

EAST COUNTY FIRE SUPPORT SERVICES DIVISION

BOARD OF REPRESENTATION

MEETING MINUTES

July 23, 2013

1 **CALL TO ORDER:**

2 Commissioner Jim Kenny called the meeting to order at 1905 hours.

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4 **ROLL CALL:**

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

10 **CONSENT AGENDA:**

11 **1. Approval of Minutes**

12 The motion was made by Commissioner Snyder and seconded by Commissioner
13 Waugh, to approve the May 29, 2013 minutes. On vote,

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15 Motion carried 3/0.

16
17 **DISCUSSION AGENDA:**

18 **1. Future of the ECFSS**

19 Chief Widdis explained that District #1 has a conditional use permit for an
20 eight bay shop at Station 21. Discussions have begun at District #1 in
21 regard to taking over the responsibility of the shop. Commissioner Waugh
22 questioned whether District #1 intended to separate from the ECFSS shop to
23 begin a new District #1 shop. Chief Widdis assured the Board that District
24 #1 was not intending to separate from the ECFSS shop and begin their own
25 shop. Commissioner Kenny stated that the intention would be to shift the
26 workload to District #1 as the primary shop location. Further discussion
27 occurred.

28 **2. Budget Scenarios**

29 Jennifer Pardee presented three budget scenarios for 2014; version 1 full
30 staff - 5% increase, version 2 eliminate apprentice - 11% increase, and
31 version 3 eliminate mechanic - 9% increase. After further discussion it was
32 requested that the budget scenarios be e-mailed to the Board for further
33 review and added to the September 24, 2013 ECFSS board meeting agenda.

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35 **INFORMATION AGENDA:**

36 **1. 2013 Second Quarter Financial Report**

37 Jennifer Pardee reviewed the 2013 second quarter financial report and
38 explained that the revenues were higher than the expenses by approximately
39 \$33,000.

40
41 **2. 2013 Fund Balance Summary**

42 Jennifer Pardee reviewed the year to date fund balance summary with the
43 board.

44 **3. Work Load Update**

45 Jennifer Pardee reviewed the current unassigned time in comparison to
46 previous year's unassigned time. It was explained that the hours of
47 unassigned time looked great for 2013. Bill Hoffman explained that the work
48 load has increased due to older apparatus breaking down and the preventative
49 maintenance has begun to build. It was also discussed how the Monroe Police
50 Department is beginning to bring service and repairs back to our shop on a
51 limited basis. Further discussion took place in regard to the work load
52 versus manpower available.

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STAFF COMMENTS/CHIEF'S STATUS REPORT:

1. Assistant Shop Foreman - FMLA/Disability Leave

Bill Hoffman explained that the Assistant Shop Foreman will be utilizing his FMLA/Disability Leave in the Fall of 2013.

2. Mechanic - FMLA/L&I Leave

Bill Hoffman explained that there is currently a Mechanic on FMLA/L&I Leave with no official return to work date at this time.

CALL ON BOARD MEMBERS/ATTENDANCE CHECK

The next Board Meeting was scheduled for September 24, 2013. Commissioner Waugh stated that he would be unable to attend.

EXECUTIVE SESSION

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

MEETING RECESSED INTO EXECUTIVE SESSION: 19:30

MEETING RECONVENED INTO REGULAR SESSION: 19:43

The Board directed the Administrative Committee to move forward with the attorney in regards to the Apprentice Mechanic position.

There being no further business the meeting was adjourned at 2010.

Jim Kenny
Chairman

Jennifer Pardee
Recording Secretary