

PORT LUDLOW FIRE & RESCUE
a.k.a. Jefferson County Fire Protection District No. 3
BOARD OF COMMISSIONERS REGULAR MEETING
December 14, 1999

A G E N D A

- I. Call to Order Regular Meeting** **7:00 p.m.**

- II. Call for Approval of Minutes** **TAB 1**
 - A. November 23, 1999, Regular Meeting Minutes**

- III. Financial Reports**
 - A. Vouchers** **TAB 2**
 - B. Monthly Account Updates** **TAB 3**
 - C. Transfer of Funds** **TAB 4**
 - D. Tax Collection Tracking Sheet** **TAB 5**

- IV. Port Ludlow Fire Fighters Association** **President Bill Fulton**

- V. Local 3811** **President Ben Andrews**

- VI. Sub-Committee Reports**
 - A. ALS Update**
 - 1. Dec. 21st 7:00 p.m. St#11 Joint Board**
 - 2. Operations** **Chief Kier**
 - 3. Other ALS?**

 - B. Strategic Plan Committee**
 - 1. TBA**

 - C. LID Lift Committees**
 - 1. Station #31**
 - a. Architectural Services** **TAB 7**

- VII. Unfinished Business**
 - A. Volunteer Points** **Commissioner Wheeler**

 - B. Other Unfinished Business?**

VIII. Chief's Report

Chief Wayne Kier

TAB 6

IX. New Business

A. Seminars/Meetings

- 1. Jefferson Co Fire Comm & Sec Dec 16th District #3**
- 2. Port Ludlow Fire & Rescue Banquet Dec. 18th**
- 3. WFCOA Legislative Workshop/Reception Jan. 18th**
- 4. Other Seminars/Meetings?**

Note: Business Office will be closed Dec. 23, 24, 30, & 31 due to holidays &/or vacations

B. December 28th Regular Board Meeting possible cancellation

C. Review of Year 2000 Board Meeting Schedule & Chair and Vice-Chair Position Elections

D. Review of 1999 Commissioners Goals

TAB 8

E. Set 2000 Commissioners Goals & Objectives

F. Other New Business?

X. Good of the Order; Questions & Answers

XI. Executive Session

XII. Adjournment

PORT LUDLOW FIRE & RESCUE
a.k.a. JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
December 14, 1999

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of December 14, 1999, of the Board of Commissioners for Port Ludlow Fire & Rescue a.k.a. Jefferson County Fire District No. 3 to order at 7:08 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were: Commissioner Roy Raudebaugh, Commissioner Bob Flaherty, Commissioner Dave Wheeler, and Commissioner Robert Pontius. Also present Chief Wayne Kier and District Secretary Arlene Obtinario.

Commissioner Herb Stowe was absent due to surgery.

CALL FOR APPROVAL OF MINUTES:

Chair Raudebaugh called for additions or corrections to the November 23, 1999, Regular Meeting Minutes. **MOTION:** Commissioner Flaherty moved to approve the Minutes as presented. Commissioner Pontius seconded the motion. The motion carried.

FINANCIAL REPORTS:

Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers for payment. Commissioner Flaherty stated he and Commissioner Raudebaugh had reviewed the bills; the vouchers total \$16,674.51 (Voucher Numbers 551 - 579) (Fire General Operations; \$15,283.94 and Non-ops \$0 and EMS Operations \$1,390.57). **MOTION:** Commissioner Flaherty moved to approve payment of the vouchers. Commissioner Wheeler seconded the motion. The motion carried unanimously.

Commissioner Flaherty gave the financial report; he reviewed the November 30, 1999, Monthly Account Updates (included with these Minutes).

Chair Raudebaugh reported on the Transfer of Funds and stated the need to make transfers of \$3,979.00 from the EMS Fund to the EMS Reserve Fund and \$127,846.00 from the General Fund to the Reserve Fund in accordance with the 1999 Ground Rules for Budgeting. **MOTION:** Commissioner Raudebaugh moved to authorize the specified transfers. Commissioner Flaherty seconded the motion. The motion carried.

Chair Raudebaugh reviewed the Tax Collection Tracking Sheet.

Chair Raudebaugh called on Lt. Brian Soete for reports from the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** or **LOCAL 3811**. Lt. Soete stated no report.

Chair Raudebaugh called for the **SUB-COMMITTEE REPORTS**.

ALS Update December 21st Regular Joint Board meeting at Station #11 and Chief Kier reported he and Chief Boggs are hiring a second Medic back on New Year's Eve so there is one in District 3 and one in District 1 during the peak 'celebrating' hours.

Strategic Plan Committee Chief Kier stated the next meeting is scheduled for January 8, 2000, 9 a.m. at Station #31.

Chair Raudebaugh called for the **LID Lift Committee** report:

Station 31 Committee Chief Kier reported the Committee, Commissioner Roy Raudebaugh, Commissioner Bob Flaherty, Lt. Brian Soete, and he will meet with the architect, Frank Lawhead on January 5th at Station #33.

Chair called for Unfinished Business.

Volunteer Points Commissioner Wheeler reported he had talked with the volunteers about the volunteer points and the volunteers plan to present some other alternatives after their next Association meeting. Chief Kier stated he has confirmed that the volunteers are being logged into the SUNPRO tracking system. And, Chief Kier explained the past practice of the volunteer association setting the point system and dictating to the Commission how the District funds would be disbursed is a function of the past. Chief questioned the legality of a social organization dictating to the Commission how to spend the taxpayers dollars and stated the ultimate and final decision belongs to management with input from the volunteers. Commissioner Wheeler stated that he wants to enhance the volunteer program and Chief Kier agreed, but indicated that allowing the dollar amount per volunteer point to be more than the current minimum wage amount could constitute part time employees. Chief Kier stated he would rather see a restructuring of how the points are awarded, for example, 1.5 points per call and 2 points per training event.

Chair Raudebaugh called for Other Unfinished Business and there were no responses.

Chair Raudebaugh called for the **CHIEF'S REPORT**. Chief Kier gave his report (which is included in written form dated December 14, 1999, and becomes part of these Minutes).

Chair Raudebaugh called for **NEW BUSINESS:**

Seminars/Meetings Chair Raudebaugh reviewed upcoming events as listed on the Agenda.

December 28th Regular Board Meeting possible cancellation

Chair recommends cancellation due to the holidays. **MOTION:** Commissioner Wheeler moved to authorize cancellation of the Regular December 28, 1999, Board Meeting. Commissioner Flaherty seconded the motion. The motion carried.

Review of Year 2000 Board Meeting Schedule & Chair and Vice-Chair Position Elections

Commissioner Wheeler said he would like to change the Chair position to a rotation system, for 1 to 2 years and then the Vice Chair moves into the Chair position. Stated that he feels the Chair position should be rotated so that each commissioner can become more informed. No commissioner has to take either position. It would not be mandatory. Chair Raudebaugh stated the County Commissioners rotate their Chairman of the Board responsibility. Commissioner Pontius suggested the Chair position be a 2-year term of service. Chief suggested the Chair and Vice Chair would serve as the Executive Committee of the Board and would work together on issues so the Vice Chair is already informed. **MOTION:** Commissioner Wheeler moved that the Board adopt an annual rotation plan beginning the year 2000 whereby the position of Vice Chair of the Board be rotated to Chairman and the Vice Chair position be filled by the next Commissioner in line by seniority (based on the years of service on the Board) and that each qualifying Commissioner has the right of refusal to serve and a refusal to serve would shift the rotation in accordance with the next in line based on seniority and the length of service would be one year. Commissioner Flaherty seconded the motion. The motion carried.

Review of 1999 Commissioners Goals During the review of the 1999 Commissioner goals, Chair Raudebaugh suggested one Commissioner be assigned the duty of reporting on the status of the goals throughout the year. **MOTION:** Commissioner Flaherty moved to appoint the outgoing Chairman the responsibility to review the Commissioner goals and to report on them to the Board on a quarterly basis. Commissioner Wheeler seconded the motion. The motion carried.

Set 2000 Commissioners Goals & Objectives The Board identified their 2000 Goals & Objectives as (1) adopt the Strategic Plan; (2) build a new Station #31 [select drawing for approval March 1, final plans approved March 15, obtain permit April 15, select contractor, break ground June 1, completion December 15]; (3) support implementation of countywide resource plans [water, apparatus, staffing]; (4) increase public awareness via newspaper articles, THE VOICE, public education; (5) work on future budgeting strategies to address the impact of I695 to include work on consolidation of services of Fire Districts 1, 3 and 6; (6) utilize the Strategic Plan to develop a staffing plan for an Assistant Fire Chief, additional paramedics, and personnel for the fire stations and the office; (7) support and work on the key issues identified in the Strategic Plan to re-rate Port Ludlow Fire & Rescue to a Class 5; and (8) continue to work on volunteer recruitment, enhance morale, and initiate a Senior Volunteer Program.

Chair Raudebaugh called for **Other New Business**. Commissioner Wheeler recommended the elimination of the second Regular Board Meeting of each month in lieu of staff taking on the new monthly Communications (911) night meeting and the potential of the need for several night Special Meetings for the Station #31 building project. Chair Raudebaugh asked the District Secretary if paying the bills would be jeopardized. Her response explained that since the County Auditor's office does not process warrants the first week of each month, the invoices approved

by the FD#3 Board on the 4th Tuesday of each month are not paid until the second week of the month anyway. The Board's discussion generally agreed with the recommendation, that it would be understood the 4th Tuesday of the month would be kept available by all for Special Meetings, and the District Secretary was asked to prepare a resolution to change the regular meeting schedule for possible adoption at the January 11th meeting.

Chief Kier reviewed his goals for year 2000; identified fourteen and indicated that several pertain specifically to reducing the insurance rating for the fire district.

Chief Kier stated that he would be responding to the NFPA alert from the WFCA indicating non-support of the NFPA's proposed NFPA 1720 in its' entirety since it deprives the local jurisdictions of determining their level of service both based on available financial and personnel resources.

Chair Raudebaugh called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS** and there were no responses.

Chair Raudebaugh called for no **EXECUTIVE SESSION**.

ADJOURNMENT: There being no further business, Chair Raudebaugh called for adjournment at 9:17 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: *Roy Raudebaugh*
Chairman Roy Raudebaugh

BY: _____
Commissioner Robert Flaherty

BY: _____ **NOT PRESENT**
Commissioner Herb Stowe

BY: *David L. Wheeler*
Commissioner David L. Wheeler

BY: *Robert W. Pontius*
Commissioner Robert Pontius

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