

## JCFPD #4 COMMISSIONERS MEETING

AUGUST 12, 2008

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, Yolanda Smith, Anne Pittman, Bill Linden, and Ron Stephens.

Commissioner McEdwards made a motion to approve the minutes of the July 8, 2008 regular meeting as mailed. Commissioner Smith seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the minutes of the July 28, 2008 special meeting as mailed. Commissioner McEdwards seconded the motion. Motion passed.

The July 31, 2008 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Commissioner McEdwards made a motion to accept the July 31, 2008 Financial Report. Commissioner Smith seconded the motion. Motion passed.

The 2<sup>nd</sup> Quarter Budget Report was completed on July 31, 2008. Total Budget of \$250,500.00, expenditures year to date \$144,346.03, leaving an ending balance of \$106,153.97.

Vouchers of \$16,266.47 were presented to the Commissioners. Transfer of funds will be \$16,266.47 from the Investment Account into the Cash Account. Adjustments to BARS Accounts will be: transfer \$3,000.00 from BARS #526.20.51.0020 into BARS #522.10.10.0000, and transfer \$3,000.00 from BARS #594.22.63.0000 into BARS #522.10.10.0000.

Commissioner Smith made a motion to transfer the funds, and to pay the vouchers in the amount of \$16,266.47. Commissioner McEdwards seconded the motion. Motion passed.

Commissioner McEdwards made a motion to approve the August 5, 2008 payroll in the amount of \$7,756.32. Commissioner Smith seconded the motion. Motion passed.

The Chief's Report/Ambulance Report was presented by Chief Bob Herbst. As a last minute addition to the Chief's Report, SeaWestern has sent a recall notice regarding our SCBA's. The recall issue will not pose a safety issue, but Chief Herbst will inspect all the SCBA's tomorrow. If any of the units are faulty, they will be taken out of service and repaired.

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

There was no Volunteer Ambulance & Firefighters Association President Report. As per Secretary/Treasurer Sue Fresonke's request, the Chief reminded the Commissioners about the fund raiser on July 16 that is sponsored by the Fire Department Auxiliary and the Firefighters Association. The fund raiser is a hamburger/hot dog barbecue from 1:00 to 5:00 pm. The new ambulance will be on display, and if we receive them in time, one portable water tank will be set up for display. Also, there might be an extrication demonstration.

Anne Pittman asked about putting the barbecue on the reader board.

Volunteer Firefighter Ron Garrison has completed his 320 day probation period and is recommended for full membership in the Brinnon Fire Department.

Commissioner Smith made a motion to accept Ron Garrison for full membership in the Brinnon Fire Department. Commissioner McEdwards seconded the motion. Motion passed.

Volunteer Firefighter Esther Johnson has completed her 45 day conditional membership in the Brinnon Fire Department, and Chief Herbst recommends her for 320 day probationary membership.

Commissioner McEdwards made a motion to accept the Chief's recommendation and accept Esther Johnson as a probationary member of the Brinnon Fire Department.

Commissioner Smith seconded the motion. Motion passed.

Chief Herbst asked Secretary Peggy Ware if we have the signature page for the EMS Special Agency Fund Interlocal Agreement.

Secretary Ware has not seen the signature page.

Chief Herbst said that he heard that all the other districts signed the agreement, but so far we have not seen the signature page.

Commissioner McEdwards made a motion to table the EMS Special Agency Fund Interlocal Agreement until we actually see the signature page. Commissioner Smith seconded the motion. Motion passed.

Chief Herbst read a recommendation to accept Ron Stephens for 45 day conditional membership in the Brinnon Fire Department.

Commissioner Smith made a motion to accept Volunteer Ron Stephens for 45 day conditional membership in the Brinnon Fire Department. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst read a recommendation to place Volunteer Firefighter Anne Pittman on an inactive roster as a member in good standing. As a member of the inactive roster, Anne would not be required to meet the training and attendance requirements, but would be able to remain a member of the Brinnon Fire Department in good standing.

Commissioner McEdwards made a motion to place Volunteer Firefighter Anne Pittman on the inactive roster. Commissioner Smith seconded the motion. Motion passed.

Chief Herbst reported that Volunteer Firefighter Dawn Audette submitted a letter of resignation from the Brinnon Fire Department effective July 30, 2008.

Commissioner Smith made a motion to accept Dawn Audette's resignation from the Brinnon Fire Department effective July 30, 2008. Commissioner McEdwards seconded the motion. Motion passed.

Chief Herbst reported that we have received a request from the City of Bellevue to enter into both an Interlocal Cooperative Purchasing Agreement, and an Interlocal Joint Purchasing Agreement. These agreements would allow the City of Bellevue to piggy back onto our bid process and supply contract for the ambulance we will be receiving from Braun Northwest tomorrow. Chief Herbst explained how the Interlocal Purchasing Agreements work.

Commissioner McEdwards made a motion to approve both the Interlocal Cooperative Purchasing Agreement and the Interlocal Joint Purchasing Agreement between the City of Bellevue and Jefferson County Fire Protection District #4. Commissioner Smith seconded the motion. Motion passed.

Additional money will need to be added to the Bank of America Payroll Checking Account due to the fact that we will be hiring per diem Firefighter/EMT's periodically. Commissioner McEdwards made a motion to add \$800.00 to the Bank of America Payroll Checking Account raising the balance to \$8,800.00. Commissioner Smith seconded the motion. Motion passed.

Commissioner Garrison asked for Public Comment.

There was no public comment.

At 7:30 pm, Commissioner Ron Garrison, Ken McEdwards and Meril Smith, and Chief Herbst retired into executive session for a personnel issue/Chief's annual evaluation. Commissioner Garrison said that the meeting would reconvene at 7:50 pm, and that no action would be taken.

At 7:50 pm, the Commissioners extended the executive session until 8:00 pm.

At 8:00 pm, the executive session ended.

At 8:01 pm, Commissioner Garrison recalled the meeting to order.

Commissioner Smith made a motion to adjourn the meeting. Commissioner McEdwards seconded the motion. Motion passed. The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Peggy Ware  
District Secretary