

ISLAND COUNTY FIRE DISTRICT #3

REGULAR MEETING - BAYVIEW STATION

January 8, 1998 - 7:00 P.M.

MINUTES

In attendance:

Chairman Bill Benjamin
Commissioner Bruce Bell
Commissioner Mike Helland
Chief Don Smith

- I. Call to Order - Chairman Bell called the meeting to order at 7:00 P.M. After welcoming guests the Board presented Commissioner Robert McGinty with a plaque commemorating his service to Island County Fire District #3 Board of Commissioners.
- II. Approval of Agenda - Commissioner Benjamin moved to approve the Agenda as printed; motion carried.
- III. Approval of Minutes - December 11, 1997 - Chairman Bell moved to approve the December 11, 1997 Commissioner Meeting Minutes as printed; motion carried.
- IV. Annual Organizational Meeting
 - A. Oath of Office/Welcome Commissioner Helland - The District Secretary administered the Oath of Office to newly elected Commissioner Michael Helland.
 - B. Election - Chairman - Chairman Bell moved to elect Commissioner Bill Benjamin as the Board Chairperson for 1998; motion carried. Chairman Bell passed the meeting over to newly-elected Chairman Benjamin.
 - C. Election - Vice-Chairman - Commissioner Bell moved to elect Commissioner Helland as Vice-Chairman for 1998; motion carried.
 - D. Appointment of Board Secretary - Chairman Benjamin moved to appoint Paula Schuler as Board Secretary; motion carried.
 - E. Election of Board of Volunteers - Commissioner Bell moved to elect Commissioner Helland as representative to the Board of Volunteer Firefighters; motion carried.

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- V. Consent Agenda - All matters listed within the Consent Agenda have been distributed to each member of Island County Fire District #3's Board of Commissioners for reading and study. They are considered to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
- A. Report of Correspondences
 - B. Finance Officer's Report
 - C. ~~Monthly Vouchers~~
 - 1. ~~December 1997~~ - ~~\$17,560.98~~
 - 2. ~~January 1998~~ - ~~\$30,556.95~~
 - D. Chief's Report

Commissioner Bell moved to accept the Consent Agenda with the exception of Item C - Monthly Vouchers. Item C to be addressed under New Business Item D; Motion carried.

VI. Unfinished Business

- A. Real-estate Acquisition - Bush Point - The Chief reported the District's Real Estate Agent is seeking possible sites for the new Bush Point Station. There is no recent action on the current site under consideration.
- B. Saratoga Property and Station - All the paperwork is in place for closing on the Saratoga property. The Chief anticipates closure within the next week and the District will then begin to advertise for an architectural engineer for designing the new station. A review Committee will be formed to review the plans. The Chief invited the Board to have a representative on this committee. Commissioner Helland volunteered to sit on this board. The Chief will be inviting Captain Jim Towers to join the committee.

VII. New Business

- A. February 1998 Commissioners Meeting Date - Since the scheduled February meeting falls on a holiday Commissioner Helland moved to change the meeting to February 11, 1998; motion carried.

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- B. Commissioner Section of District Policies - Chairman Benjamin reminded the Board the Commissioners are to review the District Policies annually. Chief Smith is working on writing and/or rewriting District Policies and handed out working copies of the District's Commissioners' Policies to the Commissioners for review and requested written comments. Chairman Benjamin requested the Board have these copies back by the next regular meeting. Discussion followed about having a special meeting/workshop to collectively work on updating the Commissioners Section; no date was set.
- C. Approval of Ogden Murphy Wallace 1998 Rates - Commissioner Bell moved to retain Ogden Murphy Wallace as legal counsel for 1998 and approve their 1998 rates; motion carried.
- D. Monthly Vouchers
1. December 1997 - \$17,560.98
 2. January 1998 - \$30,556.95

Commissioner Bell brought to the attention of the Board the salaried and full time hourly staff payroll was being presented for approval prior to the hours actually worked. Corrective measures with least amount of impact on employees must be taken as this is not an acceptable procedure Commissioner Bell moved to pay December 1997 and January 1998 vouchers deleting the Chief, Assistant Chief's, Captain's, and Secretary's payroll checks until resolution of hours worked; motion failed with Commissioners Helland and Benjamin opposing.

The Commissioners agreed this issue must be resolved by February so the staff is not penalized by these circumstances.

Commissioner Helland moved to pay the vouchers as written with notation to follow this up with a special meeting to bring the hourly employees into sync with the processing of the vouchers so that no one has to wait for their checks and the Commissioners will be approving hours already worked. Motion failed with Commissioners Benjamin and Bell opposing. Chairman Benjamin moved to pay the vouchers withholding the four payroll checks until a resolution is found that meets the approval of the State Auditor's Office; motion carried. Commissioner Bell moved to pay the \$2,852.51 Use Tax Voucher as submitted; motion carried.

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Addressing the payroll vouchers, the Commissioner directed the Chief to consult the State Auditor's Office for a ruling on the District payroll.

VIII. Announcements - Chief Smith informed the Board that Mike Cotton has assumed his position as Resources Officer/Captain with the District.

In compliance with the 1998 Budget the District has purchased a staff vehicle. The 1998 Ford Taurus was purchased off of the State Contract.

IX. Varia - Commissioner Bell will be out of the District January 26-29, 1998

Chief Smith handed out the new Support Services applications to the Commissioners. He also informed the Board he will be out of the District January 15-20, 1998.

Secretary Schuler handed out the annual Public Disclosure Statements to the Board. These statements are due in Olympia April 15, 1998.

X. Executive session - No Executive Session

XI. Adjournment - Meeting adjourned at 8:22 P.M.

Paula Schuler
District Secretary