

JCFPD #4 COMMISSIONERS MEETING

Brinnon Fire Department

FEBRUARY 9, 2010

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, Jacque Hartley, Larry Hartley, Bill Linden, Ron Stephens, Lonnie Reynolds, Murl Winjum, Nick Fields, Don Coleman, Sean Leonard, Brandan Schleich, Patrick Titterness, Joanie Hendricks, Matt Draper, Catlyn Fields, John Dowd, Dalila Dowd, Angie Snyder, Ben Snyder, Sue Bond, Sandy Bardon, Pam Fields, Marji Mueller, Yolanda Smith, Anne Pittman, George Sickel, Curtis Lightner, and Jim Watson.

Commissioner McEdwards made a motion to approve the minutes of the January 12, 2010 regular meeting as mailed. Commissioner Smith seconded the motion. Motion passed unanimously.

Commissioner McEdwards made a motion to approve the minutes of the January 22, 2010 special meeting as mailed. Commissioner Smith seconded the motion. Motion passed unanimously.

The January 31, 2010 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

Commissioner Smith made a motion to accept the January 31, 2010 Financial Report. Commissioner McEdwards seconded the motion. Motion passed unanimously.

The 2009 4th Quarter/Final Budget Report was presented by Secretary Peggy Ware. Total Budget of \$294,100.00, expenditures year to date \$281,981.35, leaving an ending balance of \$12,118.65.

EMS Vouchers of \$3,127.84, and Fire Vouchers of \$14,517.69 were presented to the Commissioners. Transfer of funds will be \$3,127.84 from the General Fund Investment Account into the EMS Fund Cash Account, and \$14,517.69 from the General Fund Investment Account into the General Fund Cash Account. The transfer of funds from the General Fund to the EMS Fund is a temporary loan to pay EMS expenditures until EMS revenues are received from property tax payments in April. After receipt of sufficient EMS tax revenue, the money will be transferred back to the General Fund.

Commissioner McEdwards made a motion to transfer \$3,127.84 from the General Fund Investment Account into the EMS Fund Cash Account, transfer \$14,517.69 from the General Fund Investment Account into the General Fund Cash Account, and to pay EMS

and Fire Vouchers for a total amount of \$17,645.53. Commissioner Smith seconded the motion. Motion passed unanimously.

Commissioner McEdwards made a motion to approve the February 5, 2010 payroll in the amount of \$10,232.55. Commissioner Smith seconded the motion. Motion passed unanimously.

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 unanimously.

New Volunteer Ambulance & Firefighter Association President Sean Leonard reported that the Association is purchasing jackets for the Firefighters that have completed probation successfully, and will financially assist with the purchase of wildland boots. The Association is planning a chili feed fund raiser. The annual awards night will be held in March.

Chief Herbst read a recommendation to accept James Roden as a 45 day conditional member of the Brinnon Fire Department. Commissioner Smith made a motion to accept James Roden as a 45 day conditional member of the Brinnon Fire Department. Commissioner McEdwards seconded the motion. Motion passed unanimously.

Chief Herbst read a memo to the Fire Commissioners regarding excess leave beyond the amount specified for carry over from one contract year to the next. Due to scheduling, Chief Herbst ended 2009 with excess annual leave beyond the amount approved for automatic carry over to the next calendar year. Commissioner Smith made a motion to approve the carry over of excess leave, accrued by Fire Chief Bob Herbst, from calendar year 2009 to calendar year 2010. Commissioner McEdwards seconded the motion. Motion passed unanimously.

Chief read a memo regarding the per page fee for copies as set forth in Procedure 3300P. He reported that Mr. Sickel has requested that the Fire District review the policy regarding the per page fee for copies. Chief Herbst said that Commissioner Garrison had asked him to calculate the actual cost of a public records request. The estimate for processing the public records request is \$4.00. Commissioner McEdwards would like to table the issue until next month.

Chief Herbst had a "First Read" for an addition to Policy 2860—Volunteer Stipend Program Section 3.18.

Commissioner Garrison asked the other Commissioners to study the proposed policy addition, and to bring any comments or changes to the next regular meeting.

Jim Watson arrived at 7:23 pm.

Chief Herbst reported that Pacific County Fire Protection District #1 had contacted him in regard to an Interlocal Joint Purchasing Agreement in order to “piggy back” on to our ambulance purchase from Braun Northwest.

Commissioner McEdwards made a motion to approve an Interlocal Joint Purchasing Agreement between Jefferson County Fire Protection District #4 and Pacific County Fire Protection District #1. Commissioner Smith seconded the motion. Motion passed unanimously.

Secretary Ware reported that the 2010 Washington Fire Administrative Support Conference will be held in Leavenworth on May 3-5. Secretary Ware said that for the last two years she has attended the conference with a registration grant, and she would like permission to attend the conference at Fire District expense this year.

Commissioner Smith made a motion to approve Peggy Wares’ attendance at the 2010 Washington Fire Administrative Support Conference in Leavenworth on May 3-5.

Commissioner McEdwards seconded the motion. Motion passed unanimously.

Commissioner Garrison asked for public comment.

No public comment.

At 7:33 pm, Commissioners Ron Garrison, Ken McEdwards and Meril Smith, and Chief Bob Herbst retired into executive session for a legal issue and a personnel issue.

Commissioner Garrison said that Chief Herbst would be in the executive session for item #1. Commissioner Garrison said that the meeting would reconvene at 8:00 pm, and that action may or may not be taken at that time.

At 7:48 pm, Chief Herbst exited the executive session.

At 8:00 pm, the executive session ended. Jim Watson, Joanie Hendricks, Pam Fields, Marji Mueller, Yolanda Smith, Sue Bond, Sandy Bardon, Matt Draper, Anne Pittman, Nick Fields, Brandan Schleich, Sean Leonard, Patrick Titterness, Catlyn Fields, Ron Stephens, Lonnie Reynolds, and Curtis Lightner were still in attendance.

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

There was some discussion regarding a claim filed on January 4, 2010 by Pleasant Harbor Marina against the Fire District for damages to the fire standpipe on D dock. Chief Herbst has assigned the following claim number: 12212010401004.

Commissioner Garrison called for a motion regarding the claim.

Commissioner McEdwards made a motion to deny the claim for \$17,140.00 that was submitted by Pleasant Harbor Marina to Jefferson County Fire Protection District #4 for damages to the fire standpipe on D dock, and to send a letter notifying Pleasant Harbor Marina of the Board of Fire Commissioners decision. Commissioner Smith seconded the motion. Motion passed unanimously.

Commissioner Garrison instructed Chief Herbst to draft and mail out the letter to the appropriate persons.

Commissioner Smith made a motion to adjourn the meeting. Commissioner McEdwards seconded the motion. Motion passed unanimously. The meeting was adjourned at 8:04 pm.

Respectfully submitted,

Peggy Ware
District Secretary