



# **BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes**

**February 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; 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 January 1 was \$500.00
- Deposits made for \$0
- Withdrawals made for \$69.65
- Ending cash balance on January 31 was \$430.35
- Outstanding checks – \$0
- Ending adjusted balance on January 31 was \$430.35

##### **General Expense Fund (6730)**

- Beginning fund balance on January 1 was \$847,586.62
- Total revenues were \$10,806.53
- Withdrawals totaled \$105,666.72
- Ending fund balance on January 31 was \$752,726.43

##### **Capital Projects Fund (6731)**

- Beginning fund balance on January 1 was \$183,628.67
- Total revenues were \$290.25
- Withdrawals totaled \$0
- Ending fund balance on January 31 was \$183,918.92

##### **Reserve Account (6734)**

- Beginning fund balance on January 1 was \$548,903.86
- Interest earned of \$871.09
- Withdrawals totaled \$0
- Ending fund balance on January 31 was \$549,774.95

##### **Apparatus Fund (6736)**

- Cash balance beginning on January 1 was \$130,783.05
- Deposits made for \$199.78
- Withdrawals totaled \$0
- Ending fund balance on January 31 was \$130,982.83

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$117,430.98. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	Transaction #68	\$788.42	EFT	Back pay owed to Cameron Means
2019.01.05	Transaction #69	\$201.96	EFT	EFTPS payment for Cameron Means back pay
2019.01.06	190106001-190106017	\$9,855.80	Warrants	General Expenditure Warrants
N/A	Transaction #s 91-98	\$38,303.55	EFT	1/5/19 December Career Payroll
2019.02.01	Transaction #s 99-101	\$21,403.26	EFT	Career Payroll EFTPS, DRS, & DSHS
2019.02.02	190202001-190202003 Transaction #s 102-104	\$21,489.55	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 108-125	\$6,613.81	EFT	1/14/19 December Volunteer Stipends & EFTPS Payment
2019.02.04	190204001 Transaction # 107	\$1,122.47	Warrant	Sick leave buyout
2019.02.05	190205001-190205026 Transaction #s 133-158	\$17,652.16	Warrants	General Expenditure Warrants
<b>Total</b>		<b>\$117,430.98</b>		

**CHIEF'S REPORT by Chief Wood**

1. Administration/Operations

<i>Monthly Alarm Activity</i>	
<b>Total Number of Alarms:</b> 37	<b>Average Response Time Fire:</b> 9 minutes 2 seconds
EMS 26	
Fire 11	<b>Mutual Aid Given:</b> 3
<b>Overlapping calls:</b> n/a	<b>Mutual Aid Received:</b> 2

2. Training Report

- Means, Froedin, Seldomridge, Coyle attending Fire Academy
- Schincke & Hargadon attending EMT Class
- 196.6 Hours during the month
- Lieutenant Jamieson – officer development
- Henson – BIAS
- Wood - Lexipol

3. Special Interest

- For 2018 there were a total of 539 alarms: 350 EMS calls, 189 fire calls, average response time was 8 minutes and 52 seconds. 55 calls (10.2%) were overlapping. Mutual Aid was given 51 times and received 26 times. Average time on scene was 28 minutes and 32 seconds.

- A13-1 received front end alignment and new tires on the front end; E13-2 and T13-2 received annual service; E13-2 exhaust repaired; E13-1 received warranty work for bad sensor.
- The Department went without phone lines for eight days due to a Century Link cable failure.
- Policies were updated to reflect state required changes and changes to the volunteer program.
- The Department will participate in the mystery server program at Griffin School on February 27.

**Thurston COMMISSIONERS/SECRETARY REPORT**

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

1. None

**OLD BUSINESS**

1. None

**NEW BUSINESS**

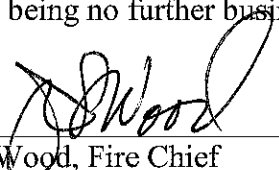
1. Resolution 19-002 2019 Budget Revised Beginning Fund Balances – Commissioner Hutchins made a motion to pass Resolution 19-002. Commissioner Pearsall seconded the motion and the motion passed unanimously.

**COMMENTS FOR THE GOOD OF THE ORDER**

1. Annual Banquet March 1 – will be held at 6:00.

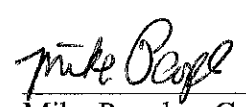
**MEETING ADJOURNED**

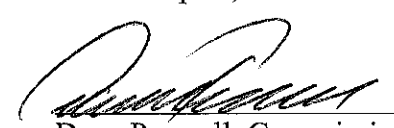
There being no further business, the meeting was adjourned at 12:25 p.m.

  
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John Wood, Fire Chief

  
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Meredith Hutchins, Chair

  
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Rena Henson, Office Manager  
Recorder of Board Minutes

  
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Mike Peoples, Commissioner

  
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Dave Pearsall, Commissioner