

## JCFPD #4 COMMISSIONERS MEETING

MARCH 13, 2007

The meeting was called to order by Chairman Ron Garrison at 7:01 pm. Those present were Commissioners Ken McEdwards and Meril Smith, Chief Bob Herbst, Anne Pittman, Clair Pittman, Yolanda Smith, Jacque Hartley, and George Sickel.

Commissioner Smith made a motion to approve the minutes of the February 13, 2007 regular meeting as mailed. Commissioner McEdwards seconded the motion. Motion passed.

The February 28, 2007 Financial Report was read to the Commissioners by Chief Bob Herbst.

Commissioner McEdwards made a motion to accept the February 28, 2007 Financial Report. Commissioner Smith seconded the motion. Motion passed.

Vouchers of \$16,159.13 were presented to the Commissioners. The transferal of funds will be \$200.00 from the Investment Account into the Cash Account.

Commissioner McEdwards made a motion to pay the vouchers in the amount of \$16,159.13, and to approve the transferal of funds in the amount of \$200.00.

Commissioner Smith seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the March 5, 2007 payroll in the amount of \$6,684.83. 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.

Chief Herbst included a copy of the final draft of the EMS Special Agency Fund Interlocal Agreement in the Commissioners packets. The draft has been distributed to the Jefferson County Fire Commissioners for discussion at the next Jefferson County Fire Commissioners & Secretaries Association meeting. If the draft meets with the approval of the Jefferson County Fire Commissioners & Secretaries Association it will be ready for approval at the regular Fire Commissioner meetings in May.

Also, the second part of the Interlocal Agreement is the contracts for the 3 subcontractors-Medical Program Director, Training Coordinator, and EMS Council Secretary/Treasurer. No one has been able to locate any current contracts. Once the Interlocal Agreement is approved, new contracts will be written and approved. The original contracts will be used as a starting point making necessary changes to job descriptions. The contracts will go through the Finance Board, and there will be no changes to the monetary amounts the subcontractors are currently receiving.

Senate Bill 5420 addresses Websites. If Senate Bill 5420 is approved government agencies with a Website would be required to post all regulations, orders, policies, procedures, draft minutes on the website. The State Fire Chief's Association is lobbying against this bill. There is a general consensus of Fire Districts and some other County

Agencies across the State that if this bill passes they will have to terminate their websites because they could not financially afford to maintain the websites.

Policy 3300P-Public Access to District Records is still under discussion. This will be tabled with a possible 1<sup>st</sup> Reading next month.

George Sickel asked if he could have a copy of the draft.

Commissioner Garrison said that it is not available to the public until it is approved.

Policy 3301-Website has had a 1<sup>st</sup> Reading. Chief Herbst has received no requested changes to the proposed policy that states the minimum requirements for the content of information to be included on the Fire District Website.

Commissioner McEdwards made a motion to have a 2<sup>nd</sup> Reading of Policy 3301-Website.

Commissioner Smith seconded the motion. Motion passed.

Chief Herbst read proposed Policy 3301-Website.

Commissioner McEdwards made a motion to approve Policy 3301-Website.

Commissioner Smith seconded the motion. Motion passed.

Chief Herbst reported that on February 20, 2007 he mailed a letter to Tom Barelli to notify him that his one-year Leave of Absence from the Brinnon Fire Department had expired, and the Chief would like Mr. Barelli to respond in writing by March 7, 2007 as to his intentions in regard to membership in the Fire Department.

Tom Barelli did not respond in writing, but on March 8, 2007 Mr. Barelli verbally told Chief Herbst that due to his employment obligations he would have to leave the department.

Commissioner Smith made a motion to remove Tom Barelli from the Brinnon Fire Department roster effective March 13, 2007. Commissioner McEdwards seconded the motion. Motion passed.

On March 6, 2007, William Johnson verbally requested a Military Leave of Absence, as he will depart on March 7 for a term in the U. S. Army.

Commissioner McEdwards made a motion to place William Johnson on a Military Leave of Absence with an effective date of March 6, 2007. Commissioner Smith seconded the motion. Motion passed.

On March 6, 2007, Thomas S. Fields verbally requested a Military Leave of Absence, as he will be departing on March 27 for a term of service in the U. S. Navy.

Commissioner Smith made a motion to place Thomas S. Fields on a Military Leave of Absence with an effective date of March 26 2007. Commissioner McEdwards seconded the motion. Motion passed.

Tom Fields will continue to respond to emergency calls until the effective date of his Leave of Absence.

Commissioner Smith made a motion to change the regular Fire Commissioner meeting date from the 2<sup>nd</sup> Tuesday of every month to the 2<sup>nd</sup> Monday of every month at 9:00 am.

Commissioner Garrison said he did not have a preference.

Commissioner McEdwards said he was willing to try having the meeting in the morning.

Commissioner McEdwards seconded the motion. Motion passed.  
Commissioner Garrison said that the change would not take place until at least May because it has to be advertised, and Peggy will have to handle it.

During public comment, George Sickel asked how the changes in personnel would affect the volunteer numbers.

Chief Herbst responded that Tom Barelli has already been on a Leave of Absence, William Johnson has already been removed from the totals, and when Tom Fields leaves at the end of the month the total will drop to 15. The active total will drop to 10 when Tom Fields leaves.

At 7: 23 pm, Chairman Ron Garrison, Commissioners Ken McEdwards and Meril Smith, and Chief Bob Herbst entered into executive session for a personnel issue. Before retiring into executive session, Commissioner Garrison announced the executive session would end at 7:40 pm, and adjournment would be the only action taken after the executive session.

At 7:40 pm, the executive session ended.  
Commissioner Garrison reconvened the meeting.

Commissioner McEdwards made a motion to adjourn the meeting. Commissioner Smith seconded the motion. Motion passed.  
The meeting was adjourned at 7:41 pm.

Respectfully submitted,

Peggy Ware  
District Secretary