

1  
2 **Vashon Island Fire & Rescue**  
3 **BOARD OF COMMISSIONERS**  
4 **Penny Farcy Training Center**  
5 January 8, 2008  
6  
7

8 Commissioner Turner called the meeting to order at 7:30 PM. Commissioners present  
9 were Turner, Hoffmann, Sommers, Nielsen and Philip.

10  
11 Welcoming Remarks  
12

13 All who wished stood and recited that Pledge of Allegiance.  
14

15 District Secretary, Maridee Bonadea, administrated the Oath of Office for Commissioner  
16 elect Philip.  
17

18 2008 Board Chair  
19

20 Commissioner Turner moved to nominate Commissioner Hoffmann for Board chair.  
21 Commissioner Hoffmann accepted the nomination. Commissioner Nielsen moved to  
22 nominate Commissioner Turner as Board chair. Commissioner Turner declined the  
23 nomination. There were no other nominations. All Commissioners voted in favor for  
24 Commissioner Hoffmann to serve as Board chair for 2008.  
25

26 Minutes  
27

28 Commissioner Turner moved to approve the minutes for December 4, 2007.  
29 Commissioner Nielsen seconded the motion. All Commissioners voted in favor.  
30

31 Commissioner Nielsen moved to approve the minutes for December 19, 2007.  
32 Commissioner Turner seconded the motion. Commissioners voting in favor were Turner,  
33 Hoffmann, Nielsen, and Philip Commissioner Sommers abstained because she was not at  
34 the meeting.  
35

36 Commissioner Turner moved to approve the January 2, 2008 minutes. Commissioner  
37 Nielsen seconded the motion. All Commissioners voted in favor.  
38

39 Voucher Approval  
40

41 Commissioner Hoffmann moved to approve the vouchers listed below. Commissioner  
42 Nielsen pointed out that the vouchers on 12/6/2007 and 12/10/2007 were duplicated  
43 numbers. The vouchers were renumbered on the 12/6/2007 list to end with an A to  
44 distinguish them. Commissioner Turner seconded the motion. All commissioners voted  
45 in favor.  
46

1 Vouchers audited and certified by the auditing officer required by RCW42.24.080 and  
2 those expense reimbursement claims certified as required by RCW 42.24.090, have been  
3 recorded on the listing which has been made available to the Board as of this date,  
4 January 8, 2008, the Board does approve for payment those vouchers included below and  
5 payroll expenses for \$148,461.33.

6  
7 Vouchers 120014 – 120016 totaling \$12,884.20  
8 Vouchers 120017A – 120039A totaling \$20,894.25  
9 Vouchers 120017 – 120061 totaling \$4,310.00  
10 Vouchers 120062 – 120086 totaling \$10,807.70  
11 Vouchers 120087 – 120108 totaling \$17,105.13  
12 Vouchers 120109 – 120120 totaling \$16,010.31  
13 Vouchers 120136 – 120159 totaling \$14,315.71  
14 Vouchers 010000 – 010052 totaling \$3,460.00

15  
16  
17 Amendments to agenda

18  
19 There were no amendments to the agenda.

20  
21 Correspondence

22  
23 There was no correspondence.

24  
25 Volunteer Representative Comments

26  
27 Patti Kirk reported that there were two residential fires this month, there was excellent  
28 turnout and things went well.

29  
30 Paid Staff Representative Comments

31  
32 Battalion Chief Coll reported that on December 15, 2007 when one of the structure fire  
33 broke out the recruit academy attendees responded and this last Saturday just about the  
34 time the recruits were finishing their test a structure fire broke out and the class  
35 responded. Battalion Chief Coll also handed out a volunteer response report. The  
36 Commissioners expressed appreciation for the report.

37  
38 Chief's Report

39  
40 See Attached

41  
42 Finance Report

43  
44 District Secretary Maridee BonaDea presented the November 2007 financials.  
45  
46

1 **Old Business**

2  
3 Commissioner Sommers talked about Roberts Rules of Order and said that in smaller  
4 organizations a second was not required on a motion. She also said that under these rules  
5 a discussion can happen after the motion is made and before a vote is taken.

6 Commissioner Sommers moved that the Board adopt the procedure where a second is no  
7 longer required. Commissioners Sommers, Philip and Hoffmann voted yes;  
8 Commissioners Nielsen and Turner voted no.

9  
10 Commissioner Nielsen suggested that the Board needed a Vice Chair. Commissioner  
11 Turner nominated Commissioner Philip as Vice Chair. Commissioner Philip accepted  
12 the nomination for Vice Chair. All commissioners voted in favor.

13  
14 Commissioner Hoffmann and Sommers will continue reviewing the vouchers.

15  
16 The Commissioners agreed that the Board Committees will be discussed at the next  
17 meeting.

18  
19 **Volunteer Memorial – Nielsen**

20  
21 Commissioner Nielsen has located a chunk of granite that he has set aside for the  
22 Volunteer memorial. So far there has been no expense.

23  
24 Commissioner Sommers and Turner asked what names were going to go on the  
25 memorial. This needs to be decided.

26  
27 **SOG2023 – Fire Chief’s Job Description**

28  
29 Commissioner Sommers reported that a small committee had worked on revising the  
30 SOG for the Fire Chief’s position and that both Chief Kirk and Chief Yamane had time to  
31 look at the SOG and make some suggestions, which were incorporated into the “final  
32 draft” of the SOG.

33  
34 Commissioner Turner asked about the education or work requirement portion of the  
35 SOG.

36  
37 Commissioner Sommers said that there may be a candidate who has a degree and  
38 experience.

39  
40 Commissioner Turner suggested hiring an administrative Chief and a ninth firefighter.

41  
42 Commissioner Nielsen said that other fire districts who have hired an administrative chief  
43 have gone back to an operational chief. He would like to see a ninth firefighter.

44  
45 This is the first reading of SOG 2023 and in thirty days it will be brought to the  
46 Commissioners for a vote.

1 Hiring Process

2  
3 Fire Chief

4  
5 Commissioner Sommers recommended hiring Prothman for the process of hiring the new  
6 Fire Chief. She found them the best firm after investigating all the proposals.

7  
8 Commissioner Turner asked to have a motion to vote on and end the discussion.

9  
10 Alice Larson, a private citizen, wanted to hear about the process.

11  
12 Commissioner Sommers explained about checking the references, and that all references  
13 were from combination departments and absolutely glowing.

14  
15 Commissioner Nielsen said that he looked at four research firms. He looked at what they  
16 were going to charge, whether they were local or not, and one received a reference that  
17 was not too good. Commissioner Nielsen talked to Commissioner Sommers and she was  
18 interested in Prothman and he agreed.

19  
20 Alice Larson appreciated the discussion.

21  
22 Commissioner Sommers moved that the District contract with Prothman to conduct the  
23 search for the Fire Chief position. Commissioner Turner seconded the motion. All  
24 Commissioners voted in favor.

25  
26 Commissioner Nielsen moved to use the revised draft of SOG 2023 as the job description  
27 in the hiring process for the Fire Chief. All Commissioners voted in favor.

28  
29  
30 New Business

31  
32 Washington Fire Commissioner's Association 2008 Conferences

33  
34 Commissioner Sommers asked to attend the Conference in Spokane. It will cost about  
35 \$200 or less for airfare and rental car plus conference registration.

36  
37 Commissioner Turner moved to encourage Commissioner Sommers to attend the  
38 Spokane conference and allow Commissioner Nielsen to attend the Chelan conference.  
39 Commissioner Nielsen encouraged all Commissioners to attend at least one of the  
40 conferences because it is a great learning experience.

41  
42 Commissioner Sommers added that the networking possibilities were invaluable.

43  
44 All Commissioners voted in favor.

1 Labor Negotiator

2  
3 Chief Kirk presented a proposal to hire Richard Sokolowski, a labor consultant, to  
4 negotiate for the District with the IAFF on both the PERC ruling on the Training Officer  
5 position and the Maintenance and Facilities positions.

6  
7 The suggested budget was \$2,500 for Richard Sokolowski.

8  
9 Commissioner Sommers moved to retain Richard Sokolowski as labor negotiator for a  
10 maximum of \$2,500 to work on behalf of the District.

11  
12 Alice Larson asked if Richard Sokolowski's references had been checked.

13  
14 Chief Kirk had not had a chance to check Richard Sokolowski's references but will check  
15 Mr. Sokolowski's references and come back to the Board at the next meeting.

16  
17 Commissioner Sommers withdrew her motion.

18  
19 General Comments

20  
21 Armen Yousoufian asked about the new meeting procedures.

22  
23 Alice Larson inquired about the frequencies of executive sessions. She addressed the  
24 issue on discussing the severance overpayment of Jim Wilson in executive session.

25  
26 Commissioners Nielsen and Sommers responded to Alice Larson's issues.

27  
28 Commissioner Nielsen assured Alice Larson that the Wilson overpayment was being  
29 addressed by the Board.

30  
31 Commissioner Hoffmann asked that the requisition order process be on next meetings  
32 agenda.

33  
34 For the Good of the Order

35  
36 Commissioner Sommers moved to adjourn to executive session pursuant to RCW  
37 42.30.110 (i) to discuss with legal counsel representing the agency potential litigation for  
38 10 minutes and a decision will be made after the session concludes. All Commissioners  
39 voted in favor.

40  
41 The executive session started at 9:05 PM.

42  
43 At 9:15 PM Commissioner Hoffmann announced that the executive session would be  
44 extended ten more minutes.

45

1 At 9:25 PM Commissioner Hoffmann announced that the executive session would be  
2 extended another ten minutes.

3  
4 Commissioner Hoffmann called the regular open session back to order at 9:35 PM.

5  
6 Commissioner Turner moved to accept Charles Leitch to represent the District in the Jim  
7 Wilson matter. All Commissioners voted in favor.

8  
9 Commissioner Turner moved to accept the letter written by Charles Leitch with a revised  
10 date as discussed with Acting Chief Kirk. All Commissioners voted in favor.

11  
12 Commissioner Turner moved to adjourn the meeting. All Commissioners voted in favor.  
13 The meeting adjourned at 9:40 PM.

14  
15  
16 Maridee BonaDea  
17 District Secretary