

ISLAND COUNTY FIRE PROTECTION DISTRICT NO. 3

REGULAR MEETING - BAYVIEW

WEDNESDAY, JANUARY 23, 1991 - 7:00 PM

Attendance Registered: Tom Saunders, Chairman
Gary Gabelein, Commissioner
Ken McClellan, Commissioner
Bruce Klassen, Chief
Paul Busch, Assistant Chief
Jim Larsen, South Whidbey Record
Mike Gallion
Robert J. Smith
Russell Anderson
Dan Laughlin
Bob McGinty
Kevin Samuelson
Karlen Beatteay
Bob Beatteay
Beverly Lane
Shelley Hartle
Arthur Gabelein
Marley Eckert
Art Hyland
Firefighters: Bill Borton
James Ogden
Allen Pedersen
Steve Holibonich
Penny Busch

Not all those who attended the meeting registered their attendance.

I. CALL TO ORDER

Chairman Saunders called the meeting to order at 7:01 p.m.

II. APPROVAL OF AGENDA

Commissioner Gabelein made a motion to approve the agenda; Chairman Saunders seconded the motion; the motion carried unanimously.

III. APPROVAL OF MINUTES

The minutes of the December 12, 1990 meeting and the January 15, 1991 meeting will be considered for approval at the February 12, 1991 meeting.

IV. VISITORS COMMENTS

A. Bob McGinty requested the privilege of commenting on items of business as they are presented during the meeting. Chairman Saunders responded by saying that he will "play it by ear".

B. Marley Eckert recounted his 14 years of firefighter experience with this district. He also expressed his dismay at the recent outcome (Commissioner Gabelein's resignation as a firefighter) of the January 15 meeting. He expressed his support for Commissioner Gabelein in his firefighter role and predicted that the community will miss his services in the future.

V. SECRETARY'S REPORT

A letter, attached as Exhibit A, from Mr. Robert McGinty was presented regarding the Clark Snure publications. Mr. McGinty requested that Mr. Snure's guidelines be formally accepted, if they are to be used as policy guidelines for the district. Chairman Saunders directed the District Secretary to put this item on the February agenda under New Business, as "Clark Snure Seminar Guidelines Acceptance".

A letter, attached as Exhibit B, from Bruce and Diana Bell, was read expressing their support of Gary Gabelein serving as he has in the past, as both commissioner and firefighter.

VI. FINANCE OFFICER'S REPORT

The finance officer's report for the month of December, 1990 was submitted at the January 15, 1991 meeting.

VII. CHIEF'S REPORT

The chief's report for the month of December was submitted at the January 15, 1991

meeting.

VIII. COMMISSIONERS REPORT

There was no commissioners report.

IX. MISCELLANEOUS REPORTS

Chairman Saunders thanked Jim Ogden for a suggestion regarding salary schedules.

Due to a conflict in Commissioner McClellan's schedule, the following items marked with an asterisk were discussed prior to Commissioner McClellan's departure at 7:44 p.m.

X. OLD BUSINESS

A. Clarification of Secretary Job Title - Future reference to the role of District Secretary will be referred to as "District Secretary".

B. Review of Pension Payment Legalities - Commissioner Gabelein repeated the warning issued by Joe Faubion of Local Board for Volunteer Firefighters regarding methods used for payment of annual firefighter pensions. Commissioner Gabelein suggested that the district seek the opinion from the Office of the State Auditor. Commissioner Gabelein also suggested that each firefighter contribute \$20 annually to cover the cost.

Chief Klassen explained the background of the cleaning contract with the Firefighters Association, previously suggested by Joe Faubion and Washington Fire Commissioners Association as one acceptable form of pension payment.

Chairman Saunders stated that should this method be construed as a "corporate veil", it could be "cut right through" by the Auditor's Office. Further, he stated he would not like to defend this method of payment, if called upon to do so. He then asked Chief Klassen what were some available options.

Chief Klassen responded with two alternatives:

1. Firefighters could individually provide the necessary monetary contribution to cover their own pension payment;
2. The annual contribution could be deducted from the annual firefighter reimbursement.

Additionally, Commissioner Gabelein stated that he would like to see recruits receive "credit" for the first year of service, giving them that year of membership for the purpose of the pension plan.

While no final decision was made, Chairman Saunders suggested that the Local Board for Volunteer Firefighter voucher be prepared for approval at the February 12, 1991 regular meeting, and that a decision could be made subsequently regarding the method of payment for the 1991 pension contribution.

C. Update of Freeland Project - Chairman Saunders reported that the first piece of real estate under consideration for purchase in the Freeland area was "not in the buying power" of the fire district at this time. The district is currently considering a second location.

The Board directed Chief Klassen to put the current Freeland fire station out for sealed bids to see what value the current market will support.

D. Rectification of Records: Sick leave, Vacation, Comp Time - Commissioner Gabelein read aloud the current policy, Resolution 84-01, attached as Exhibit C, stating that carryover amounts of annual leave will not be allowed unless permission from the board is granted. Chairman Saunders inquired as to the amounts of leave to be carried over from 1990 to 1991. Chief Klassen responded by stating that unused leave for carryover was as follows: Chief Klassen - 6 days, Assistant Chief Busch - 15 days, District Secretary - 8 days. Chairman Saunders suggested that a clause be added as to what the options are for unused leave, ie. employee must forfeit time, employee may be paid for time, or employee will be allowed to take time off. Chief Klassen suggested that 1990 carryover time be allowed, but must be used by each employee by June 31, 1991. Chief Klassen requested that the 1990 carryover time of each employee be allowed to be carried over into 1991. The board consented, granting the request of the Chief. This request will be submitted in writing at the February 12, 1991 meeting. The board expressed its intent to not allow carryover of annual leave.

Commissioner Gabelein said that personal leave is not addressed in the annual leave policy. Chief Klassen explained that the district has always patterned its' personal leave policy after the county, allowing, for example, one's birthday to be taken off.

Commissioner Gabelein suggested that Chief maintain a calendar showing scheduled annual leave and sick leave. The Chief is to be responsible to the board at any time for giving an accounting of any employee, the time taken off, the time scheduled for vacation, etc.

Chairman Saunders stated that the annual leave policy needs to be worked over at a future date.

*E. Pumper Specification Update - Chief Klassen reported that Darley projects a 12-14 month delivery time (prior was 18 months). Pumper specifications and bids submitted in June 1990, for example, would see a delivery date of late 1992.

*F. Office Expenditures, 1990 - Commissioner Gabelein requested to see the 1989 and 1990 office expenditure amounts. Chairman Saunders suggested that this be looked at more carefully when the 1989-1990-1991 budgets are reviewed.

G. Hire Date for District Secretary - The district secretary was hired on an hourly basis on March 29, 1988. The board established, however, that official duties were not assumed until May 1, 1988. Therefore, Commissioner Gabelein made a motion that the official hire date be established as May 1, 1988 for the purposes of step raises. Chairman Saunders seconded the motion; the motion carried: Saunders - Y, Gabelein - Y, McClellan - Not present.

H. Chief Evaluation Form - Discussion regarding a new form for evaluating the chief will be presented at the February 12, 1991 meeting.

XI. NEW BUSINESS

A. Line Item review of 1991 Budget - To be discussed at the February 12, 1991 meeting.

*B. Office Hours during Extreme Weather Conditions - Commissioner Gabelein expressed concern regarding the district office closing during extreme weather conditions, thereby possibly prohibiting calls of an emergency nature. Chairman Saunders suggested "Call Forwarding" to be added to the district phone service, but directed the Chief to find a reasonable solution the problem.

*C. Chairman Saunders made a motion to raise the mileage reimbursement allowance to 27.5 cents per mile. Commissioner McClellan seconded the motion; the motion carried unanimously.

*D. Recorder Purchase - The board directed Chief Klassen to purchase a recorder that has the ability to record as well as copy tapes.

*E. Stolen Equipment from Freeland - Commissioner Gabelein requested information on a radio stolen from the vehicle of a firefighter. Chief Klassen reported that the incident has been under investigation by the Oak Harbor Fire Department for several months, since the time it was first reported, but a replacement radio has been ordered.

XII. ANNOUNCEMENTS

There were no announcements.

XIII. EXECUTIVE SESSION

At 8:45 p.m. Chairman Saunders made a motion to adjourn to executive session for the purpose of discussing charges and complaints regarding personnel. Commissioner Gabelein seconded the motion; the motion carried: Saunders - Y, Gabelein - Y, McClellan - Not present.

Chairman Saunders stated to the audience that if action was taken, and action was expected to be taken, the action would be made public when the meeting was reconvened. He expected the executive session to last until approximately 9:15 p.m.

At 9:20 p.m. the meeting was reconvened.

Chairman Saunders made a motion to suspend Battalion Chief Scot Treggett from any activities in and within the fire district until the resolution of his job performance evaluation. Commissioner Gabelein seconded the motion; the motion carried: Saunders - Y, Gabelein - Y, McClellan - Not present.

XIV. ADJOURNMENT

There being no further business to discuss, Commissioner Gabelein made a motion to adjourn. Chairman Saunders seconded the motion; the motion carried: Saunders - Y, Gabelein - Y, McClellan - Not present.

Susan E. Raley, District Secretary
Island County Fire District No. 3

Approved:

Tom L. Saunders, Chairman

Gary R. Gabelein, Commissioner

Kenneth G. McClellan, Commissioner

*Minutes are not official until approved at the next regular meeting.