



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

January 10, 2019
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

ROLL CALL

Commissioners Peoples, Hutchins, and Pearsall; Chief Wood; Assistant Chief Schaffran, Office Manager Henson, and Lieutenant Rohaly

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Pearsall made a motion to approve the minutes from the December 13 Regular Meeting. Commissioner Peoples 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 \$493.30
- Deposits made for \$58.33
- Withdrawals made for \$51.63
- Ending cash balance on December 31 was \$500.00
- Outstanding checks – \$0
- Ending adjusted balance on December 31 was \$500.00

General Expense Fund (6730)

- Beginning fund balance on December 1 was \$925,912.07
- Total revenues were \$14,500.15
- Withdrawals totaled \$92,825.60
- Ending fund balance on December 31 was \$847,586.62

Capital Projects Fund (6731)

- Beginning fund balance on December 1 was \$183,432.51
- Total revenues were \$196.16
- Withdrawals totaled \$0
- Ending fund balance on December 31 was \$183,628.67

Reserve Account (6734)

- Beginning fund balance on December 1 was \$548,314.10
- Interest earned of \$589.76
- Withdrawals totaled \$0
- Ending fund balance on December 31 was \$548,903.86

Apparatus Fund (6736)

- Cash balance beginning on December 1 was \$130,650.16
- Deposits made for \$132.89
- Withdrawals totaled \$0
- Ending fund balance on December 31 was \$130,783.05

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$102,620.19. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.12.05	181205001-181205016 Transaction #s 1056-1072	\$5,936.17	Warrants	General Expenditure Warrants
2018.12.06	181206001-181206005 Transaction #s 1074-1078	\$1,863.48	Warrants	General Expenditure Warrants
N/A	Transaction #s 1-8	\$34,195.26	EFT	1/5/19 December Career Payroll
2019.01.01	Transaction #s 9-11	\$18,406.80	EFT	Career Payroll EFTPS, DRS, & DSHS
2019.01.02	190102001-190102003 Transaction #s 12-14	\$10,375.78	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 16-36	\$4,327.41	EFT	1/14/19 December Volunteer Stipends
2019.01.03	Transaction # 37	\$1,027.20	EFT	Volunteer Stipend EFTPS
2019.01.04	190104001-190104029 Transaction #s 38-66	\$26,488.09	Warrants	General Expenditure Warrants
Total		\$102,620.19		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>			
Total Number of Alarms:	54	Average Response Time Fire:	8 minutes 52 seconds
EMS	29		
Fire	25	Mutual Aid Given:	5
Overlapping calls:	27.78%	Mutual Aid Received:	5

2. Training Report

- Bowman and Orme graduated from EMT class

3. Special Interest

- Thurston County Fire Academy and Medic One EMT graduation was on December 12 at the South Puget Sound Community College in Lacey
- Signed the Medic One BLS service contract.
- Santa's sleigh made its rounds throughout the community. Food and cash were collected for the Thurston County Food Bank
- Nathan Bowman and Gabriel Dorrough started their careers with the Department.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. None

NEW BUSINESS

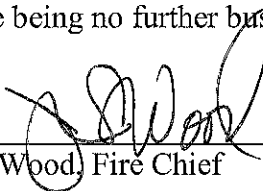
1. Resolution 19-001 Volunteer program changes: The Department is implementing some changes to the resident program requirements and stipend reimbursements to align better with moving to the 24 hour shift schedule and to try to recruit and retain additional volunteers. Commissioner Peoples made a motion to approve resolution 19-001. Commissioner Pearsall seconded the motion and the motion passed unanimously.
2. DNR Grant: The Department was awarded a 50/50 grant from DNR to purchase a slide in unit for the Utility to aid in wildland firefighting.

COMMENTS FOR THE GOOD OF THE ORDER


1. Annual Banquet March 1
2. Chief Wood will be working with Captain Perry on the newsletter and Lieutenant Rohaly will be taking over the social media duties from Max Hollander (Max resigned at the end of the year).
3. The next fire academy and EMT classes will be starting again soon.

MEETING ADJOURNED

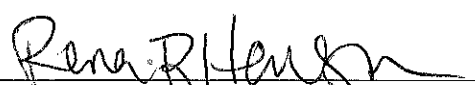
There being no further business, the meeting was adjourned at 12:32 p.m.



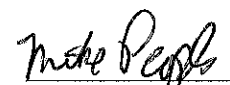
John Wood, Fire Chief



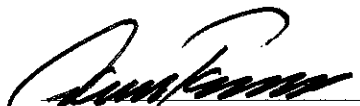
Meredith Hutchins, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Mike Peoples, Commissioner



Dave Pearsall, Commissioner