

## JCFPD #4 COMMISSIONERS MEETING

OCTOBER 14, 2008

The meeting was called to order by Chairman Ron Garrison at 7:00 pm. Those present were Commissioner Meril Smith, Chief Bob Herbst, Secretary Peggy Ware, Katie Brostrom, Wayne Schlaefli, Anne Pittman, Dalila Dowd, John Dowd, Yolanda Smith, Jacque Hartley, Sean Leonard, Megan Themm, Jim Watson, Ron Stephens, Shawn Moos, Don Coleman, Nick Fields, Pam Fields, Patrick Titterness, Joanie Hendricks, Eric Hendricks, Tracy Petrasek, Bill Linden, Nancy Thompson, and Sue Bond.

Commissioner Garrison announced that Commissioner McEdwards was not in attendance because he was out of town.

Commissioner Smith made a motion to approve the minutes of the September 9, 2008 regular meeting as mailed. Commissioner Garrison seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the minutes of the September 25, 2008 special meeting as mailed. Commissioner Garrison seconded the motion. Motion passed.

The September 30, 2008 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Commissioner Smith made a motion to accept the September 30, 2008 Financial Report. Commissioner Garrison seconded the motion. Motion passed.

Vouchers of \$14,328.41 were presented to the Commissioners. Transfer of funds will be \$14,328.41 from the Investment Account into the Cash Account.

Commissioner Smith made a motion to pay the vouchers in the amount of \$14,328.41, and to transfer \$14,328.41 from the Investment Account into the Cash Account.

Commissioner Garrison seconded the motion. Motion passed.

Commissioner Smith made a motion to approve the October 3, 2008 payroll in the amount of \$8,010.89. Commissioner Garrison 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 Garrison seconded the motion. Motion passed.

There was no Volunteer Ambulance and Firefighters Association President Report.

Chief Herbst requested the Fire & EMS Levy failure ramifications be moved to after New Business on the agenda.

Chief Herbst read a letter to the Fire Commissioners from Emerald Towns Alliance dated September 22, 2008. The subject of the letter is Emerald Towns Alliance Political Activity. This letter was in response to a letter from Jim Watson that was read at the September 9, 2008 Fire Commissioners meeting.

Chief Herbst read a letter to the Fire Commissioners from Jacque Hartley dated September 12, 2008. Ms. Hartley's letter is in response to comments made by Commissioner Garrison at the last regular Fire Commissioner meeting.

Chief Herbst gave a brief update on the status of the proposed Board for Volunteer Firefighters Chapter 491-03 WAC Membership and Participation Requirements. The chapter specifies the necessary qualifications to be a participant/member in the volunteer fire fighters' relief and pension fund. There will be participation and activity requirements. Each Fire Department would set their own requirements, but they must meet the Board for Volunteer Firefighters standards. Under the new proposed standard, EMT's and other fire support staff would also be eligible for membership in the volunteer fire fighters' relief and pension fund. There are two public hearings scheduled for the month of November.

Esther Johnson has completed her 320 day probationary period with the Brinnon Fire Department and is recommended for full membership. Commissioner Smith made a motion to accept Esther Johnson as a full member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Diane Garrison has completed her 45 day conditional probation with the Brinnon Fire Department and is recommended to continue the 320 day probationary period. Commissioner Smith made a motion to accept Diane Garrison as a probationary member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Christine Stephens has completed her 45 day conditional probation with the Brinnon Fire Department and is recommended to continue the 320 day probationary period. Commissioner Smith made a motion to accept Christine Stephens as a probationary member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Ronald Stephens has completed his 45 day conditional probation with the Brinnon Fire Department and is recommended to continue the 320 day probationary period. Commissioner Smith made a motion to accept Ronald Stephens as a probationary member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst read a recommendation to accept Nicholas E. Fields as a 45 day conditional member of the Brinnon Fire Department. Commissioner Smith made a motion to accept Nicholas E. Fields as a 45 day conditional member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst read a recommendation to accept Megan R. Themm as a 45 day conditional member of the Brinnon Fire Department. Commissioner Smith made a motion to accept Megan R. Themm as a 45 day conditional member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst read a recommendation to accept Sean T. Leonard as a 45 day conditional member of the Brinnon Fire Department. Commissioner Smith made a motion to accept Sean T. Leonard as a 45 day conditional member of the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst read a recommendation to accept Patrick I. Titterness as a Fire Cadet on a 45 day conditional membership in the Brinnon Fire Department. Commissioner Smith made a motion to accept Patrick I. Titterness as a Fire Cadet on a 45 day conditional membership in the Brinnon Fire Department. Commissioner Garrison seconded the motion. Motion passed.

Due to the levy failures, Chief Herbst read a recommendation to freeze the 2009 salaries and wages at the 2008 rate. Commissioner Smith made a motion to freeze the 2009 salaries and wages at the 2008 rate. Commissioner Garrison seconded the motion. Motion passed.

Commissioner Smith made a motion to freeze COLA for the fiscal year 2009. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst reported on a company, Fire Recovery USA that recovers claims (beyond the EMS claims) for motor vehicle accidents. There are four different levels of claim for

services. Chief Herbst would like permission to pursue the issue and possibly enter in to an agreement for a 90 day trial period.

Commissioner Smith made a motion to pursue the issue with Fire Recovery USA.

Commissioner Garrison seconded the motion. Motion passed.

In 1977, Jefferson County Fire Protection District #4 purchased two lots from the Olympic Canal Maintenance Company. At the purchase time the Board of Trustees of the Olympic Canal Tracts agreed to waive the cost of annual dues for the Brinnon Fire Department with the condition that the lots be used to construct and operate a Department fire apparatus sub station. This was a verbal agreement/“Gentlemen’s Agreement”. A Memorandum of Understanding to reinforce the original “Gentlemen’s Agreement” has been presented for approval. A stipulation is included in the Memorandum of Understanding that if the Fire District ever sells or otherwise disposes of the lots then the perspective buyer will be required to make annual home owners association dues, the assessments have to be paid, and comply with Articles of Incorporation, Bylaws & OCT Policies.

Commissioner Smith made a motion to approve the Memorandum of Understanding between Jefferson County Fire Protection District #4 and the Olympic Canal Maintenance Company in regard to lots 37 & 38 of the Olympic Canal Addition 4, Block 22. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst reported that we have received a request from the Stevens County Sheriff Department to enter into an Interlocal Cooperative Purchasing Agreement.

Commissioner Smith made a motion to approve an Interlocal Cooperative Purchasing Agreement between Jefferson County Fire Protection District #4 and the Stevens County Sheriff Department. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst recently met with representatives of the Red Cross, and a Disaster Assistance Trailer has been placed at Station 41 in preparation for the Hood Canal Bridge closure in 2009. The trailer currently has certain supplies, but Chief Herbst will be working with the Brinnon Volunteer Firefighters Association to obtain additional supplies.

Chief Herbst reported that he talked to OLYCAP in regard to a possible grant program that could be used to support a Fire and EMS internship program.

Commissioner Smith made a motion to approve Peggy Wares attendance at the Snure Seminar/20<sup>th</sup> Annual Pre-Conference Laws Update Seminar on Wednesday, October 22, 2008. Commissioner Garrison seconded the motion. Motion passed.

Chief Herbst reported on the Fire and EMS Levy failure ramifications. He did a property tax comparison from 2001 to present. The budget will be tight, but we should be able to keep both the Duckabush Station and the Bee Mill Station open. In the future the Chief may possibly recommend the surplus of a couple of vehicles. No decisions will be made at this time.

Commissioner Garrison asked for public comment.

Jim Watson commented on his letter to the Board of Fire Commissioners last month where he made reference to the Emerald Towns Alliance, and unfortunately no one from the Emerald Towns Alliance is in attendance. Mr. Watson said that when Kate Marsh was a part of the Friends of Brinnon/Emerald Towns Alliance the Fire Department used to benefit/receive support. Now the Brinnon Fire Department receives no support/benefits, but they still volunteer their services by having a booth at Shrimp Fest every year. Mr. Watson just wanted the Emerald Towns Alliance to support the Fire Department. Also, he wanted to recognize the four new fire department recruits.

Sue Bond said that she was discussing the fact that the levies didn't pass with a group of friends recently. They discussed the fact that yes taxes might go up slightly, but we need the services. Ms. Bond would like to lend her support to any future levy attempt with 110% backing.

Dalila Dowd said she would like to second that statement.

Wayne Schlaefli asked Chief Herbst what an optimum number of volunteers would be. Chief Herbst responded that an optimum number would be 35. All volunteers have to meet certain training requirements.

Wayne Schlaefli asked why the young people are joining the department.

Chief Herbst asked Megan if he could use her as an example. Megan wants to do something for her community. Also, she would like to pursue a career in the medical field, and as a start she would like to become an EMT.

Wayne Schlaefli asked how many new recruits the Fire Chief could train at one time, and how do we advertise for volunteers.

Chief Herbst said that he had been one in a group of four instructors with 36 trainees. He could instruct a group of 10 by himself. The Fire Department has utilized the following methods to advertise for new recruits: website, brochures at community events, and word of mouth. Chief Herbst said that he was hired in 2005, and this group of four recruits has been the first group of young people to join at one time.

Bill Linden asked if there are people that live in Brinnon and volunteer in other Fire Districts, and if so, how many.

Chief Herbst stated that Michael Eastman has never been a member of the Brinnon Fire Department and became an EMT after joining the Quilcene Fire Department. Diane Grau has joined Mason Fire District #17. She was a member of the Brinnon Fire Department, and took a medical leave of absence for over a year. When she came back from the

medical leave she failed to meet the requirements for an EMT or firefighter. After numerous attempts to contact her with no response, she was dropped as a volunteer firefighter. Larry Clouser resigned from the Brinnon Fire Department in 2002, and he joined Quilcene Fire Department at that time. Larry recently requested a leave of absence from the Quilcene Fire Department.

Jim Watson suggested that we recruit Wayne Schlaefli. He stated that Diane Grau is living at her place on Forest Drive at the South End of Jefferson County.

Don Coleman asked how many of our 15 volunteers are active.

Chief Herbst responded that 11 of the 15 are active.

Don Coleman asked if a volunteer has to do the whole package or can they just join to do certain duties.

Chief Herbst responded that a volunteer can join the department as a support person, driver, to become an EMT, exterior firefighter, interior firefighter, etc.

Katie Brostrom suggested that we put up signs and utilize the reader board with the message "volunteers needed".

Wayne Schlaefli suggested we print flyers telling why a person should become a volunteer.

Katie Brostrom asked why these four new young people joined the Fire Department.

Responses were: I want to do something for my community. I've had family members go before me. I did different first aid and emergency preparedness merit badges in Boy Scouts.

Joanie Hendricks thanked and complimented Chief Herbst on the job he had done as Fire Chief. He has been very professional, and she feels he has saved the District a lot of money.

Jim Watson suggested the formation of a Recruitment Committee with the Chairman being a volunteer position.

Dalila Dowd recommends more publicity.

At 8:10 pm, Commissioners Ron Garrison and Meril Smith, and Chief Herbst retired into executive session for contract negotiations. Commissioner Garrison said that the meeting would reconvene at 8:30 pm, and that action may or may not be taken.

At 8:30 pm, the executive session ended. 15 Audience members were still in attendance.

At 8:30 pm, Commissioner Garrison recalled the meeting to order.

Commissioner Garrison stated that after negotiations, the Fire Commissioners and Fire Chief have agreed on a 6 month extension to the existing Employment Agreement dated December 11, 2007.

Chief Herbst read a Memorandum of Understanding between the Board of Fire Commissioners of Jefferson County Fire Protection District #4 and Fire Chief Robert E. Herbst, Jr. dated October 14, 2008. The MOU calls for a 6 month extension to the

existing employment agreement with an end date no later than June 30, 2009; with no changes proposed or agreed to by either party; and if a levy ballot measure is placed before the public and passes during the extension the Commissioners will enter into binding good faith contract negotiations.

Commissioner Smith made a motion to approve the Memorandum of Understanding between the Board of Fire Commissioners of Jefferson County Fire Protection District #4 and Fire Chief Robert E. Herbst, Jr. dated October 14, 2008. Commissioner Garrison seconded the motion. Motion passed.

Commissioner Garrison said that he really appreciated the public attendance and thanked them all for coming.

Commissioner Smith made a motion to adjourn the meeting. Commissioner Garrison seconded the motion. Motion passed. The meeting was adjourned at 8:35 pm.

Respectfully submitted,

Peggy Ware  
District Secretary