



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

January 9, 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 Hutchins, Pearsall, and Peoples; Chief Wood and Office Manager Henson

OTHERS PRESENT

Lieutenant Jamieson and Firefighters Bowman and Dorrough

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the December 12, 2019, 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

12/01/2019 To: 12/31/2019

Time: 09:54:20 Date: 01/09/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 Petty Cash	413.83	86.17	0.00	500.00	0.00	0.00	500.00
6730 County Checking	949,922.82	14,890.30	121,645.80	843,167.32	0.00	0.00	843,167.32
6731 Capital Projects	187,027.69	339.12	0.00	187,366.81	0.00	0.00	187,366.81
6734 Reserve Account	559,075.58	1,013.80	0.00	560,089.38	0.00	0.00	560,089.38
6736 Apparatus Account	133,181.16	241.33	0.00	133,422.49	0.00	0.00	133,422.49
Total Cash:	1,829,621.08	16,570.72	121,645.80	1,724,546.00	0.00	0.00	1,724,546.00
	1,829,621.08	16,570.72	121,645.80	1,724,546.00	0.00	0.00	1,724,546.00

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$90,344.95. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2019.12.05	191205001-191205010 Transaction #s 992-1001	\$5,974.34	Warrants	General Expenditures
N/A	Transaction #s 1-8	\$38,222.60	EFT	December Career Payroll
2020.01.01	Transaction #s 9-11	\$21,378.99	EFT	Career Payroll EFTPS, DRS, & DSHS
2020.01.02	200102001-200102003 Transaction #s 12-14	\$14,487.98	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 15-34	\$5,988.69	EFT	December Volunteer Stipends
2020.01.03	Transaction # 35	\$1,352.82	EFT	Volunteer Stipend EFTPS Payment
2020.01.04	200104001-200104017 Transaction #s 36-52	\$8,913.87	Warrants	General Expenditures
Total		\$90,344.95		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity

Total Number of Alarms: 39 **Average Response Time Fire:** 7 minutes 12 seconds
 EMS 23
 Fire 16 **Mutual Aid Given:** 2
Overlapping calls: 2 @ 5.13% **Mutual Aid Received:** 3

Board Of Fire Commissioners
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1. Training Report
 - Training hours for the month were 58
 - Wood: MRSC Overview
 - Wood: Leadership training
2. Special Interest
 - Permit application submitted for Station 13-2 water tank.
 - Santa's Sleigh and Open House food drive collected a lot of food for the food bank and created a valuable presence with the community.
 - Two members graduated from EMT class: Hargadon & Shelley
 - The Mako was repaired
 - Firefighters Bowman and Dorrough are now off their probation
 - The Department will be initiating a contract with Cintas for uniforms.
 - January 10th will be the first round of interviews/testing for the Office Manager position.
 - The annual awards banquet will be held on February 28 at 6pm.

COMMISSIONERS/SECRETARY REPORT

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

- Commissioner Hutchins attended the TCOMM meeting.

OLD BUSINESS

1. Water Tower – the application for the permit was submitted to Thurston County. We are now entering the public comment phase of the project.
2. Office Manager Recruitment – Twelve applications were received and nine will be moving forward to the first phase of interviews and testing, which will be held on 1/10/20. Commissioner Hutchins would like to be involved in the second round of interviews.

NEW BUSINESS

1. Levy – the deadline to start the process is May 8. A resolution will need to be approved at the April Board of Fire Commissioner Meeting. The Department will host two public meetings, have FAQ materials available and posted on the website.
2. Resolution 20-001 to revise the 2020 Budget Beginning Fund Balances – the 2019 year end fund balances are now available from the Treasurer's Office. The 2020 budget has been updated to reflect these new beginning fund balances. Commissioner Hutchins made a motion to approve Resolution 20-001. Commissioner Peoples seconded the motion and the motion passed unanimously.
3. Reader Board – The department applied for a DNR grant for 50% of the costs of replacing the reader board. We are waiting to hear the results. It's possible that Our Community Credit Union may want to donate for the sign replacement also. We will pursue that after hearing the results of the grant application.
4. Executive Session – Pursuant to RCW 42.30.140(4)(a) to discuss the bargaining agreement – Chief Wood and the Commissioners entered into a 15 minute executive

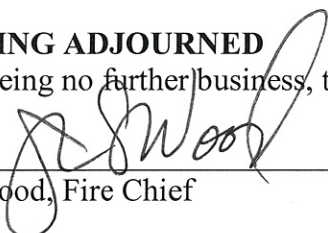
session at 12:30. The meeting resumed at 12:45. No action was taken during the executive session.

COMMENTS FOR THE GOOD OF THE ORDER

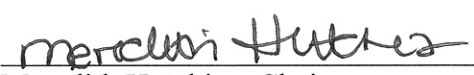
- Commissioner Pearsall is not available for the next meeting in February and requested that the meeting be rescheduled. After reviewing calendars, it was decided to change the meeting date to February 6 at noon.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:51 p.m.



John Wood, Fire Chief



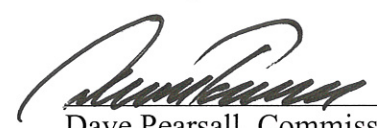
Meredith Hutchins, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Mike Peoples, Commissioner



Dave Pearsall, Commissioner