



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 14, 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; Office Manager Henson, and Lieutenant Brotche

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

Added update on newsletter to Old Business section

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the February 14 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 February 1 was \$430.35
- Deposits made for \$0
- Withdrawals made for \$16.52
- Ending cash balance on February 28 was \$413.83
- Outstanding checks – \$0
- Ending adjusted balance on February 28 was \$413.83

General Expense Fund (6730)

- Beginning fund balance on February 1 was \$752,726.43
- Total revenues were \$37,054.86
- Withdrawals totaled \$129,644.28
- Ending fund balance on February 28 was \$660,137.01

Capital Projects Fund (6731)

- Beginning fund balance on February 1 was \$183,918.92
- Total revenues were \$205.51
- Withdrawals totaled \$0
- Ending fund balance on February 28 was \$184,124.43

Reserve Account (6734)

- Beginning fund balance on February 1 was \$549,774.95
- Interest earned of \$616.00
- Withdrawals totaled \$0
- Ending fund balance on February 28 was \$550,390.95

Apparatus Fund (6736)

- Cash balance beginning on February 1 was \$130,982.83
- Deposits made for \$142.97
- Withdrawals totaled \$0
- Ending fund balance on February 28 was \$131,125.80

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$112,655.05. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2019.02.06	190206001-190206021	\$23,059.48	Warrants	General Expenditure Warrants
N/A	Transaction #s 186-193	\$36,416.23	EFT	2/5/19 Career Payroll
2019.03.01	Transaction #s 194-196	\$20,313.08	EFT	Career Payroll EFTPS, DRS, & DSHS
2019.03.02	190302001-190302003 Transaction #s 197-199	\$14,479.48	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 210-230	\$6,979.95	EFT	2/19/19 Volunteer Stipends
2019.03.03	Transaction #231	\$1,615.02	EFT	Volunteer Stipend EFTPS Payment
2019.03.04	190304001-190304025 Transaction #s 232-256	\$9,791.81	Warrants	General Expenditure Warrants
Total		\$112,655.05		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

<i>Monthly Alarm Activity</i>	
Total Number of Alarms: 58	Average Response Time Fire: 11 minutes 31 seconds
EMS 32	
Fire 26	Mutual Aid Given: 1
Overlapping calls: 29.31%	Mutual Aid Received: 4

2. Training Report

- Means, Froedin, Seldomridge, Coyle attending Fire Academy
- Shincke & Hargadon attending EMT Class
- Lieutenants Jamieson and Brotche attended Officer Development class.
- AC Schaffran attended Fire Instructor 2 class

3. Special Interest

- First Aid/CPR class was held at the Department.
- Successfully made it through the snow storm. Answered all calls for service and assistance. Response times reflect a longer response due to weather conditions. A couple vehicles got stuck in the snow, but only temporarily. None required towing. There was no damage done to any of the vehicles. The Department lost power for a couple of days, which identified a weakness in our keyless entry system. Chief Wood will be looking for options to ensure the batteries don't go dead after a few hours.
- AC Schaffran attended the Medic One ESO rollout After Action Report. No significant findings. The Chiefs from Thurston County impressed upon Medic

One staff that they should not force agencies to incur overtime with their mandatory training and schedule.

- AC Schaffran attended the Training Accountability Committee. There is an ongoing study of the online EMT Training (OTEP) that we switched to for 2019. Robert Ragland will represent the Department.
- Chief Wood attended the TCOMM Bylaws Committee. The committee was assigned to establish a process for merger of new or potential members of TCOMM. It was determined by the committee that the bylaws make each negotiation is dependent on the Administration and there is no way to establish and outline.
- Chief Wood attended Medic One Operations as a representative of TCFCA. He is now the Vice-Chair of this group.
- Chief Wood attended the Medic One Comprehensive Planning Committee. It is the responsibility of this group to develop a 20 year comprehensive plan. The purpose of this group was expanded to include a 5 year strategic plan after completing the comprehensive plan.
- Chief Wood attended a meeting with First Net to determine if it would be beneficial to change from current provider (Verizon) to AT&T and take advantage of Band 14. Current AT&T coverage is inadequate and Band 14 is not available on all towers in Thurston County. It is not a viable option for us at this time. Verizon offers pre-emption through registration of device and that is the biggest gain of switching our provider.
- FF Dorrough, Schmidt, and Means were mystery servers at Griffin School this month. The kids really enjoyed the surprise and the firefighters had great interaction with them.
- Our social media presence is improving and we will continue to improve. This month we will release a newsletter for the first time in many years.
- We received a phone call of a bald eagle that died in front of the Grange on Steamboat Island Road. Fish and Wildlife was called and removed the eagle.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the TCOMM Board Meeting. The Board will be sending the bylaws to interested parties. TCOMM is getting more calls from Lewis County than they had expected and will need to review the agreement.

OLD BUSINESS

1. Chief Wood presented costs to the Board for sending out the newsletter through Apex Mailing Services. The newsletter will go out by the end of the month.

NEW BUSINESS

1. Resolution 19-003 Surplus Bunker Gear: Commissioner Peoples made a motion to approve resolution 19-003. Commissioner Pearsall seconded the motion and the motion passed unanimously.
2. Water Tower: Chief Wood briefed the Board on the potential and the process for accepting a donated water tank that could be installed at Station 13-2. Commissioner

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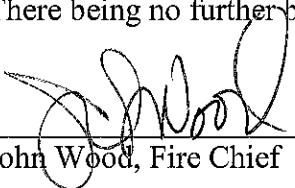
Peoples made a motion for Chief Wood to move forward with an RFQ process.
Commissioner Pearsall seconded the motion and the motion passed unanimously.

COMMENTS FOR THE GOOD OF THE ORDER

None


MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:36 p.m.



John Wood, Fire Chief

Meredith Hutchins, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Mike Peoples, Commissioner



Dave Pearsall, Commissioner

