

Commissioners' Meeting

March 11, 2013

Vice-Chairman Entze called the meeting to order at 3:00 p.m.

Present were: Commissioners Casebolt, Stephens and Jarmon, Chief Burgess, A/Chief Nixon, B/Chiefs Pearson & Meyer, D/Chief Lyon, L. Abbott, P. Riley, D. Weyn, J. Brenner, K. Fogle, Vol. D/Chief Petersen, FF/EMT Kress, Local 3390 Representatives, Shift Personnel, Heidi Kress & family, and Arlo Bower from ESGR

Chairman Sutich had an excused absence.

Our flag salute was led by Kevin Entze.

Gig Harbor Fire & Medic One was presented with the "Freedom Award - Certificate of Recognition" by Arlo Bower on behalf of Robert DeWald, State Chairman from the Employer Support of the Guard and Reserve (ESGR), a Department of Defense agency. The Freedom Award was created to publicly recognize employers who provide exceptional support to their Guard and Reserve employees. It is the highest in a series of employer recognition awards given by the Department of Defense. 15 awards are presented each year to employers in three categories, large business, small business and the public sector. Nominations must come from a Guard or Reserve member who is employed by the organization they are nominating, or from a family member. Firefighter Ryan Kress nominated Gig Harbor Fire & Medic One for this Award. Copies of the February 13, 2013 Press Release were provided to the Board for their review.

FF/EMT Ryan Kress, Heidi Kress and their daughters thanked Gig Harbor Fire & Medic One, Chief Burgess, BC Meyer, "C" Shift personnel and L. Abbott for everything they have done to support their family during Ryan's deployment last year.

Vice-Chairman Entze announced a short recess at this time for 10 – 15 minutes.

Commissioners Jarmon and Stephens moved and seconded approval of the minutes from the February 25, 2013 meeting as mailed. With no further discussion, the motion carried.

Commissioners Casebolt and Stephens moved and seconded a motion to approve Blanket Vouchers 130363 – 130441 in the amount of \$98,236.49 and Payroll Vouchers 130442 - 130462 in the amount of \$1,089,460.42 for a total consideration of \$1,187,696.91. With no further discussion, the motion carried.

Chief Burgess updated the Board on the following:

- Recognized Joanne Brenner in her promotion to the Accounts Payable/Purchasing Agent position.

A/Chief Nixon updated the Board on the following:

- South Sound 911 is continuing to move forward, he attended meeting last week where Motorola gave a presentation. Discussion continued on the transition of the program.

Kathy Fogle updated the Board on the Health & Safety Expo held Saturday, March 9th. This year 467 was the actual participant count with an estimate of over 500 people attending the event. 40 department personnel assisted with the event. Chief Nixon stated that it was a very positive event and he thanked Kathy and D/Chief Shoemaker for their coordinated effort to make sure the event was successful.

Danette Weyn updated the Board on the Payroll Report available to the Commissioners each month for their review upon request.

Old Business

There was no Old Business to discuss.

New Business

P. Riley introduced Resolution 2013-04 Authorization to Invest District Funds to be adopted by the Board authorizing the Fire Chief, Finance Director or the Executive Assistant to act on behalf of the Board in matters of investment of fire district funds; and any investment of District funds shall be in accordance with the Financial Management Policy identified as Attachment "A" and included as a permanent part of this resolution. Copies were provided to the Board for their review. This document replaces Resolution 2006-04. P. Riley recommended the Board adopt Resolution 2013-04 Authorization to Invest District Funds as presented. Commissioners Casebolt and Stephens moved and seconded a motion to adopt Resolution 2013-04 as requested. With no further discussion, the motion carried unanimously by roll call vote. Chief Burgess further expanded on the details of the Resolution.

L. Abbott introduced Resolution 2013-05 Warrant Payment Authorization to be adopted by the Board. This document replaces Resolution 2012-04 when the authorization was first implemented. The purpose of the reissuance of the document is due to the retirement in May, 2013 of one of the original signers. Three Administrative team members will be authorized to sign on behalf of the Board of Commissioners to insure timely payments to vendors. L. Abbott recommended the Board adopt Resolution 2013-05 Warrant Payment Authorization as presented. Commissioners Stephens and Casebolt moved and seconded a motion to adopt Resolution 2013-05 as requested. With no further discussion, the motion carried unanimously by roll call vote.

L. Abbott addressed the Board regarding signature authorization expanding the current signature authority on the five (5) PCFD #5 bank accounts to include John E. Burgess, Fire Chief, Patrick G. Riley, IT/Finance Director and Danette A. Weyn, Executive Assistant. This change is necessary due to the retirement of L. Abbott, who currently has signature authority on these accounts. With the implementation of this change, the three

positions noted will have exclusive signature authority on the accounts prompting the removal of all other signers. Copies were provided to the Board for their review. This document replaces previous signature authorization dated July 11, 2011. L. Abbott recommended the Board approve the signature authorization letter as presented. Commissioner Jarmon inquired as to if the content of the letter had been reviewed by council. He was assured it had been and that the cancellation of Linda Abbott as an authorized signer would be addressed at the next meeting. Commissioners Jarmon and Casebolt moved and seconded a motion authorizing the signature authority of the three District personnel as presented. With no further discussion, the motion carried unanimously by roll call vote.

Public Comment

There was no Public Comment.

Good of the Order

Vice-Chairman Entze announced the signing of documents.

A/Chief Nixon reported on the 2013 Stair Climb held on Sunday, March 10th. Eleven GHF&MO personnel participated in the event raising \$6,700 as of date for the Leukemia/Lymphoma Society. Donations are accepted until March 28, 2013.

Special Interests/Upcoming Events

A Swearing in Ceremony for Battalion Chief Lance O’Leary and Lieutenant Terry Teeple, Jr. will be held at the regularly scheduled Board Meeting on Monday, April 8, 2013. All personnel, family and friends are invited to attend.

There being no further business to discuss, Commissioners Casebolt and Stephens moved and seconded a motion to adjourn the meeting at 4:01 p.m. No further business was introduced and the motion carried. The next regularly scheduled meeting will be held March 25, 2013 at 3:00 PM.

Attest: District Secretary

Chairman Commissioner

Commissioner

Commissioner

Commissioner

Commissioner