

PORT LUDLOW FIRE & RESCUE
a.k.a. JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
July 27, 1999

A G E N D A

- I. CALL TO ORDER REGULAR MEETING 7:00 pm**
- INTRODUCE Shelley Chamberlin, Business Relationship Officer, Assistant V. P.
InterWest Bank, to present St.#31 re-model funding option(s)**
- II. CALL FOR APPROVAL OF MINUTES TAB 1**
- A. July 13, 1999, Regular Meeting Minutes**
- III. FINANCIAL REPORT**
- A. Call for Approval of Vouchers TAB 2**
- B. EMS Charge for Services Monthly Activity Report TAB 3**
- C. Transfer of Funds TAB 4**
- IV. FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811**
- V. CHIEF'S Written UPDATE Chief Wayne Kier TAB 6**
- VI. TOPICS for DISCUSSION and/or DECISION**
- A. ALS Joint Board TAB 7**
August 17, 1999 7 pm Station #11
- B. Seminars/Meetings/Conferences**
1. PLF&R Special Meeting 7/28 7:00 p.m. St. #33
2. JCFC&S Assn. Meeting 8/19 7:00 p.m. Dist.#2 Host
3. Strategic Plan Committee Meeting 8/21 9 a.m. St.#31
4. Other Seminars/Meetings/Conferences?
- C. SOG 2300 FIRE CHIEF TAB 8**
- D. Access Agreement with Mats Mats Quarry TAB 8**
- E. Other Topics for Discussion?**
- VII. LID LIFT TOPICS & DISCUSSION**
- A. Station 32/33 Committee Report**
- B. Station 31 Committee Report**
- C. Other LID Lift Topics?**
- VIII. GOOD of the ORDER; QUESTIONS and ANSWERS**
- IX. EXECUTIVE SESSION**
- X. ADJOURNMENT**

PORT LUDLOW FIRE & RESCUE
a.k.a. JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
Regular Meeting Minutes
July 27, 1999

CALL TO ORDER:

Chair Raudebaugh called the July 27, 1999, Regular Meeting of the Board of Commissioners for Port Ludlow Fire & Rescue, a.k.a. Jefferson County Fire District No. 3 to order at 7:00 p.m. at Station 31, located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Roy Raudebaugh, Commissioner Robert Flaherty, Commissioner Herb Stowe, Commissioner Ben Johnson, and Commissioner David Wheeler. Also present Chief Wayne Kier and District Secretary Arlene Obtinario.

Chair Raudebaugh introduced Shelley Chamberlin, Business Relationship Officer, Vice President, InterWest Bank, to present possible funding options for the Station #31 remodel project. Ms. Chamberlin recapped the proposal presented to the Station #31 Lid Lift Committee on June 9th and stated that she would update the discussion proposal based on a million-dollar loan at 70% of Start Rate, which computed currently at 5.51%. She indicated there would be a 1.50% loan fee and there are other closing fees anticipated. She stated that an appraisal might be required. A 1% pre-payment penalty fee is assessed except on principal reductions up to 20% per year on the balance during the first 5 years. Ms. Chamberlin indicated InterWest is interested in expanding their services into the public sector banking. Ms. Chamberlin left the meeting at 7:18 p.m.

CALL FOR APPROVAL OF MINUTES:

Chair Raudebaugh called for the approval of the July 13, 1999, Regular Meeting Minutes. **MOTION:** Commissioner Flaherty moved to approve the July 13, 1999, Regular Meeting Minutes as presented. Commissioner Johnson seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers for payment. Commissioner Flaherty stated he and Commissioner Stowe met to review the bills; the vouchers total \$6,791.14 (Voucher Numbers 317 – 344) Fire OPS \$3,804.13, Fire NON-OPS \$2,301.12 and EMS OPS \$685.89, EMS NON-OPS \$0.

MOTION: Commissioner Flaherty moved to approve payment of the vouchers. Commissioner Stowe seconded the motion. The motion carried unanimously.

Chair Raudebaugh reviewed the EMS Charge for Services Monthly Activity Report. And, Commissioner Stowe stated there was no need for a transfer of funds.

FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811:

Association President Bill Fulton gave the following report: Stated 5 department members attended the Annual Fire School in Wenatchee July 22 through 24th; stated the classes were excellent; indicated that Lt. Rich Muggli successfully won a drawing for free tuition next year; asked everyone to mark calendars for upcoming events, salmon bar-b-q at Jefferson County Fair on 8/14; golf tourney on 9/12; Auxiliary's spaghetti dinner on 10/02; and the banquet on 12/18; and reported the Association members voted to not have an officer or fire fighter of the year award anymore; agreed to leave valor or above-and-beyond-the-call-of-duty awards to Chief Kier's discretion and decision. President Fulton did state the department members could present nominees to Chief Kier for consideration.

CHIEF'S UPDATE:

Chief Kier provided his written report, which is included as part of these Minutes. Chief added verbally that District #3 is putting on a safety display September 11th at the Village Store from 10 a.m. to 2 p.m.

Chief Kier asked the Board to approve involving Arlene Obtinario in major alarms to assist at the command post with paperwork and the press. Chief Kier explained that Arlene would not be required to wear a pager; she would be telephoned and requested to return to work should the need arise; she would not be involved with the emergency scene and therefore not involved in the respiratory program; and there would be some additional training involved. **MOTION:** Commissioner Stowe moved to authorize Arlene Obtinario's participation in major alarms as explained by Chief Kier. Commissioner Flaherty seconded the motion. The motion carried.

Chief Kier reported that he had not received any response from Judy McFerran; Judy's mother had signed for receipt of Chief's letter; Chief indicated he would call Judy at her mother's in Eastern Washington some evening; Chief explained the ramifications of her not returning District property; stated that not returning bunker gear valued at \$2,000 to \$3,000 becomes a felony when a stolen property complaint is filed with the

County Sheriff; and Chief and the Board agreed to give Ms. McFerran every chance to return the equipment and to make things right before resorting to drastic measures.

TOPICS for DISCUSSION and/or DECISION:

Chair Raudebaugh reviewed upcoming meeting dates; stated the ALS Joint Board meeting is set for 8/17, 7 p.m. at Station #11; a Special Board Meeting with a SeaFirst Bank Official is set for 7/28, 7 p.m. at Station #33; Fire District 2 (Quilcene) is hosting the Jefferson County Fire Commissioners & Secretaries Assn. 8/19 meeting; the PLF&R Strategic Plan Committee meets 8/21, 9 a.m. at Station #31; and Commissioner Stowe reported ORM is conducting a public meeting at the Bay Club on 8/3 at 6 p.m.

Chair Raudebaugh called for review and adoption of SOG 2300 FIRE CHIEF and SOG 6200 PURCHASING AUTHORIZATION AND CONTROL. After review, SOG 6200 was edited to read '\$500 except in an emergency'. **MOTION:** Commissioner Flaherty moved to approve SOG 6200 as edited. Commissioner Wheeler seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Johnson moved to approve SOG 2300 as written. Commissioner Stowe seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for review of the Access Agreement with Mats Mats Quarry to steam clean apparatus; Chief Kier stated Lone Star business officials have proposed the agreement; Chief suggested the Board have a fire district attorney review the proposed agreement; Commissioner Stowe asked to first run the document past the District's VFIS insurance agent and then if there are concerns raised, to have Attorney Malcolm Harris review the document. The Board agreed with Commissioner Stowe's plan for review and DS Obtinario was assigned to follow-up.

Chair Raudebaugh called for OTHER Topics for Discussion.

Chief Kier presented the final draft of SOG 4208 RESPIRATORY PROTECTION PROGRAM; stated that Stan Thalberg prepared the entire SOG including job descriptions and has provided the District with an exemplary document which may be shared county-wide; Chief reported he does not have a budget to implement the program but it is due September 1st; indicated that at the worst possible case the total cost for the whole department could run \$1500; stated the next step is to bring every fire fighter in to complete their questionnaire which must be notarized by Arlene; Chief offered to use his 1999 OPS line item for Fire Fighter Physicals and Background Checks to pay for the

program; and the Board generally agreed that if there is a shortfall, the Board would consider covering the difference by money from the Mitigation Fund.

Chair Raudebaugh circulated evaluation forms to the Board and asked each Commissioner to prepare their personal evaluation of Chief Kier and have it ready for the August 10th Regular Board Meeting.

Raudebaugh called for **LID LIFT TOPICS & DISCUSSION: Station 32/33 Committee Report:** Chief Kier reported Station #32 is almost done; the painting has been started; garage door openers have been installed and the lights have been reinstalled. Both Stations 32 & 33 have new roofs. Station #33's painting was started July 27th; and the electrician is scheduled to hook up the exhaust fan and the generator on August 3rd. Chief expressed confidence that when the stations are done they will come in at or below budget.

Station #31 Committee Report Chief Kier stated the Committee is awaiting the formal geotech report and it looks promising. Commissioner Flaherty reported the Board is meeting with InterWest and SeaFirst bank officials and reviewing possible funding options for the project.

Chair Raudebaugh called for any other LID LIFT Topics: Chief Kier stated that he and Arlene are working on a press release regarding the status of the LID LIFT projects to include pictures of the new fire fighters.

GOOD of the ORDER; QUESTIONS and ANSWERS: FF Bill Fulton mentioned that Stan Thalberg had donated a Pentium computer to the District and Bill is programming the computer.

EXECUTIVE SESSION: Chair Raudebaugh called for no Executive Session.

ADJOURNMENT: Chair Raudebaugh called for adjournment at 8:55 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed: By: Roy Raudebaugh
Commissioner Roy Raudebaugh, Chairman

By: Robert Flaherty
Commissioner Robert Flaherty, Vice-Chair

By: Herb Stowe
Commissioner Herb Stowe

By: Benjamin Johnson III
Commissioner Benjamin Johnson, III

By: David L. Wheeler
Commissioner David L. Wheeler

ATTEST:

By: Arlene F. Obtinario
Arlene F. Obtinario, District Secretary