



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

July 13, 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 Aaron Hayes; Lieutenant Jamieson; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the June 7, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the June 7, 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 June 1 was \$1,951.72
- Deposits made for \$0
- Withdrawals made for \$98.00
- Ending cash balance on June 30 was \$1,853.72
- Outstanding checks – none
- Ending adjustment balance on June 30 was \$1,853.72

General Expense Fund (6730)

- Beginning fund balance on June 1, 2017, was \$912,144.23
- Total revenues were \$23,935.06
- Expenditures totaled \$111,721.40
- Ending fund balance on June 30, 2017, was \$824,357.89

Capital Projects Fund (6731)

- Beginning fund balance on June 1, 2017, was \$140,381.41
- Total revenues were \$49.57
- Expenditures totaled \$0
- Ending fund balance on June 30, 2017, was \$140,430.98

Bond Payment Account (6732)

- Beginning fund balance on June 1, 2017, was \$18,648.41
- Total revenues were \$0
- Transfers totaled \$18,648.41
- Ending fund balance on June 30, 2017, was \$0

Reserve Account (6734)

- Beginning fund balance on June 1, 2017, was \$587,515.25
- Interest earned of \$240.09
- Expenditures totaled \$0
- Ending fund balance on June 30, 2017, was \$587,755.34

Apparatus Fund (6736)

- Cash balance beginning on June 1, 2017, was \$4,978.57
- Interest earned of \$37.50
- Expenditures totaled \$0
- Ending fund balance on May 31, 2017, was \$5,016.07

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$102,243.05. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.06.05	170605001-170605016 Transaction #s 554-569	\$21,809.25	Warrants	General Expenditure Warrants
2017.06.06	170606001-170606006 Transaction #s 570-575	\$3,789.25	Warrants	General Expenditure Warrants
N/A	Transaction #s 576-581	\$30,275.59	EFT	7/5/17 June Career Payroll (6/1-6/30)
2017.07.01	Transaction #s 582-584	\$11,308.05	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.07.02	170702001-1702003 Transaction #s 585-587	\$9,642.42	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 588-611	\$7,767.76	EFT	7/17/17 June Volunteer Stipends
2017.07.03	Transaction # 612	\$1,915.01	EFT	June Volunteer Stipend EFTPS
2017.07.04	170704001-170704020 Transaction #s 621-640	\$15,735.72	Warrants	General Expenditure Warrants
Total		\$102,243.05		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	51	Average Response Time Fire:	7 minutes 16 seconds
		Aid Given:	6
Overlapping calls:	15.9%	Aid Received:	0
Monthly Training Activity			
Total Department Training Hours:	210	Drill Hours	
EMS	35	People Involved	25
Fire	175	Average Hours/Person	8.4
Recruit Academy Hours (EMT/FF)	120/44	Target Solutions	32

2. Training Report
 - EMT class attendees: Brock; Morton, Rummel
 - Firefighter academy attendee: De La Peña
 - Chief Wood and Commissioner Pearsall attended training through WFCA

3. Special Interest
 - All mattresses were replaced for station bedrooms.
 - Chief Wood and Assistant Chief Schaffran assisted with Recruit Academy Firefighter 1 testing.
 - The hoses and ladders were tested by National Hose Testing. There were no failures.
 - The Department has formed a training group to review current practices and recommend changes to enhance our training program.
 - Three members graduated from EMT school and one from the Fire Recruit Academy.

COMMISSIONERS/SECRETARY REPORT

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

- The annual picnic will be held at Dick Small's house on August 15. Need to RSVP if planning to attend.
- Commissioner Hutchins is on the WFCA's Education Committee. She suggested some training on audits and tribal negotiations. Both items have been added to the annual meeting agenda.

OLD BUSINESS

1. Surplus Engine 13-3: The Department offered the engine to a rural department for \$10,000. So far we haven't heard back regarding whether or not they are interested. If they do not purchase the engine, the Department will post it for sale on the Fire Chief's and Fire Commissioner's websites.
2. Used Battalion from Lacey Fire District 3: Last month we briefed the Board on the possibility of pursuing a used Battalion vehicle from Lacey Fire District 3. After further investigation it doesn't seem to be in the Department's best interest to purchase one of their used vehicles. Chief Wood has been looking into purchasing a new vehicle from the state contract. The cut off for 2017 vehicles was last week. He is on the list to receive pricing from the dealership when the 2018 vehicles become available. Commissioner Hutchins made a motion to move the necessary money from Fund 6734 (Reserve) and allow Chief Wood to purchase a new Battalion vehicle with a purchase price up to \$38,000. Commissioner Peoples seconded the motion and the motion passed unanimously.

NEW BUSINESS

1. Resolution 17-011 to Surplus Items: Commissioner Peoples made a motion to approve resolution 17-011 to surplus a bunker coat, a pair of bunker pants, an old box light, and an old press. Commissioner Hutchins seconded the motion and the motion passed unanimously.

2. Office Manager Social Security: Office Manager Henson has been researching whether or not the Office Manager position should be paying into Social Security. There are a variety of situations throughout Thurston County fire districts. The Social Security Administration's liaison at the Washington State Department of Retirement Systems made a determination that the Office Manager position at the Department should not be paying into Social Security and has provided detailed instructions on the process for obtaining a refund for all Social Security paid by the Department and the Office Manager position from 2014 to current. The IRS statute of limitations will only allow going back to 2014. Office Manager Henson will be pursuing a refund for this money erroneously paid by the Department.
3. 2018 Budget Planning: It's time to begin developing next year's budget. Office Manager Henson presented a timeline for the process.
4. Mobilizations: Assistant Chief Schaffran mobilized to the Spartan Fire in eastern Washington. He was gone for five days. Chief Schaffran, Assistant Chief Hayes, Captain Hollander, and Firefighters Rummel and Morton are on the mobilization list and could be called upon at any time. Assistant Chief Hayes will be coordinating Department mobilizations this year.

COMMENTS FOR GOOD OF THE ORDER

1. Dates for upcoming Board of Fire Commissioner Meetings:
 - August 10 @ Noon
 - September 19 @ Noon
 - October 12 @ Noon
2. Griffin Firefighter Association Car Wash will be held on July 30 at noon. This is the same day as the Griffin Neighborhood Association's Annual Picnic.
3. A Department picnic will be held on August 19; potentially at Frye Cove Park. A time has not been set yet.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:48 p.m.



John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

