



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

April 28, 2020
12:00 p.m.

MEETING CALL TO ORDER

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

FLAG SALUTE

Commissioner Pearsall led the group in the Flag Salute.

ROLL CALL

Commissioners Pearsall and Peoples were present, and Commissioner Hutchins phoned in; Chief Wood and Office Manager Mesa-Walton

OTHERS PRESENT

Firefighters Bowman and Schmidt; Brandon Hamilton (over Zoom)

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the March 9th, 2020, Regular 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

TREASURERS REPORT

Account Totals

Thurston Fire Protection District 13
MCAG #: 2607

03/01/2020 To: 03/31/2020

Time: 15:39:44 Date: 05/06/2020
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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 Petty Cash	390.00	110.00	0.00	500.00	0.00	0.00	500.00
6730 County Checking	664,911.32	39,905.06	123,614.90	581,201.48	0.00	0.00	581,201.48
6731 Capital Projects	187,773.64	255.27	0.00	188,028.91	0.00	0.00	188,028.91
6734 Reserve Account	561,305.58	763.07	0.00	562,068.65	0.00	0.00	562,068.65
6736 Apparatus Account	133,712.10	181.74	0.00	133,893.84	0.00	0.00	133,893.84
Total Cash:	1,548,092.64	41,215.14	123,614.90	1,465,692.88	0.00	0.00	1,465,692.88
	1,548,092.64	41,215.14	123,614.90	1,465,692.88	0.00	0.00	1,465,692.88

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2. Voucher Approvals

- Office Manager Rosemary Mesa-Walton summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$127,904.88. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.03.05	200305001-200305023 Transaction #s 233-255	\$22,629.66	Warrants	General Expenditures and Q1-Quarterlies for L&I and ESD
2020.03.06	200306001-200306005 Transaction #s 258-262	\$806.63	Warrants	General Expenditures
N/A	Transaction # 263-271	\$42,870.89	EFT	March Career Payroll
2020.04.01	Transaction #s 272-274	\$22,707.54	EFT	March- Career Payroll EFTPS, DRS, & DSHS
2020.04.02	200402001-200402003 Transaction #s 275-277	\$16,206.53	Warrants	March- Career Payroll Benefits Union Dues, Health Insurance, MERP
2020.04.03	200403001-200403007 Transaction #s 278-284	\$2,954.46	Warrants	General Expenditures
N/A	Transaction #s 286-304	\$6,755.33	EFT	March Volunteer Stipends
2020.04.04	Transaction # 305	\$1,521.79	EFT	March- Volunteer Stipend EFTPS Payment
2020.04.05	200405001-200405015 Transaction #s 316-330	\$6,439.81	Warrants	General Expenditures and Q1- Quarterlies for PFML
2020.04.06	200406001-200406009 Transaction #s 336-344	\$5,012.24	Warrants	General Expenditures
Total		\$127,904.88		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	32	Average Response Time Fire:	7:41
EMS	29		
Fire	3	Mutual Aid Given:	1
Overlapping calls:	6.25%	Mutual Aid Received:	5

1. Special Interest

- Covid-19 focus: Made some operational changes to adapt to conditions. There are weekly planning meetings at county level and ECC (ESF4).
- Meetings and training has been canceled due to social distancing
- New treadmill was installed upstairs and the old one was taken to the dump for disposal.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. Succession Planning

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- Discussed the next steps of the recruiting process for the Fire Chief position. Commissioners agreed to move forward with setting up interviews, and if a candidate isn't chosen then we would move forward with re-posting the announcement at a later time.
- 2. Levy Planning
 - Chief Wood brought to the Commissioner's attention that even though we had agreed to move forward with a levy lid lift this year, it wouldn't be right to move forward with it at this time due to the hardships that our community is facing at the present moment. Chief Wood suggested the department consider pursuing the levy lid lift next year. The Commissioners agreed with Chief Wood. Commissioner Peoples made a motion to sign Resolution 20-004 to Repeal Resolution 20-002 and not move forward with the levy lid lift this year. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

NEW BUSINESS

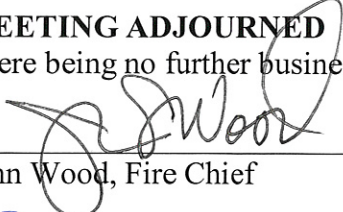
1. Risk Management Updated Agreement
 - Commissioner Peoples made a motion to sign the Risk Management Updated Agreement. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.
2. HPU Contract with Medic One
 - Commissioner Peoples made a motion to sign the HPU Contract with Medic One. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
3. Freedom Foundation – Notice of Withdrawal Due to Dismissal
 - Chief Wood informed the Board that we received a Notice of Withdrawal due to Dismissal regarding the Freedom Foundation. No further action is needed.
4. Executive Session – Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.
 - Chief Wood and the Commissioners met for an executive session at 12:20pm and resumed at 12:35pm. No action was taken during the executive session.

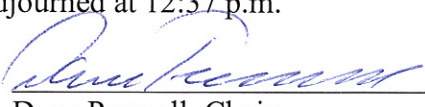
COMMENTS FOR THE GOOD OF THE ORDER

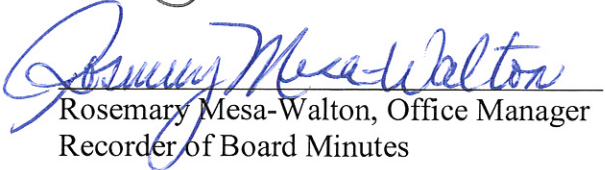
Chief Wood wanted to thank Assistant Chief Schaffran for his three years of service with the Griffin Fire Department.

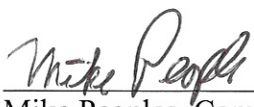
MEETING ADJOURNED

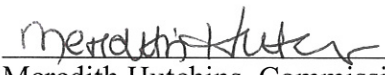
There being no further business, the meeting was adjourned at 12:37 p.m.


John Wood, Fire Chief


Dave Pearsall, Chair


Rosemary Mesa-Walton, Office Manager
Recorder of Board Minutes


Mike Peoples, Commissioner


Meredith Hutchins, Commissioner