



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

December 12, 2017
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

ROLL CALL

Commissioners Meredith Hutchins, and Mike Peoples; Chief Wood; Assistant Chief Andrew Schaffran; Lieutenants Jamieson and Rohaly; and Office Manager Rena Henson

Commissioner Pearsall excused absent.

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

1. Election of new chair.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from the November 9, 2017 Regular Meeting

Commissioner Peoples made a motion to approve the minutes from the November 9, 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 November 1 was \$1,730.16
- Deposits made for \$0
- Withdrawals made for \$23.35
- Ending cash balance on November 30 was \$1,706.81
- Outstanding checks – none
- Ending adjustment balance on November 30 was \$1,706.81

General Expense Fund (6730)

- Beginning fund balance on November 1, 2017, was \$906,036.92
- Total revenues were \$87,385.63
- Expenditures totaled \$75,078.36
- Ending fund balance on November 30, 2017, was \$918,344.19

Capital Projects Fund (6731)

- Beginning fund balance on November 1, 2017, was \$140,851.02
- Total revenues were \$255.16
- Expenditures totaled \$0
- Ending fund balance on November 30, 2017, was \$141,106.18

Reserve Account (6734)

- Beginning fund balance on November 1, 2017, was \$589,621.03
- Interest earned of \$1,097.23
- Expenditures totaled \$0
- Ending fund balance on November 30, 2017, was \$590,718.26

Apparatus Fund (6736)

- Cash balance beginning on November 1, 2017, was \$13,073.55
- Deposits made for \$49.54
- Expenditures totaled \$0
- Ending fund balance on November 30, 2017, was \$13,123.09

2. Voucher Approvals

- Office Manager, Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$78,359.71. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2017.11.05	171105001-171105017 Transaction #s 1017-1033	\$11,195.21	Warrants	General Expenditure Warrants
N/A	Transaction #s 1036-1041	\$28,306.94	EFT	12/5/17 November Career Payroll (11/1-11/30)
2017.12.01	Transaction #s 1042-1044	\$16,878.61	EFT	Career Payroll EFTPS, DRS, & DSHS
2017.12.02	171202001-171202003 Transaction #s 1045-1047	\$9,644.54	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 1048-1075	\$6,421.26	EFT	12/18/17 November Volunteer Stipends
2017.12.03	Transaction # 1076	\$1,521.80	EFT	November Volunteer Stipend EFTPS
2017.12.04	171204001-171204016 Transaction #s 1077-1092	\$4,391.35	Warrants	General Expenditure Warrants
Total		\$78,359.71		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	31	Average Response Time Fire:	7 minutes 29 seconds
		Mutual Aid Given:	3
Overlapping calls:	12.9%	Mutual Aid Received:	2
<i>Monthly Training Activity</i>			
Total Department Training Hours:	286.5	Drill Hours	237.5
	EMS	People Involved	30
	Fire	Average Hours/Person	9.55
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
- Joint training with District 9

3. Special Interest

- Assistant Chief Schaffran attended the Training Officers Meeting.

- Chief Wood and Assistant Chief Schaffran attended the Thurston County Association of Fire Chiefs and TRU Committee meetings.
- Pump testing was performed on E13-3; T13-1; E13-2; and E13-4. All passed.
- Chief Wood attended Medic One Ops Meeting and Radio Steering Committee.
- A letter of recommendation to change out radio system was forwarded to TCOMM Admin Board. The committee does not recommend the Pierce County option, but left in the options for the WSP or stand-alone system. The WSP option requires further study. The WSP option saves \$1.8 million up front and additional funds in 15 year operational costs. Stand-alone system gives full control to Thurston County.
- Chief Wood attended a FESST meeting at SPSCC. The two year degree program at District 9 will end. No additional students will be accepted.
- Chief Wood and Assistant Chief Schaffran assisted Vashon Island Fire and Rescue with IFSAC HMO testing.
- The Thurston County Association of Fire Chiefs executive board is meeting with SPSCC regarding the potential for future offerings regarding fire academy and ongoing training at SPSCC.
- Automatic dispatch for BLS yellow will no longer occur. A request will need to be made after fire departments arrive on scene. Additionally, CPR in progress target response is seven responders. We have added E-91 to CPR in progress calls to accommodate this expectation.
- Commissioner Pearsall and Chief Wood attended a town hall meeting at Griffin School. The Department received positive feedback regarding the insurance rate change. E13-1 and crew were present for beginning of meeting.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins is now a regular member of the TCOMM Board. Previously she was an alternate. A presentation on the radio replacement plan was given at the board meeting.
- The WFCFA Education Committing is encouraging Chiefs and Administrative staff to attend the Chelan conference.

OLD BUSINESS

None

NEW BUSINESS

1. Resolution 17-022 to Surplus Items: Commissioner Hutchins made a motion to approve Resolution 17-022. Commissioner Peoples seconded the motion and the motion passed unanimously.
2. Elect new chair: A motion was made to elect Commissioner Peoples as the Chair for 2018. Commissioner Hutchins will be the Vice Chair. The motion passed unanimously.

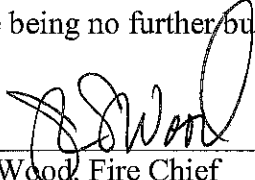
COMMENTS FOR GOOD OF THE ORDER

1. Upcoming Events:

- Santa Sleigh – Holiday Valley & Ellison Loop December 15th, Carlyon Beach & 66th Ave. December 16th
 - Open House December 17th
 - Holiday Potluck December 19th
 - Annual Awards Banquet February 2nd
2. The EMT and Firefighter Recruit Academy Graduation will be held on Thursday, December 21 at Tumwater High School.
3. The audit for 2014-2016 will begin with a kick off meeting on December 20. There will be additional meetings scheduled for January.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:40 p.m.



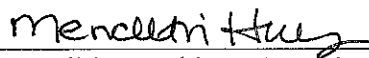
John Wood, Fire Chief



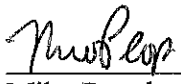
Dave Pearsall, Commissioner



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Mike Peoples, Chair

