

PORT LUDLOW FIRE & RESCUE
a.k.a. Jefferson County Fire Protection District No. 3
BOARD OF COMMISSIONERS REGULAR MEETING
June 13, 2000
A G E N D A

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

- II. Call for the Sealed Bids on the surplus 1976 Chev Ambulance**
 - A. Open the Bids & Read them into the Record**
 - B. Award the Bid**

- III. Call for Approval of Minutes** **TAB 1**
 - A. May 23, 2000, Regular Meeting Minutes**
 - B. May 23, 2000, Special Meeting Minutes**
 - C. May 19, 2000, Special Meeting Minutes**

- IV. 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**

- V. Port Ludlow Fire Fighters Association &/or Local 3811**

- VI. Sub-Committee Reports**
 - A. ALS Update**
 - 1. June 20 7:00 p.m. St#31 Joint Board**
 - 2. Operations** **Chief Kier**
 - 3. Chief Officers Consolidation Proposal**
 - 4. Other ALS Topics?**

 - B. Station #31 Project**
 - 1. Motion to Move Forward with the Bond Process**
 - 2. Motion to Hire Bond Counsel**
 - a. Sign Engagement Letter**
 - 3. County Pre-application Issues Update**
 - 4. Input from Attorney Snure RE: Surplus of Existing Building & Process for Salvage/Demolition/Moving**
 - 5. Update from Jon Rose, ORM – Sewer & Water**
 - 6. Other Station #31 Project Topics?**

 - C. E911 User Group**

 - D. Consolidation of Services Study Group**

VII. Unfinished Business

- A. Region 1 Fire & Life Safety Representation**
- B. SOG 2415 Part Time Staff**
- C. Interlocal Agreement to Establish a City Fund for Maintenance of Jointly Owned Fire Department Equipment**
- D. Other Unfinished Business?**

VIII. Chief's Report

Chief Wayne Kier

TAB 6

IX. New Business

- A. Seminars/Meetings**
 - 1. Jeff Co Fire Comm & Sec June 15th, 7 p.m. Quilcene**
 - 2. Other Seminars/Meetings?**
- B. WFCM Chelan Seminar Report Commissioner Wheeler**
- C. VFIS/BRG Management Liability Assessment TAB 7**
- D. Other New Business?**

X. Good of the Order; Questions & Answers

XI. Executive Session

XII. Adjournment

CALL to ORDER VOLUNTEER PENSION & RELIEF BOARD. Call for Approval of Brandon Giger Accident Claims. CALL for ADJOURNMENT.

PORT LUDLOW FIRE & RESCUE
a.k.a. **JEFFERSON COUNTY FIRE DISTRICT NO. 3**
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
June 13, 2000

CALL TO ORDER:

Chairman Commissioner Robert Flaherty called the Regular Meeting of June 13, 2000, of the Board of Commissioners for Port Ludlow Fire & Rescue a.k.a. Jefferson County Fire District No. 3 to order at 7:05 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 District Secretary Arlene Obtinario.

CALL for SEALED BIDS on the Surplus 1976 Chev Ambulance:

Chairman Flaherty called for sealed bids on the 1976 Chev Ambulance and there were no bids submitted.

CALL for APPROVAL OF MINUTES:

Chairman Flaherty called for the approval of the May 23, 2000, Regular Meeting Minutes, the May 23, 2000 Special Meeting Minutes, and the May 19, 2000 Special Meeting Minutes. **MOTION:** Commissioner Stowe moved to approve the May 23rd Regular Meeting Minutes. Commissioner Raudebaugh seconded the motion. The motion carried. **MOTION:** Commissioner Raudebaugh moved to approve the May 23rd Special Meeting Minutes. Commissioner Stowe seconded the motion. The motion carried. **MOTION:** Commissioner Stowe moved to approve the May 19th Special Meeting Minutes. Commissioner Raudebaugh seconded the motion. The motion carried.

FINANCIAL REPORT:

Chair Flaherty called upon Commissioner Raudebaugh to present the vouchers for payment. Commissioner Raudebaugh stated he and Commissioner Stowe reviewed the bills; the vouchers total \$32,717.89 (Voucher Numbers 233 - 265) (Fire General \$25,356.49; \$22,360.27 operations and Non-ops \$2,996.22, and EMS \$7,361.40 operations and Non-ops \$0). **MOTION:** Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Stowe seconded the motion. The motion carried unanimously.

Chair Flaherty called upon Commissioner Stowe to give the financial report. Commissioner Stowe reviewed the May 31, 2000, Monthly Account Updates (included with these Minutes).

Commissioner Stowe reported the need to transfer funds based on the ground rules for budgeting. **MOTION:** Commissioner Stowe moved to transfer \$120,495 from the General Fire Fund to the Fire Reserve Fund and \$23,641 from the EMS Fund to the EMS Reserve Fund. Commissioner Wheeler seconded the motion. The motion carried.

Chair Flaherty called for a review of the Tax Collection Tracking Sheet.

Chair Flaherty called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. Lt. Brian Soete reported the golf tourney is set for July 16th and the Association BBQ is July 5th.

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

ALS Update Chair Flaherty stated the Joint Board meeting is at 7 p.m. on June 20th at Station #31. Chief Kier stated he had nothing additional to report.

Station #31 Project Chair Flaherty asked the Commission if the Board is ready to move forward with the bond proceedings. **MOTION:** Commissioner Stowe moved to go forward with the bond process. Commissioner Wheeler seconded the motion. The motion carried unanimously.

Chair Flaherty called for approval to hire Judith Andrews and her associates at Gottlieb, Fisher & Andrews as bond counsel. **MOTION:** Commissioner Raudebaugh moved to hire Judith Andrews. Commissioner Stowe seconded the motion. Commissioner Wheeler asked how much the out-of-pocket expenses might be and Commissioner Raudebaugh replied the normal fee would run approximately \$200 to \$300. Question was called. Chair Flaherty called for the vote. The motion carried unanimously. D.S. Obtinario informed the Board that Chair Flaherty would need to sign the Letter of Engagement hiring the bond counsel.

Commissioner Raudebaugh explained the need for the Board to set a Special Meeting to review the draft bond documents; to set a Special Meeting to formally adopt the bond resolution, and asked if the Board would authorize the Finance Committee, he and Commissioner Stowe, to meet for the bond pre-pricing call to give Ms. Jane Towery of Banc of America final direction on the maturity schedule based on the data collected during the pre-pricing call. The Board agreed to call a Special Meeting on June 19th, 10:00 a.m. at Station #33 for the purpose of reviewing the draft bond documents and to call a Special Meeting on June 27th, 10:00 a.m. at Station #33 for the purpose of adopting the formal Bond Resolution and any other required bond documents.

MOTION: Commissioner Wheeler moved to authorize the Finance Committee to meet on June 26, 2000, 1:30 p.m. at Station #33 for the purpose of conducting a telephone conference meeting with Jane Towery of Banc of America to take necessary action on behalf of the Board for the bond pre-pricing call. Commissioner Pontius seconded the motion. The motion carried unanimously.

Discussion followed regarding bond proceedings: Chief Kier explained that if an entity issues a \$5 million + bond, then would be required to do annual reporting, but since the Fire District is borrowing a million or less, then would only need to report if there is a specific request to do so. He went on to state that the District does have to report MATERIAL EVENTS, such as missing a payment, etc. Commissioner Pontius asked how the Board ensures the County Treasurer

makes the payment and the District Secretary was directed to contact the Jefferson County Treasurer for particulars on the payment process.

Chair Flaherty reported he met with Al Scalf on June 12th; Mr. Scalf indicated that he would save the fire district 30 days of the regular permit process and would have everything ready next week. Commissioner Raudebaugh asked Chair Flaherty to have Mr. Scalf call Chief Kier and report this same information. Chair Flaherty indicated that he understood the conditional use issues would be eliminated, as would the aquifer issue.

The Board reviewed the letter from Attorney Clark Snure on the method of establishing Station #31 as surplus and the proper method for demolition or sale of the building. Resolution No. 2000-04 was submitted in draft form for review and the Board deleted the section specifying building inadequacies and directed the District Secretary to place the edited resolution on the June 27th Special Meeting Agenda for approval.

Commissioner Pontius recommended calling for bids to remove the building either by salvage /demolition or actual removal. Chair Flaherty asked Commissioner Pontius and Chief Kier to work together on this project and to report back to the Board at the July meeting.

Chief Kier reported he had not heard back from Jon Rose of ORM, but that the hydrant flow tests in the neighborhood above Station #31 have been 1000 gallons per minute.

Chair Flaherty called for Other Station #31 Project Topics. Chief Kier reported to the Board that the furnace in the Station #31 living quarters trailer had gone out; the cost to replace the furnace would run \$1424 which would triple the value of the trailer; and he and the duty crew ask for authorization from the Board to put temporary living quarters in the second story of Station #31. Chief Kier went on to report the cost of installing a shower would run approximately \$1800; the actual, temporary sleeping quarters would be set up in the office since it is not directly over the bay; and he said the fire fighters would donate their time to build the temp quarters. Commissioner Wheeler asked what the cost would be to lease another single wide for temporary quarters and Chief Kier replied that it would cost less to build the temp quarters in the fire station since the lease could be for 6 to 9 months. Commissioner Pontius stated he wants to buy a new furnace and have it installed in the existing trailer. Chief Kier asked Lt. Soete for his input. Lt. Soete stated the crew is tired of living in the trailer; "It is a pit." He talked about the persistent odor and that the trailer was old and used when the fire district purchased it. Chief Kier said the outside air flow would need to be re-routed in Station #31 and eliminating the use of the trailer would eliminate that power and phone bill which should save some money in the long run.

MOTION: Commissioner Pontius made a motion to provide temporary living quarters in Station #31, as outlined by the Chief, because the single wide trailer has become inhabitable. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

MOTION: Commissioner Raudebaugh moved to surplus the single wide trailer with the provision that Chief Kier would decide the appropriate time to advertise for bids on it. Commissioner Pontius seconded the motion. The motion carried.

Commissioner Wheeler confirmed the temporary living quarters project would cost approximately \$2,000 and Chief Kier answered in the affirmative.

E911 User Group Chief Kier stated that he had attended the meeting last week; the sub-committees made their reports; Chief is on the policy and cost allocation committee; they used the existing formula for the user fees which showed the disparity of the cost per call per user; also the Chief circulated a formula based on call volume only by percentage, but it does not factor in some costs the Sheriff needs to deal with in order to provide the service. Chief stated that he, County Commissioner Huntingford, Carla Schuck and David Goldsmith are serving on this committee and they will be working on other possible formulas. Chief said he believes the fire districts can anticipate the cost for the 911 service to double. Chief stated the cost to keep dispatch in Jefferson County, as opposed to regionalization with Clallam County, doesn't take in the economy of scale.

Consolidation of Services Study Group It was noted the large study group was disbanded for the time being. District #6 and City of Port Townsend plan to concentrate on their merger project and Districts 1 & 3 can work on functional consolidation issues if desired.

Chair Flaherty called for **UNFINISHED BUSINESS:**

Region 1 Fire & Life Safety Representation No report.

SOG 2415 Part Time Staff Placed on hold. Chief Kier has new information.

Interlocal Agreement to Establish a City Fund for Maintenance of Jointly Owned Fire Department Equipment Placed on hold while District #6 and the City of Port Townsend work on their merger issue.

Chair Flaherty called for **Other Unfinished Business.** There were no responses.

CHIEF'S REPORT (included with these Minutes). Chief reported he had attempted to use the red DNR water trailer at Mats Mats Marina and the unit is non-functioning. Chief asked the Board for approval to return the trailer to DNR surplus. **MOTION:** Commissioner Raudebaugh moved to turn back the DNR water trailer to DNR surplus. Commissioner Stowe seconded the motion. The motion carried unanimously.

Chair Flaherty called for **NEW BUSINESS:**

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

WFCA Chelan Seminar Report Commissioner Wheeler reported that he and District Secretary Obtinario had attended the WFCA Chelan Seminar; it was a discrimination class; very worthwhile to attend; Chief Kier has the District going in the right direction; recommendation that an outside person is provided so people can go to someone other than their supervisor if there is a problem; need a policy that is no tolerance, must have good communications, treat all parties involved with fairness, show empathy for the person with the problem, and ensure awareness of the district's policy by personnel.

VFIS/BRG Management Liability Assessment Commissioner Wheeler reported that VFIS, the District's insurance company, had authorized District #3 to receive a management liability assessment, free of charge, by the company who put on the WFCA Chelan class on discrimination. D.S. Obtinario added that Jefferson #3 is one of 30 fire districts selected in the State of Washington for this assessment; that she and Chief Kier would begin the process and a final report would be presented to the Commission by an agent from BRG.

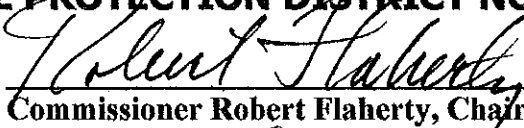
Chair Flaherty called for **Other New Business** There were no topics introduced.

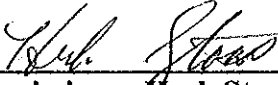
Chair Flaherty called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** No response.


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

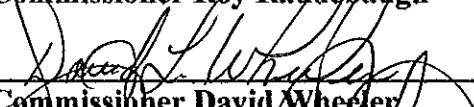
ADJOURNMENT: There being no further business, Chair Flaherty called for adjournment at 9:05 p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Robert Flaherty, Chairman

BY: 
Commissioner Herb Stowe, Vice-Chairman

BY: 
Commissioner Roy Raudebaugh

BY: 
Commissioner David Wheeler

BY: 
Commissioner Robert Pontius

ATTEST:

By: 
Arlene F. Obtinario, District Secretary

COMMISSIONER MEETING
June 13, 2000
Written CHIEF REPORT

ALARMS

The District responded to a total of 41 alarms in the month of May.

PERSONNEL REPORT

Jason Norris has graduated from Student Fire Fighter Program and will be leaving our District.

Leroy Ray has resigned as a volunteer, Leroy has moved to the Seattle area to begin college.

Jeremy Graham has resigned and has transferred to South Kitsap Fire & Rescue and has enrolled in their Student Fire Fighter Program.

The final probationary tests for our three new hires will be conducted on June 15th. We will also test a probationary fire fighter from Chimacum at the same time. The testing will involved a written test on fire and aid and practical modules requiring the employees to demonstrate their kills and abilities.

As I reported last month, Wes Lueders will be off for at least a month for secondary surgery for his leg fracture. We will be using a great deal of overtime to cover this event. This situation could present a great deal of pressure to the operations budget.

APPARATUS REPORT

The Chevrolet Ambulance advertisement has resulted in several inquires.

Sheriff Warner Ferry County contacted me and stated he will be arranging for the transfer of the Ladder Truck very soon.

I have directed Wes Lueders to order the SCBA that was authorized for this unit. The QRV has been prepared to transfer to Ferry County.

We were able to test the water storage trailer located at the Mats Mats Bay boat launch during the last training burn. As the trailer is currently set-up, the unit is worthless as a viable water source. I believe the unit has limited value to the fire response of the District and should be returned to state surplus for reallocation.

TRAINING

Another round of live fire training at the site on Beaver Valley Road is scheduled for June 24 and July 1. We will only use the building for two days. All FD's in the county have been invited to send people.

Wes Lueders is training the Chimacum personnel how to conduct the annual pump service tests on their engines. Thursday they were able to test two apparatus.

OTHER PROGRAMS

We are schedule with hydrant inspection and testing. We are primarily working in the North Bay area at the present time. During the tests on Shine Road, we validated our suspicion; the last two hydrants on the end of the system are nearly worthless for fire suppression needs. Brian has not completed the calculation, but feels the fire flow is about 100 gallons per minute. However, 100 gallons per minute is better nothing. The remaining hydrants on Shine Road were better.

ooray! The Fire Chiefs' Association has finally recognized the value of a countywide Fire Resource Plan. Chief Wilson will be heading up the committee for drafting the plan. All Fire Chiefs and as many Training Officers as possible will be working on the plan. Once the plan has been drafted, we will hold a short simple tabletop scenario to test the plan.

Work has begun on the new Air Unit. Ryan Tillman has designed the modifications required to transfer and install the air storage cylinders and the light plant. There will be some costs involved in the modification of the truck. Final cost are still being determined. After the transfer of the equipment to the new truck, I suggest the District declare the apparatus surplus and sell the vehicle.