



Gig Harbor Fire & Medic One

COMMISSIONERS' MEETING MINUTES

August 11, 2020

Chairman Sutich called the virtual Zoom meeting to order at 5:00 p.m.

Present: Commissioners Sutich, Nelson, Entze, Wilsie and Urvina, A/Chiefs E. Watson, T. Meyer, D. Bjurstrom, J. Johnson, D/C E. Waters, AM D. Weyn, HR C. Herrington and EA T. VanderVaate.

APPROVAL OF THE AGENDA

Commissioner Entze moved to approve the agenda as presented. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMISSIONER ABSENCE

Commissioner Wilsie moved to excuse his absence from the July 28, 2020 meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

COMMUNICATIONS – thank you letter included in packets.

MINUTES AND BLANKET VOUCHERS

Chairman Sutich moved to approve Minutes of the July 28, 2020 meeting. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

Commissioner Nelson moved to approve the vouchers and ACH transfers as set forth in the agenda for a total consideration of \$2,017,317.23. With no further discussion, the **MOTION CARRIED** by unanimous roll call vote.

LOCAL 3390 REPORTS

VOLUNTEER REPORTS

Chief Johnson reported he is continuing research regarding the District's volunteer program.

CHIEFS REPORTS

Chief Johnson gave a COVID19 update.

Chief Meyer reported 12 probationary firefighters have completed Bates academy and have started EMT school. Four lateral candidates (three paramedics and one firefighter) have gone to shift and another four entry level candidates will begin work on April 17. Brad Harris and Scott Jorgenson were promoted to Lieutenant effective August 1.

Chairman Sutich introduced himself and requested each member of the Board identify themselves and welcome Chi Herrington to the District.

Chief Bjurstrom reported regarding upcoming administrative staffing changes.

STANDING COMMITTEE REPORTS

Commissioner Entze reported members of the Insurance Committee will be meeting with the Westside Central Group Insurance Committee soon, scheduling is in progress.

PROTHMAN FIRE CHIEF SEARCH REPORT

Taunja VanderVaate reported that pursuant to directions given by the Board during the July 28, 2020 meeting, HR is gathering data to update the job description, qualifications and salary range for the Fire Chief position and will report at the next meeting and scheduling stakeholder interviews during the week of August 24-28, 2020 with Prothman is in progress.

SECOND QUARTER FINANCIAL REPORT

Danette Weyn presented the second quarter financial report (copy of narrative attached).

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

GOOD OF THE ORDER

Chairman Sutich reported that Chief Johnson is presented at the next Pierce County Commissioner meeting on August 27, 2020.

SPECIAL INTERESTS/UPCOMING EVENTS

ADJOURNMENT

There being no further business to discuss, Chairman Sutich adjourned the meeting at 5:31p.m. The next meeting will be 5:00 p.m. on Tuesday, August 25, 2020.



Thomas A. Sutich (Aug 26, 2020 09:01 PDT)
Chairman Commissioner



Bryce Nelson (Aug 28, 2020 17:24 PDT)
Commissioner




Kevin L. Entze (Aug 25, 2020 11:49 PDT)
Commissioner



Alex Wilkie (Sep 6, 2020 08:01 PDT)
Commissioner



Joe Urzua (Aug 26, 2020 08:48 PDT)
Commissioner



John E. Burgess (Aug 26, 2020 18:34 PDT)
Attest: District Secretary

Quarterly Financial Report

Hello everyone, in your electronic packets you'll find a copy of the Quarterly Financial report for the quarter ending June 30, 2020.

- Page one- This is the **Financial Summary** page, which reflects our quarter-end account balances in the Expense and Reserve Funds and our tax collection statistics. As you can see, we ended the 2nd quarter of 2020 with tax collections at approximately 54.6% of the budgeted "levy only" forecast for the year. Despite April and May collections falling below the forecasted amounts, the periods before and after balanced the numbers to stay within the budgeted revenue figures.
- Page 2- This page displays **District Revenues**- The chart breaks-out the quarter's revenues by all sources. We ended the quarter right on track for **Transport Billings and GEMT** at just over 50% collected for the year so far. The category **Charges for Service** is quite low at the end of the quarter because most of these contractual payments are billed and collected in the second half of the year. Also, the **First Aid/CPR and Crunch Time** revenues have suffered due to our inability to offer classes. The **Surplus, Salvage, Reimbursements and Miscellaneous** category remains well above the budgeted percentage due to the first quarter check we received from USAA Insurance for the damage sustained to one of our engines involved in an accident last fall. The check was for forty three thousand dollars.
- Moving onto Page 3- This page displays our expenditures by category. We ended the quarter well within our normal projections in most categories. Notable exceptions with low numbers are the **Vehicles, Facilities and Training** lines. For **Vehicles**, four of the five budgeted vehicle purchases will not happen until later this year, and several of the **facilities** improvements have been put on hold for the time being. Training expenditures have also been affected by the pandemic. Most scheduled out-of-district training has been cancelled so far this year.
- And lastly, the attached BIAS revenue and expense data summary for your information. This itemized report displays far greater detail than the "Cash-Flow" spreadsheet that has been supplied in the past. Notable revenue items on that report include a GEMT interim settlement amount of one hundred thirty nine thousand dollars and a COVID19 Cares Relief Act payment of forty five thousand, nine hundred and ninety dollars.

This concludes my report. May I answer any questions?