



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

March 9th, 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 Hutchins were present, and Commissioner Peoples phoned in for the first few minutes of the meeting; Chief Wood, Chief Schaffran, and Office Manager Mesa-Walton

OTHERS PRESENT

Lieutenant Brotche and Firefighters Bowman and Dorrough

AGENDA ADDITIONS OR DELETIONS

Attorney Letter from Pope, Houser & Barnes, and Future Insurance through Nicholson & Associates

APPROVAL/CORRECTION OF MINUTES

Commissioner Hutchins made a motion to approve the minutes from the February 6th, 2020, Regular Meeting, and February 25th, 2020 Special 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

02/01/2020 To: 02/29/2020

Time: 07:55:46 Date: 03/09/2020
Page: 2

| Cash Accounts | | Beg Balance | Deposits | Withdrawals | Ending | Outstanding Rec | Outstanding Exp | Adj Balance |
|---------------|-------------------|--------------|-----------|-------------|--------------|-----------------|-----------------|--------------|
| 2 | Petty Cash | 500.00 | 0.00 | 110.00 | 390.00 | 0.00 | 0.00 | 390.00 |
| 6730 | County Checking | 738,595.27 | 32,213.64 | 105,897.59 | 664,911.32 | 0.00 | 0.00 | 664,911.32 |
| 6731 | Capital Projects | 187,604.39 | 169.25 | 0.00 | 187,773.64 | 0.00 | 0.00 | 187,773.64 |
| 6734 | Reserve Account | 560,799.62 | 505.96 | 0.00 | 561,305.58 | 0.00 | 0.00 | 561,305.58 |
| 6736 | Apparatus Account | 133,591.61 | 120.49 | 0.00 | 133,712.10 | 0.00 | 0.00 | 133,712.10 |
| Total Cash: | | 1,621,090.89 | 33,009.34 | 106,007.59 | 1,548,092.64 | 0.00 | 0.00 | 1,548,092.64 |
| | | 1,621,090.89 | 33,009.34 | 106,007.59 | 1,548,092.64 | 0.00 | 0.00 | 1,548,092.64 |

2. Voucher Approvals

- Office Manager Rosemary Mesa-Walton summarized the expenditures for the month. Commissioner Hutchins made a motion to approve the payments below totaling \$116,291.53. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

| Batch | Numbers (Transactions/Vouchers) | Amount | Type | Description |
|--------------|--|--------------|----------|--|
| 2020.02.05 | 200205001- 200205033 Transaction #s 138-170 | \$16,112.92 | Warrants | General Expenditures |
| N/A | Transaction # 171-179 | \$42,497.01 | EFT | February Career Payroll |
| 2020.03.01 | Transaction #s 180-182 | \$22,617.86 | EFT | Career Payroll EFTPS, DRS, & DSHS |
| 2020.03.02 | 200302001-200302003 Transaction #s 183-185 | \$15,367.79 | Warrants | Payroll Benefits Union Dues, Health Insurance, MERP |
| N/A | Transaction #s 186-204 | \$5,699.81 | EFT | February Volunteer Stipends |
| 2020.03.03 | Transaction # 205 | \$1,254.50 | EFT | Volunteer Stipend EFTPS Payment |
| 2020.03.04 | 200304001-200304015 Transaction #s 206-220 | \$12,741.64 | Warrants | General Expenditures |
| Total | | \$116,291.53 | | |

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

| | | | |
|--------------------------------|-------|------------------------------------|------|
| Monthly Alarm Activity | | | |
| Total Number of Alarms: | 56 | Average Response Time Fire: | 8:10 |
| EMS | 41 | | |
| Fire | 15 | Mutual Aid Given: | 3 |
| Overlapping calls: | 3.57% | Mutual Aid Received: | 0 |

1. Training Report

- Two Volunteer Firefighters are in EMT class: Cori Fritts and David Emmons
- Four Volunteer Firefighters are in Fire Academy: Mackenzie Hargadon, Kyle Shelley, Nijah Ahmed, and Dawnya Nader
- Dept. Training hours: 118.6hrs
- First Responder course attended by Jamieson, Schaffran, Bowman and Wood
- Fire Suppression Demo attended by Schaffran & Wood

2. Special Interest

- Mako air SCBA bottle filling station is now repaired
- Department was served papers by the IAFF regarding the Freedom Foundation Public Records Request
- Retired AC Nunn passed away. Memorial service was held at Station 13-1 on Saturday, March 7 at 1 p.m.
- We have supplied DRS information for their audit
- Working with the State Auditor's office to schedule a 3 year audit
- 700 Mhz radios are being installed throughout the county. Schedule of completion is approximately end of year 2022

- Pre-fire plans are being updated. We are ensuring the crews and shifts are familiar with them.
- Awards banquet was February 28. Thank you to those present.
- Medic One issued precautions for Covid 19 (Corona virus). Be aware of them and protect yourselves. They are posted in the watch office.
- WREMS was Feb 27-29. WA Fire Symposium is March 28-Apr 1. We have members attending each of these outside training opportunities.
- Northwest Leadership Seminar is Mar 4-6. We had a member attend this training opportunity also.

COMMISSIONERS/SECRETARY REPORT

Commissioner Hutchins informed the department that TCOMM got another attorney that would be willing to meet with all the individual district attorneys to then help make changes to the TCOMM bylaws.

OLD BUSINESS

1. Water Tower

- Station 13-2 water system is delayed. The department is waiting for another 30 days minimum for a county review. Mr. Steve Willie, with Jerome W. Morrisette, contacted Scott McCormick one month after the project submittal to the county, and was told that there were 2 other projects ahead of our own, and therefore had not started a review of our project just yet. Mr. McCormick asked Mr. Willie to call back in another month. The Commissioners asked that Chief Wood follow up with Scott McCormick whenever possible for another status update.

2. Reader Board

- Chief Wood asked whether we should wait or proceed with purchasing our own reader board. Firefighter Bowman stated that we had been turned down for the grant we submitted at the beginning of February. Therefore the Commissioners agreed to move forward with purchasing our own.
- Commissioner Hutchins made a motion to approve the expense of \$21,000 plus tax & shipping for a Station 13-1 Reader Board. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
- Further conversation came up on whether to give the reader board away to another station after a surplus resolution was in place, or whether to move the reader board to station 13-2. The Commissioners agreed that they would prefer to surplus it if in fact it is salvageable. Also, Firefighter Dorrough mentioned looking into Stewart Signs for a comparable quote.

3. Resolution – 20-002: Levy

- Three options were presented to the Commissioners. One option would be to authorize a levy of a property tax not to exceed \$1.50 per \$1000 of true and assessed valuation. The second and third options were to proceed with an excess levy of \$100,000 and \$200,000 respectively. Chief Wood made a recommendation to proceed with the first option of raising the property tax not to exceed \$1.50 per \$1,000 of true and assessed valuation. The Commissioners agreed to his recommendation.

- Commissioner Hutchins made a motion to approve the resolution 20-002 authorizing a new levy proposal to raise property tax not to exceed \$1.50 per \$1000 of true and assessed valuation. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
4. Succession Planning
 - Chief Wood presented a draft Fire Chief job announcement, a recruiting process timeline, a Fire Chief job description, and a recruiting agency quote for the Commissioners to review.
 - Commissioner Pearsall made a motion to approve commencing with the recruiting process as of April 1st. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.
 5. Training Facility Board – Interlocal Agreement providing for use of fire training facility
 - Commissioner Pearsall made a motion to sign the Interlocal Agreement providing for use of fire training facility. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

NEW BUSINESS

1. Resolution – 20-003: Surplus Items
 - Commissioner Hutchins made a motion to approve the adoption of resolution 20-003 regarding the surplus items. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
2. New Equipment Expense – Aluminum Flip Lid
 - Chief Wood communicated to the Commissioners that the Tender was in need of an Aluminum Flip Lid. It is his recommendation to move forward with the purchase, and it's an item that should last for the lifespan of the vehicle. The purchase price of this new equipment is approximately \$7,500.
 - Commissioner Hutchins made a motion to authorize the expense for an Aluminum Flip Lid for the Tender. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
3. EMS Council Comprehensive Plan – Proposed Next Actions
 - The EMS Council Comprehensive Plan was reviewed. No changes or comments were made.
4. Attorney Letter from Pope, Houser & Barnes
 - The department's attorney has advised that we proceed with preparing a motion to dismiss the complaint with prejudice for the Fire District since the District was never provided a public records request from the Freedom Foundation. Commissioner Pearsall and Hutchins agreed to proceed with the dismissal.
5. Future Insurance through Nicholson & Associates
 - It was brought up at the WA State Risk Management Group meeting that the Fire/EMS pak insurance would no longer write policies in WA State. Discussions

have been on going with VFIS which is now owned by AIG. This new company is trying to match a rate close to what the fire departments have been paying. They have also stated that they will not be able to guarantee a 3 year rate, it will be assessed yearly. Chief Wood has been invited to Illinois in April to further discuss the group insurance options. Our current insurance expires at the end of the year.

COMMENTS FOR THE GOOD OF THE ORDER

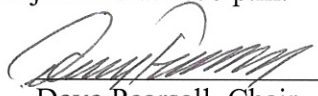
None

MEETING ADJOURNED

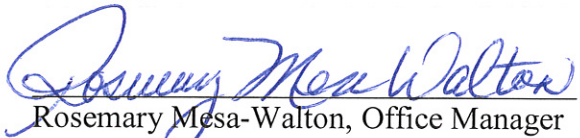
There being no further business, the meeting was adjourned at 1:08 p.m.



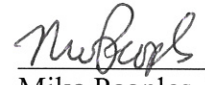
John Wood, Fire Chief




Dave Pearsall, Chair



Rosemary Mesa-Walton, Office Manager
Recorder of Board Minutes



Mike Peoples, Commissioner



Meredith Hutchins, Commissioner