

**ISLAND COUNTY FIRE DISTRICT #3**  
**REGULAR MEETING**  
**5535 Cameron Road, Freeland, Washington**  
**July 14, 2011 – 5:30 P.M.**

**Draft Minutes**

These minutes are not official until approved in a Regular Commissioners meeting.

In Attendance:

Commissioner Kenon Simmons – as Chairman in Mike Helland absence  
Commissioner Bob Elliot  
Chief Rusty Palmer

In Audience: AC Paul Busch, DC Jon Beck, Jimmy Berto, Steve Lewis

- I. Call to Order – Vice Chair Simmons called the meeting to order at 5:30pm.
- II. Approval of Agenda – Commissioner Elliot moved to approve the agenda, motion carried.
- III. Public Input – none
- IV. So. Whidbey Volunteer FF & EMS - none
- 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.

Commissioner Elliot moved to approve the agenda, motion carried.

- a. Approval of Minutes
    - i. Regular Meeting June 9<sup>th</sup>, 2011
  - b. Finance Officer's Reports
  - c. Monthly Vouchers –
    - i. Payroll Warrants \$62,124.05
    - ii. Vendor Warrants \$73,841.35
  - d. Chief's Report
- VI. Unfinished Business
- a. Surplus Equipment – Chief Palmer requested direction from the board on disposal of the 2001 Blazer that had been bid on, the bid was accepted then withdrawn by the bidder. Commissioners Simmons and Elliot request the District go to the second bidder, if that bid fails then an internal bid will be done on the equipment.
  - b. Compensatory Time process –Chief Palmer reported his findings on comp time. According to FLSA employees may request comp time in lieu of overtime when desired. The board approved comp time, as acceptable exchange for overtime pay, for non-exempt full time employees if requested by them and approved from by the Chief. Will be drafted into the SOPs accordingly.
  - c. Volunteer Points Process – Chief Palmer gave an update on the work done by our legal advisors. They find our current point system fundamentally sound with the exception of what they call the 'highly active Volunteer'. In this situation the total paid yearly and the accumulated yearly hours are questionable as being within the 20% DOL guideline for nominal reimbursement. The District is currently looking for comparable Districts with full time Firefighters/EMTs to compare for the 20% rule. The legal advisors also suggested several ways to adjust the point

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system to accommodate for the ‘highly active Volunteer’. Commissioner Simmons expressed concern about changing the point system and the fairness to less active Volunteers. Commissioners Simmons and Elliot prefer to see a cap method for points if needed versus increasing the hours required to earn a point. Chief Palmer will present the suggested changes to the SOPs in the next Regular Commissioners meeting.

VII. New Business –

- a. District Investments – A discussion was entered about the current investments in the State Pool and the possibility of taking longer term investments in CD’s to take advantage of higher rates. The Commissioners requested more information about penalties for early withdrawal, the possibility of a savings account and the current State Pool rate as of July 2011. This information will be presented at the next Regular Commissioners meeting.
- b. Mid-Year Budget Discussion – Chief Palmer presented the current state of the Budget to the Commissioners and requested a transfer of funds from the reserve account to cover two areas including the Apparatus Maintenance account for \$40,173.70 and the Training Equipment account for \$5356.51. The Apparatus Maintenance account overage is due to unexpected repairs. The Training Equipment account overage is for a piece of equipment purchased in 2010, included in that budget, but not received until 2011. Commissioner Elliot moved to approve a transfer of funds from the Reserve account for \$45,530.21 to cover the overages, motion carried.
- c. Tara Property Management South Contract – DC Beck gave an update on the rental property; the District is currently keeping the maintenance up on the grounds and the house. Commissioner Elliot moved to approve the contract, motion carried.
- d. Darley Engine Disposition – Chief Palmer presented the board with the letters from the applicants for the Darley Engine. After a short discussion the Commissioners agreed the District should negotiate a transfer to San Juan County FPD #5.

VIII. Announcements - none

IX. Varia –

- a. Chief Palmer presented the board with pictures of the new Tower building and computer aided drawings for the placement of the building and generator. He reported the building and generator are ready for transport to our location.
- b. Chief Palmer gave the board an update on the progress to fill the three bids for the 2010 Safer Grant. Interviews were completed with potential candidates and the District is currently in the process of selecting finalists to negotiate contracts with. A survey will go out to determine Volunteer need for Daycare before determining the contract specifics for the related bid.

X. Executive Session – Began at 6:23 pm. Acting Chairman Simmons dismissed the District Secretary and the audience to discuss 4 personnel matters related to membership. Commissioner Elliot, Chief Palmer, and Assistant Chief Busch stayed for the executive session. Acting Chairman Simmons closed the Executive Session at 7:05 pm.

XI. Action taken as result of Executive Session – no action resulted from the executive session.

XII. Adjournment – The meeting was adjourned at 7:06 pm.

Cindy Rehberg  
District Secretary