

FILE COPY

Fire Protection District No. 3

Jefferson County

P.O. Box 3, Port Ludlow, WA 98365
Phone: 437-2236

AGENDA

BOARD OF COMMISSIONERS
REGULAR MEETING

FEBRUARY 12, 1991

1. CALL TO ORDER
2. APPROVAL OF MINUTES (January 8, 1991)
3. CORRESPONDENCE
4. FINANCIAL REPORT
5. MONTHLY BILLS
6. CHIEF'S REPORT
7. ADVISORY COMMITTEE REPORT
8. OLD BUSINESS
9. NEW BUSINESS
10. ANNOUNCEMENTS
11. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR MEETING

FEBRUARY 12, 1991

COMMISSIONERS PRESENT: John Parker, Leonard Pedersen.
Dennis Hannan absent.
Commissioner Pedersen, acting
chairman.

L.O.A. Representative: Ed Adams.

Advisory Committee Members Present: Dick Johnston,
Maurie Johnson Dee Kamp, Bill McDougall,
Mike Scheren.

CALL TO ORDER: The meeting was called to order at 7:30p.m.
by acting chairman Pedersen.

The minutes for the meeting of January 8, 1991 were
read by secretary McFerran. **MOTION** to approve the minutes
as read by Commissioner Parker, **SECOND** by Commissioner
Pedersen. **MOTION PASSED.**

FINANCIAL REPORT: Secretary McFerran provided the Financial
Report for the District as of January 31, 1991:

GENERAL FUND CASH	:	\$	409.73
GENERAL FUND INV.	:		92,916.00
RESERVE FUND CASH	:		470.13
RESERVE INV.	:		16,891.45
E.M.S. FUND	:		<u>4,273.49</u>
TOTAL	:		\$114,960.80

MONTHLY BILLS: The monthly bills were read by Commissioner
Pedersen. The total bills came to \$4,898.61. **MOTION** to pay
the bills made by Commissioner Pedersen, **SECOND** by
Commissioner Parker. **MOTION PASSED.**

OFFICE FURNITURE - STATION #33: Chief McFerran reported
bids have been received for furniture, files, chairs, etc.
for the office. He asked that we hold off on this decision
for now. Brian did suggest we proceed with information on
window blinds. The chief also requested authorization to
purchase a second chair for the office suitable for use at
the computer station. Commissioner Parker made the **MOTION**
to authorize the chair purchase, **SECOND** by Commissioner
Pedersen. **MOTION PASSED.**

ADVISORY COMMITTEE REPORT: Dick Johnston provided the
committee report. The committee is reviewing the projects

for its remaining months of service to the district. Among the projects in progress are the annexation plan, recommendations for service requirements, replacement schedule in relation to revenues, insurance coverage, possible charges for E.M.S., and district policy manual. Also covered was continuing the Newsletter or working through the local paper, compliance of statutes, and future candidates for commissioner. Brian, David Douglas and Dick Johnston are working on budgeting, tracking of revenue and cash flow documents. Dr. McDougall commented on the need to prepare for the day we may no longer be able to contract with Kitsap #10 for Advanced Life Support. He suggested this and the possible need for an E.M.S. levy be on the agenda for next month's Commissioners' Regular Meeting.

LETTER FROM MR. HUTH: Commissioner Pedersen asked to have Mr. Huth's letter read for discussion. After the reading, Commissioner Parker was asked if he had any comments. He responded that the letter was self explanatory and he explained the governmental structure of the fire district. He referred to the open public meeting act and decisions concerning station #33 which he felt he had not been included. Ed Udd asked the board for discussion of going to a five member board. Commissioner Pedersen asked for possible advantages to this change. Ed explained two commissioners could discuss topics without violating the open public meeting act. Maurie Johnson said it might give the board members freedom to be away without concern of leaving the board short handed. Commissioner Parker named other districts with five member boards. He said in order to avoid an increased cost to the district it could be determined that commissioners receive \$30.00 per meeting instead of the current \$50.00. The cost of conferences averages \$300.00 and the information gained is to the district's advantage. He felt attendance should remain available to all members of the board. Mike Scheren agreed with the idea of a five member board, but was concerned with additional membership to a board that can't get along now. Chief McFerran said a five member board would allow two commissioners to talk without being a quorum. Dick Johnston said the committee has discussed this and does not intend to take a judiciary position or act as a police agency. That was not their license. Commissioner Parker commended their stand. Commissioner Pedersen asked if there were any other comments. There was no further discussion.

STATION #31: Commissioner Pedersen asked if Mike Ajax had been asked about the condition of station #31. Brian responded that if we requested this in writing Mike would have to do a complete, official check of the building. If the violations were serious enough, it could result in

shutting down the building. Commissioner Parker said if the building really is dangerous, then we need to know. He referred to a previous chief's report noting the lack of a one hour fire wall between the floors. Commissioner Parker MOVED to spend the \$25.00 for a report from Mike Ajax, motion died for lack of a second. There were comments from committee members cautioning opening a Pandora's box. Also mentioned was the concern of putting more money into upgrading this building than the cost of a new building. It was agreed to check with Port Townsend Fire Dept. about their consultant and to obtain the codes for further study. ✓

STATION #33: Brian reported on insulating the upstairs of station #33. This would help control the loss of heat through that unfinished area. Brian was asked to obtain information on having this done.

Commissioner Pedersen inquired as to when it had been determined to allocate funds to complete the upstairs of station #33. Commissioner Parker stated that he did not recall any such decision. Secretary McFerran said this project was identified in the budget submitted for the board's approval last fall. Perhaps it stemmed from that budget item. Dick Johnston stated that \$37,000.00 was discussed in the budget preparation for 1991. This was set aside in the budget preparation process in the event that later it might be decided to proceed with the project. It was agreed that no specific approval had been made for this project as yet.

NEW BUSINESS

HIRING ADDITIONAL PERSONNEL: Commissioner Pedersen expressed concern in following a proper procedure to hire additional personnel. He was in favor of advertising and following the process that was used to hire the chief. The chief agreed but also added that it had been looked into and it was possible to hire from within. This has been done in many fire departments. Ed Udd stated that when the chief was hired they did not have a qualified person to hire from within the department. Dr. McDougall stated the committee has also given this some discussion. Because of his unique pension income, David Lawson is an economic availability for the district. Brian described David's fire service experience, certifications and training. Commissioner Pedersen suggested calling a special meeting to consider hiring an additional employee. The meeting time would be scheduled and notification sent to the Leader.

FURNACE REPAIR - STATION #31: The chief reported on the failure of the furnace at station #31. The oil heat venting

system is shared by the upstairs and the station below and would be too costly to change to another system at this time. Several dealers had been contacted and only Ben's Heating of Port Townsend was able to install a furnace right away. Because of the time of year, this should be done immediately. The cost quoted for installing a new furnace including tax was \$2,558.55. Commissioner Parker made a **MOTION** to purchase the furnace for \$2,558.55 from Ben's Heating, **SECOND** by Commissioner Pedersen. **MOTION PASSED.**

TANKER #31: The chief requested authorization to purchase a 165 amp alternator for Tanker #31. He has received quotes from several dealers and the best price is from Lee Short for \$425.00. Quotes were also obtained for a group 31, heavy duty battery for tanker #31. Lee Short was the best price here too at \$100.00. Dee Kamp offered to check for a better price and will contact Brian. Commissioner Parker made a **MOTION** to approve the purchase of an alternator for \$425.00 and the battery for \$100.00. **SECOND** by Commissioner Pedersen. **MOTION PASSED.**

LOPEMAN PAY INCREASE: Chief McFerran recommended a pay increase for Aileen Lopeman. He stated she has done an outstanding job for several years and recommends an increase to \$7.50 an hour. **MOTION** by Commissioner Parker to approve a pay increase to \$7.50 an hour, **SECOND** by Commissioner Pedersen. **MOTION PASSED.**

F.E.M.A. Chief McFerran reported that he had applied for emergency funds available to fire districts as a result of the storm in November. This could result in reimbursement of close to \$780.00. If the second (and more serious) storm qualifies for reimbursement, we could receive close to \$1,000.00.

CHIEF'S CONTRACT: It was agreed to discuss the chief's contract when Dennis Hannan is present.

BILL FROM KITSAP COUNTY: Commissioner Pedersen asked about a bill sent to a member of our organization and it being openly stated that this bill did not need to be paid. The chief responded that she had received a statement that this had not been paid and we received the bill. This was done according to our contract with Kitsap #10. She should not be billed. Our agreement is that our fire district would pay any fee not taken care of by their medical insurance up to \$250.00. This individual had not had any medical fees for 1990 and his deductible was \$250.00. Therefore, this amount was billed to us. Commissioner Pedersen said there is word going around that you don't have to pay this bill. The chief said this is the agreement. Ed Udd asked what has

this cost us to date. So far it has cost the district \$500.00 for the year of 1990. Commissioner Pedersen suggested that we should inform people that if they don't pay this bill, then we have to pay it. It was discussed that because of these potential costs, one day we would have to consider charging or going to an E.M.S. levy. Brian agreed to look into this for further discussion. He reported that work is underway in the advisory committee now.

KITSAP #10 - J.C.F.P.DISTRICT #3 ALS CONTRACT: Chief McFerran presented the contract with Kitsap #10 for 1991. The contract was discussed, including the change in item 2.2,D) regarding dispatching an ALS unit, (see contract). Also discussed was the level of dispatching in our county and the fact that they are also dispatching police. These dispatchers are also covering the jail. It is not possible for our dispatchers to do telephone CPR because of the many other functions they must perform. The chief recommended that we sign this contract for another year. Dr. McDougall substantiated the recommendation. **MOTION** by commissioner Pedersen to renew the ALS services contract with Kitsap #10 for 1991, **SECOND** by Commissioner Parker. **MOTION PASSED.**

STAFF BENEFIT RESEARCH: Chief McFerran reviewed the information obtained concerning benefits for the secretary. When she was hired she had the option to join PERS or to obtain her own plan. She was advised by employees at the courthouse and an auditor performing the county audit last year to look into other plans before joining PERS. It was suggested that there were better plans. Judy said that she felt a duty to look into this, not only for herself, but for future district employees in her classification. She was informed that future employees would not have the choice, but would have to take PERS if that was what she had selected. Commissioner Parker said that the library employees also have PERS and it seems to be a good plan. The **MOTION** was made by Commissioner Parker to approve signing up for PERS, **SECOND** by Commissioner Pedersen. **MOTION PASSED.**

^{Chief} They also reported that removing Judy from his medical plan and signing her under her own plan would save the district about \$250.00 a year. This would also comply with establishing medical benefits for the person who holds this position in this fire district. The board agreed to this change.

CHIEF'S REPORT: The chief reported there were only 9 alarms in the month of January.

FIRE 2 FIRST AID 5 INJURY ACCIDENTS 2

Other items reported on were personnel, training, equipment and projects. (See attached Chief's Report for details.)

MEETING ADJOURNED: There was no further business to discuss. **MOTION** to adjourn made by Commissioner Parker, **SECOND** by Commissioner Pedersen. **MOTION PASSED.** The meeting was adjourned at 10:26p.m.

Judy McFerran *Leonard A. Pedersen*
Dennis E. Hannan

PENSION AND RELIEF MEETING
FEBRUARY 12, 1991

MEMBERS PRESENT: Ed Udd, Brian McFerran, Secretary Judy McFerran, Dennis Hannan absent, Commissioner Pedersen acting chairman.

CALL TO ORDER: The meeting was called to order by Brian McFerran. The minutes for the meeting of January 8, 1991 were read by secretary McFerran. **MOTION** by Brian to accept the minutes as read, **SECOND** by Ed Udd. **MOTION PASSED.**

APPROVAL OF ANNUAL PENSION AND RELIEF PAYMENT: Secretary McFerran requested approval of the report with the payment not to exceed \$720.00. There are still two members that have not yet paid and their decisions will determine the total payment. Commissioner Pedersen made a **MOTION** to approve the payment up to \$720.00, **SECOND** by Commissioner Parker. **MOTION PASSED.**

MEETING ADJOURNED: There was no further business. **MOTION** to adjourn by Ed Udd, **SECOND** by Brian McFerran. **MOTION PASSED.** Meeting adjourned at 10:30p.m.

Judy McFerran *Dennis E. Hannan*