



## BOARD OF FIRE COMMISSIONERS Meeting Minutes

May 14<sup>th</sup>, 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; Chief Wood and Office Manager Mesa-Walton

### OTHERS PRESENT

Lt. Jamieson, and Firefighters Bowman and Dorrough

### AGENDA ADDITIONS OR DELETIONS

Audit discussion

### APPROVAL/CORRECTION OF MINUTES

Commissioner Hutchins made a motion to approve the minutes from the April 28<sup>th</sup>, 2020, Regular Meeting. Commissioner Pearsall 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

#### Fund Totals

Thurston Fire Protection District 13  
MCAG #: 2607

04/01/2020 To: 04/30/2020

Time: 08:39:32 Date: 05/14/2020  
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	581,701.48	439,213.72	103,688.53	917,226.67	0.00	0.00	0.00	917,226.67
002 Reserve Fund	562,068.65	803.78		562,872.43	0.00	0.00	0.00	562,872.43
Apparatus Fund	133,893.84	191.44		134,085.28	0.00	0.00	0.00	134,085.28
Capital Projects Fund	188,028.91	268.88		188,297.79	0.00	0.00	0.00	188,297.79
	1,465,692.88	440,477.82	103,688.53	1,802,482.17	0.00	0.00	0.00	1,802,482.17

Board Of Fire Commissioners  
Meeting Agenda  
May 14<sup>th</sup>, 2020

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 \$106,493.59. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	Transaction # 347-354	\$43,692.95	EFT	April Career Payroll
2020.05.01	Transaction #s 355-357	\$21,313.61	EFT	April- Career Payroll EFTPS, DRS, & DSHS
2020.05.02	200502001-200502003 Transaction #s 358-360	\$10,736.01	Warrants	April- Career Payroll Benefits Union Dues, Health Insurance, MERP
2020.05.03	200503001-200503012 Transaction #s 361-372	\$3,016.29	Warrants	General Expenditures
2020.05.04	200504001-200504003 Transaction #s 373-375	\$2,124.29	Warrants	General Expenditures
N/A	Transaction #s 376-392	\$5,537.95	EFT	April Volunteer Stipends
2020.05.05	Transaction # 393	\$1,266.28	EFT	April- Volunteer Stipend EFTPS Payment
2020.05.06	200506001-200506015 Transaction #s 402-416	\$18,806.21	Warrants	General Expenditures
<b>Total</b>		<b>\$106,493.59</b>		

**CHIEF'S REPORT by Chief Wood**  
Administration/Operations

**Monthly Alarm Activity**

**Total Number of Alarms:** 39      **Average Response Time Fire:** 9.26min  
                                  EMS 31  
                                  Fire 8      **Mutual Aid Given:** 2  
**Overlapping calls:** 10.26%      **Mutual Aid Received:** 4

1. Special Interest

- Covid-19 focused: Operational changes have been implemented to adapt with current restrictions/conditions.
- ECC (ESF 4) meetings went from weekly to as needed.
- Meetings and training have been cancelled due to social distancing.
- New sign has been installed. Thank you to the crew and Ken Goldsby for helping us getting it installed.
- Newsletter is complete and sent for printing and mailing.
- Aid 13-1 motor is shot and needs replacing. The department bought new motor from Ford dealer for \$13,000 and Oly maintenance will be installing it. Total approximate cost is \$20,000.
- Policy 324 - Weapons in district buildings was un-intentionally deleted, but was caught and replaced quickly.
- The department's 3 year audit is in process. Auditor is working remotely up to this point.
- Several Happy Birthday drive-bys have been done. People requested us to drive by their house for a child's birthday. However, these requests have been denied, and an alternative suggestion was made. The alternative was that they could drive by the station

and have our crew outside holding a happy birthday sign and the vehicles flashing lights. It has been very well received by the public.

-Chief Wood resigned from the Medic One Operations Board and as Vice-Chair of the Thurston County Fire Chief's Association.

### **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**

The department hasn't heard back from the county regarding the status of the Water Tower project. Chief Wood recommended that we get the permit and wait on pursuing construction until we have a better idea of how the Covid-19 situation will affect the department. The permits are good for up to 2 years, so we can postpone it and re-evaluate the project next year. Commissioner Hutchins made a motion that after getting the necessary permits the department will postpone the water tower project until an adequate time arises. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

#### **2. Reader Board**

The new reader board was delivered and installed. Chief Wood informed the board that a non-profit organization from our community had inquired about the old sign. Chief Wood recommended that since the old reader board was out of service and of zero value that we should donate it to the non-profit organization. Commissioner Hutchins made a motion to donate the old reader board to the non-profit organization as recommended. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

#### **3. Fire Chief Hiring Status**

Chief Wood informed the board that Friday, May 15<sup>th</sup> would be the first round of interviews for the Fire Chief position, and the second/final interview would be on Friday, May 22<sup>nd</sup>.

### **NEW BUSINESS**

#### **1. Aid 13-1**

Chief Wood informed the board that our Aid Unit 13-1 was taken to be repaired and the cost of the repair, including parts and labor, would cost approximately \$20,000. Commissioner Pearsall made a motion to move forward with the repairs of the Aid Unit 13-1 that would total to approximately \$20,000 in expenses. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

#### **2. Audit discussion**

Chief Wood gave the board an update on our current audit which covers years 2017 through 2019. The department has provided the auditors with information and documentation via email (due to the restrictions pertaining to Covid-19). The board will be notified once the audit is complete.

#### **3. 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 12:32pm and resumed at 1:15pm. At that time the board decided to extend the executive session by another 45 minutes. The meeting resumed at 2:00pm and no action was taken during the executive session.

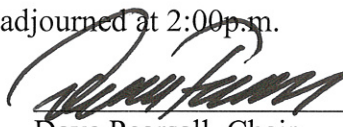
**COMMENTS FOR THE GOOD OF THE ORDER**

None

**MEETING ADJOURNED**

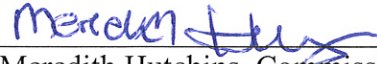
There being no further business, the meeting was adjourned at 2:00p.m.

  
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John Wood, Fire Chief

  
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Dave Pearsall, Chair

  
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Rosemary Mesa-Walton, Office Manager  
Recorder of Board Minutes

  
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Mike Peoples, Commissioner

  
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Meredith Hutchins, Commissioner