



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

February 6, 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, Hutchins, and Peoples; Chief Wood, Chief Schaffran, and Office Manager Henson and Mesa-Walton

OTHERS PRESENT

Lieutenant Rohaly and Firefighters Bowman; JD Bucklin and his wife

AGENDA ADDITIONS OR DELETIONS

JD Bucklin – New Business

APPROVAL/CORRECTION OF MINUTES

Commissioner Hutchins made a motion to approve the minutes from the January 9th, 2020, 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

TREASURERS REPORT

Account Totals

Thurston Fire Protection District 13
MCAG #: 2607

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

Time: 11:02:13 Date: 02/06/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 Petty Cash	500.00	0.00	0.00	500.00	0.00	0.00	500.00
6730 County Checking	\$43,167.32	33,060.33	137,632.38	738,595.27	0.00	0.00	738,595.27
6731 Capital Projects	187,366.81	237.58	0.00	187,604.39	0.00	0.00	187,604.39
6734 Reserve Account	560,089.38	710.24	0.00	560,799.62	0.00	0.00	560,799.62
6736 Apparatus Account	133,422.49	169.12	0.00	133,591.61	0.00	0.00	133,591.61
Total Cash:	1,724,546.00	34,177.27	137,632.38	1,621,090.89	0.00	0.00	1,621,090.89
	1,724,546.00	34,177.27	137,632.38	1,621,090.89	0.00	0.00	1,621,090.89

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$137,072.07. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.01.05	200105001-200105024 Transaction #s 55-78	\$46,180.44	Warrants	General Expenditures
2020.01.06	200106001-200106008 Transaction #s 79-86	\$1,106.96	Warrants	General Expenditures
N/A	Transaction # 87-94	\$39,721.40	EFT	January Career Payroll
2020.02.01	Transaction #s 95-97	\$21,730.56	EFT	Career Payroll EFTPS, DRS, & DSHS
2020.02.02	200202001-200202003 Transaction #s 98-100	\$14,491.03	Warrants	Payroll Benefits Union Dues, Health Insurance, MERP
N/A	Transaction # 107-125	\$6,187.08	EFT	January Volunteer Stipends
2020.02.03	Transaction # 126	\$1,322.93	EFT	Volunteer Stipend EFTPS Payment
2020.02.04	200204001-200204008 Transaction #127-134	\$6,331.67	Warrants	General Expenditures
Total		\$137,072.07		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity

Total Number of Alarms: 60 **Average Response Time Fire:** 9:17
 EMS 36
 Fire 24 **Mutual Aid Given:** 4
Overlapping calls: 13.33% **Mutual Aid Received:** 7

1. Special Interest

- Annual Inspection and maintenance on E13-1 and T13-2 were performed.
- Commissioner Hutchins was sworn in as Commissioner after her re-election.
- We received notice of a DRS review.
- Our station was used as a backdrop for a startup company by a past volunteer. He is requesting to use it in a video. The product is fire related. We are not partnering with, nor are we receiving direct benefit from the company or product. The Fire Commissioners will determine if the video may be used as presented.
- Steamboat Island Pre-school visited our station and was given a tour.
- Chief Schaffran attended Legislature Day.
- Medic One Comprehensive Plan committee, which Chief Wood is a part of, completed the plan and it will be distributed through Operations and Admin Boards for review.
- Chief Wood and Chief Schaffran attended Chief McGarva's retirement recognition in Tumwater. Chief McGarva was a Fire Commissioner at Griffin for 7 years.
- We are sending four members to fire academy and three members to EMT class.

COMMISSIONERS/SECRETARY REPORT

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

None

OLD BUSINESS

1. Water Tower
 - Submitted permit application. Needed to provide more money to compensate for 2020 fee increases made first of the year. Currently, we are waiting for approval.
2. Office Manager Recruitment
 - We conducted a hiring process for Rena's replacement. An offer was made and accepted.
3. Reader Board
 - Bowman submitted an application for a DNR communications grant for a new reader board, but unfortunately we did not receive it. Currently looking to apply to other grants.
4. Levy
 - We will need a resolution next month to start the process for a Levy. It is due April 9th.
5. Local 3825 Contract
 - Contract negotiations with Local 3825 were conducted by Chief Wood and Commissioner Pearsall, and the final contract is completed and ready to be signed. Chief Wood recommends approval of the contract. Commissioner Hutchins made a motion to approve the Local 3825 contract. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

NEW BUSINESS

1. JD Bucklin – Video presentations to commissioners
 - JD Bucklin presented a video for the board to review and approve for marketing use. The video was filmed at Station 13-1 and there is a small part where the name of the station shows up. There was concern about the department being

associated with JD Bucklin's company and product(s). Commissioner Hutchins made a motion to approve the use of the video only with the use of a disclaimer. Commissioner Peoples seconded the motion. The motion passed with two approvals (Hutchins & Peoples) and one opposed (Pearsall).

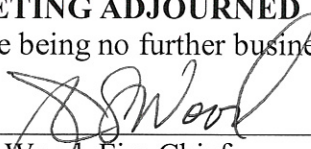
- Disclaimer reads: We would like to thank the Griffin Fire Department for allowing us to film on location. The views expressed herein are those of GEN.T. and do not necessarily represent the views of the Griffin Fire Department. In no event will Griffin Fire Department have any liability for use, misuse or damage caused by a Gen.T. product. Griffin Fire Department does not endorse this product or make any claims as to the viability of GEN.T PRODUCT ONE, and Griffin Fire Department has received no compensation from GEN.T.
2. Training Facility Board – Intergovernmental Agreement
 - The training facility board is pursuing dissolving the ILA.
 - Commissioner Hutchins made a motion to approve the dissolution of the Training Facility Board. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.
 3. 2020 Wage Scale
 - Wage Scale referencing the IAFF local 3825 members will receive wage increases retro to hours worked beginning January 1, 2020. Other non-represented members will receive their wage increases for hours worked beginning February 1, 2020. Commissioner Hutchins made a motion to approve the 2020 Wage Scale. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.
 4. Executive Session – Pursuant to RCW 42.30.140(4)(a) to discuss a grievance filed by Local 3825.
 - Chief Wood and the Commissioners met for an executive session at 12:42pm and resumed at 1:00pm. No action was taken during the executive session.

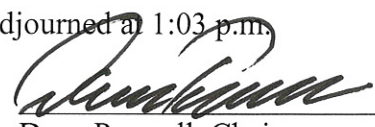
COMMENTS FOR THE GOOD OF THE ORDER

Reminder about the Annual Banquet Awards Ceremony on February 28th, 2020 at 6pm. There will be 4 awards given and we are expecting about 50-60 people to attend.

MEETING ADJOURNED


There being no further business, the meeting was adjourned at 1:03 p.m.


John Wood, Fire Chief


Dave Pearsall, Chair


Rena Henson, Office Manager
Recorder of Board Minutes


Mike Peoples, Commissioner


Meredith Hutchins, Commissioner