

PORT LUDLOW FIRE & RESCUE
a.k.a. Jefferson County Fire Protection District No. 3
BOARD OF COMMISSIONERS REGULAR MEETING
May 9, 2000

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. April 25, 2000, Regular Meeting Minutes**
 - B. April 25, 2000, Special 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 &/or Local 3811**

- V. Sub-Committee Reports**
 - A. ALS Update**
 - 1. May 16 7:00 p.m. St#31 Joint Board**
NOTE: Co. Auditor plans to attend
 - 2. Operations** **Chief Kier**
 - 3. Other ALS Topics?**

 - B. Station #31 Project**
 - 1. InterWest** **TAB 7**
 - 2. Municipal Services** **TAB 8**
 - 3. Banc of America** **TAB 9**
 - 4. American Marine Bank** **TAB 10**
 - 5. Martin & Nelson** **TAB 11**

 - C. E911 User Group**

 - D. Consolidation of Services Study Group**
 - a. Next meeting: June 7th , 7 p.m., St.#11**
 - b. ASSIGNMENT: Personnel**
 - c. Other?**

VI. Unfinished Business

- A. Motion to Increase Comprehensive Deductible to \$250**
- B. Motion to Approve VFIS District Insurance Premium as adjusted by the increased Comp Deduct of \$250 for June 1, 2000 to June 1, 2001**
- C. Region 1 Fire & Life Safety Representation**
- D. Motion to Surplus 1976 Chev Ambulance**
- E. Other Unfinished Business?**

VII. Chief's Report

Chief Wayne Kier

TAB 6

VIII. New Business

- A. Seminars/Meetings**
 - 1. Jeff Co Fire Comm & Sec June 15th, 7 p.m. Quilcene**
 - 2. WFCA Chelan Seminar June 3**
 - 3. Other Seminars/Meetings?**
- B. Other New Business?**

IX. Good of the Order; Questions & Answers

X. Executive Session

XI. Adjournment

PORT LUDLOW FIRE & RESCUE
a.k.a. JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 9, 2000

CALL TO ORDER:

Chairman Commissioner Robert Flaherty called the Regular Meeting of May 9, 2000, 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 Robert Flaherty, Commissioner Herb Stowe, Commissioner Roy Raudebaugh, Commissioner Dave Wheeler, and Commissioner Robert Pontius. Also present were Chief Wayne Kier and Administrative Assistant Connie Howland.

District Secretary Arlene Obtinario was not in attendance; she was attending the Washington State Fire Administrative Support Division Conference in Vancouver, WA.

CALL FOR APPROVAL OF MINUTES:

Chairman Flaherty called for the approval of the April 25, 2000, Regular Meeting Minutes and the April 25, 2000, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to table the approval of the minutes until changes he desired could be corrected. Commissioner Flaherty seconded the motion. The motion carried.

FINANCIAL REPORT:

Chair Flaherty called upon Commissioner Stowe to present the vouchers for payment. Commissioner Stowe stated he and Commissioner Raudebaugh reviewed the bills; the vouchers total \$4,618.86 (Voucher Numbers 186 - 208) (Fire General \$4,335.43 operations and Non-ops \$0, and EMS \$283.43 operations and Non-ops \$0). **MOTION:** Commissioner Stowe moved to approve payment of the vouchers. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Chair Flaherty called upon Commissioner Stowe to give the financial report. Commissioner Flaherty reviewed the April 30, 2000, Monthly Account Updates (included with these Minutes).

Commissioner Stowe reported no need to transfer funds and Chair Flaherty called for a review of the Tax Collection Tracking Sheet and stated the first half of the property taxes is in.

Chair Flaherty called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. Lt. Ben Andrews reported the FF Association had authorized the purchase of a set of airbags for \$3500, which arrived 2 days ago and the Association had also authorized the purchase of a 'saws-all', which should arrive soon.

Chair Flaherty called for **SUB-COMMITTEE REPORTS**

ALS Update Chair Flaherty stated the Joint Board meeting is at 7 p.m. on May 16th at Station #31. Chief Kier stated he had nothing additional to report.

Station #31 Project Chair Flaherty reported that he, Commissioner Raudebaugh and Chief Kier met with various lending institutions regarding funding for the new fire station; Commissioner Stowe filled in for one meeting for Commissioner Flaherty, and D.S. Obtinario attended meetings to record the discussion at the meetings; meetings were held with Banc of America, InterWest Bank, Municipal Services, American Marine Bank, and a telephone speaker-phone meeting was conducted with Jim Nelson of Martin Nelson & Company. During discussion, the Board talked about a loan versus a bond; no formal decision was made. Also during discussion, the Board agreed to eliminate InterWest Bank because of no lending history with fire districts. The Board agreed to eliminate Municipal Services; Municipal Services had no lending experience in the State of WA. for building projects; the company deals mainly with equipment and apparatus. And, the Board agreed to eliminate American Marine Bank because of no experience with funding a fire station building project. **MOTION:** Commissioner Raudebaugh moved to consider Banc of America or Martin Nelson & Company for the station #31 building project. Commissioner Stowe seconded the motion. The motion carried unanimously. The Board agreed to meet with Jim Nelson of Martin Nelson & Company at a Special Meeting on Friday, May 19th at 10:00 a.m. And, the Board agreed to meet with Jane Towery of Banc of America at a Special Meeting tentatively set for May 23rd at 6:00 p.m. Commissioner Raudebaugh was assigned the task of scheduling the meetings with the vendors and the District Secretary.

The Board compiled a list of questions for the two lending agencies; A.A. Howland recorded the questions, and was instructed to fax them to Jane Towery and Jim Nelson at her earliest convenience. The list of questions is attached as part of these Minutes.

Commissioner Raudebaugh expressed the desire to make a decision within the next 3 weeks on which lending institution to utilize and whether the funding would be a loan or a bond.

E911 User Group Chief Kier gave a brief overview of the assignments for the representatives at the E911 User Group meeting and his involvement to date.

Consolidation of Services Study Group Chair Flaherty stated the next meeting would be June 7th, 7:00 p.m. at Station #11; Commissioner Wheeler reported the assignment for the June meeting is PERSONNEL; stated 7 committees were formed; assigned subjects of personnel, equipment, finance, administration, training, communications, and geography. Districts 1, 2 and 3 submitted their formal letters of intent. The City of Port Townsend and Districts 6 and 5 still need to submit their formal letters of intent. Districts 2 and 4 are not participating.

Chair Flaherty called for **UNFINISHED BUSINESS:**

Motion to Increase Comprehensive Deductible to \$250 & Motion to Approve VFIS District Insurance Premium as adjusted by the increased Comp Deduct of \$250 for June 1, 2000 to June 1, 2001 Tabled until the Commission has specific information on the annual premium

JCFD#3 COMMISSIONERS QUESTIONS FROM 5/9/2000 BOC MEETING

1. WHAT IS THE DIFFERENCE BETWEEN A 'BOND' AND A 'LOAN'
2. IS THERE AN ADVANTAGE OVER A BOND AND A LOAN
3. CAN THE LOAN BE FORGIVEN
4. WHAT KIND OF LOAN FEES CAN WE ANTICIPATE, DO WE HAVE THE ABILITY TO ADJUST THE FEE
5. HOW CAN WE GET A BETTER INTEREST RATE
6. WHEN IS IT DETERMINED WHAT THE INTEREST RATE WILL BE
7. WHEN IS THE INTEREST RATE LOCKED IN
8. IF WITH A BOND YOU MAKE TWO PAYMENTS, IS THE FIRST PAYMENT ALL INTEREST
9. IF MONEY IS BORROWED FOR ONE DAY, DOES THAT CONSTITUTE ONE YEAR
10. IS THERE AN UNDERWRITERS FEE?, ADDED PROCEEDS?
11. CAN WE SET OUR OWN PAYMENT RATE AMOUNT
12. IF CONTRACTOR FEE COMES IN LOWER THAN \$1 MILLION, DO WE HAVE TO TAKE A MILLION DOLLAR BOND
13. WILL BORROWING A LOWER AMOUNT LOWER THE INTEREST FEE

savings if the comprehensive deductible is raised from zero to \$250. Commissioner Wheeler asked A. A. Howland to request a printout from VFIS of all comprehensive claims in the last 3 years. **MOTION:** Commissioner Wheeler moved to table the subject. Commissioner Raudebaugh seconded the motion. The motion carried.

Region 1 Fire & Life Safety Representation No discussion.

Motion to Surplus 1976 Chev Ambulance Chief Kier presented staff's report on the estimated cost for all needed repairs; low-end estimate came in at \$4,000; Chief Kier recommended the Board set a minimum bid of \$1500 and establish the 1976 Chev Ambulance as a surplus vehicle. **MOTION:** Commissioner Stowe moved to surplus the 1976 Chev Ambulance and to offer it for sale with a minimum bid of \$1500; highest bid would receive the vehicle 'as is, no warranty expressed'. Commissioner Pontius seconded the motion. Chair Flaherty called for discussion. There was no further discussion. The motion carried unanimously.

Chair Flaherty called for **Other Unfinished Business.**

Chief Kier reminded the Commissioners to look over the SOG's recently circulated for finalization.

CHIEF'S REPORT (included with these Minutes). Chief reported he had been away for the week attending the Oregon Fire Marshal Association's Northwest Fire & Arson Investigation Seminar in Wilsonville, Oregon.

Chair Flaherty called for **NEW BUSINESS:**

Seminars/Meetings Chair Flaherty reviewed the upcoming events as listed on the Agenda; Commissioner Wheeler plans to attend the WFCM Chelan seminar on June 3rd; and Commissioner Flaherty might be able to attend.

Chair Flaherty called for **Other New Business**

It was stated that a topic for the next Board meeting should be the demolition of the old fire station; is there a need to advertise for bids if the building is deemed surplus for salvage and demolition; Tillman has a list of contractors that do demolition; should the demolition be part of the package deal with the builder; cut the building in half? Etc.

Commissioner Wheeler stated new building bid limits go into effect on June 3rd.

Chair Flaherty called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** No response.

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

ADJOURNMENT: There being no further business, Chair Flaherty called for adjournment at 9:30 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: *Robert Flaherty*
Commissioner Robert Flaherty, Chairman

BY: *Herb Stowe*
Commissioner Herb Stowe, Vice-Chairman

BY: *Roy Raudabaugh*
Commissioner Roy Raudabaugh

BY: *David Wheeler*
Commissioner David Wheeler

BY: *Robert Pontius*
Commissioner Robert Pontius

Meeting Notes Recorded By:
Administrative Assistant Connie Howland *Connie Howland*

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

A

COMMISSIONER MEETING
May 9, 2000
Written CHIEF REPORT

ALARMS

The District responded to a total of 27 alarms in April.

PERSONNEL REPORT

No Report

APPARATUS REPORT

The BOC needs to consider identifying the old aid car as surplus property.

TRAINING

I attended the Oregon State Fire Investigators Conference last week. The conference was actually a tested course. Much has changed since I last took coursework involving fire investigation and arson. The best fire service class I have attended in a long time, and better yet, the Region will reimburse the District for my tuition.

The course did bring out some issues that indicate I need to initiate some changes in our post fire knockdown activities. I will be working on SOG changes to address those issues.

In addition to behavior changes, I will be assembling a basic fire investigator's kit to be carried in my truck. Currently, we do not have a good kit and should. Most if not all of the needed equipment the District already has. Very minor expense will be necessary to initiate this fire investigator's kit.

Live fire training has been conducted at the house on Olympus Blvd for two weeks. On Saturday May 6th we were able to conduct some really good fires in several rooms. We anticipate the house will either be burned down this week or next week, depending on how our next round of practice fires go.

Arlene is at the Administrative Support Conference and will be back next week.

OTHER PROGRAMS

Lieutenant Soete reports most of our personnel have been fitted for their new turnout gear.