

JCFPD #4 COMMISSIONERS MEETING

Brinnon Fire Department

MARCH 9, 2010

The meeting was called to order by Chairman Ron Garrison at 7:00 pm. Those present were Commissioner Ken McEdwards, Chief Bob Herbst, Secretary Peggy Ware, Ron Stephens, John Dowd, Ben Snyder, Dalila Dowd, Angie Snyder, Murl Winjum, Patrick Titterness, Catlyn Fields, Nick Fields, Brandan Schleich, Cheri Lacey, Sandy Bardon, Diane Garrison, Sue Fresonke, Jacque Hartley, Larry Hartley, Wayne Schlaefli, Matt Draper, and Sean Leonard.

**Motion**-Commissioner McEdwards made a motion to approve the minutes of the February 9, 2010 regular meeting as mailed. Commissioner Garrison seconded the motion. Motion passed unanimously.

The February 28, 2010 Financial Report was presented to the Commissioners by Secretary Peggy Ware. A coding error resulted in a deposit of Ambulance and Emergency Aid Fees being posted to the General Fund instead of the EMS Fund. The Treasurers Office will correct the error by transferring the funds from General Fund to EMS Fund at the end of the month.

**Motion**-Commissioner McEdwards made a motion to accept the February 28, 2010 Financial Report. Commissioner Garrison seconded the motion. Motion passed unanimously.

EMS Vouchers of \$2,523.91, and Fire Vouchers of \$12,871.02 presented to the Commissioners for total expenditures of \$15,394.93. Transfer of funds will be \$2,523.91 from the EMS Fund Investment Account into the EMS Fund Cash Account, and \$12,871.02 from the General Fund Investment Account into the General Fund Cash Account.

**Motion**-Commissioner McEdwards made a motion to transfer \$2,523.91 from the EMS Fund Investment Account into the EMS Fund Cash Account, transfer \$12,871.02 from the General Fund Investment Account into the General Fund Cash Account, and to pay EMS and Fire Vouchers for a total amount of \$15,394.93. Commissioner Garrison seconded the motion. Motion passed unanimously.

**Motion**-Commissioner McEdwards made a motion to approve the March 5, 2010 payroll in the amount of \$9,541.20. Commissioner Garrison seconded the motion. Motion passed unanimously.

The Chief's Report/Ambulance Report was presented by Chief Bob Herbst.

SB 6880, paid EMT certification bill, is slated for Senate Second Reading.

Long time Jefferson County Fire Chief Chuck Boggs is retiring after 39 years. There will be a retirement reception at the Elks Lodge in Port Townsend, on Tuesday, April 27 from 7:00 to 9:00 pm.

**Motion**-Commissioner McEdwards made a motion to accept the Chief's Report. Commissioner Garrison seconded the motion. Motion passed unanimously.

Matt Draper and Sean Leonard arrived at 7:10 pm during the Chief's Report.

Volunteer Ambulance & Firefighter Association President Sean Leonard reported that at the February Meeting the Association decided to induct all interested members of the recently disband Brinnon Fire Department Ladies Auxiliary into the Volunteer Ambulance & Firefighters Association. They could attend all meetings, but would have no voting rights.

At a Special Meeting the Volunteer Ambulance & Firefighters Association made the decision to support the new addendums to the "point's policy", and to hold a "Pancake Breakfast" during Shrimp Fest.

Chief Herbst gave a brief synopsis regarding George Sickel's request to change the fee for copies as set forth in Procedure 3300P. Chief Herbst recommended no changes. Commissioner McEdwards stated that he did not see the need to change the current policy.

**Motion**-Commissioner McEdwards made a motion to make no changes to Procedure 3300P. Commissioner Garrison seconded. Motion passed unanimously.

Chief Herbst reported that the "First Read" for an addition to Policy 2860-Volunteer Stipend Program Section 3.18 was at last months meeting. The Fire Commissioners have not recommended any additions or changes to the proposed policy addition.

Chief Herbst had a "Second Read" for the addition to Policy 2860-Volunteer Stipend Program Section 3.18.

**Motion**-Commissioner McEdwards made a motion to adopt Policy 2860-Volunteer Stipend Program Section 3.18. Commissioner Garrison seconded the motion. Motion passed unanimously.

Chief Herbst reported that 4 months ago Jefferson County Fire Protection District #4 and Mason County Fire Protection District #17 approved a Mutual Fire Response Agreement between the two Fire Districts to cover both Fire and/or Emergency Medical Service Response. Mason County FPD #17 recently returned the original copies of the Mutual Fire Response Agreement for our signature. Chief Herbst presented the agreements for signature.

Chief Herbst reported that the Jefferson County Medical Program Director and the Jefferson County EMS Training Coordinator have been working without contracts for a number of years. At the EMS Council meeting, Chief Pomeroy suggested a salary increase for both of the positions.

The EMS Special Agency Fund Finance Board held a meeting on Wednesday, March 3, 2010. There was discussion regarding lowering the monthly transport fee due to the rebate amounts. At this meeting, EMS Council Chair Willie Knoepfle presented the recommendation to increase the Medical Program Director and the EMS Training Coordinator monthly salary. After discussion, the Finance Board decided to increase the Medical Program Director salary to \$1,500.00 per month, increase the EMS Training Coordinator to \$600.00 per month, and make no changes to the monthly transport fee. New contracts for the East Jefferson County Emergency Medical Services & Trauma Care Council Medical Program Director and the East Jefferson County Emergency Medical Services & Trauma Care Council Training Coordinator, reflecting these increases, have been presented for individual Fire District approval.

**Motion**-Commissioner McEdwards made a motion to approve the Medical Program Director Contract for Dr. Sandra Smith-Poling and EMS Training Coordinator Contract for Colleen Rodrigues with an effective date of January 1, 2010. Commissioner Garrison seconded the motion. Motion passed unanimously.

District Secretary Peggy Ware announced that the 2010 Region 9 Workshop will be held on Saturday, April 10 in Port Ludlow at Station 31. Please let Peggy know if you are planning to attend.

Commissioner Garrison announced that Jacque Hartley had submitted a list of 7 questions regarding operations and Chief Herbst would be responding to the questions. Chief Herbst read each individual question with its corresponding answer.

Commissioner Garrison asked for public comment.  
No public comment.

**Motion**-Commissioner McEdwards made a motion to adjourn the meeting. Commissioner Garrison seconded the motion. Motion passed unanimously. The meeting was adjourned at 7:36 pm.

Respectfully submitted,

Peggy Ware  
District Secretary