



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

September 19, 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; Assistant Chief Andrew Schaffran; Lieutenants Jamieson and Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the August 19, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the August 19, 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 August 1 was \$1,839.42
- Deposits made for \$0
- Withdrawals made for \$28.28
- Ending cash balance on August 31 was \$1,811.14
- Outstanding checks – none
- Ending adjustment balance on August 31 was \$1,811.14

General Expense Fund (6730)

- Beginning fund balance on August 1, 2017, was \$750,126.33
- Total revenues were \$8,389.24
- Expenditures totaled \$85,974.73
- Ending fund balance on August 31, 2017, was \$672,540.84

Capital Projects Fund (6731)

- Beginning fund balance on August 1, 2017, was \$140,528.90
- Total revenues were \$70.41
- Expenditures totaled \$0
- Ending fund balance on August 31, 2017, was \$140,599.31

Reserve Account (6734)

- Beginning fund balance on August 1, 2017, was \$588,207.68
- Interest earned of \$315.59
- Expenditures totaled \$0
- Ending fund balance on August 31, 2017, was \$588,523.27

Apparatus Fund (6736)

- Cash balance beginning on August 1, 2017, was \$5,066.08
- Interest earned of \$3,025.44
- Expenditures totaled \$0
- Ending fund balance on August 31, 2017, was \$8,091.52

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$83,729.23. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.08.05	170805001-170805018 Transaction #s 734-751	\$12,047.52	Warrants	General Expenditure Warrants
N/A	Transaction #s 758-763	\$27,355.36	EFT	9/5/17 August Career Payroll (8/1-8/31)
2017.09.01	Transaction #s 764-766	\$17,247.65	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.09.02	170902001-170902003 Transaction #s 767-769	\$9,642.42	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 788-814	\$7,017.77	EFT	9/18/17 August Volunteer Stipends
2017.09.03	170903001-170903016 Transaction #s 772-787	\$7,315.33	Warrants	General Expenditure Warrants
2017.09.04	Transaction # 815	\$1,681.97	EFT	August Volunteer Stipend EFTPS
2017.09.05	Transaction #s 824-831	\$1,421.21	Warrants	General Expenditure Warrants
Total		\$83,729.23		

CHIEF'S REPORT by Assistant Chief Schaffran

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	73	Average Response Time Fire:	8 minutes 33 seconds
		Mutual Aid Given:	7
Overlapping calls:	17.81%	Mutual Aid Received:	4
<i>Monthly Training Activity</i>			
Total Department Training Hours:		Drill Hours	196
	EMS 72	People Involved	28
	Fire 166	Average Hours/Person	8.5
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	42

2. Training Report

- Thurston County EMT Class: Assistant Chief Hayes and Recruit Robert Ragland
- Thurston County Fire Academy: Recruit Jason Orme

3. Special Interest

- Chief Wood attended the following meetings: Thurston County Fire Academy, TCOMM Operations; TCOMM Steering Committee.
- Annual services were performed on A13-2, E13-3, B13-1, and T13-2

- Assistant Chief Hayes assisted the Washington State Patrol with A13-2 for four days of training.
- Accepted new member, Giovanna Santos-Viera.
- Members of the Department attended the Blueberry Bash and the Fun Event at Griffin School.
- Assistant Chief Schaffran attended the Thurston County Association of Fire Chiefs meeting.
- Scott Whidden resigned after 11 years. Unfortunately for the Department, Scott was no longer able to meet the requirements due to schedule conflicts.
- For the first time in ten years, the Department had no available volunteers and was unable to respond to a call for service. District 9 covered the call.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins appreciated Airlift Northwest making appearance at the Fire Commissioners Meeting.

Commissioner Hutchins wants to ensure that Chief Wood is tracking all of the potential levies that are being discussed by TCOMM, Medic 1, and Thurston County.

OLD BUSINESS

1. Surplus Engine 13-3: The engine has been sold and transferred to its new owner.
2. New Ford Interceptor: Chief Wood ordered the new command vehicle. \$38,000 will be transferred from the Reserve Account. If additional funds are needed to complete the set up they will come from the General Fund.
3. Mobilization Update: Assistant Chief Schaffran just returned from a two week mobilization assignment in Oregon.
4. Verizon Tower: Representatives from Verizon have reached out to Chief Wood again about the tower. They are drafting a lease and construction drawings for negotiation and approval.

NEW BUSINESS

1. Thurston County Preliminary Values: The preliminary assessed value for our district has been received from the Thurston County Assessor's Office. The assessed value for our district has increased by nearly \$65 million over last year's values. This is a 7.76% increase. This amount is only preliminary and will likely change a small amount before the budget is finalized in November.
2. Resolution 17-014 to Surplus Items: Commissioner Hutchins made a motion to approve resolution 17-014. Commissioner Peoples seconded the motion and the motion passed unanimously. Surplussed items will be disposed of over the next few weeks.
3. Website: Commissioner Pearsall has requested that the Department review other District's websites, update, and add additional content to the external website. He (and the other Commissioners) are concerned that the website is lacking information that the members of the community would find interesting and helpful. Commissioner Hutchins requested that the Department look into publishing a newsletter as has been done in the

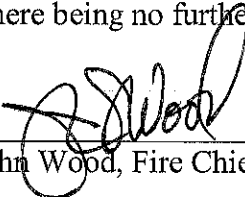
past. Commissioner Pearsall asked that we follow up on our progress for this topic at the next Board of Fire Commissioners Meeting.

COMMENTS FOR GOOD OF THE ORDER

Commissioner Pearsall asked that we reschedule the October and December meetings due to schedule conflicts. The October meeting will be held on October 19 and the December meeting will be held on December 14. Both meetings will be held at 12:00 p.m.

MEETING ADJOURNED

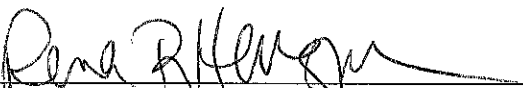
There being no further business, the meeting was adjourned at 1:00 p.m.



John Wood, Fire Chief



Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner

