



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

December 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 Peoples, Hutchins, and Pearsall; Chief Wood; Assistant Chief Schaffran, Office Manager Henson, Lieutenant Rohaly, and Firefighters Bowman and Dorrough

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

Added the election of new Board Officers to New Business.

SWEARING IN NEW EMPLOYEES

Chief Wood conducted a swearing in ceremony for the two new Firefighters/EMTs, Nathan Bowman and Gabriel Dorrough.

APPROVAL/CORRECTION OF MINUTES

Commissioner Hutchins made a motion to approve the minutes from the November 13 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 November 1 was \$493.30
- Deposits made for \$0
- Withdrawals made for \$0
- Ending cash balance on November 30 was \$493.30
- Outstanding checks – \$0
- Ending adjusted balance on November 30 was \$493.30

General Expense Fund (6730)

- Beginning fund balance on November 1 was \$918,667.94
- Total revenues were \$76,598.26
- Withdrawals totaled \$69,354.13
- Ending fund balance on November 30 was \$925,912.07

Capital Projects Fund (6731)

- Beginning fund balance on November 1 was \$183,040.51
- Total revenues were \$392.00
- Withdrawals totaled \$0
- Ending fund balance on November 30 was \$183,432.51

Reserve Account (6734)

- Beginning fund balance on November 1 was \$547,131.78
- Interest earned of \$1,182.32
- Withdrawals totaled \$0
- Ending fund balance on November 30 was \$548,314.10

Apparatus Fund (6736)

- Cash balance beginning on November 1 was \$130,392.11
- Deposits made for \$258.05
- Withdrawals totaled \$0
- Ending fund balance on November 30 was \$130,650.16

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$89,995.31. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.11.05	181105001-181105021 Transaction #s 971-991	\$4,969.36	Warrants	General Expenditure Warrants
N/A	Transaction #s 992-997	\$30,088.47	EFT	12/5/18 November Career Payroll
2018.12.01	Transaction #s 998-1000	\$17,023.36	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.12.02	181202001-181202003 Transaction #s 1001-1003	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 1012-1037	\$5,673.87	EFT	12/17/18 November Volunteer Stipends
2018.12.03	Transaction # 1038	\$1,277.18	EFT	Volunteer Stipend EFTPS
2018.12.04	181204001-181204016 Transaction #s 1039-1054	\$21,891.28	Warrants	General Expenditure Warrants
Total		\$89,995.31		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity	
Total Number of Alarms: 38	Average Response Time Fire: 8 minutes 13 seconds
EMS 30	
Fire 5	Mutual Aid Given: 5
Overlapping calls: 10.53%	Mutual Aid Received: 2
Monthly Training Activity	
Total Department Training Events:	People Involved
Recruit Academy Hours (EMT/FF)	Average Events/Person

2. Training Report

- ESO training for new EMS software and tablets
- Rena attended BIAS training and a meeting on WFCA Insurance

3. Special Interest

- Thurston County Fire Academy will change training grounds to Mark Noble and MERTS for the February class. The reasons are consistency, rates, and availability. The first class through SPSCC was a success. Rates will remain the same for the next academy.
- New floors were installed in the resident quarters of Station 13-1.
- The Department received test scores from National Testing Network for two career firefighter positions. Admin selected 11 applicants to further test with skills and an interview. Four applicants were chosen for the Chief's interview. Two

were offered positions with conditions of passing a physical exam and a background check. Our two new firefighters are Nathan Bowman and Gabriel Dorrough.

- EMT Graduation was held at the South Puget Sound Community College Lacey Campus on December 12.

COMMISSIONERS/SECRETARY REPORT

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

Commissioner Hutchins attended the Fire Commissioner's Education Committee Meeting. She noted that the WFCA Saturday Seminar Series Meetings that have historically been held at the Ocean Shores will be held at the Clearwater in Poulsbo.

OLD BUSINESS

1. Thurston County Medic One BLS Contract – Commissioner Pearsall made a motion to approve the Thurston County Medic One BLS Contract. Commissioner Hutchins seconded the motion and the motion passed unanimously.

NEW BUSINESS

1. 2019 Salary schedule – Commissioner Hutchins made a motion to approve the 2019 Salary Schedule as presented, giving the represented and non-represented employees a 3.1% COLA. Commissioner Pearsall seconded the motion and the motion passed unanimously.
2. Thurston County Central Services Renewal Agreement – Commissioner Hutchins made a motion to approve the annual Thurston County Central Services Renewal Agreement. Commissioner Pearsall seconded the motion and the motion passed unanimously.
3. Resolution 18-014 – Chief Wood presented Resolution 18-014 to surplus a refrigerator that is no longer needed in the resident quarters of Station 13-1. Commissioner Pearsall made a motion to approve Resolution 18-014. Commissioner Peoples seconded the motion and the motion passed unanimously.
4. The Board nominated Commissioner Hutchins to be the Chair for 2019 and Commissioner Pearsall to be the Vice Chair. The motion passed unanimously.

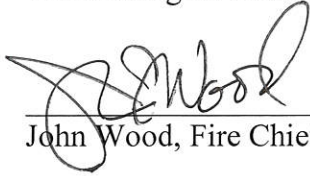
COMMENTS FOR THE GOOD OF THE ORDER

1. Upcoming Events:
 - a. Santa Sleigh – Holiday Valley & Ellison Loop December 14th, Carlyon Beach December 16th
 - b. Open House December 15th
 - c. Annual Awards Banquet March 1st
2. Now that the hiring process is complete for the two new Firefighter/EMT positions that are funded by the SAFER grant, an amendment was submitted to change the beginning date of the SAFER grant to be January 1, 2019 so that the Department can begin receiving federal funds for the positions.
3. Board members are to check in with Rena if they would like to attend the Northwest Leadership Conference in Portland in March or the annual WFCA Conference at the Tulalip in October.

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MEETING ADJOURNED

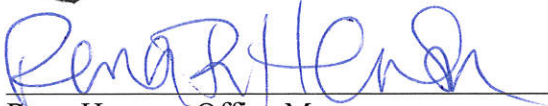
There being no further business, the meeting was adjourned at 12:55 p.m.



John Wood, Fire Chief



Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner