

## JCFPD #4 COMMISSIONERS MEETING

January 9, 2007

The meeting was called to order by Chairman Ron Garrison at 7:00 pm. Those present were Commissioner Ken McEdwards, Chief Bob Herbst, Secretary Peggy Ware, Sue Fresonke, Anne Pittman, Clair Pittman, Michael Eastman, and Jacque Hartley.

Commissioner McEdwards made a motion to approve the minutes of the December 4, 2006 special meeting as mailed. Commissioner Garrison seconded the motion. Motion passed.

Commissioner McEdwards made a motion to approve the minutes of the December 12, 2006 regular meeting as mailed. Commissioner Garrison seconded the motion. Motion passed.

The December 31, 2006 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Clair Pittman asked what Leasehold Excise Tax is?

Peggy Ware responded that she wasn't sure, but she would find out for him.

Commissioner McEdwards made a motion to accept the December 31, 2006 Financial Report. Commissioner Garrison seconded the motion. Motion passed.

Vouchers of \$14,068.13 were presented to the Commissioners. The transfer of funds will be \$9,000.00 from the Cash Account into the Investment Account.

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

Commissioner McEdwards made a motion to approve the January 5, 2007 payroll. Commissioner Garrison seconded the motion. Motion passed.

The Chief's Report/Ambulance Report was presented by Chief Bob Herbst.

Commissioner McEdwards made a motion to accept the Chief's Report. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst gave a brief explanation of the proposed changes to the Leave of Absence Policy 2801. First reading of the policy change was at the December 12, 2006 commissioners meeting, and hearing no changes Chief Herbst had the second reading. Commissioner McEdwards made a motion to adopt the proposed changes to Policy 2801. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst read the proposed changes to Public Access to District Records Policy 3300P in regard to access to electronic media. Chief Herbst also presented a proposed draft of a new Website Policy 3301. The Chief said that he has not found any other fire district with an actual policy regarding Websites, but they all agree that there should be a policy. Chief Herbst said that he still needs to talk to the Brinnon Volunteer Firefighter

Association President about what the Association would like to have posted on the website.

Commissioner McEdwards and Commissioner Garrison decided to hold off on Policy 3300P until next month.

Commissioner McEdwards made a motion to consider this the first reading of the proposed new Website Policy 3301. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst said that Meril and Yolanda Smith have already completed their probation period and should have been approved for full membership a month ago.

Commissioner McEdwards made a motion to approve Meril Smith as a full member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Commissioner McEdwards made a motion to approve Yolanda Smith as a full member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Volunteer William Johnson has completed his probation period.

Commissioner McEdwards made a motion to approve William Johnson as a full member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Volunteer Tom S. Fields has completed his probation period.

Commissioner McEdwards made a motion to approve Tom S. Fields as a full member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

As a part of the SOP Annual Review, a pen and ink change is being made to Policy 2300, item 3.7a. The policy stated that the Chief needed to have prior approval for purchases over \$1,000.00, and the Fire Chief's contract stated that the Chief had discretionary spending for purchases under \$2,000.00. The pen and ink change would allow discretionary spending as specified in the current Fire Chief contract.

Firefighter Cadet Matthew Johnson has reached the age of 18, and the membership committee would like to transfer him from Firefighter Cadet to Probationary Firefighter status. Due to the fact that Matthew is still in high school, he would not be able to respond to calls on school nights.

Commissioner McEdwards made a motion to transfer Matthew Johnson from Firefighter Cadet to Probationary Firefighter status. Commissioner Garrison seconded the motion. Motion passed.

There was no public comment.

At 7:28 pm, Commissioners Garrison and McEdwards, and Chief Herbst retired into executive session for personnel reasons. Commissioner Garrison said that no action

would be taken after the executive session, and that the meeting would reconvene at 7:38 pm.

The Executive Session ended at 7:38 pm.

Jacque Hartley and Michael Eastman left during the executive session.

At 7:38 pm, Commissioner Garrison recalled the meeting to order.

Commissioner Garrison made a motion to adjourn the meeting. Commissioner McEdwards seconded the motion. Motion passed. The meeting was adjourned at 7:39 pm.

Respectfully submitted,

Peggy Ware  
District Secretary