

FIRE DISTRICT #3

BOARD OF COMMISSIONER'S
REGULAR MEETING

JANUARY 9, 1990

COMMISSIONERS PRESENT: Chairman Dennis Hannan and Commissioners
John Parker and Leonard Pedersen.

Secretary, Judy McFerran.

Port Ludlow L.O.A. Representative: Ed Adams.

Attendance: See attached sign up sheet.

The meeting was called to order at 7:30 p.m. by Chairman Dennis Hannan. Chairman Hannan asked Commissioner Parker to introduce his invited guests from Lincoln National Life Insurance Company. Mr. Neil Good and Mr. Ray Bowman presented an incentive plan designed to encourage volunteer firefighters to stay in the fire service for a longer period of time. Some of the features of the plan are as follows:

- o years of service;
- o rewards the spouse;
- o age of volunteer
- o offers an interesting financial sum per years served.

Mr. Bowman explained that the plan is an insurance savings program with contributions made by the volunteer and the fire district. There is no start up fee but a \$2.00 a month handling fee. There is a variable interest rate with a 5% guaranteed minimum. The plan is insured and there is a penalty for early withdrawal. This plan satisfies RCW 52 fire service requirements. The secretary asked if they could leave some literature the volunteers could review. Mr. Bowman said he would send more information about the plan and that he was available if we had any further questions.

o MINUTES READ. The minutes from the meeting of December 14, 1989 were read by Chairman Hannan. Commissioner Parker made a MOTION to approve the minutes as read, SECONDED by Commissioner Pedersen. MOTION PASSED.

o WATER DISTRICT #1. Mr. Jones asked about the past due bill for Water District #1. The chief responded that the bill had been researched and that our records show more was paid than do the water district records. We just wanted to be sure of the amount before sending a payment. He also pointed out that because this bill is received quarterly, a past due notice can then involve almost half a year. He assured Mr. Gooding that the bill would be resolved by tonight's meeting.

o VOLUNTEER AWARDS DINNER. Chairman Hannan asked Ed Udd if the volunteer association had discussed whether or not those who responded to the alarm the night of the awards dinner had missed the dinner portion of the awards dinner. If so, then the association would notify the commissioners if any of those responders should receive a compensation dinner. Ed Udd reported that due to the weather last month, there wasn't enough of a turn out to discuss this matter. He said that he would get back to the commissioners on this after the next meeting.

o FIRE DISTRICT BOUNDARY PROJECT. Commissioner Pedersen reported that he has been unable to reach Mr. Cunningham to proceed with this project. He would continue to attempt to contact Mr. Cunningham for a review of the project to date.

o FIRE CHIEF'S CONTRACT. Chairman Hannan stated that it was time to renew the chief's contract and the type of meeting that would be necessary to conduct this business. Commissioner Parker asked Gummy Johnson about this procedure. Gummy stated that there were two ways this could be done. One is that the Board could break into an executive committee meeting now and consider the matter and come back out of executive committee meeting back into the regular meeting and take action. The other choice would be by special meeting with at least 24 hour notification. Commissioner Parker made a MOTION to call a special meeting, with proper notification to The Leader, to discuss the chief's contract. SECONDED by Commissioner Pedersen. MOTION PASSED. Chairman Hannan read a letter from Mr. Garred of The Leader covering special meeting requirements. The letter stated that the publication would be provided 24 hour notice of the special meeting, and that the agenda, date, time and location would be provided. The letter stated that this was in accordance with RCW 42.30.080 for special meetings requirements. Gummy Johnson stated clarification of the two types of meetings mentioned here tonight. He stated that the executive meeting would allow for a non public meeting to discuss personnel matters and performance in connection with salary. In this meeting no action could be taken. In the special meeting the public may attend, the items mentioned by Mr Garred would apply and action can be taken for the purpose the meeting was called. He stated that performance in connection with salary was necessary language. Chairman Hannan summarized that The Leader would be provided with proper notification of the special meeting and the purpose. The time of the meeting to be 7:00 p.m. on Thursday, January 18, 1990 in the community hall.

o EXTRICATION TOOL. The chief reported that the extrication tool has been ordered and that they are waiting for delivery. It has been scheduled that the tool will be delivered in time for a Wednesday night drill. The designer of the tool will come to the drill to provide operation and handling procedures to the volunteers.

o PUBLIC COMMENTS - ADVISORY COMMITTEE. Chairman Hannan stated that from public comments in past meetings the board has accepted the recommendation that they approve the establishment of an advisory committee. The purpose of this committee would be to discuss the expansion of the district, the increased population, and the direction the fire district should take to meet these and other changes occurring that effect our service. He said that Mr. Johnson has agreed to help with this and that he felt we should proceed with this recommendation. The committee would be made of members of the fire district community. The chief would appoint 15 or so people to be on the committee. The Chairman asked for a motion from the board to move ahead with this proposal. Commissioner Parker made a MOTION to move on the project. Commissioner Pedersen asked to hear from Gummy Johnson about the project before going ahead with a second.

Mr. Johnson said he agreed with Pete. He then explained that since the last meeting he had spent some time speaking with the chief, Dennis Hannan, the chairman of the board of commissioners and Ed Udd, the president of the volunteer association. He stated that he acted in the interest of the fire district and in the interest of making it easier for the commission to work effectively and to help the volunteer firefighters do their job without concern of what goes on at the board meetings. To recap briefly what he stated last week --- that the district has grown even more rapidly than most of us living here realize. That ten years ago the assessed valuation of the district was something less than 70 million dollars. Right now, according to the county assessor it's at about one hundred, seventy million dollars. He went on to state that in the next three to five years it's entirely possible that it could double. Gummy addressed the volunteers saying that they are aware of the new addresses and the amount of building going on and the increasing demands on the fire services. Also, because of the average age of those moving into the area, there is an increase in the number of calls related to health services. He pointed out that even if they were able to stay even with the facilities and equipment, and if they were able to expand the volunteer force somewhat, they still would be falling behind in terms of how much faster the district would be growing than their ability to deal in the same manner tomorrow than they were able to yesterday. Gummy stated some items that the district could use to communicate that would be helpful such as, an agenda in advance, copies of the minutes to key people, a citizens committee. He pointed out that having said this, many people believe that this, a citizens' committee, to be the end-all to all problems. The truth is that these committees have to be put together in a certain way in order to be helpful, otherwise they become a real pain in your craw. He then mentioned the kinds of things to avoid in order for an advisory committee to be constructive. The board of commissioners creates the committee, the chief appoints the members to the committee, and the citizens' committee reports to the board. That way the citizens' committee members don't report to the person who appointed them. The board makes the final decision about any recommendations that may come from the committee. He also stated the importance for the committee to have a clearly defined purpose. Also to tell them at the on-set when their job is to be completed. Give a specific date if possible. Gummy then past around typed copies of his recommendations for the commissioners to create a Special Blue Ribbon Citizens' Advisory Committee. The motion read as follows:

I move that we commissioners create a Special Blue Ribbon Citizens' Advisory Committee that shall be in existence for the coming 18 months. The 12 to 15 members should be selected from the six geographic areas within the fire district and appointed by the district's fire chief who shall be an ex officio member of the committee. The work of the committee shall be reported to the commissioners upon its completion.

The specific purposes of the Special Blue Ribbon Citizens' Advisory Committee shall be limited to the following areas

of concern...at least initially:

1. To study the district's existing personnel, fiscal and accounting procedures, trends and needs and make appropriate recommendations;
2. To study the district's compliance with specific state laws and administrative codes, including the open public meetings act, the public disclosure act, the fire protection district statutes, and make appropriate recommendations regarding future board actions that may enhance its understanding and credibility with the public;
3. To study population and demographic trends in the district and assist in formulating a long range plan capable of meeting anticipated fire safety and health needs in the immediate foreseeable future and beyond;
4. To devise and help implement a plan to inform the community of the district's short and long range needs and plans, including the level of public financial support required to provide services.

Gummy indicated his willingness to be of help in this project. Commissioner Pedersen asked the chief if he could handle this extra work load. He said he was not against this project but just wanted to be sure the chief could keep up with his present responsibilities and take on this additional task. The chief responded that he thought this to be an excellent idea and that he was in favor of the project. He said he would be able to schedule the time needed to do a good job on this project as well as his other responsibilities. Commissioner Parker repeated his initial motion and added that the chief be empowered to go ahead and appoint the committee members. Commissioner Pedersen asked about the short term goals and results achieved by the committee. Gummy stated that progress reports should be provided by the committee. Commissioner Pedersen said he felt this was an outstanding program providing the expectations were met. Commissioner Pedersen SECONDED the motion. MOTION PASSED.

o SECRETARY POSITION. Commissioner Parker suggested that the issue of a full-time secretary be discussed and that perhaps a motion should be made concerning this issue. Commissioner Pedersen said that he didn't think a motion was necessary but that he did agree the subject would have to be discussed soon.

o MONTHLY BILLS. Commissioner Pedersen read the bills for the month of January, 1990. The total bills came to \$16,026.06. She stated that she would be adding additional amounts for Labor and Industries and for the EMS charges for the month. Commissioner Parker made a MOTION to pay the bills, SECONDED by Commissioner Pedersen. MOTION PASSED.

o RETAINAGE ACCOUNT ESTABLISHED. Chairman Hannan read the statement sent by the district to the county treasurer authorizing an interest bearing account for the 5% retainage for Tollshark Construction. This is for the addition to station #33. Commissioner Parker made a MOTION that the district authorize the county treasurer to open an interest bearing account for the 5% retainage for Tollshark Construction as billed to J.C.F.P.D.#3. This money to be paid to Tollshark Construction Co. upon completion of the project. SECONDED by Commissioner Pedersen. MOTION PASSED.

o EMS MEETING ON TRAUMA, Commissioner Parker reported on a meeting he attended in Sequim on trauma. He said he would leave the material from the meeting with the chief. A major concern discussed was that fire districts need to be aware of the increased demand on them for Emergency Medical Services (EMS) and funding for these programs.

o CHIEF'S REPORT. The chief reported on the month of December. There were 130 alarms, of which, 10 were aid calls, 2 injury accidents, and 1 chimney fire. The month of December is a holiday month and training activities are usually limited. However, some EMS personnel did take part in EMT recertification classes. In January the Emergency Vehicle Accident Prevention course will begin. There will be operating standards established for district personnel based on the class and state recommendations.

The Advanced Life Support (ALS) service that we have contracted with Kitsap District #10 at Kingston was discussed and the fact that we will need to renew our contract for 1990.

The chief provided a review of the total alarms for 1989. There were 173 alarms with the following breakdown:

<u>STATION LOCATION</u>	<u>ALARMS</u>	<u>FIRE</u>	<u>EMS</u>	<u>INJURY ACCIDENTS</u>
Oak Bay Rd #31	84	14	62	8
Paradise Bay #32	22	5	14	3
So. Point-104 #33	67	14	28	25

Response times were compared by manned hours and unmanned hours. Station #31 is manned week days and the average response time is 5.3 minutes. That is from the time of the alarm to the time it takes to get to the scene. Response time on week nights, (When people are responding from home) it is 11.5 minutes, and on weekends and holidays, (responding from home) the response time is 10.7 minutes. This shows that with an unmanned station, response time is doubled. In an EMS situation this is critical. In the case of a fire, statistics show that a fire doubles in size every two minutes. These are areas of major concern.

There were 139 EMS alarms in 1989 with 52.9 as Basic Life Support (BLS) calls and 47% as Advanced Life Support (ALS). The ALS response is provided by our contract with Kingston for paramedic service to come into our district. These are alarms where medical intervention is required involving drugs or shocking patients.

Personnel responses as compared by week days and week nights are as follows:

<u>FIRE ALARMS</u> <u>(week days)</u>	<u>EMS ALARMS</u> <u>(week days)</u>
7	5
<u>(week nights)</u>	<u>(week nights)</u>
11	6

The chief explained that last year we contracted with Kitsap Medic #10 (Kingston) to provide ALS support for 1989. This was a pilot program and our contract ends 2-14-90. There were 66 ALS responses in 1989. The program has proven its value. With the renewal of this contract, we will probably need to consider some level of payment for this service to our district.

Mike Scheren asked how the volunteers feel as a whole about paramedics coming into the district. The chief asked Dave Gurnee to answer this question. Dave stated that the program was looked at as a plus. He said that relationships have developed between the ALS and BLS people. It has been an opportunity for our volunteers to work with paramedics and the paramedics have been very responsive. The final and most important point being of course, better patient care in the field prior to reaching the medical facility. Since we are a rather progressive community, Dave felt that Port Ludlow can be the vanguard in this type of program.

Gordon Burn asked about placing paramedics centrally with the county for us all. The chief responded that the district most centrally located does not want to go to paramedics for some time as yet. Gordon expressed his concern about the bridge. Roy Roebeck spoke on behalf of the paramedic program and recalled the incident last year concerning his young nephew. He said that there was no doubt in his mind that because of this paramedic program, his nephew's life was saved. The chief said our district and Kitsap #10 would be discussing the terms to continue the paramedic program currently shared by the two districts. The commissioners will review the findings presented for the best way to continue this service in our district.

o MEETING ADJOURNED. Chairman Hannan asked if there was any other business to discuss. No further business was presented. Commissioner Parker made a MOTION to adjourn the meeting, SECONDED by Commissioner Pedersen. MOTION PASSED. The meeting was adjourned at 9:35 p.m.

Judith McFerran

PENSION AND RELIEF REGULAR MEETING

JANUARY 9, 1990

Meeting called to order at 9:40 p.m. by Chairman Hannan.

Minutes of the meeting of December 14, 1989 were read by Chairman Hannan. Minutes were approved as read.

o ANNUAL PENSION PROGRAM. The secretary requested the volunteers provide a list of who is paying into the pension program for this year. She said she needs this information before she can compile her report to the Volunteer Board in Olympia. She also reminded the volunteers to include their check for the volunteers' portion of the payment and she would prepare the district's payment information. This report and the funds are due March 1, 1990. Walt Hardin said he would pass this information along to Evelyn the Volunteer Fire-fighter's secretary so that she could send the information and the check to the district secretary.

o MEETING ADJOURNED. There was no further business to report. Commissioner Parker made a MOTION the meeting be adjourned, SECONDED by Commissioner Pedersen. MOTION PASSED. Meeting adjourned at 9:46 p.m.

Judith McFerran
