

JCFPD #4 COMMISSIONERS MEETING

Brinnon Fire Department

JUNE 8, 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, John Dowd, Dalila Dowd, Angie Snyder, Ben Snyder, Dillon McEdwards, Patrick Titterness, Catlyn Fields, Curtis Lightner, Cheri Lacey, Sandy Bardon, Matt Johnson, Sean Leonard, Matt Draper, and Brigid Strait.

**Motion**-Commissioner McEdwards made a motion to approve the minutes of the May 11, 2010 regular meeting as mailed. Commissioner Smith seconded the motion. Motion passed unanimously.

Chief Herbst added the following items to the agenda under New Business: Jeff Com Director interviews; and Fire District Insurance Policy renewal.

There were no questions about the May 31, 2010 Financial Report.

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

EMS Vouchers of \$3,700.30 and Fire Vouchers of \$37,974.54 presented to the Commissioners for total expenditures of \$41,674.84. Transfer of funds will be \$3,700.30 from the EMS Fund Investment Account into the EMS Fund Cash Account, and \$37,974.54 from the General Fund Investment Account into the General Fund Cash Account.

**Motion**-Commissioner McEdwards made a motion to pay EMS and Fire Vouchers for a total of \$41,674.84, transfer \$3,700.30 from the EMS Fund Investment Account into the EMS Fund Cash Account, and transfer \$37,974.54 from the General Fund Investment Account into the General Fund Cash Account. Commissioner Smith seconded the motion. Motion passed unanimously.

**Motion**-Commissioner Smith made a motion to approve the June 4, 2010 payroll in the amount of \$11,110.95. Commissioner McEdwards 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 & Firefighter Association President Sean Leonard reported that the Pancake Breakfast was a success. The gross proceeds were \$691.00, and 128 breakfasts were served.

At the June 2 meeting, the Association made the following decisions: hold a Chili Feed in the fall; designate \$200.00 for meat for the Annual Barbecue/Open House; and to close out the CD when it becomes due transferring the funds to the regular bank account, and utilizing some of the money to purchase a pop vending machine.

The National Parks Agreement is still pending.

Chief Herbst read the proposed changes/additions to Policy 2801 Section 3.6-Out of District Volunteers. He explained that there was some confusion as to whether the "First Read" took place last month, so if the commissioners are in agreement this would be the "First Read". Commissioner McEdwards said that he would like an applicant's residential location to the Fire District to be considered because there have been times where an applicant lives less than a half mile outside of the District Boundary.

Chief Herbst said that those conditions are addressed in the existing policy.

**Motion**-Commissioner McEdwards made a motion to accept the proposed changes/additions to Policy 2801 Section 3.6-Out of District Volunteers as the First Read. Commissioner Smith seconded the motion. Motion passed unanimously.

Chief Herbst reported that the Fire District already had an Internet & Computer Usage Policy, but that it was inadvertently left out of the Policy Manual changes and adoptions in 2005. He has taken the existing policy and added clarification to some of the points. Chief Herbst has titled the proposed policy as Policy 3302-Internet & Computer Usage. He asked the Commissioners to read the policy and recommend any additions or changes. If there are no recommended additions or changes this will be considered the "First Read".

Chief Herbst reported that he and Peggy have received a number of inquires regarding Commissioner Stipends. Commissioner Daily Stipend has not been an issue in Fire District 4. In fact, there have been many times that the Fire Commissioners have not requested their stipend.

Chief Herbst read the proposed Policy 1600-The Board of Fire Commissioners-Fire Commissioners Stipend.

**Motion**-Commissioner McEdwards made a motion to accept Policy 1600-The Board of Fire Commissioners-Fire Commissioners Stipend as the First Read. Commissioner Smith seconded the motion. Motion passed unanimously.

Secretary Peggy Ware requested the Fire Commissioners cancel outstanding ambulance bills totaling \$5,873.82.

Commissioner McEdwards made a motion to approve canceling outstanding ambulance bills in the amount of \$5,873.82. Commissioner Smith seconded the motion. Motion passed unanimously.

Commissioner Garrison reported that interviews for the Jeff Com Director will be held June 16, 17 and 18, 2010. The interviews will be conducted by the following 3 groups: Jeff Com Board, the employees, and the Users.

Chief Herbst requested that one of the Fire Commissioners attend.

Commissioner Garrison is already participating as a representative to the Jeff Com Board.

Commissioner Smith said that he could be the District representative to the User Group interview team.

Commissioner McEdwards said he was not available and that Commissioner Smith was a good choice.

Chief Herbst reported that Insurance Agent Dick Fournier met with him regarding the annual insurance policy renewal. A few changes will be made to the policy. The copy machine has been paid off, so Canon is no longer the lease payee. Tanker 44 had no agreed value, but that will be changed. The Fire Station is covered for an agreed value, but the deductible is 5% of the agreed upon value. Currently, our liability limits are more than sufficient, but most likely those will need to increase once the resort is completed. There is flood coverage on the buildings. There will be an insurance review/update when the resort starts up.

Chief Herbst discussed outstanding ambulance bills, and the fact that some patients just do not respond to the bills. He would like the Commissioners to consider the future use of a collection agency for some of the bills.

Commissioner Garrison stated that years ago we were told that we could not pick and choose who would be sent to collections-if you send one you send them all.

Chief Herbst said that the district would have to adopt a specific set of criteria, and the criteria would have to apply to the individual bill before someone would be turned in to collections.

Commissioner Garrison asked for public comment.

Sandy Bardon asked about collections of ambulance bills and medical insurance.

Dalila Dowd asked if we receive any compensation for recreational rescues where a person has chosen to participate in a recreational activity that is considered dangerous.

Chief Herbst responded that we only bill for actual transports. We do bill patient insurance, but insurance usually does not pay the whole bill.

At 7:41 pm, Commissioners Ron Garrison, Ken McEdwards and Meril Smith, and Chief Herbst retired into executive session for a personnel issue, contract discussion, and a legal issue.

Commissioner Garrison said that the meeting would reconvene at 8:00 pm, and there would probably be no action taken at that time.

At 8:00 pm, Commissioner Garrison extended the executive session until 8:10 pm.

At 8:10 pm, Chief Herbst exited the executive session. Chief Herbst announced that the Commissioners were extending the executive session until 8:20 pm. The Commissioners asked Secretary Peggy Ware to retire into executive session at that time.

At 8:20 pm, Commissioner Garrison extended the executive session until 8:25 pm.

At 8:25 pm, the executive session ended. Cheri Lacey, Meghan Draper, Matt Draper, Brigid Strait, Catlyn Fields, Patrick Titterness, Sean Leonard, Matt Johnson, Curtis Lightner, and Dillon McEdwards were in attendance.

At 8:25 pm, Commissioner Garrison recalled the meeting to order. Commissioner Garrison announced 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 8:26 pm.

Respectfully Submitted,

Peggy Ware  
District Secretary