

EAST COUNTY FIRE SUPPORT SERVICES DIVISION

BOARD OF REPRESENTATION

MEETING MINUTES

September 24, 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, Richard Schrock,
6 and Randy Fay. Administrative Committee Members present: Chief Silva, Chief
7 Guptill, and Chief Meek. ECFSS personnel present: Shop Operations Manager
8 Bill Hoffman and Administrative Secretary Jennifer Pardee. Other personnel
9 present: Mike Camerer and Shawn Seltz.

10 Commissioner Kenny questioned whether there were any changes to the agenda.
11 Jennifer Pardee stated that the Executive Session needed to be moved to after
12 the First Action Item. The motion was made to move the Executive Session to
13 after Action Item 1 by Commission Inman and seconded by Commissioner Kenny.
14 On vote,

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16 Motion carried 3/0.

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18 **CONSENT AGENDA:**

19 **1. Approval of Minutes**

20 The motion was made by Commissioner Inman and seconded by Commissioner Kenny,
21 to approve the July 23, 2013 minutes. On vote,

22
23 Motion carried 3/0.

24
25 **ACTION AGENDA:**

26 **1. 2014 Expense & Capital Budgets**

27 Jennifer Pardee explained that the three expense budget proposals were from
28 the July 23, 2013 ECFSS Board Meeting with a few minor changes. Jennifer
29 continued to explain that the Administrative Committee recommended that the
30 Board approve the budget that maintains the current staffing level with a 5%
31 increase in the budget hourly shop rate. It was commented that the shop
32 hourly rate has not increased since 2010. After further discussion the Board
33 reviewed the 2014 proposed capital budget.

34 Jennifer Pardee reviewed the Capital Strategic Plan; the current fund balance
35 and the anticipated expenses for 2014. The Board briefly discussed the
36 expense of the shop truck remount.

37 Commissioner Kenny questioned whether the Executive Session could impact the
38 2014 expense budget; therefore, the Board chose to move into Executive
39 Session.
40

41
42 **EXECUTIVE SESSION**

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

46 MEETING RECESSED INTO EXECUTIVE SESSION: 19:27

47 MEETING RECONVENED INTO REGULAR SESSION: 19:32
48

49 Chief Silva explained that the Apprentice Mechanic has been on long term
50 medical leave with no anticipated return to work date. As the shop work load
51 has increased, it has become a hardship on the program to have the position
52
53

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1 remain unfilled. The District is requesting to terminate the individual with
2 the option to resign and fill the vacated position.

3 The motion was made by Commissioner Inman and was seconded by Commissioner
4 Kenny to end the employment of the current Apprentice Mechanic with language
5 in the letter allowing the employee the option to resign within two weeks.
6 On vote,

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8 Motion carried 3/0.

9 Chief Silva explained that Kyle Zornes was a very good employee.

10 The Board went back to Action Agenda 1.

11
12
13 The motion was made by Commissioner Kenny and seconded by Commissioner Inman
14 to approve the 2014 expense budget and capital budget with an hourly shop
15 rate of \$93.62 for members and \$98.30 for associate members. A 5% increase.
16 On vote,

17
18 Motion carried 3/0.

19 Commissioner Fay made the recommendation that the shop be proactive in
20 researching the shop truck remount for a purchase in 2014. Commissioner
21 Kenny requested that a proposal be brought back to the Board before purchase.
22

23 **2. Apprentice Mechanic Hiring**

24 Jennifer Pardee briefly explained the request to fill the vacated Apprentice
25 Mechanic position.

26
27 The motion was made by Commissioner Inman and seconded by Commissioner Fay to
28 fill the Apprentice Mechanic position as soon as the position has formally
29 been vacated. On vote,

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31 Motion carried 3/0.

32 **INFORMATION AGENDA:**

33 **1. Workload Update**

34 Jennifer Pardee reviewed the current unassigned time in comparison to
35 previous year's unassigned time. It was explained that the hours of
36 unassigned time looked great for 2013.
37

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

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

40 Jennifer Pardee explained that the Assistant Shop Foreman has officially
41 begun utilizing FMLA/Disability Leave.
42

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

44 Jennifer Pardee explained that a Mechanic has returned from FMLA/L&I Leave.
45

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

47 The next Board Meeting was scheduled for November 26, 2013; however, with the
48 lack of attendance the Board rescheduled the meeting to November 18, 2013.
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50 There being no further business, the meeting was adjourned.
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Jim Kenny
Chairman

Jennifer Pardee
Recording Secretary