



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

November 9, 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 Wood; Assistant Chief Andrew Schaffran; Lieutenant Rohaly; and Office Manager Rena Henson

OTHERS PRESENT

Wayne Whidden

AGENDA ADDITIONS OR DELETIONS

1. None

APPROVAL/CORRECTION OF MINUTES

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

Commissioner Peoples made a motion to approve the minutes from the October 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 October 1 was \$1,732.19
- Deposits made for \$0
- Withdrawals made for \$2.03
- Ending cash balance on October 31 was \$1,730.16
- Outstanding checks – none
- Ending adjustment balance on October 31 was \$1,730.16

General Expense Fund (6730)

- Beginning fund balance on October 1, 2017, was \$615,503.94
- Total revenues were \$423,138.20
- Expenditures totaled \$132,605.22
- Ending fund balance on October 31, 2017, was \$906,036.92

Capital Projects Fund (6731)

- Beginning fund balance on October 1, 2017, was \$140,675.94
- Total revenues were \$175.08
- Expenditures totaled \$0
- Ending fund balance on October 31, 2017, was \$140,851.02

Reserve Account (6734)

- Beginning fund balance on October 1, 2017, was \$588,860.39
- Interest earned of \$760.64
- Expenditures totaled \$0
- Ending fund balance on October 31, 2017, was \$589,621.03

Apparatus Fund (6736)

- Cash balance beginning on October 1, 2017, was \$12,082.24
- Deposits made for \$991.31
- Expenditures totaled \$0
- Ending fund balance on October 31, 2017, was \$13,073.55

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$72,054.68. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.10.05	171005001-171005012 Transaction #s 932-943	\$4,092.03	Warrants	General Expenditure Warrants
N/A	Transaction #s 948-953	\$26,523.73	EFT	11/5/17 October Career Payroll (10/1-10/31)
2017.11.01	Transaction #s 954-956	\$15,844.78	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.11.02	171102001-1711 02003 Transaction #s 957-995	\$9,644.54	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 967-995	\$7,208.18	EFT	11/13/17 October Volunteer Stipends
2017.11.03	Transaction # 996	\$1,743.59	EFT	October Volunteer Stipend EFTPS
2017.11.04	171104001-171104016 Transaction #s 999-1014	\$6,997.83	Warrants	General Expenditure Warrants
Total		\$72,054.68		

CHIEF'S REPORT by Assistant Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	39	Average Response Time Fire:	7 minutes 22 seconds
		Mutual Aid Given:	4
Overlapping calls:	5.13%	Mutual Aid Received:	0
Monthly Training Activity			
Total Department Training Hours:		Drill Hours	168
	EMS	People Involved	26
	Fire	Average Hours/Person	6.46
Recruit Academy Hours (EMT/FF)	N/A	Target Solutions	49

2. Training Report

- Thurston County EMT Class: Assistant Chief Hayes and Recruit Robert Ragland
- Thurston County Fire Academy: Recruit Jason Orme
- Max Hollander EVIP Train the Trainer
- Greg Perry – ISO
- MCO at West Thurston

3. Special Interest

- Lt. Jamieson attended the Training Officers Meeting.

- AC Schaffran attended the TCAFC and TRU Committee meeting.
- Pump testing performed on Brush 13-1; Tender 13-2; Engine 13-1. All apparatus passed the testing.
- Randy Anderson resigned due to time restraints and health concerns.
- Chief Wood and AC Schaffran assisted Vashon Island Fire and Rescue and McClane/Black Lake with Firefighter 1 testing.
- AC Schaffran attended GEMT informational class.
- Chief Wood attended the joint meeting of TCOMM Ops and Admin, TRU committee and Medic One Ops.
- Chief Wood and Commissioner Hutchins attended a presentation on One Net.
- The virtual server project is now complete. The Department experienced nine days without email.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioners Hutchins and Peoples attended the WFCA annual conference in Spokane.
- Commissioner Hutchins attended the TCOMM Board Meeting. Presentation was given on the radio replacement project.
- Commissioner Hutchins reported that the Olympic Ambulance Contract was recently signed.
- Commissioner Hutchins reported that the Lacey Fire District 3 bond measure was not passing due to low voter turnout and noted that the Department would need to ensure voter turnout is taken into consideration when a levy increase is placed on the ballot.

OLD BUSINESS

1. New Ford Explorer: Nothing new to report. Still waiting to take delivery.
2. Verizon Tower: Project is still moving forward. Centerline Solutions accepted the offer presented by the Board (\$1k/month with an increase every 5 years). Chief Wood reviewed the blue prints.
3. Website: Office Manager Henson presented a plan/schematic for the new website. Chief Wood presented information on the potential costs for sending out a newsletter periodically. It will cost approximately \$600-\$800 to send a very simple newsletter to the community. The Department will pursue sending a newsletter to announce the revised website.
4. Server Replacement Project: The project is complete as reported in the Chief's report.

NEW BUSINESS

1. First Aid/CPR Classes: Thurston County Medic One will no longer be supporting American Heart Association (AHA) CPR and First Aid classes. The AHA implemented extreme price hikes that were no longer feasible for them to cover (\$520/24 cards). Medic One will no longer pay instructors if they teach the AHA class. Because of these changes and price hikes, the Department will no longer be able to offer free classes to community members. Beginning in January, the First Aid/CPR classes will cost \$25 if the attendee would like to receive a certification card and book. If they do not need a card/book, the class is free. The Department will need to charge a fee to cover the instructor's time when businesses request classes.

2. Medical Insurance Options (Resolution 17-021): Chief Wood presented Resolution 17-021, which would allow employees to choose which medical plan they would like to participate in. In the past, the Department only offered one plan (WFCA's PPO Plus Plan). This resolution would allow members to choose a different plan if it was a better fit for their personal situation. Commissioner Peoples made a motion to approve Resolution 17-021. Commissioner Hutchins seconded the motion and the motion passed unanimously.
3. 2018 Budget: Office Manager Henson presented the 2018 budget and required resolutions. No significant changes were made to the budget documents since they were first presented at the October 19 Board of Fire Commissioner Meeting.
 - Resolution 17-018 2018 Budget: Commissioner Peoples made a motion to approve Resolution 17-018. Commissioner Hutchins seconded the motion and the motion passed unanimously.
 - Resolution 17-019 Property Tax Levy for 2018: Commissioner Hutchins made a motion to approve Resolution 17-019. Commissioner Peoples seconded the motion and the motion passed unanimously.
 - Resolution 17-020: Commissioner Hutchins made a motion to approve Resolution 17-020. Commissioner Peoples seconded the motion and the motion passed unanimously.
4. Upcoming Events:
 - Santa Sleigh – Holiday Valley & Ellison Loop December 15th, Carlyon Beach December 16th
 - Open House December 17th @ 5:00
 - Holiday Potluck December 19th @ 6:00
 - Annual Awards Banquet February 2nd @ 6:00

COMMENTS FOR GOOD OF THE ORDER

1. December Board of Fire Commissioner Meeting was rescheduled and will be held on December 12, 2017 @ noon.
2. The BLS yellow system has been changed county wide. From now on, Olympic Ambulance will not be dispatched for every BLS yellow call. When the Department arrives on scene the EMTs on duty will evaluate whether or not a transport is needed before Olympic Ambulance is dispatched.
3. Thurston County Medic One has changed their protocol and will now require seven people to be on scene for CPR in progress calls. District 9 will now be toned out when there is a CPR call in the Griffin Fire District.
4. The Department's audit for 2014-2016 will begin soon and should be wrapped up in January.
5. There was an injury at the fire academy. The Thurston County fire chiefs are working through the issue to ensure that it doesn't happen again.

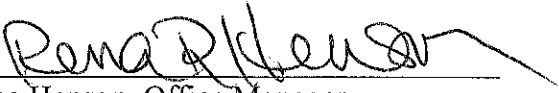
MEETING ADJOURNED

There being no further business, the meeting was adjourned at 1:25 p.m.

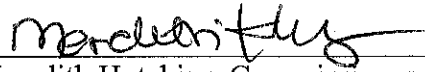


John Wood, Fire Chief

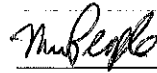
Dave Pearsall, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Commissioner