

JCFPD #4 COMMISSIONERS MEETING

Brinnon Fire Department

MAY 11, 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, Sandy Bardon, Diane Garrison, Pam Fields, Don Coleman, Dalila Dowd, John Dowd, Angie Snyder, Ben Snyder, and Anne Pittman. Jim Watson arrived during the executive session.

**Motion**-Commissioner McEdwards made a motion to approve the minutes of the April 13, 2010 regular meeting as mailed. Commissioner Smith seconded the motion. Motion passed unanimously.

The April 30, 2010 Financial Report was presented to the Commissioners by Secretary Peggy Ware.

**Motion**-Commissioner Smith made a motion to accept the April 30, 2010 Financial Report. Commissioner McEdwards seconded the motion. Motion passed unanimously. Commissioner Garrison announced that due to the fact that the financial report is getting rather lengthy it will not be read at meetings in the future. It will continue to be attached to the agenda for information purposes.

The 2010 1<sup>st</sup> Quarter Budget Report was presented by Secretary Peggy Ware. Total Fire Budget of \$221,850.00, expenditure year to date \$49,879.03, leaving an ending balance of \$171,970.97. Total EMS Budget of \$194,900.00, expenditures year to date \$12,297.67, leaving an ending balance of \$182,602.33.

EMS Vouchers of \$19,828.51, and Fire Vouchers of \$22,738.63 presented to the Commissioners for total expenditures of \$42,567.14. Transfer of funds will be \$19,828.51 from the EMS Fund Investment Account into the EMS Fund Cash Account, \$22,738.63 from the General Fund Investment Account into the General Fund Cash Account, and a transfer of \$3,127.84 from the EMS Fund into the General Fund to repay the loan made in February 2010.

**Motion**-Commissioner McEdwards made a motion to pay EMS and Fire Vouchers for a total of \$42,567.14, transfer \$19,828.51 from the EMS Fund Investment Account into the EMS Fund Cash Account, transfer \$22,738.63 from the General Fund Investment Account into the General Fund Cash Account, and transfer \$3,127.84 from the EMS Fund into the General Fund. Commissioner Smith seconded the motion. Motion passed unanimously.

**Motion**-Commissioner McEdwards made a motion to approve the May 5, 2010 payroll in the amount of \$15,827.24. Commissioner Smith seconded the motion. Motion passed unanimously.

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

**Motion**-Commissioner Smith made a motion to accept the Chief's Report.

Commissioner McEdwards seconded the motion. Motion passed unanimously.

Volunteer Ambulance & Firefighters Association President Report—Chief Herbst reported that all the officers are at work. The Volunteers will be again be hosting their booth at Shrimpfest. Also, during Shrimpfest the Volunteers will be holding a Pancake Breakfast on Sunday, May 30 at the Community Center from 7:00 am to 11:00 am. The cost is \$4.00 for the 1<sup>st</sup> plate, and \$2.00 for a 2<sup>nd</sup> plate.

Anne Pittman arrived at 7:12 pm.

At 7:12 pm, Commissioner Garrison called for a short recess while Chief Herbst stepped out to help a community member.

At 7:14 pm, Commissioner Garrison recalled the meeting to order.

Chief Herbst said that the Washington Parks Easement Agreement is the same agreement that was presented last month. This will remain on the agenda as a carry over until we receive a response from State Parks.

Chief Herbst said that he would like to set a date for a Commissioner Workshop to work on the annual review of the policy manual/SOP-SOG manual. A focus for this year would be the Administrative/Legislative Policies. Commissioner McEdwards will check his work schedule and call Chief Herbst with his availability.

Chief Herbst reported on an Agreement between National Parks and Jefferson County Fire Protection District #4. It is a standard document, and Chief Herbst pointed out where he had made some additions and changes to the proposed agreement. The draft agreement has been sent to National Parks for review, and hopefully we will receive a response before the next meeting.

Chief Herbst reported that we have a policy that allows up to three people living outside of the Fire District #4 boundaries to join the Brinnon Fire Department. Currently, we have three out of district volunteers. Chief Herbst said that periodically he is approached by people that would like to join the Fire Department, but they live outside the Fire

District boundaries. He is requesting guidance from the Fire Commissioners regarding this issue.

The Fire Commissioners would like to table the issue to give them time to think about it. It will be discussed at a later date.

Chief Herbst read Resolution 2010-2 that authorizes increasing the Payroll Checking Account balance to \$15,000.00.

**Motion**-Commissioner McEdwards made a motion to adopt Resolution 2010-2 Increase Payroll Checking Account. Commissioner Smith seconded the motion. Motion passed unanimously.

Chief Herbst read Resolution 2010-3 that authorizes adding money into the 2010 Fire Budget.

**Motion**-Commissioner Smith made a motion to adopt Resolution 2010-3 Add Money into the 2010 Fire Budget. Commissioner McEdwards seconded the motion. Motion passed unanimously.

Chief Herbst read Resolution 2010-4 that authorizes adding money into the 2010 EMS Budget.

**Motion**-Commissioner McEdwards made a motion to adopt Resolution 2010-4 Add Money into the 2010 EMS Budget. Commissioner McEdwards seconded the motion. Motion passed unanimously.

Chief Herbst read Resolution 2010-5 Adopting the Jefferson County-City of Port Townsend Natural Hazards Mitigation Plan (revised 2009) for Jefferson County Fire Protection District #4.

**Motion**-Commissioner Smith made a motion to adopt Resolution 2010-5 Adopting the Jefferson County-City of Port Townsend Natural Hazards Mitigation Plan (revised 2009) for Jefferson County Fire Protection District #4. Commissioner McEdwards seconded the motion. Motion passed unanimously.

Chief Herbst reported that last night he attended a public meeting at the Community Center hosted by the County Commissioners. There were numerous county officials at the meeting to include Auditor Donna Eldridge, Assessor Jack Westerman, Clerk Ruth Gordon, and Treasurer Judy Morris. Chief Herbst said that he found out about the meeting while attending the County Fire Chief's meeting earlier in the day. There were just a few community members in attendance.

Commissioner Garrison asked for public comment.

Don Coleman asked if the Fire Commissioners had received Garth Mann's response to the draft MOU.

Chief Herbst stated that we had received the response, and after the Board and Fire Chief review the response they will set up a conference call.

At 7:39 pm, Commissioners Ron Garrison, Ken McEdwards and Meril Smith, and Chief Bob Herbst retired into executive session for a personnel issue, contract discussion, and a legal issue. Commissioner Garrison said that the meeting would reconvene at 8:10 pm, and that action may or may not be taken at that time.

At 8:06 pm, the executive session ended. Angie Snyder, Ben Snyder, Dalila Dowd, John Dowd, and Jim Watson were still in attendance.

At 8:10 pm, Commissioner Garrison recalled the meeting to order. Commissioner Garrison said that no action would be taken.

**Motion**-Commissioner Smith made a motion to adjourn the meeting. Commissioner McEdwards seconded the motion. Motion passed unanimously. The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Peggy Ware  
District Secretary