



# **BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes**

**January 11, 2018**  
**12:00 p.m.**

### **MEETING CALL TO ORDER**

Commissioner Peoples called the meeting to order at 12:00 p.m.

### **FLAG SALUTE**

Commissioner Peoples led the group in the Flag Salute.

### **ROLL CALL**

Commissioners Mike Peoples, Meredith Hutchins, and Dave Pearsall; Chief John Wood; Assistant Chief Andrew Schaffran; Lieutenants Doug Jamieson and David Brotche; and Office Manager Rena Henson

### **OTHERS PRESENT**

None

### **AGENDA ADDITIONS OR DELETIONS**

1. None

### **APPROVAL/CORRECTION OF MINUTES**

1. Approve minutes from the December 12, 2017 Regular Meeting

Commissioner Pearsall made a motion to approve the minutes from the December 12, 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 December 1 was \$1,706.81
- Deposits made for \$0
- Withdrawals made for \$1,206.81
- Ending cash balance on December 31 was \$500.00
- Outstanding checks – none
- Ending adjustment balance on December 31 was \$500

##### **General Expense Fund (6730)**

- Beginning fund balance on December 1, 2017, was \$918,344.19
- Total revenues were \$29,786.97
- Expenditures totaled \$73,528.67
- Ending fund balance on December 31, 2017, was \$874,602.49

##### **Capital Projects Fund (6731)**

- Beginning fund balance on December 1, 2017, was \$141,106.18
- Total revenues were \$72.61
- Expenditures totaled \$0
- Ending fund balance on December 31, 2017, was \$141,178.79

##### **Reserve Account (6734)**

- Beginning fund balance on December 1, 2017, was \$590,718.26
- Interest earned of \$309.06
- Expenditures totaled \$0
- Ending fund balance on December 31, 2017, was \$591,027.32

##### **Apparatus Fund (6736)**

- Cash balance beginning on December 1, 2017, was \$13,123.09
- Deposits made for \$11.27
- Expenditures totaled \$0
- Ending fund balance on December 31, 2017, was \$13,134.36

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$91,323.58. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.12.05	171205001-171205014 Transaction #s 1107-1120	\$6,364.17	Warrants	General Expenditure Warrants
N/A	Transaction #s 1-6	\$28,054.20	EFT	01/5/18 December Career Payroll (12/1-12/31)
2018.01.01	Transaction #s 7-9	\$16,292.33	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.01.02	180102001-180102003 Transaction #s 10-12	\$9,063.72	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 30-59	\$7,140.95	EFT	01/15/18 December Volunteer Stipends
2018.01.04	Transaction # 60	\$1,713.13	EFT	December Volunteer Stipend EFTPS
2018.01.03	180103001-180103017 Transaction #s 13-29	\$12,123.66	Warrants	General Expenditure Warrants
2018.01.05	180105001-180105017 Transaction #s 61-77	\$10,571.42	Warrants	General Expenditure Warrants
<b>Total</b>		<b>\$91,323.58</b>		

**CHIEF'S REPORT by Chief Wood**

1. Administration/Operations

<b>Monthly Alarm Activity</b>			
<b>Total Number of Alarms:</b>	60	<b>Average Response Time Fire:</b>	8 minutes 10 seconds
		<b>Mutual Aid Given:</b>	7
<b>Overlapping calls:</b>	6.67 %	<b>Mutual Aid Received:</b>	3
<b>Monthly Training Activity</b>			
<b>Total Department Training Hours:</b>	148.5	<b>Drill Hours</b>	114.5
	EMS	<b>People Involved</b>	30
	Fire	<b>Average Hours/Person</b>	4.95
<b>Recruit Academy Hours (EMT/FF)</b>	N/A	<b>Target Solutions</b>	34

2. Training Report

- Orme, Ragland, Hayes all graduated from academy in December.

3. Special Interest

- The Department shared Santa (Assistant Chief Hayes) with the community on three different evenings.
- Hosted a holiday open house which was well attended.
- Windshield repaired on E13-1.

- Chief Wood, Assistant Chief Schaffran, Assistant Chief Hayes, Commissioners Hutchins and Peoples attended graduation for EMTS and Firefighters. Jason Orme received recruit academy honors for Outstanding Recruit.
- Commissioner Pearsall was sworn as Fire Commissioner for another term.
- Tender 13-1 had an air problem addressed.

#### COMMISSIONERS/SECRETARY REPORT

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

None

#### OLD BUSINESS

None

#### NEW BUSINESS

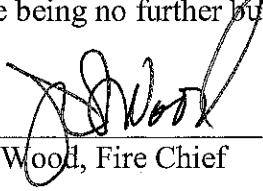
1. Verizon Cell Tower Land Use Agreement – Commissioner Hutchins made a motion to approve the Land Use Agreement for the Verizon Cell Tower. Commissioner Pearsall seconded the motion and the motion passed unanimously. Office Manager Henson will FedEx the signed agreement to Centerline Solutions on Friday.
2. Resolution 18-001 Revising 2018 Budget Beginning Balances – Removed from agenda; will add to February Agenda.


#### COMMENTS FOR THE GOOD OF THE ORDER

1. Roger McMaster Memorial – 15735 Topaz Dr. SE, Yelm; January 20<sup>th</sup>
2. Crystal Murphy Memorial – St. Martin's Pavilion; January 14<sup>th</sup>
3. Pierce County Sheriff Deputy Memorial – Pacific Lutheran University; January 17<sup>th</sup>
4. Awards Banquet – Friday, February 2 @ 6:00 p.m.

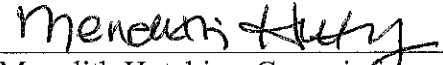
#### MEETING ADJOURNED

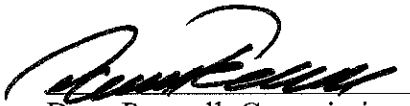
There being no further business, the meeting was adjourned at 12:30 p.m.

  
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John Wood, Fire Chief

  
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Mike Peoples, Chair

  
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Rena Henson, Office Manager  
Recorder of Board Minutes

  
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Meredith Hutchins, Commissioner

 2.8.18  
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Dave Pearsall, Commissioner