

# EAST COUNTY FIRE SUPPORT SERVICES DIVISION

## BOARD OF REPRESENTATION

### MEETING MINUTES

May 29, 2013

1 **CALL TO ORDER:**

2 Commissioner Jim Kenny called the meeting to order at 1900 hours.

3  
4 **ROLL CALL:**

5 Board Members present: Marc Inman, Bill Snyder, Jim Kenny, Randy Fay, and  
6 Richard Schrock. Administrative Committee Members present: Chief Silva, Chief  
7 Guptill, Chief Andrews, and Gary Kaufmann. ECFSS personnel present: Shop  
8 Operations Manager Bill Hoffman and Administrative Secretary Jennifer Pardee.  
9 Other personnel present: Mike Camerer.

10 **CONSENT AGENDA:**

11 **1. Approval of Minutes**

12 The motion was made by Commissioner Fay and seconded by Commissioner Snyder,  
13 to approve the February 26, 2013 minutes. On vote,

14  
15 Motion carried 3/0.

16  
17 **INFORMATION AGENDA:**

18 **1. 2013 First Quarter Financial Report**

19 Jennifer Pardee reviewed the 2013 first quarter financial report and  
20 explained that the expenses were higher than the revenues. It was also  
21 explained that this outcome is common when reviewing the program's history.  
22 Commission Kenny inquired about the previous year's first quarters. Jennifer  
23 Pardee explained that in past years the first quarter report showed anything  
24 from a negative outcome of approximately \$25,000 to a positive outcome of  
25 approximately \$12,000. Commissioner Fay inquired as to what may have  
26 contributed to the first quarter deficit. Chief Guptill briefly reviewed the  
27 previous year's first quarter reports and explained how timing of parts being  
28 paid and parts being billed can attribute to the current deficit.

29 **2. 2013 Fund Balance Summary**

30 Jennifer Pardee reviewed the fund balance summary with the board.

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32 **3. Work Load Update**

33 Jennifer Pardee reviewed the current unassigned time in comparison to  
34 previous year's unassigned time. It was explained that the hours of  
35 unassigned time looked great for 2013; however, several variables potentially  
36 impact the budget. Commissioner Kenny expressed concern about the work load  
37 being less and yet the expenses still being high causing a net negative  
38 result for the quarter. Bill Hoffman explained that the work load is  
39 increasing because of breakdowns and warranties expiring. This has begun to  
40 create a backlog of preventative maintenance.

41 **STAFF COMMENTS/CHIEF'S STATUS REPORT:**

42 **1. Assistant Shop Foreman - FMLA/Disability Leave**

43 Bill Hoffman explained that the Assistant Shop Foreman has delayed his  
44 FMLA/Disability Leave until further notice.

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46 **2. Mechanic - FMLA/L&I Leave**

47 Bill Hoffman explained that there is currently a Mechanic on FMLA/L&I Leave  
48 and a specific return to work date is not clear.

49  
50 Commissioner Kenny inquired about the temporary records retention project.  
51 Chief Silva explained that the project is still in process.

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1 Commissioner Kenny inquired about potential new customers. Bill Hoffman  
2 explained that he had been approached by a Commissioner from Marysville, but  
3 is not sure of the level of interest. It was also noted that Monroe Police  
4 Department has begun bringing vehicles back to the ECFSS.

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6 **CALL ON BOARD MEMBERS/ATTENDANCE CHECK**

7 The next Board Meeting was scheduled for July 22, 2013.

8  
9 **EXECUTIVE SESSION**

10 It was the consensus of the Board of Commissioners to go into Executive  
11 Session for ten minutes, for the purpose of discussing the performance of a  
12 public employee as authorized by RCW 42.30.110(1)(g)

13 MEETING RECESSED INTO EXECUTIVE SESSION: 19:35

14 MEETING RECONVENED INTO REGULAR SESSION: 19:45

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16 There was no action taken.

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18 There being no further business the meeting was adjourned at 1945.

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24 \_\_\_\_\_  
25 Jim Kenny  
26 Chairman

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31 Jennifer Pardee  
32 Recording Secretary