

JCFPD #4 COMMISSIONERS MEETING

October 11, 2005

The meeting was called to order by Chairman Ron Garrison at 7:03 pm. Those present were Commissioners Ken McEdwards and Meril Smith, Secretary Peggy Ware, Jacque Hartley, Evelyn Cemper, George Sickel, Larry Hartley, Marjorie Mueller, Janeel Eddie, Kathi Mueller, and George Mueller.

Ken made a motion to approve the minutes of the September 13, 2005 regular meeting as mailed. Meril seconded the motion. Motion passed.

The September 30, 2005 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Meril made a motion to accept the September 30, 2005 Financial Report. Ken seconded the motion. Motion passed.

Vouchers of \$6,127.55 were presented to the Commissioners. The transferal of funds will be \$3,700.00 from the Investment Account into the Cash Account.

Ken made a motion to approve payment of the vouchers and the transferal of funds. Meril seconded the motion. Motion passed.

Meril made a motion to approve the October 5, 2005 payroll. Ken seconded the motion. Motion passed.

The Chief's Report/Ambulance Report was read by Peggy Ware.

Janeel Eddie said that Diane did not go POV to the hospital, but that she went in the ambulance.

Peggy Ware replied that she would have to check with the Fire Chief because he wrote the report.

Meril made a motion to accept the Chief's Report with a possible correction. Ken seconded the motion. Motion passed.

Peggy Ware presented information on different options for doing payroll. The Jefferson County Fire Service Secretaries have been researching the different options, and based on the information they have gathered Peggy would recommend ADP. Peggy did a breakdown of cost estimates between doing the payroll in-house and hiring it out to ADP. Based on the cost estimates ADP would be cheaper. Also, if the payroll were done in-house some options such as direct deposit would not be available.

Commissioner McEdwards made a motion to hire ADP for payroll. Commissioner Smith seconded the motion. Motion passed.

Commissioner McEdwards gave a brief report on volunteer applicant James Boldt, and said that the membership committee recommended Jim for conditional membership. George Sickel asked what the volunteers think about him.

Commissioner McEdwards said that the President of the Volunteer Association is a part of the membership committee along with the chief and one commissioner, and that all three people recommended him for membership.

Janeel Eddie expressed concern over the 45 day conditional membership and talked about division within the department.

Commissioner McEdwards responded that the 45 day conditional membership gives the applicant a chance to work with the other volunteers while being covered under the Board for Volunteer Firefighters insurance. Ken said that he would hope that the new volunteer would be accepted into the Volunteer Association.

Commissioner Garrison said that the application would be looked at again in 45 days, and then he would be recommended for full membership at that time.

Commissioner Smith made a motion to accept James Boldt as a volunteer firefighter. Commissioner McEdwards seconded the motion. Motion passed.

Commissioner McEdwards gave a brief report on volunteer applicant Dick Bergeron. Commissioner Smith made a motion to accept Dick Bergeron as a volunteer firefighter. Commissioner McEdwards seconded the motion. Motion passed.

Jacque Hartley said that she had a list of questions. At the November 22, 2004 meeting Jacque said that the volunteers would be allowed to evaluate the chief's performance. Jacque said that during the hiring process it was stated that the chief had 15 year EMS experience. She attended an EMS training with Chief Herbst recently and he said that he had 9 years EMS experience. Jacque asked which was correct seeing as how his application was confidential.

Commissioner Garrison said he would look into it.

Jacque Hartley asked about the job requirement in the Fire Chief Job Description that requires the Fire Chief to have at least five years command level experience. She asked why the commissioners did not require it of Chief Herbst.

Jacque Hartley brought up the executive session from August 2004. She said that she has a letter from the Attorney Generals Office that states that the commissioners can not go into an executive session and just say it is for a personnel issue.

Commissioner Garrison responded that the executive session in question was handled the way it was by recommendations from different sources. We had our State Audit a couple of weeks ago, and the State Audit Officer said that everything was handled correctly.

Jacque Hartley asked if there is a job description for the position of district secretary. Commissioner Garrison responded that it has been written, but that it has not actually been approved.

Jacque Hartley asked how the commissioners would go about hiring a replacement if Peggy were not here tomorrow if there is nothing in place.

Marji Mueller said that you wouldn't automatically have the same expectations, or offer the same benefits to someone new that a person with 16 years experience was receiving.

Jacque Hartley asked why Peggy Ware did not have a cap on her accrued sick leave and vacation just like the previous chief had.

Commissioner Garrison said that it would be in a permanent agreement.

Kathi Mueller said that the school board just announces that they are going into executive session for a personnel issue, so are they doing it wrong.

Jacque Hartley responded that it isn't important.

Jacque Hartley brought up ambulance write-off of outstanding debt. She feels that we should check into hiring the ambulance billing out. She checked into a billing company in Kitsap County that only charges \$225.00 per month.

Commissioner Garrison said that once the bill has been turned over to a billing company there is no control over turning an outstanding bill over to a collection agency. Ron asked Jacque Hartley to give Peggy the name of the billing company.

Larry Hartley said that he heard some really serious stuff here tonight and that the commissioners had better do something about it.

George Sickel said that at the last commissioners meeting he made a formal request to the Fire Commissioners and the Fire Chief that they put together a plan to solve the differences that some volunteers have with the Chief and Commissioners.

Commissioner Garrison said that he attended the last Volunteer Association meeting. Actually, all three commissioners attended the meeting at the request of the Volunteer Association. The commissioners were just at the meeting to listen and gather information and no action was taken or discussed. Ron said that he thinks that they all need to start working together, and he plans to attend the meetings on a regular basis. That is Ron's plan.

George Sickel asked if the commissioners are charging the tax payers for attending the Volunteer Association meeting.

Commissioner Garrison said that he is not claiming the meeting.

Commissioners McEdwards and Smith both said that they are not claiming the compensation for the Volunteer Association meeting.

Peggy Ware stated that the commissioners are entitled to claim compensation any time that they are conducting business as a fire commissioner, even if it is just coming down to the office to audit the monthly vouchers. The current Brinnon Fire Commissioners only claim compensation for fire commissioners meetings and out of town conferences.

George Sickel asked if they claim mileage.

The Commissioners responded that they do not claim mileage for local meetings. They do claim it for some out of town meetings and conferences.

Commissioner Garrison asked Peggy to put the mileage reimbursement rate on the agenda for next month because in September the IRS raised the mileage reimbursement rate to 48.5 cents per mile.

Commissioner McEdwards will not be able to attend the November 8 commissioners meeting.

Commissioner Garrison made a motion to allow Commissioner Ken McEdwards to miss the November 8 Fire Commissioners meeting. Commissioner Smith seconded the motion. Motion passed.

George Sickel asked when the preliminary budget would be ready for the public.

Peggy Ware said it would be ready by November 1.

Commissioner Garrison announced the Jefferson County Fire Commissioners and Secretaries meeting is in Port Ludlow on Thursday, October 13, 2005. Ron is planning to attend. Meril plans to be there. Ken will not be able to make it.

Evelyn Cemper announced that flu shots will be offered at the Community Center on October 21, from 10:00 am – 2:00 pm.

Commissioner McEdwards expressed thanks to the Ladies Auxiliary for their fund raising efforts. They have purchased a generator for the Fire Department.

Commissioner McEdwards made a motion to adjourn the meeting. Commissioner Smith seconded the motion. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Peggy Ware
District Secretary