



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

June 11th, 2020
12:02 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:02 p.m.

FLAG SALUTE

Commissioner Pearsall led the group in the Flag Salute.

ROLL CALL

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

OTHERS PRESENT

Lt. Rohaly and Firefighter Bowman; Corey Rux

AGENDA ADDITIONS OR DELETIONS

APPROVAL/CORRECTION OF MINUTES

Commissioner Peoples made a motion to approve the minutes from the May 14th, 2020, Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

Chief Wood introduced Corey Rux who joined us for the meeting

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

TREASURERS REPORT

Fund Totals

Thurston Fire Protection District 13
MCAG #: 2607

05/01/2020 To: 05/31/2020

Time: 14:39:23 Date: 06/18/2020
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	917,226.67	145,706.17	142,475.04	920,457.80	0.00	0.00	0.00	920,457.80
002 Reserve Fund	562,872.43	828.67	25,000.00	538,701.10	0.00	0.00	0.00	538,701.10
003 Apparatus Fund	134,085.28	198.19		134,283.47	0.00	0.00	0.00	134,283.47
301 Capital Projects Fund	188,297.79	278.36		188,576.15	0.00	0.00	0.00	188,576.15
	1,802,482.17	147,011.39	167,475.04	1,782,018.52	0.00	0.00	0.00	1,782,018.52

2. Voucher Approvals

- Office Manager Rosemary Mesa-Walton summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$138,688.80. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.05.07	200507001-200507017 Transaction #s 418-434	\$38,813.76	Warrants	General Expenditures
N/A	Transaction # 435-441	\$39,707.33	EFT	May Career Payroll
2020.06.01	Transaction #s 442-444	\$19,529.93	EFT	May- Career Payroll EFTPS, DRS, & DSHS
N/A	Transaction #s 445-462	\$6,924.96	EFT	May Volunteer Stipends
2020.06.02	Transaction # 463	\$1,592.01	EFT	May- Volunteer Stipend EFTPS Payment
2020.06.03	200603001-200603004 Transaction #s 464-467	\$10,086.81	Warrants	May- Career Payroll Benefits Union Dues, Health Insurance, MERP, and Griffin Fire Association Dues
2020.06.04	200604001-200604002 Transaction #s 468-469	\$14,616.42	Warrants	Quarterlies: Q2 L&I and Unemployment Payments
2020.06.05	200605001-200605019 Transaction #s 484-502	\$7,417.58	Warrants	General Expenditures
Total		\$138,688.80		

3. SAO

- The Board was informed that the Annual Financial Report was submitted to SAO.
- The Board was also informed about the Audit Entrance Conference, which is a formality for sharing some initial information about the (3year) audit process. The Board decided not to participate in a formal entrance conference, but instead to have SAO send them a Board notification via email.

CHIEF'S REPORT by Chief Wood

Administration/Operations

Monthly Alarm Activity

Total Number of Alarms:	37	Average Response Time Fire:	6:55
EMS	19		
Fire	18	Mutual Aid Given:	3
Overlapping calls:	16.22%	Mutual Aid Received:	4

1. Training

- All outside training has been cancelled until further notice.

2. Special Interest

- Covid-19 focus: Continue making operational changes to adapt to conditions.
- Fire Academy will begin August 7th, and we should have 2-3 candidates.
- EMT class is searching for way to start back up with the distancing requirements due to Covid-19 virus.

- Tomorrow we'll be joining the Griffin School in a parade through the district to celebrate the end of the school year.
- A13-1 engine replacement was completed. No problems since. Pump testing on E13-1, T13-1, E13-4 and T13-2 were completed. All passed.
- We had two more birthday drive-bys.
- Generators for station 1&2 were serviced.
- Chief Wood resigned as a representative for Medic One Operations board, TCOMM Operations board and as the VP of Thurston County Fire Chief's Association.
- Continuing to work with the Auditor's office for our three year audit.
- On June 30th, the Fire Academy will use our facilities for training.
- Tomorrow we'll be upgrading our servers and updating the Stanley key system.

COMMISSIONERS/SECRETARY REPORT

This time is set aside for commissioners to report on meetings and conferences they attend, etc.
None

OLD BUSINESS

None

NEW BUSINESS

1. Thurston County Elections – Ballot Drop Box

Chief Wood informed the board that the Thurston County Elections department was looking to replace the current ballot drop box, located in front our station 13-1, and they also want to put cement down for the replacement box. Commissioner Peoples made a motion to approve the replacement of the ballot drop box and the cemented area in the same location as the previous one. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

2. Personnel

Chief Wood informed the board that we would be moving forward with a temporary firefighter and a temporary interim lieutenant Firefighter/EMT in agreement with the IAFF Local 3825. Commissioner Peoples made a motion to approve the temporary roles of Firefighter and Lt. Firefighter/EMT per the Union MOUs. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

3. Career Firefighter New Shift Schedules – 12/12/24

As of June 1st, our career firefighters will begin working 12hour shifts on Monday, Tuesday, Thursday and Friday from 07:30am to 07:30pm, and will also work 24hour shifts on Wednesday and Saturday from 07:30am to 07:30am.

4. Text Message Archiving Vendor

Chief Wood recommended that the department move forward with the Smarsh Inc contract for text messaging archiving. The contract would include capturing up to 10 devices including any social media outlets. Commissioner Pearsall made a motion to approve signing the Smarsh Inc contract to begin archiving department cellphone text messages and the department's social media page(s). Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

5. Surplus – Resolution 20-005

Commissioner Pearsall made a motion to approve Resolution 20-005 to surplus two items, including our Reader Board. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

6. Local 3825 Grievance

Chief Wood informed the board that the department has received a Local 3825 grievance for wrongful termination and that the department is waiting on the local 3825 to setup a meeting with the board.

7. Executive Session – Pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment.

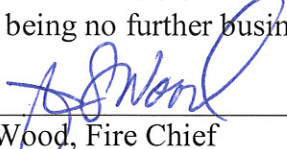
- The Commissioners met for an executive session at 12:25pm and resumed at 12:45pm. No action was taken during the executive session.
- After resuming the meeting, the board voted on the approval of the new Fire Chief contract. Commissioner Pearsall made a motion to approve the new Fire Chief Contract extended to Corey Rux effective July 1st, 2020. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

COMMENTS FOR THE GOOD OF THE ORDER


Corey Rux will be sworn in on July 1st at 12pm.

MEETING ADJOURNED

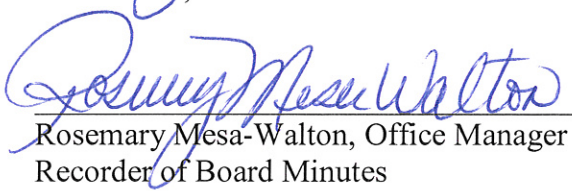
There being no further business, the meeting was adjourned at 12:50pm




John Wood, Fire Chief



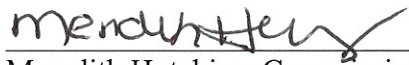
Dave Pearsall, Chair



Rosemary Mesa-Walton, Office Manager
Recorder of Board Minutes



Mike Peoples, Commissioner



Meredith Hutchins, Commissioner