



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

July 12, 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 and Meredith Hutchins; Chief John Wood; and Office Manager Rena Henson

OTHERS PRESENT

Public: Terry Kissick

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the June 14 Regular Meeting and the July 5 Special Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

Terry Kissick commented that he is not supportive of district staff and apparatus being utilized for state wildfire mobilizations. He feels strongly that the District's staff and apparatus should remain within the district. The Commissioners and Chief explained that the Department does not allow career Lieutenants to mobilize to wildland fires to ensure that the district is covered at all times with enough firefighters to take care of anything that might occur in the Griffin Fire District. Also, the Department only mobilizes the brush unit to wildland fires and is reimbursed at a reasonable rate for the wear and tear on the vehicle. The money received is deposited into the apparatus replacement fund. In addition, rural areas rely on firefighting staff from across the state to help out in times of crisis. The Griffin Fire Department has chosen to help those districts and expects their help in return if there was ever a need in the District.

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

Petty Cash

- Beginning cash balance on June 1 was \$295.58
- Deposits made for \$204.42
- Withdrawals made for \$63.54
- Ending cash balance on June 30 was \$436.46
- Outstanding checks – none
- Ending adjusted balance on June 30 was \$436.46

General Expense Fund (6730)

- Beginning fund balance on June 1, 2017, was \$943,485.59
- Total revenues were \$4,124.37
- Withdrawals totaled \$101,725.20
- Outstanding warrants totaled \$0
- Ending fund balance on June 30, 2017, was \$845,884.76

Capital Projects Fund (6731)

- Beginning fund balance on June 1, 2017, was \$182,038.34
- Total revenues were \$101.51
- Withdrawals totaled \$0
- Ending fund balance on June 30, 2017, was \$182,139.85

Reserve Account (6734)

- Beginning fund balance on June 1, 2017, was \$544,055.26
- Interest earned of \$320.24
- Withdrawals totaled \$0
- Ending fund balance on June 30, 2017, was \$544,375.50

Apparatus Fund (6736)

- Cash balance beginning on June 1, 2017, was \$113,496.16
- Deposits made for \$57.07
- Withdrawals totaled \$0
- Ending fund balance on June 30, 2017, was \$113,553.23

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$103,559.50. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.06.05	180605001-180605006 Transaction #s 561-566	\$20,163.23	Warrants	General Expenditure Warrants
N/A	Transaction #s 570-575	\$30,076.90	EFT	07/5/18 June Career Payroll
2018.07.01	Transaction #s 576-578	\$16,469.94	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.07.02	180702001-180702003 Transaction #s 579-581	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 588-611	\$6,925.37	EFT	07/16/18 June Volunteer Stipends
2018.07.03	Transaction # 612	\$1,626.18	EFT	June Volunteer Stipend EFTPS
2018.07.04	180704001-180704023 Transaction #s 614-636	\$19,226.09	Warrants	General Expenditure Warrants
Total		\$103,559.50		

CHIEF'S REPORT by Assistant Chief Schaffran

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	50	Average Response Time Fire:	8 minutes 35 seconds
EMS	35		
Fire	15	Mutual Aid Given:	7
Overlapping calls:	10%	Mutual Aid Received:	4
Monthly Training Activity			
Total Department Training Events:	247.5	People Involved	25
Recruit Academy Hours (EMT/FF)	N/A	Average Events/Person	9.9

2. Training Report

- Lieutenant Rohaly attended a PTSD train the trainer program

3. Special Interest

- Chief Wood attended the following meetings: TCAFC Executive Board, SPSCC Fire Academy, TCOMM Bylaws, TCOMM Ops, Medic One EMSC.
- Assistant Chief Schaffran and Chief Wood assisted Thurston County with FF1 practicals and SE Thurston with FO1.
- Traffic notification devices were installed on Steamboat Island Road to assist the Department with entering traffic safely when responding with lights and sirens.
- Pump testing was performed on E13-3, E13-4, T13-2, and T13-1; all passed.
- Commissioners Hutchins and Pearsall and Chief Wood attended the WFCA Conference in Chelan.

- Masks and SCBA packs were tested. The RIT pack URC connection from E13-2 had a leak and has now been repaired.
- Brush 13-1 had maintenance performed.

COMMISSIONERS/SECRETARY REPORT

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

1. Commissioner Hutchins attended a TCOMM Admin Meeting with legislators. There is potentially support for a capital budget request or a sales tax increase option for the new radio system.
2. TCOMM has entered into an agreement with the Chehalis Tribe.

OLD BUSINESS

1. SAFER Grant Application – no news yet.
2. Verizon Cell Tower – nothing to report.
3. Traffic Warning Lights Installed – the new lights were installed near Station 13-1 and are now available for use.

NEW BUSINESS

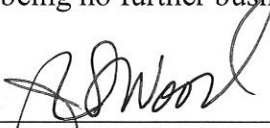
1. None

COMMENTS FOR THE GOOD OF THE ORDER


1. August Meeting rescheduled from August 9 to August 16.
2. Chief Wood will inform the Commissioners of the date, time, and location of the annual Firefighters Association picnic.
3. The crew that was mobilized to the Little Camas fire is on their way home today.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:24 p.m.




John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner