



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

September 13, 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 Dave Pearsall; Chief John Wood; Assistant Chief Andrew Schaffran, and Office Manager Rena Henson

Commissioner Hutchins excused.

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the August 16 Regular Meeting. Commissioner Pearsall 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 \$427.50
- Deposits made for \$0
- Withdrawals made for \$0
- Ending cash balance on August 31 was \$427.50
- Outstanding checks – none
- Ending adjusted balance on August 31 was \$427.50

General Expense Fund (6730)

- Beginning fund balance on August 1, 2017, was \$754,224.83
- Total revenues were \$4,250.49
- Withdrawals totaled \$108,980.10
- Ending fund balance on August 31, 2017, was \$649,495.22

Capital Projects Fund (6731)

- Beginning fund balance on August 1, 2017, was \$182,415.21
- Total revenues were \$184.66
- Withdrawals totaled \$0
- Ending fund balance on August 31, 2017, was \$182,599.87

Reserve Account (6734)

- Beginning fund balance on August 1, 2017, was \$545,229.99
- Interest earned of \$566.02
- Withdrawals totaled \$0
- Ending fund balance on August 31, 2017, was \$545,796.01

Apparatus Fund (6736)

- Cash balance beginning on August 1, 2017, was \$116,191.57
- Deposits made for \$4,080.41
- Withdrawals totaled \$0
- Ending fund balance on August 31, 2017, was \$120,271.98

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$94,457.73. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.08.05	180805001-180805008 Transaction #s 728-735	\$10,745.23	Warrants	General Expenditure Warrants
N/A	Transaction #s 737-742	\$37,796.07	EFT	09/5/18 August Career Payroll
2018.09.01	Transaction #s 743-745	\$20,394.37	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.09.02	180902001-180902003 Transaction #s 746-748	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 749-773	\$6,432.20	EFT	09/17/18 August Volunteer Stipends
2018.09.03	Transaction # 774	\$1,612.84	EFT	August Volunteer Stipend EFTPS
2018.09.04	180904001-180904024 Transaction #s 785-808	\$8,405.23	Warrants	General Expenditure Warrants
Total		\$94,457.73		

CHIEF'S REPORT by Assistant Chief Schaffran

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	62	Average Response Time Fire:	9 minutes 31 seconds
EMS	38		
Fire	24	Mutual Aid Given:	5
Overlapping calls:	8.06%	Mutual Aid Received:	0
Monthly Training Activity			
Total Department Training Events:	115	People Involved	21
Recruit Academy Hours (EMT/FF)		Average Events/Person	5:48

2. Training Report

- None

3. Special Interest

- Chief Wood attended a meeting for firefighter fitness and wellness.
- Chief Wood and Chief Van Camp met with TCOMM regarding marine response packages. Organizations with marine response areas are continuing to work on this issue and intend to have something formal by the end of the year.
- Chief Wood also attended TCOMM Ops, TCOMM Bylaws committee, Medic One Strategic Planning committee, Thurston County Evacuation Plan review, met with NTN regarding new employee testing and a meeting regarding instructor performance with TCAFC Executive Board.
- Tender 13-1 and E13-2 had annual services completed.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. SAFER Grant Application: On Friday, September 7 the Department was awarded a Federal Fiscal Year 2017 SAFER Grant for nearly \$300,000. This grant will allow the Department to hire two firefighters and will help the Department transition the career staff to 24 hour shifts. The grant will reimburse 75% of the costs of the two firefighters for the first two years of the grant agreement. The third year of the grant the costs are reimbursed at 35%. After that the Department must fund the entire cost of the new personnel. The Department will begin the recruitment process.

NEW BUSINESS

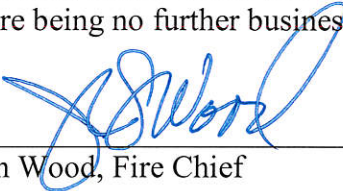
1. Special Meeting on September 24: A Special Meeting will be held on September 24 to review a revised Local 3825 contract and discuss the Department's transition to 24 hour shifts for career staff.

COMMENTS FOR THE GOOD OF THE ORDER


1. Lieutenant Jamieson talked about a new fire training prop that is on loan from the Washington State Patrol.

MEETING ADJOURNED

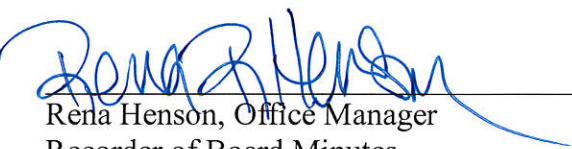
There being no further business, the meeting was adjourned at 12:15 p.m.



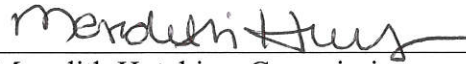
John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner