



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

April 24, 2018

Chairman Nelson called the meeting to order at 5:00 p.m.

Present were: Commissioners Nelson, Sutich, Duncan and Entze, Chief Burgess, A/Chief Watson, A/Chief Nixon, A/Chief Bjurstrom, D. Weyn and T. VanderVaate.

FLAG SALUTE

Chairman Nelson led the flag salute.

APPROVAL OF THE AGENDA

Commissioners Sutich and Duncan moved and seconded a motion to approve the agenda as mailed. With no further discussion, the **MOTION CARRIED**.

COMMISSIONER ABSENCE

Commissioner Smith was absent, having previously been excused by motion at the April 24, 2018 meeting.

COMMUNICATIONS

The South Sound 911 2017 Annual Report was received, a copy is included in the Board packets.

MINUTES AND BLANKET VOUCHERS

Commissioners Entze and Duncan moved and seconded approval of the minutes from the April 10, 2018 Commissioner Meeting as mailed. With no further discussion, the **MOTION CARRIED**.

Commissioners Duncan and Sutich moved and seconded a motion to approve Blanket Vouchers 180581-180642 in the amount of \$173,889.93. With no further discussion, the **MOTION CARRIED**.

CHIEFS REPORTS

Assistant Chief Bjurstrom gave a Bias software update and indicated he is exploring ways to further improve financial processes, including looking at the way we do banking and writing checks. He plans to keep the Board apprised and seek approvals as necessary.

Assistant Chief Bjurstrom also gave a brief presentation regarding the Training Tower Workgroup and plans for a needs assessment. The workgroup will meet and bring information back to the Board for policy decisions.

Chief Burgess presented the Board with sample timecards and a reminder to make sure payroll has the information necessary to properly report to L&I as well as distribute payments.

Chief Burgess reported to the Board that he met with legal counsel regarding military leave for Board members and learned there is an RCW that gives three options:

- 1) Board members may attend meetings by phone;
- 2) The Board can give the affected Board member a leave of absence (said leave cannot extend beyond the elected term); or
- 3) The Board can make a temporary appointment.

Chief Burgess indicated he sought legal counsel due to an inquiry by Commissioner Smith who is in the reserves. There is no immediate deployment that we are aware of, but wanted to have clarity regarding options, should the need arise.

STANDING COMMITTEE REPORTS

QUARTERLY FINANCIAL REPORT

D. Weyn presented the quarterly financial report for March 30, 2018. The Expense Fund balance totaled \$3,042,324 in cash and investments. The Reserve Fund balance totaled \$3,174,619 in cash and invested funds. Revenues in the amount of \$1,986,757 have been collected so far this year. Expenditures to date are \$4,661,456, which is slightly below what was forecast.

OLD BUSINESS

A. Washington Survey & Rating Bureau. Commissioner Sutich brought this up for discussion because we did not have the opportunity to discuss after presentation at the last meeting. A very brief discussion was held, no action was taken.

B. Chief Burgess presented Resolution 2018-05 regarding reserve funds transfer indicating this is to move expense money back to the reserve fund after collection of tax money in April and also indicated he expects to move another \$500,000 at the end of the year. Commissioners Sutich and Entze moved and seconded a motion to approve Resolution 2018-05 as presented. Upon a unanimous roll call vote, the **MOTION CARRIED**.

NEW BUSINESS

A. Assistant Chief Bjurstrom presented Resolution 2018-04 to update the list of district employees authorized to conduct banking transactions. Commissioners Entze and Sutich moved and seconded a motion to approve Resolution 2018-04 as presented. Upon a unanimous roll call vote, the **MOTION CARRIED**.

PUBLIC COMMENT

Citizen Carl Kreitzer commented regarding the Washington Survey and Rating Bureau discussion.

GOOD OF THE ORDER

EXECUTIVE SESSION

Chairman Nelson adjourned to executive session to review the performance of a public employee at 5:35 p.m. for 25 minutes. Chairman Nelson called the meeting back to regular session at 6:00.

SPECIAL INTERESTS/UPCOMING EVENTS

Commissioner Sutich indicated that he is unable to attend the Washington State Fire Chiefs meeting in Kennewick on May 21-24 if anyone would like to attend in his place, otherwise we will request a refund of the registration fees.

ADJOURNMENT

There being no further business to discuss, Chairman Nelson adjourned the meeting at 6:05 p.m.


The next regularly scheduled meeting will be held Tuesday May 8, 2018 at 5:00 p.m.



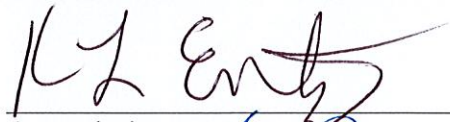
Attest: District Secretary



Chairman Commissioner



Commissioner



Commissioner



Commissioner



Commissioner