

## JCFPD #4 COMMISSIONERS MEETING

January 10, 2006

The meeting was called to order by Chairman Ron Garrison at 7:00 pm. Those present were Commissioners Ken McEdwards and Meril Smith, Chief Bob Herbst, Secretary Peggy Ware, Anne Pittman, Clair Pittman, Yolanda Smith, Kathi Mueller, Marji Mueller, Sue Fresonke, George Sickel, Jacque Hartley, Diane Grau, and Pat Lundemo.

Commissioner McEdwards made a motion to approve the minutes of the December 13, 2005 regular meeting as mailed. Commissioner Smith seconded the motion. Motion passed.

The December 31, 2005 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Commissioner Smith made a motion to accept the December 31, 2005 Financial Report. Commissioner McEdwards seconded the motion. Motion passed.

Vouchers of \$16,620.72 (this includes reimbursement to the payroll account) presented to the Commissioners. The transfer of funds will be \$15,000.00 from the Investment Account into the Cash Account.

Commissioner McEdwards made a motion to approve payment of the vouchers and the transfer of funds. Commissioner Smith seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the January 5, 2006 payroll. Commissioner McEdwards seconded the motion. Motion passed.

The Chief's Report/Ambulance Report was presented by Chief Bob Herbst. Commissioner Smith made a motion to accept the Chief's Report. Commissioner McEdwards seconded the motion. Motion passed.

Setting a volunteer point value has been tabled for two months. The original recommendation was for \$5.50 per point.

Commissioner McEdwards made a motion to wait another month before setting the volunteer point value. Commissioner Smith seconded the motion. Motion passed.

Peggy Ware reported that the 3 Year State Audit, covering January 1, 2002 through December 31, 2004, has been completed with no findings or management letters.

Peggy Ware reported that our first payroll with ADP was run on January 5, 2006. Everyone got paid on time by direct deposit. There are a few issues with taxes, but they are being worked out.

Peggy Ware read a letter from Jacque Hartley to the Fire Commissioners. In her letter Ms. Hartley clarified some items that she had previously asked the commissioners about.

An Emergency Medical Services Agreement between Jefferson County Fire Protection District #3 and Jefferson County Fire Protection District #4 was presented for approval. According to this agreement, effective January 1, 2006 Port Ludlow Fire and Rescue would upon request, when available, provide Advanced Life Support to Jefferson County FPD #4. Port Ludlow Fire and Rescue would come all the way to Brinnon if need be. There is no fee for an evaluation. If we transport the patient with Port Ludlow Fire and Rescue paramedics, we pay \$300.00. If the patient is transferred to a Port Ludlow Fire and Rescue aid unit they handle all patient billing and we receive nothing for the transport.

Commissioner Smith made a motion to approve the Emergency Medical Services Agreement between Jefferson County Fire Protection District #3 and Jefferson County Fire Protection District #4. Commissioner McEdwards seconded the motion. Motion passed.

FF/EMT Tom Barelli has verbally requested a leave of absence due to the fact that he has accepted employment for ordinance disposal in Iraq.

Commissioner McEdwards made a motion to approve a one year leave of absence for FF/EMT Tom Barelli, while he is working in Iraq, with an effective date of January 5, 2006 to January 5, 2007. Commissioner Smith seconded the motion. Motion passed.

FGS Janeel Eddie has made a written request for a leave of absence while she is traveling out of the area.

Commissioner Smith made a motion to approve FGS Janeel Eddie with a six week leave of absence, while she is traveling, with an effective date of January 10, 2006 to March 7, 2006. Commissioner McEdwards seconded the motion. Motion passed.

Anne and Clair Pittman have requested to be taken off medical leave with a return to active status in a support services role.

Commissioner McEdwards made a motion to approve Anne Pittman as an active volunteer effective January 15, 2006. Commissioner Smith seconded the motion. Motion passed.

Commissioner McEdwards made a motion to approve Clair Pittman as an active volunteer effective January 15, 2006. Commissioner Smith seconded the motion. Motion passed.

Kim Parsons has verbally resigned from the Brinnon Fire Department effective December 15, 2005 because he no longer has time available to meet the requirements of the Fire Department.

Commissioner Smith made a motion to accept Kim Parsons resignation from the Brinnon Fire Department effective December 15, 2005. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst read a memo requesting the surplus of the 1977 Ford F-700 Pumper releasing the vehicle for sale for the amount of \$7,000.00 or best offer. The Hoh Tribe is interested in the vehicle.

Commissioner McEdwards made a motion to surplus the 1977 Ford F-700 Pumper and release the vehicle for sale for the amount of \$7,000.00, or best offer with acceptance of any offer solely at the discretion of the Board of Fire Commissioners. Commissioner Smith seconded the motion. Motion passed.

Chief Herbst read a memo requesting the surplus of the 1990 Ford E-350 Aid Unit releasing the vehicle for sale for the amount of \$15,000.00 or best offer. Commissioner McEdwards made a motion to surplus the 1990 Ford E-350 Aid Unit and release the vehicle for sale for the amount of \$15,000.00, or best offer with acceptance of any offer solely at the discretion of the Board of Fire Commissioners. Commissioner Smith seconded the motion. Motion passed.

At 7:25 pm, Commissioners Garrison, McEdwards and Smith, and Chief Herbst retired into executive session for employee evaluation and contract negotiation. Commissioner Garrison said that there may or may not be action taken after the executive session, and the meeting would reconvene at 7:55 pm.

George Sickel and Jacque Hartley left during the executive session.

At 7:55 pm, Commissioner Garrison recalled the meeting to order.

Commissioner McEdwards said that the district planned to offer Chief Herbst a permanent contract, and he recommended increasing Chief Herbst's annual salary from \$35,000.00 to \$37,000.00 per year.

Commissioner Garrison said that the following change needed to be made in the proposed employment contract: **11.4** change "With a maximum payout of **24** hours of pay." to read "With a maximum payout of **120** hours of pay."

Commissioner McEdwards made a motion to approve the employment contract, with the annual salary at \$37,000.00 and the change to item **11.4**, between Jefferson County Fire Protection District #4 and Chief Robert E. Herbst with an effective date of January 1, 2006. Commissioner Smith seconded the motion. Motion carried.

Commissioner Smith made a motion to adjourn the meeting. Commissioner McEdwards seconded the motion. Motion passed. The meeting was adjourned at 8:01 pm.

Respectfully submitted,

Peggy Ware  
District Secretary