

ISLAND COUNTY FIRE DISTRICT #3
SPECIAL MEETING - BAYVIEW STATION
April 26, 1995 - 8:00 A.M.

MINUTES

In attendance: Chairman Robert McGinty
Commissioner Gary Gabelein
Commissioner Bruce Bell
Chief Bruce Klassen

- I. Call to Order - Chairman McGinty called the meeting to order at 8:00 A.M.
- II. Approval of Agenda - Commissioner Gabelein moved to accept the agenda as printed; motion carried.
- III. Unfinished Business
 - A. Annual Chief's Evaluation - At 8:03 A.M. Chairman McGinty called for an approximately fifteen minute Executive Session with Chief Klassen to discuss in private his Annual Evaluation. The meeting reconvened at 8:05 A.M. Chairman McGinty stated that at Chief Klassen's convenience he may make written comments pertaining to the evaluation but did not know time frame. The Secretary is directed to file the original evaluation in the Chief's personnel file with a copy to the Chief and a copy to Chairperson of the Board.
 - B. Fire Protection Services, City of Langley - Chairman McGinty directed Chief Klassen to set up a meeting with the City of Langley, Chairman McGinty and Chief Klassen.
- IV. New Business
 - A. Purchase of FAX Machines - Commissioner Gabelein moved to use approximately \$2,300 for 4 FAX machines for Board and Office; motion carried.
 - B. Policy Change 1400 - Commissioner Bell moved to change Policy 1400 last paragraph to read "During the interim between meetings, the Chairperson of the Board shall have the responsibility for official board representation and communications with the Chief. In addition, the Chairperson shall have the power to give direction to the Chief provided it is in writing with a copy sent to each Commissioner. All written direction given to the Chief during the interim between meetings shall be so reported at the next regular meeting." This policy to be in effect as of April 26, 1995; Motion carried.

- C. Attendance at Workshops - Commissioner Gabelein moved to make District policy that whenever any of the paid employees, or volunteers, wish to attend any seminars, workshops, conferences, or training classes, that application be made by the individual with a description on how this training will directly benefit the department or contribute to improving work performance, reviewed by the Assistant Chief with his recommendation, forward to the Chief for approval or disapproval, and the budget item for the funding. This request will be forwarded to the Board for their review. At the conclusion of the class, conference, convention, seminar or workshop, the member attending must forward a critique of same and forwarded to the Chief of the Department. Exceptions to the policy will be to elected officials. This policy effective as of 4/26/95; motion carried.
- D. V.O.D.G., Use of - Commissioner Bell moved that the V.O.D.G. Form (Verbal Orders Don't Go) for use when requesting information from individuals, assignment of jobs, reporting of apparatus and station repairs, instructions given to personnel, etc., to eliminate verbal orders and the Time off Request used for all personnel taking Vacation, Leave W/O pay, or their floating Holiday, shall fill out this form and forward to Payroll to be processed and filed in the individuals personnel file. The V.O.D.G. effective as of April 18, 1995 and the Time Off Form effective as of April 20, 1995; Motion Carried.

V. Adjournment - Meeting adjourned at 8:25 A.M.

Secretary