

**PORT LUDLOW FIRE & RESCUE**  
**a.k.a. JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**BOARD OF COMMISSIONERS**  
**SPECIAL & REGULAR MEETINGS**  
**May 23, 2000**

**A G E N D A**

<b>CALL to ORDER the SPECIAL MEETING for the Purpose of Reviewing Banc of America's lending proposal(s)</b>	<b>6:00 p.m.</b>
---	------------------

**Jane Towery**

<b>ADJOURN the SPECIAL MEETING at 6:45 p.m.</b>	
---	--

- I. **CALL TO ORDER the 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**
  - C. **May 9, 2000, Regular Meeting Minutes**
  
- III. **FINANCIAL REPORT**
  - A. **Call for Approval of Vouchers** **TAB 2**
  - B. **EMS Charge for Services Report** **TAB 3**
  
- IV. **FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811**
  
- V. **CHIEF'S REPORT** **TAB 6**
  
- VI. **Station #31 Progress Report**
  - A. **Lending Agency Decision**
  - B. **Method of Funding Decision**
  - C. **Station Salvage/Demolition**
  - D. **ORM Meeting**
  - E. **Other topics?**
  
- VII. **SOG 2415 Part Time Staff** **TAB 7**
  
- VIII. **Interlocal Agreement to Establish a City Fund for Maintenance of  
Jointly Owned Fire Department Equipment** **TAB 8**
  
- IX. **Resolution Adopting the Most Current Edition of the Fire Service  
Rate Schedule published by the WSAFC** **TAB 9**
  
- X. **Confirm Attendance for WFCA Chelan Seminar**
- XI. **VFIS June 1, 2000 – June 1, 2001 Policy Renewal**
  - A. **Raise Deductible?**
  - B. **Motion to Renew Policy**
  
- XII. **OTHER TOPICS?**
- XIII. **CALL for ADJOURNMENT**

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**BOARD of Commissioners**  
**Regular Meeting Minutes**  
**May 23, 2000**

**CALL to ORDER:** Chair Flaherty called the May 23, 2000, Regular Meeting of the Board of Commissioners for 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 David Wheeler, and Commissioner Robert Pontius. Also present were Chief Wayne Kier and District Secretary Arlene Obtinario.

**CALL for APPROVAL of MINUTES:** Chair Flaherty called for the approval of the April 25<sup>th</sup> Special and Regular Meeting Minutes and the May 9<sup>th</sup> Regular Meeting Minutes. **MOTION:** Commissioner Raudebaugh moved to approve the April 25, 2000, Regular Meeting Minutes as re-presented and corrected. Commissioner David Wheeler seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Stowe moved to approve the April 25, 2000, Special Meeting Minutes as re-presented with no changes. Commissioner Wheeler seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Wheeler moved to approve the May 9, 2000, Regular Meeting Minutes as presented. Commissioner Stowe seconded the motion. The motion carried unanimously.

**FINANCIAL REPORT:** Commissioner Stowe reported that he and Commissioner Raudebaugh had reviewed the bills processed for payment; the vouchers total \$4,765.74 (voucher Numbers 210 – 232, 228 & 232 voided as duplicates) Fire OPS \$4,508.05 and EMS OPS \$125.50, zero NON-OPS. **MOTION:** Commissioner Stowe moved to approve payment of the vouchers as presented. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Chair Flaherty called for a review of the EMS Charge for Services Report (included with these Minutes).

**FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811:** FF Wes Lueders stated Local 3811 had no report.

**CHIEF'S REPORT:** (included with these Minutes) Chief Kier added the following comments to his report; as of May 23<sup>rd</sup>, District #3 had responded to 31 alarms; and District #1 had another structure fire which District #3 automatically responded to; and Port Ludlow's duty crew beat District 1's 2 volunteer engines to the scene.

**Station #31 Progress Report:** Chair Flaherty asked the Board for comments on lending agency preference; Martin Nelson and Company or Banc of America; and loan or bond preference. Commissioner Wheeler said if he were personally making the decision, he would

go with the loan, but wants no pre-payment penalty; Bank of America has a pre-payment penalty on 15 years and American Marine bank offers a 25-year loan with no pre-payment penalty. Commissioner Wheeler went on to state that he feels the bond is safer and more responsible and he likes the 8-year call date.

Commissioner Pontius stated that he had missed the presentation on the loan; that he originally would have supported a loan, but after the presentation by Martin Nelson & Co. he is open to the possibility of a bond.

Commissioner Stowe said he is thinking a bond. Commissioner Raudebaugh stated he supports a bond. Commissioner Flaherty said he would like to go with a line of credit initially, and then go for a bond later.

Commissioner Raudebaugh said he supports a bond and does not feel that a line of credit is necessary. Commissioner Wheeler said the Fire District could finance our own line of credit for the first few months.

Chief Kier stated that he was convinced that a loan would be the way to go, but now he thinks a bond is the right way to go. He also stated that the million-dollar figure is really close when you realize the need for furniture. He stated that if it were up to him, he would go for a million-dollar bond right away.

Commissioner Pontius suggested a program for donations for the landscaping project, such as bricks for purchase, sponsors for libraries, classrooms, etc.

Chief Kier reported that Jon Rose of Olympic Resource Management said ORM might consider a matching donation program like the d-fib program.

Commissioner Raudebaugh said he's concerned that the cost of the building would be more than a million and said that Architect Frank Lawhead had indicated at the County pre-application meeting that within a week he would have another estimate.

It was stated that the actual fire flow would be 1000 GPM since Jefferson County has not adopted the NFPA standard of 1500 GPM.

Chief Kier reported on 3 unresolved issues from the May 12<sup>th</sup> Department of Community Development pre-application meeting; (1) would a conditional use permit be required or as a public purpose facility, would the project be permitted outright, (2) is the boundary line adjustment mechanism appropriate, and (3) would a critical aquifer recharge area report be required.

Chief Kier stated that he felt Jerry Smith, the County Planner assigned to our project, was less than understanding and during discussion it was decided to go to Al Scalf, the Director of Community Development and then go to the County Commissioners for action.

Chair Flaherty asked the Board for a decision on whether or not to finance the station #31 building project with a loan or a bond. **MOTION:** Commissioner Raudebaugh moved to go with a bond. Commissioner Wheeler seconded the motion. The motion carried with a unanimous vote.

Chair Flaherty asked the Board for a decision on which lending agency would serve the needs of the District better, Martin Nelson & Company or Banc of America. Commissioner Wheeler said both the companies would be good, but need to go with the agency offering the best interest rate. Chief Kier said he believes that Jane Towery of Banc of America may have given the most accurate scenario and he likes the fact that Ms. Towery has a history with Fire District #3.

Commissioner Raudebaugh suggested the District pay the fees up front and not include them within the package of the million.

Commissioner Wheeler said he supports Banc of America; he likes the fact that the bank can buy the bonds if they aren't sold to individuals.

Commissioner Stowe said he's personally done business with SeaFirst (Bank of America) since 1967 and they have always honored his situations if had good documentation. Commissioner Raudebaugh said he has done business with SeaFirst (Bank of America) for 60 years. District Secretary Obtinario mentioned that SeaFirst (Banc of America) and specifically Jane Towery had resolved a \$3,000+ contractual deficit on the purchase of the Freightliner in favor of Fire District #3. Commissioner Pontius said he had always avoided SeaFirst Bank in his own personal business, but by smaller banks selling out to Bank of America, he ended up doing business with the bank by default. **MOTION:** Commissioner Pontius moved to accept Banc of America as the lending agency for the Station #31 building project. Commissioner Stowe seconded the motion. Chair Flaherty called for further discussion. Question was called. Chair Flaherty called for the vote on the motion and a unanimous vote in favor of the motion was cast.

**Station salvage/demolition** Commissioner Wheeler recommended the Board obtain legal advice on the steps to move the building or demolish the building; Commissioner Pontius stated the District would need to transfer the ownership before someone moves the building, etc. **MOTION:** Commissioner Wheeler moved to authorize District Secretary Obtinario to contact Attorney Clark Snure for the proper way to surplus the building for salvage/demolition/moving. Commissioner Stowe seconded the motion. The motion carried unanimously.

**ORM Meeting** Chief Kier and Commissioner Raudebaugh met with Jon Rose of Olympic Resource Management; most of the meeting was updating Jon on past history; reaffirmed our need to have sewer and water for the new Station #31; reaffirmed desire to have ORM bring utilities to our property line; Rose said he couldn't say at this time; said he needs information on fire flow; could make no commitment, but did say ORM could pay up front the

mitigation money for any future developments in FD#3 that they would have to pay anyway. Rose said it is possible that ORM might be able to do a matching-fund program. Rose said he would have their engineer run the numbers on fire flow for the water. Chief recommends that we do the hydrant testing. Chief said normally Counties would adopt the fire code. Commissioner Raudebaugh said the fire code is over and above the WAC, so 1000 GPM is the County requirement.

Other? Commissioner Pontius asked if a title search had been done. It was stated the Title is on file.

**SOG 2415 Part Time Staff** is to be reviewed by the Board and placed on next meeting's agenda for adoption.

**Interlocal Agreement to Establish a City Fund for Maintenance of Jointly Owned Fire Department Equipment- DRAFT** Chief explained that Port Townsend Fire and 3 fire districts (Jefferson 1, 3 & 6) cooperatively purchased the air unit stationed at Pt. T. Fire. He went on to say the City did not put together a maintenance plan at the time of purchase, but he believes it to be in the best interest of District #3 to participate in putting together a fair and equitable funding plan for the maintenance of the air unit. Commissioner Raudebaugh questioned what about Districts 2, 4, & 5; Chief Kier stated they are not owners and a fee would be established for their use. He went on to say that we don't want to purchase another at \$25,000 and we need to ensure proper maintenance so no fire fighter is given bad air. Chief Kier also stated he personally inspected the air unit; it is in excellent condition and the City has absorbed all the maintenance costs. Chief Kier said the Chiefs are asking for the policy makers to support their proposal and to review the language of the interlocal and offer input to their Chiefs.

**Resolution No. 2000-03 Resolution Adopting the Most Current Edition of the Fire Service Rate Schedule published by the WSAFC** Chief said there are two reasons to adopt this resolution. In case the State mobilization plan or DNR deploys District 3, then it is on the books that our District uses this fee schedule for equipment & personnel utilization. Also, if there is a burn ban and someone is negligent, the District could recuperate the public's money for one person's bad behavior. **MOTION:** Commissioner Raudebaugh moved to adopt Resolution No. 2000-03 Adopting the Most Current Edition of the Fire Service Rate Schedule published by the WSAFC. Commissioner Pontius seconded the motion. Chair Flaherty called for further discussion. Question was called. The Motion carried.

**Confirm Attendance for WFA Chelan Seminar** Commissioner Wheeler said he is definitely planning to attend; Commissioner Flaherty said he could not attend. District Secretary Obtinario asked the Board's permission for her attendance and the general consensus of the Board was the District Secretary would have Board approval for attendance.

**VFIS June 1, 2000 – June 1, 2001 Policy Renewal** Commissioner Wheeler gave a brief overview of his research on the comprehensive deductible; he stated that windshields are not

a part of the comprehensive deductible; our average claims seem to run a minimum of 2 claims per year; if only have 1 claim, then it would pay off to raise the deductible. Commissioner Wheeler recommended the Board keep the comprehensive deductible at zero deductible for at least one more year. **MOTION:** Commissioner Wheeler moved to renew the policy as is with no changes. Commissioner Raudebaugh seconded the motion. The motion carried.

**OTHER TOPICS:** Commissioner Raudebaugh said the Board needs to review the proposal given to the Joint Board by Chiefs Kier and Boggs; a proposal for consolidation of the 2 Chief Officers; 4 days on, 4 days off, 10 hour days with overlap, communication time between the Chiefs. Commissioner Stowe stated it is workable. Commissioner Flaherty said we were to take the proposal back to our individual boards for review. It was stated the 2 chiefs had talked with District #1 Commissioner Jess Bondurant and Commissioner Bondurant had telephoned Commissioner Raudebaugh and had expressed disfavor with the proposal; Commissioner Wheeler said he does not feel the need to dictate the communication issue; Chief Kier said the Chiefs might need to incorporate some staff time with the 2 chiefs and the 2 district secretaries; Commissioner Raudebaugh said he feels there would be a lot of continuity lost with all the department members; Commissioner Wheeler said if District #3 is leaning toward consolidation with District #1, then we need to make the effort; Chief Kier said we need to take the first steps in a long journey and if we are sincere about consolidation, then somewhere the Chiefs have to be able to be in charge of each others team; Commissioner Wheeler said if the Chiefs have young families, then working the weekends might be a hardship; Chief Kier said the ideal situation would be to have a battalion chief; Chief Kier wants to be better prepared for any changes; Commissioner Wheeler asked if Chief Kier is on a 4-day, how much authority would Chief Boggs have over District #3 members; Chief Kier said not very much, except at the scene as incident commander and then he has all the authority. Chief Kier said that if he and Chief Boggs don't get support from the Boards, then the fire chiefs are not going to worry about it. Stated that in his first year here he had to get someone to cover for him 3 times in order to go away. Commissioner Raudebaugh asked if the Chief is on vacation, who is in charge; Chief Kier stated first the duty person, then Lt. Ben Andrews, and then Chief Boggs, unless Chief Kier specifies otherwise. Commissioner Raudebaugh said District #3 could afford to hire an assistant chief if the cost is shared with District #1. Chief Kier said a full-time training officer is a critical personnel need and the training officer could be a captain, an assistant chief, or a battalion chief, but not a position eligible for joining the union.

Chair Flaherty asked the Board to express an opinion on the proposal. Commissioner Pontius asked should Chief Boggs be invited to fill in as the fire chief for District #3 to practice. Commissioner Wheeler said the Board should give the Chiefs the leeway to go ahead to take the opportunity to see if it works. Should try it and if in 3 months, the Chiefs run into a problem, then can back away from it. Commissioner Pontius stated that he is undecided. Commissioner Raudebaugh recommended Chief Kier go back to Chief Boggs and come up with a better proposal. Commissioner Pontius asked if there should be a dedicated time at

the Joint Board meeting to discuss this topic. Commissioner Flaherty said he desires the proposal to be refined, but do not give up on the idea.

The District Secretary was asked to place this topic on the next Regular Meeting agenda.

**CALL for ADJOURNMENT:** Chair Flaherty called for adjournment at 9:10 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 Raudebaugh*  
Commissioner Roy Raudebaugh

By: *David Wheeler*  
Commissioner David Wheeler

By: *Robert Pontius*  
Commissioner Robert Pontius

**ATTEST:**

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

COMMISSIONER MEETING  
May23, 2000  
Written CHIEF REPORT

ALARMS

The District responded to a total of 18 alarms as of Friday May 19th

PERSONNEL REPORT

Lieutenant Neault will be out of the area June through July for summer commercial fishing job.

APPARATUS REPORT

The Chevrolet Ambulance will be advertised in the Leader Wednesday May 31<sup>st</sup>.

TRAINING

Live fire training was completed on Saturday May 13<sup>th</sup>. Many of our fire fighters received valuable interior firefighting experience. The house was completely burned to the ground late on the afternoon of the thirteenth. No injuries to manpower or equipment during the training.

OTHER PROGRAMS

Port Townsend has officially appointed a new interim fire chief. The new chief is a local man who worked for the Seattle Fire Department. Mr. Ed Edwards has come out of retirement for at least until November. The city and Mr. Edwards will look over the situation at that time and consider options. Chief Boggs and I met with Mr. Edwards and offered any advice of assistance.