

**Fire Commissioner Special Meeting
San Juan Fire Protection District 2
Orcas Island Fire & Rescue
March 30, 2016**

This is a Special Meeting. The Secretary informed the Commission that the notice requirements of RCW 42.30.080 have been met by email transmission of a notice of this meeting to *The Islands' Sounder* and *Orcas Issues* and the posting of such notice in the lobby of Station 21 and the District's website. Such notice was transmitted and posted on March 29, 2016 at Eastsound Fire Hall, 45 Lavender Lane, Eastsound, WA 98245, and specified the time and place of this special meeting and the business to be transacted. Each Commissioner has either received or waived notice pursuant to such statute.

Present: Commissioners Barbara Bedell, Chair, Jim Coffin, and Wesley Heinmiller (via speaker phone), Mark Horaski (via speaker phone), and District Secretary Patricia Ayers, Orcas Island Fire & Rescue staff, and the community.

Meeting Called to Order

Meeting was called to order at 5:31 pm.

Changes to Agenda

None.

OLD BUSINESS

None.

NEW BUSINESS

1. Discuss and adopt a resolution that will "Appoint an Auditing Officer" – Mark Horaski explained the process of approving payrolls for staff and volunteers, including general claims which will allow the Finance Department to generate checks prior to the regular board meeting sessions. Auditing officer is required to be a staff or board member of the District. Commissioner Coffin stated that it really should be a commissioner who is the auditing officer, to which Commissioner Chair Bedell agreed.
 - a. A motion was made by Commissioner Coffin to accept resolution 2016-02 which will appoint Wes Heinmiller as the district auditing officer, and authorize such signatures as necessary to satisfy the county; seconded by Chair Bedell and unanimously approved.
 - b. The Resolution will be finalized to state that this will be revisited again in 90 days and will be put on the agenda for final approval on Monday, April 4 at the next Special Meeting.
2. Discuss Volunteer Payroll – refer to Item # 4
3. Discuss extension of DFO Mark Horaski's current contract – a motion was made to approve the extension of Mr. Horaski's contract from April 1, 2016 through May 31, 2016.
4. Commissioner Coffin made a motion to approve financial claims for staff and volunteer payroll, along with general claims as presented; seconded by Commissioner Bedell, and unanimously approved by all commissioners.
5. Deferred for more detailed discussion at the next regular BOFC meeting.

Executive Session

Per RCW 42.30.110, an executive session was held to review the performance of a public employee for 10 minutes.

Reconvene

No actions were taken from the executive session.

Announcements

- Regular BOFC Meeting will be held on Monday, March 21, 2016 at 5:30 pm.

Adjournment

6:05 pm – Adjournment to Executive Session

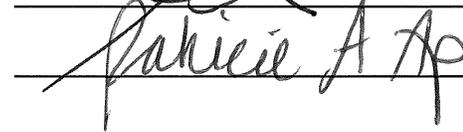
6:15 pm – Adjournment of Executive Session

6:17 pm – Adjournment

 Barbara Bedell, Chair Commissioner

 Wesley Heinmiller, Commissioner

 Jim Coffin, Commissioner

 Patricia Ayers, District Secretary