



# BOARD OF FIRE COMMISSIONERS

## Regular Meeting Minutes

January 11<sup>th</sup>, 2024  
12:00 p.m.

### MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:08p.m.

### FLAG SALUTE

Commissioner Pearsall led the group in the Flag Salute.

### ROLL CALL

Commissioners Dalessandro, Hutchins and Pearsall; Chief Rux, and Rosemary Mesa-Walton

### OTHERS PRESENT

Jim Hutchins, Gabriel Dorrough, Stephanie Conesa, Sarah Norman, Colton Schmidt

### AGENDA ADDITIONS OR DELETIONS

-Adding: Oath of Office for Commissioner Dalessandro, and Commissioner 2024 Chairman

### APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from November 15<sup>th</sup>, 2023 – Regular Meeting
  - Commissioner Hutchins made a motion to approve the minutes from the November 15<sup>th</sup>, 2023 Regular Meeting. Commissioner Dalessandro seconded the motion and the motion passed by unanimous vote.

### PUBLIC COMMENTS

None

### FINANCIAL REPORT

*Finance Officer's Report:*

1. Revenue and Fund Balances

### TREASURER'S REPORT

#### Account Totals

Thurston County Fire Protection District 13

11/01/2023 To: 11/30/2023

Time: 20:08:51 Date: 01/09/2024  
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	1,006,889.18	130,748.96	282,113.77	855,524.37	0.00	56,290.13	911,814.50
6731	Capital Projects	195,421.31	405.34	0.00	195,826.65	0.00	0.00	195,826.65
6734	Reserve Account	491,621.23	1,019.71	0.00	492,640.94	0.00	0.00	492,640.94
6736	Apparatus Account	240,599.31	498.53	0.00	241,097.84	0.00	0.00	241,097.84
Total Cash:		1,935,031.03	132,672.54	282,113.77	1,785,589.80	0.00	56,290.13	1,841,879.93
		1,935,031.03	132,672.54	282,113.77	1,785,589.80	0.00	56,290.13	1,841,879.93

### TREASURER'S REPORT

#### Account Totals

Thurston County Fire Protection District 13

12/01/2023 To: 12/31/2023

Time: 19:33:57 Date: 01/09/2024

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	855,524.37	11,850.28	101,384.81	765,989.84	0.00	0.00	765,989.84
6731 Capital Projects	195,826.65	443.00	0.00	196,269.65	0.00	0.00	196,269.65
6734 Reserve Account	492,640.94	1,114.46	0.00	493,755.40	0.00	0.00	493,755.40
6736 Apparatus Account	241,097.84	545.07	0.00	241,642.91	0.00	0.00	241,642.91
<b>Total Cash:</b>	<b>1,785,589.80</b>	<b>13,952.81</b>	<b>101,384.81</b>	<b>1,698,157.80</b>	<b>0.00</b>	<b>0.00</b>	<b>1,698,157.80</b>
	1,785,589.80	13,952.81	101,384.81	1,698,157.80	0.00	0.00	1,698,157.80

## 2. Voucher Approvals

- a. Office Manager, Rosemary Mesa-Walton summarized the expenditures for the month of November & December. Commissioner Hutchins made a motion to approve the payments below for November & December 2023 totaling \$398,882.59. Commissioner Dalessandro seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2023.11.03	231103001-231103017 Transaction #s 919-935	\$85,919.87	Warrants	General Expenditures
N/A	Transaction #s 936-963	\$76,847.46	EFT	November Career Payroll/Vol & Comm Stipends
2023.11.04	Transaction #s 964-969	\$32,966.50	EFT	November - EFTPS, DRS, Legal Shield, WA Dept of Revenue, and Quarterlies (PFML & LTC)
2023.11.05	231105001-231105005 Transaction #s 970-974	\$23,323.63	Warrants	Payroll Benefit Expenditures- Griffin Firefighter Assoc, Union dues, Trusteed Plans, MERP
2023.12.01	231201001-231201028 Transaction #s 975-1002	\$24,537.35	Warrants	General Expenditures
N/A	Transaction #s 1-29	\$75,927.03	EFT	December Career Payroll/Vol & Comm Stipends
2024.01.01	Transaction #s 30-34	\$28,497.87	EFT	December - EFTPS, DRS, Legal Shield, and WA Dept of Revenue
2024.01.02	240102001-240102017 Transaction #s 35-51	\$50,862.88	Warrants	General & Payroll Benefit Expenditures- Griffin Firefighter Assoc, Union dues, Trusteed Plans, MERP
<b>Total</b>		<b>\$398,882.59</b>		

## CHIEF'S REPORT by Chief Rux

**Month(s): November/December 2023**

<b>Incident Statistics</b>		
Total Incidents: 126	EMS: 79	Fire: 47
Aid Given: 17	Aid Received: 8	Overlapping: % 22.5
<b>Year to Date</b>		
Total Incidents: 768	EMS: 485	Fire: 283
Aid Given: 121	Aid Received: 49	Overlapping: % 16
<b>Transport Statistics</b>		
Total Patient Contacts: 79	Non-Transport: 30	Transportable Pts: 49
GFD Transports: 32	Transport by other agency: 17	Capture Rate: % 65
YTD Transports Billed: -	Resident: -	Non-Resident: -



<b>Monthly Training Activity</b>
EMT: 2 Did not graduate
Fire 1: 4 Graduated on December 19 <sup>th</sup> with FF1 certification
Training Hours: 299 Agency Personnel Hours for November/December 2023
<b>Fire Chiefs Report</b>
<b>Misc.:</b> <ul style="list-style-type: none"><li>• FTE Personnel doing well - appointed Colton Schmidt to temporary position to replace Michael Nivala while on injury leave</li><li>• Kelly Carda and Sarah Norman have completed their probationary year</li><li>• CBM – Working with them for IT Support, contract for action in new business</li><li>• WSAO – Audit</li><li>• Book club Leadership Training</li><li>• AC Position requirements and posting</li></ul>
<b>Apparatus:</b> <ul style="list-style-type: none"><li>• B13-1 replaced throttle cable</li><li>• Applied for a DNR grant for apparatus acquisition – Denied</li><li>• Will be working with crew to create a spec committee and discuss new Brush unit build out</li></ul>
<b>Facilities:</b> <ul style="list-style-type: none"><li>• Base Station radios installed on the Station 13-1 &amp; 13-2</li><li>• Capital Heating and Cooling – annual maintenance revealed several repairs needed.</li></ul>
<b>Community Outreach:</b> <ul style="list-style-type: none"><li>• Christmas tree lighting December 2<sup>nd</sup></li><li>• Holiday Party December 9th</li><li>• Santa Sleigh around Carolyn Beach on Dec. 10</li><li>• Live Nativity at St Christopher's on December 16</li><li>• Firefighters Association adopted a family for Christmas and provided gifts for 9 children in the family</li><li>• Pancake Breakfast on January 27<sup>th</sup> to benefit the community Preschool the Association has agreed to fund that endeavor as well.</li><li>• GNA is Hosting Emergency Preparedness presentation at their Annual Meeting on January 31<sup>st</sup> at 1800</li></ul>

-Chief told the Board that he is planning to purchase a home within district over the next several months.

#### **COMMISSIONERS/SECRETARY REPORT**

*None*

#### **OLD BUSINESS**

*None*



## **NEW BUSINESS**

- 1- Oath of Office for Commissioner Dalessandro
  - Commissioner Pearsall swore in Commissioner Dalessandro following his re-election for 2024.
- 2- Commissioner Chairman for 2024
  - Commissioner Dalessandro made a motion to elect himself as the Chairman for the Griffin Fire Department Board of Commissioners for 2024, and Commissioner Hutchins as VP. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
- 3- Temporary Firefighter position
  - Commissioner Dalessandro made a motion to affirm Colton Schmidt as Temporary Firefighter/EMT as of December 2023. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
- 4- Springbrook Express Contract
  - Chief Rux mentioned to the Board that we would be migrating our payroll/financial software from our on premise server to the cloud option through our current vendor, Springbrook Express (previously known as BIAS). There would be a one-time migration fee and a slight increase to our yearly subscription. Chief asked the Board to approve the migration and the new annual subscription price.
  - Commissioner Pearsall approve the migration and the new annual subscription price for Springbrook Express Software. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.
- 5- Capital Business Machine
  - Commissioner Pearsall made a motion to allow the department to enter into a 3-yr contract for IT services through Capital Business Machine, and approve the monthly quoted amount. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.
  - Commissioner Dalessandro mentioned that we should amend that motion to include the upgrade of phone systems as well. So, Commissioner Pearsall made a motion to allow the department to enter into a 3-yr contract for IT services through Capital Business Machine, approve the monthly quoted amount, and approve the purchase and upgrade of the new phone system. Commissioner Dalessandro seconded the motion and the motion passed by unanimous vote.
- 6- Capital Heating and Air
  - After reviewing and discussing the issues with the two heating units by Chief Rux, Commissioner Dalessandro approved the installation of heating units at Station 1 & 2. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.
- 7- Policy: Asset Management, Policy: Purchasing and Procurement, Policy: Food Purchases for Department Events, Policy: Purchase Card, Policy: Fuel Card
  - After reviewing and discussing the policies presented by Chief Rux, Commissioner Hutchins made a motion to adopt the policies for Asset Management (215), Purchasing and Procurement (214), Food Purchases for Department Events (216), Purchase Card (213) and Fuel Card (217). Commissioner Dalessandro seconded the motion and the motion passed by unanimous vote.

8- Resolution 24-001: 2024 Budget (revised)

- After reviewing and discussing the resolution presented by Chief Rux, Commissioner Pearsall made a motion to adopt Resolution 24-001: 2024 Budget (revised). Commissioner Dalessandro seconded the motion and the motion passed by unanimous vote.

9- Resolution 24-002: Volunteer Stipends

- After reviewing and discussing the resolution presented by Chief Rux, Commissioner Hutchins made a motion to adopt Resolution 24-002: Volunteer Stipends. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

10- Resolution 24-003: Small and Attractive Assets

- After reviewing and discussing the resolution presented by Chief Rux, Commissioner Pearsall made a motion to adopt Resolution 24-003: Small and Attractive Assets. Commissioner Hutchins seconded the motion and the motion passed by unanimous

**COMMENTS FOR THE GOOD OF THE ORDER**

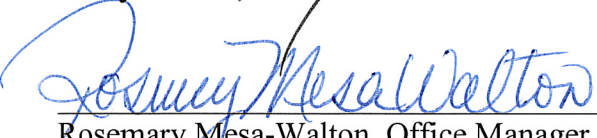
-The February meeting will be moved to February 15<sup>th</sup> at noon, and the WA State Auditor's Exit Conference will take place on January 29<sup>th</sup> at 10am at Station 13-1.

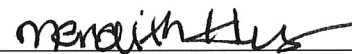
**MEETING ADJOURNED**

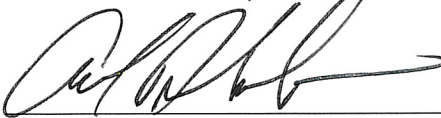
There being no further business, the meeting was adjourned at 1:06 p.m.

  
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Corey A. Rux, Fire Chief

  
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Dave Pearsall, Chair

  
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Rosemary Mesa-Walton, Office Manager  
Recorder of Board Minutes

  
\_\_\_\_\_  
Meredith Hutchins, Commissioner

  
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Arthur Dalessandro, Commissioner

