Schaffran and Aaron Hayes; Lieutenants Jamieson, Rohaly, and Brotche; and Office Manager Rena Henson

OTHERS PRESENT

Wayne Whidden

AGENDA ADDITIONS OR DELETIONS

1. Summary of TCOMM Executive Director Report

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the May 11, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the May 11, 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 May 1 was \$2,014.83
- Deposits made for \$0
- Withdrawals made for \$63.11
- Ending cash balance on May 31 was \$1,951.72
- Outstanding checks – none
- Ending adjustment balance on May 31 was \$1,951.72

General Expense Fund (6730)

- Beginning fund balance on May 1, 2017, was \$846,985.22
- Total revenues were \$142,442.98
- Expenditures totaled \$77,283.97
- Ending fund balance on May 31, 2017, was \$912,144.23

Capital Projects Fund (6731)

- Beginning fund balance on May 1, 2017, was \$140,194.00
- Total revenues were \$187.41
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$140,381.41

Bond Payment Account (6732)

- Beginning fund balance on May 1, 2017, was \$18,353.82
- Total revenues were \$294.59
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$18,648.41

Reserve Account (6734)

- Beginning fund balance on May 1, 2017, was \$586,517.02
- Interest earned of \$998.23
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$587,515.25

Apparatus Fund (6736)

- Cash balance beginning on May 1, 2017, was \$4,737.76
- Interest earned of \$240.81
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$4,978.57

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$89,398.33. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.05.05	170505001-170505012 Transaction #s 466-477	\$3,275.43	Warrants	General Expenditure Warrants
N/A	Transaction #s 480-485	\$26,858.86	EFT	6/5/17 May (5/1-5/31) Career Payroll
2017.06.01	Transaction #s 486-488	\$16,498.30	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.06.02	170602001-170602003 Transaction #s 489-491	\$9,642.42	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 502-529	\$7,515.85	EFT	6/12/17 May Volunteer Stipends
2017.06.03	Transaction # 530	\$1,775.81	EFT	May Volunteer Stipend EFTPS
2017.06.04	170604001-170604019 Transaction #s 532-550	\$23,831.66	Warrants	General Expenditure Warrants
Total		\$89,398.33		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	51	Average Response Time Fire:	8 minutes 45 seconds
		Aid Given:	1
		Aid Received:	1
Monthly Training Activity			
Total Department Training Hours:	201.5	Drill Hours	
EMS	52	People Involved	27
Fire	149.5	Average Hours/Person	7.46 hrs
Recruit Academy Hours (EMT/FF)	156/64	Target Solutions	52

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2. Training Report
 - EMT Class attendees: Amber Brock; Gwen Morton; John Rummel
 - Firefighter Academy: Robert De La Peña
 - BIAS: Rena Henson
 - Washington State Firefighters Association Conference: Assistant Chief Schaffran and Travis Bearden
 - Washington Association of Fire Chiefs Annual Conference: Chief Wood and Assistant Chief Schaffran

3. Special Interest
 - Assistant Chief Schaffran attended a Teen Distracted Driving train the trainer class.
 - Assistant Chief Schaffran attended the trade show in Portland.
 - Chief Wood attended the TRU Committee meeting, Radio Committee kick off meeting, and Chief's Association meeting.
 - Chief Wood assisted the Recruit Academy in North Bend
 - Assistant Chief Hayes assisted East Olympia Fire Department with a Firefighter assessment for a new hire.
 - Rena Henson attended a Q&A meeting with the Thurston County Treasurer's Office.
 - Chief Wood and Assistant Chief Schaffran met with the Olympia Fire Department regarding future working relationships.
 - The Department hosted the Thurston County Training Officers meeting.
 - Ace Alarm tested the smoke detectors; no deficiencies were identified.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. Update on new Engine: The new engine was delivered on May 17. The crew has been working very hard outfitting it with all of the necessary equipment before it can be put in service. Several members have completed their drive testing and will be ready to go when the engine is in service. The engine should be in service by the end of the week.

NEW BUSINESS

1. Resolution 17-009 to surplus items: Commissioner Hutchins made a motion to approve resolution 17-009 to surplus a pair of bunker pants. Commissioner Peoples seconded the motion and the motion passed unanimously.

2. Washington State Risk Management Group Annual Conference: Chief Wood informed the Commissioners that there is a new annual conference put on by the Washington State Risk Management Group. The conference's intended audience is Commissioners, Chiefs, Admin Staff, and Trainers. There are several breakout sessions that may be of interest to the Department, including Key Note Speaker Gordon Graham. Chief Wood is planning on attending.

3. Used Battalion from Lacey Fire District 3: The Department is in need of a Battalion vehicle. Lacey Fire District 3 is planning to surplus some of their command units this fall. Their used vehicles have approximately 90,000 miles. Chief Wood will research the best option for the Department and will follow up with the Commissioners at a later date.
4. Surplus Engine 13-3: Commissioner Peoples made a motion to approve resolution 17-010 to surplus Engine 13-3. Commissioner Pearsall seconded the motion and the motion passed unanimously.
5. September Board of Fire Commissioners Meeting date change: Chief Wood and Office Manager Henson have conflicts with the current date for the regular Board of Fire Commissioner Meeting in September (9/14/17). A new meeting date was set for 9/19/17 at 12:00 p.m.
6. Chief Wood summarized the TCOMM Executive Director's Report for the Commissioners since the June meeting was cancelled.
 - a. Hatfield & Dawson Engineering were selected to provide consultation on next steps for the Public Safety Radio Replacement Project.
 - b. The Governor signed EHB 1595, which addresses public information requests. The new law:
 - i. Authorizes agencies to charge for providing copies of electronically produced public records and sets a default fee schedule for such records.
 - ii. Authorizes a customized service charge for locating and preparing public records for exceptional complex requests.
 - iii. Provides that a request for all or substantially all agency records is not a valid request for identifiable records under the Public Records Act.
 - iv. Allows agencies to deny frequent automatically generated requests for public records that would interfere with the other essential functions of the agency.
 - c. The Governor signed SHB 1258, which addresses training programs that will familiarize first responders for best handling situations with persons of disabilities.
 - d. TCOMM and Olympic Ambulance are working on a service level agreement. The agreement should be finalized in June or July.
 - e. During the May 4 microburst thunderstorm TCOMM received 855 calls to 911 over a 1 ¾ hour time period. There were 13 public safety telecommunicators and supervisors on duty during the peak time.
 - f. TCOMM is fully staffed with 42 telecommunicators; 5 of which are in various stages of training.

EXECUTIVE SESSION

1. Pursuant to RCW 42.30.110(1)(f), there will be an Executive Session to evaluate complaints or charges brought against a public officer or employee.

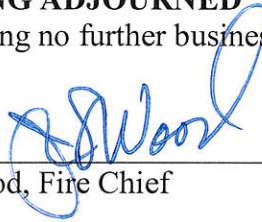
- The Commissioners and Chief Wood met in Executive Session beginning at 12:36. The session was for information only, was expected to last 15 minutes, and there would be no action taken during the session. The session was adjourned at 12:50.

COMMENTS FOR GOOD OF THE ORDER

1. The Graduation Ceremony for the Fire and EMT Academies will be held on June 22 at 6:00 p.m. at Olympia High School

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:55 p.m.



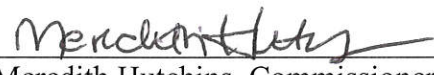
John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner