



BOARD OF FIRE COMMISSIONERS

Regular Meeting Minutes

June 13th, 2024
11:00 a.m.

MEETING CALL TO ORDER

Commissioner Hutchins called the meeting to order at 11:04 a.m.

FLAG SALUTE

Commissioner Hutchins led the group in the Flag Salute.

ROLL CALL

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

OTHERS PRESENT

Jim Hutchins, Rob Smith, Doug Jamieson, Stephanie Conesa, Kelly Carda

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from April 11th, 2024 – Regular Meeting
 - Commissioner Pearsall made a motion to approve the minutes from the April 11th, 2024 Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.
2. Approve minutes from April 29th, 2024 – Special Meeting
 - Commissioner Pearsall made a motion to approve the minutes from the April 29th, 2024 Special 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

TREASURER'S REPORT

Fund Totals

Thurston County Fire Protection District 13

04/01/2024 To: 04/30/2024

Time: 09:34:18 Date: 05/20/2024
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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	309,659.53	1,025,910.31	165,375.75	1,170,194.09	0.00	0.00	0.00	1,170,194.09
002 Reserve Fund	496,671.91	991.23		497,663.14	0.00	0.00	0.00	497,663.14
003 Apparatus Fund	243,069.87	485.07		243,554.94	0.00	0.00	0.00	243,554.94
004 Transporting Fund	41,345.51	5,250.45	8.38	46,587.58	0.00	0.00	0.00	46,587.58
005 Petty Cash Fund	437.50	0.00	-25.00	462.50	0.00	0.00	0.00	462.50
301 Capital Projects Fund	197,428.97	384.68	50,000.00	147,813.65	0.00	0.00	0.00	147,813.65
	1,288,613.29	1,033,021.74	215,359.13	2,106,275.90	0.00	0.00	0.00	2,106,275.90

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TREASURER'S REPORT
Fund Totals

Thurston County Fire Protection District 13

05/01/2024 To: 05/31/2024

Time: 14:47:39 Date: 06/11/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,170,194.09	194,986.49	198,363.43	1,166,817.15	0.00	0.00	0.00	1,166,817.15
002 Reserve Fund	497,663.14	1,184.10		498,847.24	0.00	0.00	0.00	498,847.24
003 Apparatus Fund	243,554.94	579.47		244,134.41	0.00	0.00	0.00	244,134.41
004 Transporting Fund	46,587.58	4,260.48	7.72	50,840.34	0.00	0.00	0.00	50,840.34
005 Petty Cash Fund	462.50	0.00	462.50	0.00	0.00	0.00	0.00	0.00
301 Capital Projects Fund	147,813.65	415.11		148,228.76	0.00	0.00	0.00	148,228.76
	2,106,275.90	201,425.65	198,833.65	2,108,867.90	0.00	0.00	0.00	2,108,867.90

2. Voucher Approvals

- a. Office Manager, Rosemary Mesa-Walton summarized the expenditures for the months of April-May. Commissioner Dalessandro made a motion to approve the payments below for April and May 2024 totaling \$353,354.14. Commissioner Pearsall seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2024.04.03	240403001-240403012 Transaction #s 330-341	\$16,596.45	Warrants	General Expenditures
N/A	Transaction #s 377-414	\$87,510.19	EFT	April Career Payroll/Vol & Comm Stipends
2024.05.01	Transaction #s 415-420, 450-451	\$37,332.01	EFT	April - EFTPS, DRS, and Legal Shield
2024.05.02	240502001-240502004 Transaction #s 421-424	\$24,892.78	Warrants	Payroll Benefit Expenditures- Griffin Firefighter Assoc, Union dues, Trusteed Plans, MERP
2024.05.03	240503001-240503024 Transaction #s 425-448	\$18,925.71	Warrants	General Expenditures
N/A	Transaction #s 449	\$2,173.67	EFT	April – Career Payroll Adjustment
2024.05.04	240504001-240504022 Transaction #s 477-498	\$16,129.81	Warrants	General Expenditures
2024.05.05	240505001-240505016 Transaction #s 499-514	\$11,539.26	Warrants	General Expenditures
N/A	Transaction #s 515-544	\$80,733.13	EFT	May Career Payroll/Vol & Comm Stipends
2024.06.01	Transaction #s 546-548	\$34,475.66	EFT	May - EFTPS, DRS, Legal Shield, DOR
2024.06.02	240602001-240602005 Transaction #s 549-553	\$23,045.47	Warrants	General & Payroll Benefit Expenditures- Griffin Firefighter Assoc, Union dues, Trusteed Plans, MERP, Dynamic Collectors
Total		\$353,354.14		

CHIEF'S REPORT by Chief Rux

Month(s): April/May 2024

Incident Statistics		
Total Incidents: 90	EMS: 53	Fire: 37
Aid Given: 15	Aid Received: 2	Overlapping: % 8.89
Year to Date		
Total Incidents: 300	EMS: 172	Fire: 128
Aid Given: 42	Aid Received: 8	Overlapping: % 18.9

Transport Statistics		
Total Patient Contacts: 65	Non-Transport: 30	Transportable Pts: 35
GFD Transports: 20	Transport by other agency: 15	Capture Rate: % 57.0
YTD Transports Billed:	Resident: -	Non-Resident: -
Monthly Training Activity		
EMT: 3 Currently in TCMO Class; 2 in Mason County EMT Class: All have graduated		
Fire 1: No Class Until Fall		
Training Hours: 105 Agency Personnel Hours for April and May 2024		
Fire Chiefs Report		
Misc: <ul style="list-style-type: none"> FTE Personnel –No specific timeline update on the return to work for those out on extended leave. In-House Lieutenant Examination has been concluded- JJ Shincke was promoted and Kelly Carda is acting LT per MOU until JJ is ready for his return to work. CBM – Phone system operating well, IT Migration is mostly complete with Training rollout on the 19th Volunteer Recruitment is going well; we have 7 members in the onboarding process 		
Apparatus: <ul style="list-style-type: none"> Brush 13-1 is O/S will be seeking to replace immediately 		
Facilities: <ul style="list-style-type: none"> Station 3 fencing project on hold, homeowners put up a electric fence 		
Community Outreach: <ul style="list-style-type: none"> Participated in the Griffin School Career Fair on May 31st Participated in Steamboat Island Community Preschool Anniversary celebration fair on June 1st Participated in Griffin School BBQ on June 7th I will be installing a new exterior front door on the Griffin Preschool on Saturday June 15th Safety Committee member with Griffin School District- We are working on updating the escape routes/staging areas and the reunification location GNA Picnic will be June 22nd 		

Executive Session: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment.

- a. The Commissioners then met for an executive session at 11:29am for approximately 15minutes. The meeting resumed at 11:44am, and no action was taken during the executive session.

COMMISSIONERS/SECRETARY REPORT

None

OLD BUSINESS

1- Assistant Chief Position

- Commissioner Dalessandro made a motion to affirm the appointment of Rob Smith as the new Assistant Chief as of July 1st, 2024. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

NEW BUSINESS

1- Department Training

- Chief Rux informed the Board that he is looking at doing multiple trainings for career staff to help elevate the knowledge base. Examples included a blue card certification class, and officer development, etc. Chief Rux will bring back quotes for the different types of trainings once Chief receives them.

2- South Mason 4 ILA – Administrative Support

- Chief Rux explained to the Board the desire to enter into an ILA with Mason County Fire Protection District 4 for Administrative Support. This would be a temporary, 5 month agreement.
- Commissioner Pearsall made a motion to approve the temporary ILA with Mason County Fire Protection District 4 for shared services of administrative support. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

3- Firefighter/EMT Testing Process

- Chief Rux informed the Board that he would like to begin the testing process for FF/EMT in July in order to establish an eligibility list. As one career member will be leaving at the end of June, the department will need to fill the position as soon as August 1st.

4- Fire Chief Contract

- Chief Rux's contract expires in July 2024, and wanted to begin discussions with the Board regarding his evaluation. The Commissioners asked for comparable contracts from other Thurston County Fire Departments. Commissioner Hutchins would work on the evaluation form and send it to the Office Manager.

5- Brush 13-1 Replacement Process

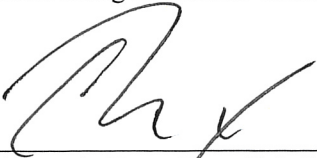
- Chief Rux mentioned that he will be starting a spec committee for a Brush unit soon as that's the next vehicle up for replacement.


COMMENTS FOR THE GOOD OF THE ORDER

None

MEETING ADJOURNED

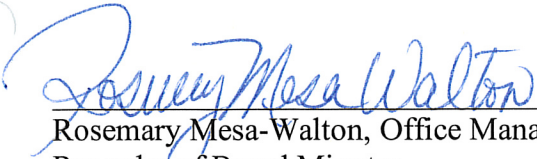
There being no further business, the meeting was adjourned at 11:55 a.m.



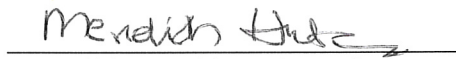
Corey A. Rux, Fire Chief

Arthur Dalessandro, Chair

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Rosemary Mesa-Walton, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

