



# Gig Harbor Fire & Medic One

## COMMISSIONERS' MEETING MINUTES

October 23, 2018

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

Present: Commissioners Nelson, Sutich, Duncan, Entze and Wilsie, Chief Burgess, A/Chiefs E. Watson, S. Nixon, D. Bjurstrom, T. Meyer, Administrative Manager D. Weyn and EA 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 revised. With no further discussion, the **MOTION CARRIED**.

### COMMISSIONER ABSENCE

### COMMUNICATIONS

### MINUTES AND BLANKET VOUCHERS

Commissioners Entze and Duncan moved and seconded approval of the minutes from the October 9, 2018 Commissioner Meeting. With no further discussion, the **MOTION CARRIED**.

Commissioners Entze and Sutich moved and seconded a motion to approve Special Batch Blanket Vouchers 181493-181494 in the amount of \$979.00 and Blanket Vouchers 181495-181532 in the amount of \$172,434.39 for a total consideration of \$173,413.39. With no further discussion, the **MOTION CARRIED**.

### CHIEFS REPORTS

A/Chief Bjurstrom gave a brief update regarding the Bias software transition noting that Accounts Payable is working in Bias and Payroll is running alongside with the anticipation of making the final changeover in the first quarter of 2019. Revenues are not ready to transition yet, as a result a traditional quarterly financial report will be presented later in this meeting.

Chief Burgess also noted the District intends to move forward with hiring a new finance person to begin work in 2019 unless the Board had objections. Commissioner Entze questioned what position, Chief Burgess confirmed it is for the Finance Assistant. No other questions or objections were raised.

Board of Commissioners

## **STANDING COMMITTEE REPORTS**

Commissioner Entze advised that the non-uniformed contract negotiations are ongoing with another meeting scheduled for October 30, 2018.

## **QUARTERLY FINANCIAL REPORT**

D. Weyn presented the quarterly financial report for September 30, 2018. The Expense Fund balance totaled \$2,756,937 in cash and investments. The Reserve Fund balance totaled \$4,207,710 in cash and invested funds. Revenues in the amount of \$13,441,211 have been collected so far this year. Expenditures to date are \$15,401,297, which is slightly below what was forecast. Commissioner Sutich requested future financial reports be included in the Board packets for the Commissioners to have additional time to go through so they can come to meetings prepared if there are any questions. D. Weyn also indicated anyone can call her with questions any time.

## **OLD BUSINESS**

- a. Personal Services Contract – Temporary Assistant Chief. Chief Burgess presented the Commissioners with the Personal Services Contract for Temporary Assistant Chief T. Meyer indicating no vote is required because the position was already approved and the contract is the same as what is used for other assistant chiefs. Chief Burgess did note the contract reflects 2017 wages, and that there will be an addendum after the Commissioners approve the new personal services contracts for administrative staff.
- b. 2019 Budget – Revenue Hearing and Presentation of Final Draft. Chief Burgess presented the final draft of the 2019 Budget, along with the Revenue Hearing for the 2019 Budget as required by State Law, which must be held in an open public meeting. This review includes the types of revenues to be collected and the sources they come from throughout the budget year. A PowerPoint presentation was presented to the Board. The final 2019 Budget will be presented to the Board at the regularly scheduled meeting on November 27, 2018 in order to meet the November 30 deadline with the County.

## **NEW BUSINESS**

A. Bid Results – Generator and Transfer Switch. A/Chief Watson advised the board the District received two bids for the generator and transfer switch for Station 51 and made a recommendation that we accept the bid of D Square for \$81,000 plus sales tax, which should total just under the \$90,000 that was budgeted. Chief Watson indicated the old generator will be removed and surplus. Commissioner Entze questioned if two bids were for the same equipment? Chief Watson clarified the companies that submitted bids both made bids to install equipment made by the same manufacturer. Just the installation and service is different. Commissioners Duncan and Sutich moved to approve the bid submitted by D2 Energy of North Bend, Washington. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

## **PUBLIC COMMENT**

B/C L. O’Leary commended the volunteer work done by Chaplin Robert (“Bob”) Grimes, thanking him for his professionalism and attention to detail. Chaplin Grimes is an asset to our District and the community.

## **GOOD OF THE ORDER**

**SPECIAL INTERESTS/UPCOMING EVENTS**

**PROMOTIONAL CEREMONY**

Chief Burgess presided over the Promotional Ceremony for Lieutenant Steven Larson. LT Teeple and LT J. Johnson participated in the pinning of collar brass.

**ADJOURNMENT**


There being no further business to discuss, Chairman Nelson adjourned the meeting at 5:48 p.m.

The next regularly scheduled meeting will be Tuesday November 13, 2018 at 5:00 p.m.


  
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Attest: District Secretary

  
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Chairman Commissioner

  
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