

## JCFPD #4 COMMISSIONERS MEETING

OCTOBER 9, 2007

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, Clair Pittman, Anne Pittman, Yolanda Smith, Larry Hartley, George Sickel, Jacque Hartley, and Bill Linden.

Commissioner Smith made a motion to approve the minutes of the September 11, 2007 regular meeting as mailed. Commissioner McEdwards seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the minutes of the September 25, 2007 special meeting as mailed. Commissioner McEdwards seconded the motion. Motion passed.

The September 30, 2007 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Commissioner McEdwards made a motion to accept the September 30, 2007 Financial Report changing one word from account to interest. Commissioner Smith seconded the motion. Motion passed.

Vouchers of \$12,907.64 were presented to the Commissioners. The transferal of funds will be \$12,907.64 from the Investment Account into the Cash Account.

Commissioner McEdwards made a motion to pay the vouchers in the amount of \$12,907.64, and to transfer the funds of \$12,907.64. Commissioner Smith seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the October 5, 2007 payroll in the amount of \$6,652.20. 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.

The Fire Department will have an Open House on Saturday, October 13, 2007.

As per the Fire Commissioners instructions, Chief Herbst has drafted a change regarding the Finance Board in the EMS Special Agency Fund Interlocal Agreement. Currently, according to the Jefferson County Fire Commissioners and Secretaries Association By-Laws a secretary or administrative assistant could be elected to the office of President. In the current agreement, the office of President has an automatic seat on the Finance Board. The Jefferson County Treasurer has stated that only elected officials can be signers to approve the expenditure of public funds. The proposed change states that the Finance Board would be a five member board, and each of the five East Jefferson Fire Districts would select one of their Fire Commissioners to be their representative to the Finance

Committee. Chief Herbst will be presenting the change at the Jefferson County Fire Commissioners and Secretaries Association meeting on October 18.

The DNR Interlocal Agreement is a carry over from last month. Bill Sanders said that DNR is not planning to make changes to the agreement. Bill and his boss, Ruth, will meet with us next month to answer any questions.

Commissioner Smith asked if other districts are signing the agreement.

Chief Herbst said that to his knowledge, with the exception of Jefferson Fire Districts #2 and #5, Clallam Fire District #4 is the only fire district in the region that hasn't signed the agreement.

Fire District #4 put out a "Call for Bids" for a 2008/2009 F450 4 X 4 Type 1 Ambulance. The sealed bids were open at a special meeting on Tuesday, September 25, 2007. There was one actual bid submitted by Braun Northwest. The bid needed some clarification regarding the communications equipment, and it lacked the trade in information for the old ambulance. The final bid came in at \$137,410.00 plus sales tax for a total of \$148,402.80.

George Sickel asked how the new ambulance would be funded.

Chief Herbst responded that we would be taking out a loan with the State Pool. The interest would not be set until we take out the loan.

Commissioner McEdwards made a motion to approve the Bid Proposal from Braun Northwest Inc. for \$137,410.00 plus sales tax. Commissioner Smith seconded the motion. Motion passed.

Commissioner Garrison signed the agreement.

Commissioner Smith made a motion to adopt Resolution 2007-1 2008/2009 F450 4 X 4 Type 1 Ambulance. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst read Resolution 2007-2 Budget Extension, providing for adding monies in the amount of \$14,793.88 into the 2007 Budget.

Commissioner McEdwards made a motion to adopt Resolution 2007-2 Budget Extension. Commissioner Smith seconded the motion. Motion passed.

Volunteer Ron Garrison has completed his 45 day conditional membership in the Brinnon Fire Department.

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

Volunteer Diane Grau has been on a medical leave of absence since July 2006. At the end of one year Diane was granted an additional three month leave of absence. Since that time, Diane has received a written release from her doctor allowing her to return to active status as a volunteer firefighter.

Commissioner McEdwards made a motion to remove Diane Grau from medical leave, and reactivate her as a member of the Brinnon Fire Department. Commissioner Smith seconded the motion. Motion passed.

The membership committee recommends Esther Johnson as a conditional member of the Brinnon Fire Department. Esther is an EMT-B with ILS certification.

Commissioner Smith made a motion to approve Esther Johnson as a conditional member of the Brinnon Fire Department. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst read a request to purchase two MACK Pumpers from South Kitsap Fire & Rescue for a purchase price of \$6,000.00 for both units. Both units have automatic transmissions, and are identical in operation and appearance to E41. Chief Herbst has inspected both units and performed a test operation of the pumps and found both units to be operational. Purchase of the two vehicles would promote the Fire Districts goal of standardization of the fire fighting fleet.

Commissioner McEdwards made a motion to adopt Resolution 2007-3 authorizing purchase of two MACK Pumpers from South Kitsap Fire & Rescue for a total price of \$6,000.00. Commissioner Smith seconded the motion. Motion passed.

Chief Herbst read a letter to the Fire Commissioners requesting the surplus of a 1979 MACK CF-686 Class A Pumper, and a 1985 Ford F-7000 500 GPM Pumper. Also, Chief Herbst read a letter from Vivian Lee, Hoh Tribal Business Committee Chairwoman, expressing an interest in purchasing the two vehicles for \$10,000.00. Commissioner Smith made a motion to surplus the 1979 MACK CF-686 Class A Pumper and the 1985 Ford F-7000 500 GPM Pumper, and sell them to the Hoh Indian Tribe for a total of \$10,000.00 for both units. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst has been approached by the family of a terminally ill past fire department member. The family asked if, after the family member passes on, the Brinnon Fire Department could transport the body to a funeral home in Renton. Previous requests of this sort have regretfully been denied.

Commissioner Garrison said that we are not set up for this type of service, and there are liability issues that need to be addressed. His recommendation is to deny the request.

Commissioners McEdwards and Smith also expressed concerns.

Commissioner McEdwards regretfully made a motion to deny the request. Commissioner Smith seconded the motion. Motion passed.

Chief Herbst will notify the family.

Commissioner Garrison asked for public comment.

Bill Linden asked specific questions about the time frame for ambulance billing.

Chief Herbst explained our ambulance billing procedure.

Larry Hartley asked about the DNR Interlocal Agreement.

Chief Herbst said that Fire District #4 has already signed the agreement. He explained some parts of the agreement, and said that Fire District #2 has not signed the agreement.

Commissioner Garrison said that the agreement is very similar to the DNR Interlocal Agreement we signed approximately three years ago. The agreement pertains to property within fire district boundaries wherein we hold the responsibility of "first response".

Larry Hartley asked if the vehicles we plan to purchase will come fully equipped. Chief Herbst responded that the engines will not be fully equipped, and that the equipment from the two vehicles on surplus will be put on the two used engines. Also, the new ambulance will come ready to be put into immediate service. The ambulance will just need to be stocked with medical supplies and oxygen.

George Sickel asked about a statement in the Resort Master Plan that says that Fire District #4 must haul all their water to the scene if a fire.

Chief Herbst said the statement was written by Statesman. The statement can be misleading, but that even though there are fire hydrants within fire district boundaries the Lazy C is the only sustainable water system.

George Sickel said he would respond to Statesman about the mistaken information.

George Sickel said that he could only find information that Chief Herbst wrote regarding fire service in the Master Plan, and he was wondering about the EMS services.

Chief Herbst said that fire and EMS are both covered in different sections of the Master Plan.

George Sickel said that he would look at the information again and submit a letter to the County.

George Sickel requested a copy of the names and status of all volunteer firefighters in the Brinnon Fire Department.

Commissioner Garrison said that he would check with the volunteers about releasing a list of their names and status to the general public.

George Sickel asked questions about the fire districts backup generator.

Chief Herbst responded that the generator was donated by a company in San Francisco, and another business donated the transportation from San Francisco to Brinnon. The generator is 330 kw and 1000 amp. The estimated cost for hook up of the generator is \$27,000.00. The nearest company that can service the generator is located in Bremerton. The generator has a diesel tank mounted underneath it.

Larry Hartley said the generator would have the capacity to run steady for two weeks.

Chief Herbst said that the generator has to be wired to the building, and that the existing panel doesn't power the whole building. Currently, purchase of a new ambulance is a higher priority than wiring the building for the generator.

George Sickel asked Commissioner Smith about the WalMart grant.

Commissioner Smith said that the grant is for \$5,000.00. He had applied for the grant on his own back in January or February. Funds may be disbursed in December.

George Sickel asked for a copy of the letter requesting the grant.

Commissioner Smith said that he had requested this grant on his own, and that he would look for a copy of the letter at his home.

George Sickel asked about an equipment plan and what is being set aside for purchase of this equipment.

Commissioner Garrison said that we are nearing the end of a five year plan, and are working on a new five year plan that will be extended to a ten year plan.

At 8:00 pm, Commissioners Ron Garrison, Ken McEdwards and Meril Smith, and Chief Bob Herbst retired into executive session for contract negotiations. Commissioner Garrison said that no action would be taken after the executive session, and that the meeting would reconvene at 8:25 pm.

Larry Hartley, George Sickel, Jacque Hartley, and Bill Linden left during the executive session.

At 8:25 pm, the executive session ended.

At 8:26 pm, Commissioner Garrison recalled the meeting to order.

Commissioner McEdwards made a motion to adjourn the meeting. Commissioner Smith seconded the motion. Motion passed. The meeting was adjourned at 8:27 pm.

Respectfully submitted,

Peggy Ware  
District Secretary