

**ISLAND COUNTY FIRE DISTRICT #3**

**SPECIAL MEETING**

**2874 E. Verlane Street**

**Langley, Washington**

**March 30, 7:00 P.M.**

**Minutes**

In Attendance:

Chairman Mike Helland  
Commissioner Bill Benjamin  
Commissioner Bob Elliot  
Chief Don Smith

Guests: Les Hagstrom

I. Call to Order - Chairman Mike Helland called the meeting to order at 7:00 P.M.

II. Approval of Agenda - Commissioner Benjamin moved to accept the agenda as printed; motion carried.

III. Old Business

A. District Policy Review - After Chief Smith introduced the preliminary procedures covering the High School Recruit Program, the following changes were suggested and will be drafted and distributed to the Board for review:

Board of Commissioners Policies

Section 11.A. Write a clause allowing the Board to suspend a policy under certain circumstances.

Section 18.C. Add a section addressing issues brought forward by the public.

Personnel Policies

Section 6.D. Change probation period to 1 year.

Section 13.G.18 add to policy the date of the Minutes approving agreement with Aetna.

Section 14.

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Section 17. Create a "Read & Sign"  
acknowledgement of Sexual Harassment  
policy for volunteers and staff.

Section 18 Create a formal resignation  
format.

- B. Chief's Evaluation Format - Chief Smith distributed a sample copy format for his evaluation. Commissioner Elliot moved to accept the new format; motion carried.

IV. New Business

- A. Confirm Membership - Jeremy Hines - Commissioner Benjamin moved to confirm past member Jeremy Hines to active firefighter status; motion carried.
- B. Jerry Beck & Co. Pager Invoice - The motion was made to pre-approve Jerry Beck and Company's Invoice #90359 for \$38,695.32 for payment with the stipulation that the paperwork would be held for the time necessary to make the check delivery coincide with the delivery of the pagers; motion carried.

- V. Varia - Chief Smith updated the Board on the Saratoga Station bid opening March 29<sup>th</sup>; clarified results concerning the Rating Bureau's decision to leave ICFD#3 with a 7 rating; and brought the board current on the Clinton property purchase.

VI. Executive Session (if needed) - No Executive Session

VII. Adjournment - Meeting adjourned at 9:55 P.M.

Paula Schuler  
District Secretary

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