



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

October 11, 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, Meredith Hutchins, and Dave Pearsall; Chief John Wood; and Office Manager Rena Henson

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Pearsall made a motion to approve the minutes from the September 13 Regular Meeting and the September 24 Special 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 September 1 was \$427.50
- Deposits made for \$0
- Withdrawals made for \$139.00
- Ending cash balance on September 30 was \$288.50
- Outstanding checks – \$39.00
- Ending adjusted balance on September 30 was \$327.50

General Expense Fund (6730)

- Beginning fund balance on September 1, 2017, was \$649,495.22
- Total revenues were \$14,820.89
- Withdrawals totaled \$81,099.94
- Ending fund balance on September 30, 2017, was \$583,216.17

Capital Projects Fund (6731)

- Beginning fund balance on September 1, 2017, was \$182,599.87
- Total revenues were \$108.31
- Withdrawals totaled \$0
- Ending fund balance on September 30, 2017, was \$182,708.18

Reserve Account (6734)

- Beginning fund balance on September 1, 2017, was \$545,796.01
- Interest earned of \$329.51
- Withdrawals totaled \$0
- Ending fund balance on September 30, 2017, was \$546,125.52

Apparatus Fund (6736)

- Cash balance beginning on September 1, 2017, was \$120,271.98
- Deposits made for \$67.16
- Withdrawals totaled \$0
- Ending fund balance on September 30, 2017, was \$120,339.14

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$81,933.42. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.09.05	180905001-180905009 Transaction #s 814-821	\$6,308.17	Warrants	General Expenditure Warrants
2018.09.06	Transaction #823	\$151.06	EFT	DRS NLEC
N/A	Transaction #s 824-829	\$30,461.68	EFT	10/5/18 September Career Payroll
2018.10.01	Transaction #s 830-832	\$16,874.57	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.10.02	181002001-181002003 Transaction #s 833-835	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 845-865	\$5,510.76	EFT	10/15/18 September Volunteer Stipends
2018.10.03	Transaction # 866	\$1,267.08	EFT	September Volunteer Stipend EFTPS
2018.10.04	181004001-181004021 Transaction #s 867-887	\$12,288.31	Warrants	General Expenditure Warrants
Total		\$81,933.42		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	45	Average Response Time Fire:	9 minutes 47 seconds
	EMS 28		
	Fire 17	Mutual Aid Given:	3
Overlapping calls:	4.44%	Mutual Aid Received:	0
Monthly Training Activity			
Total Department Training Events:	101.5	People Involved	21
Recruit Academy Hours (EMT/FF)		Average Events/Person	4.83

2. Training Report

- Chief Wood and Office Manager Henson attended WSRMG (Making a Difference in this Emergency World, Managing Conflict, Improving Communications, Prevent Burn Out)

3. Special Interest

- Chief Wood attended meetings on the TCOMM By Law Review Committee, Thurston County Emergency Evacuation Plan, and Marine Response packages committee.
- Rena reviewed the insurance policy with Nicholson Insurance. No concerning changes. This is the second year of a three year price guarantee. Chief Wood is on

a committee to review additional insurance company offerings for possible consideration in the future.

- Chief Wood also attended TCOMM Ops and Medic One committee meetings.
- There are several people in the testing/interview process for becoming new volunteers.
- The Department has solicited bids to replace the flooring in the resident quarters at Station 13-1. The upstairs has been painted and refreshed.
- The Career Lieutenants started working 24 hours shifts effective October 1. Training will now be conducted on shift.
- The job posting for the new SAFER grant positions has been posted with National Testing Network. It's open until October 31. So far 22 people have applied. We will begin reviewing the applications.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins attended a TCOMM Budget Committee Meeting. She reported that the TCOMM Director believes that the Legislature will fund the radio replacement project.

OLD BUSINESS

1. SAFER Grant Application: The Department has accepted the SAFER Grant and has begun moving forward with the hiring process. Commissioner Hutchins would be willing to participate with the interview process.

NEW BUSINESS

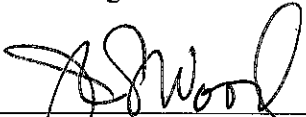
1. Medic One Contract – Chief Wood provided a draft copy of the new Medic One Intergovernmental contract.
2. 2019 Draft Budget – Office Manager Henson reviewed the draft 2019 budget. Edits can be made between now and the November Meeting. The final 2019 budget will be presented for approval at the next meeting.
3. MRSC Contract – The Department has historically had a contract with Thurston County to manage the vendor roster process. Thurston County sent a letter indicating that they were likely going to discontinue the service and contract with MRSC in the future. After researching the vendor roster requirements, it was determined that it would be beneficial to contract with MRSC rather than maintaining our own roster. Commissioner Hutchins made a motion to use MRSC for the Departments vendor roster process. Commissioner Pearsall Seconded the motion and the motion passed unanimously.
4. Chief's COLA – Commissioner Pearsall made a motion to approve a 3% COLA for Chief Wood for hours worked beginning October 1, 2018. Commissioner Hutchins 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 1:05 p.m.



John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

