

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

A G E N D A
August 8, 2000

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

- II. **Call for 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. **July 11, 2000, Regular 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. **August 15 7:00 p.m. St#11 Joint Board**
 - 2. **Operations** Chief Kier

 - B. **Station #31 Project**
 - 1. **Removal/Demolition Process**
 - 2. **LMC Boundary Line Adjustment Process**
 - 3. **Proposed Plans**
 - 4. **Project Manager?**
 - 5. **Other New Station Topics/Issues?**

 - C. **E911 User Group**

- VII. **Unfinished Business**
 - A. **SCBA Filling Station Maintenance PROPOSAL** TAB 8
 - B. **Other Unfinished Business?**

- VIII. **Chief's Report** Chief Wayne Kier TAB 6

IX. New Business

- A. Seminars/Meetings: JCFCS Assn. 8/17, 7 p.m. Dist.#6**
- B. Administrative Assistant Performance Evaluation TAB 7**
- C. 2001 Budget**
- D. Other New Business?**

X. Good of the Order; Questions & Answers

XI. Executive Session

XII. Adjournment

Jefferson County Fire Protection District No. 3
a.k.a. Port Ludlow Fire & Rescue
BOARD of COMMISSIONERS
Regular Meeting Minutes
August 8, 2000

CALL TO ORDER:

Chairman Commissioner Robert Flaherty called the Regular Meeting of August 8, 2000, of the Board of Commissioners for Jefferson County Fire Protection District No. 3 to order at 7:00 p.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington. (NOTE: the Regular Meeting place has been changed from Station #31 to Station #33 because of the need to house the fire fighters in Station #31.)

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 SEALED BIDS on the Surplus 1976 Chev Ambulance:

Chairman Flaherty called for the sealed bids on the 1976 Chev Ambulance. District Secretary Obtinario submitted 5 sealed bids to the Chairman. Chairman Flaherty opened the bids and read the following bids into the Public Record: Bid #1 \$600 from Bob Ridgway, 116 Bloomington Ave., Bremerton; Bid #2 \$602 from William L. Enos, 26252 Edgewater Place, Poulsbo; Bid #3 \$895 from Robert Nielsen, 22431 Big Valley Road, Poulsbo; Bid #4 \$752 from William Enos, 26252 Edgewater Place, Poulsbo; and Bid #5 \$700 from Darren Miceli, 1242 Hazel Point Road, Quilcene. **MOTION:** Commissioner Flaherty moved to award the bid to the highest bidder, Bid #3, Robert Nielsen for \$895. Commissioner Stowe seconded the motion. The motion carried.

CALL for APPROVAL of MINUTES:

Chairman Flaherty called for the approval of the July 11, 2000 Regular Meeting Minutes. **MOTION:** Commissioner Raudebaugh moved to approve the July 11th Regular Meeting Minutes as presented. Commissioner Stowe seconded the motion. The motion carried.

FINANCIAL REPORT:

Chairman Flaherty called upon Commissioner Stowe to present the vouchers for payment. Commissioner Stowe stated that he and Commissioner Raudebaugh had reviewed the bills; the vouchers total \$11,520.97 (Voucher Numbers 302 – 341) (Fire General \$11,068.70; \$7,634.52 operations and \$3,434.18 Non-Ops, and EMS operations \$452.27 and EMS Non-ops \$0). **MOTION:** Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Stowe seconded the motion. The motion carried.

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

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Commissioner Stowe reported no need to transfer funds but reported that the Chairman and the Finance Committee members (Commissioners Stowe & Raudebaugh) had signed a letter to the County Treasurer's staff authorizing the bond money to be invested in the State Pool. Commissioner Stowe reminded the Board that it would take Board action to transfer money from the Project Fund to the Bond Payment Fund or the General Fund for disbursements.

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. It was mentioned that they would not be doing the salmon bake at the Jefferson County Fair this summer because of too few available to do the work.

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

ALS Update: Chair Flaherty stated the Joint Board Meeting is set for August 15th, 7:00 p.m. at Station #11. Chief Kier reported that he and Chief Boggs have deferred their consolidation of services study until Fall.

Station #31 Project: Chair Flaherty reported that he had contacted 4 individuals regarding the removal/demolition of the existing Station #31. It was stated we need to advertise and need to decide if going out on our own or leaving the removal/demolition to the General Contractor. Commissioner Raudebaugh asked if both the sale and the salvage could be in the advertisement, asking for the best offer of service. Commissioner Wheeler said it would be important to establish a minimum value before running the ad and recommended hiring an outside appraiser to determine the building's worth; Chief Kier reviewed the project timelines, 120 days for the permit process, 60 to 90 days for the bid process, and stated that the demolition of the existing building would need to be carefully timed to happen just before breaking ground for the new station; Commissioner Flaherty stated that if the General Contractor took charge of the demolition, then fire district personnel wouldn't have to worry.

Commissioner Pontius entered the meeting at 7:30 p.m.

Chief Kier agreed with Commissioner Raudebaugh that Frank Lawhead, project architect, might have some valuable input on whether or not the building of the new station and the removal of the old station should be all one project.

MOTION: Commissioner Wheeler moved to hire an appraiser for the purpose of establishing a value of the building materials in the existing fire station for demolition and salvage purposes and to also establish a minimum value of the existing building for sale to be moved from the premises. Commissioner Raudebaugh seconded the motion. Chairman Flaherty explained to Commissioner Pontius that, just prior to his arrival, the Board had been discussing the reasons for hiring an appraiser, and thus Commissioner Wheeler's motion. Question was called. Chairman Flaherty called for the vote on the motion. Commissioners Wheeler, Flaherty, Stowe and Raudebaugh voted in favor of the motion. Commissioner Pontius voted against the motion. The motion carried.

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Chief Kier reported that he had Tillman Engineering work on the LMC boundary line adjustment and had assigned Arlene to process the paperwork.

Chairman Flaherty reported that on Friday, August 4th, the Station Project Committee met (Commissioners Flaherty & Raudebaugh, Chief Kier & Lt. Soete) to review the fire fighters' input on the proposed new fire station plans. Chair Flaherty asked for input from Commissioners Wheeler, Stowe and Pontius. Discussion followed. Chief Kier reported the fire fighters requested locking, compartment-type rooms in the apparatus bay; squared off corners to possibly include a study; questions arose regarding the location of the room for the mechanical space, the sprinkler system, and the electrical panel; the D-con room was enlarged; suggested enlargement of the ladies room; Commissioner Raudebaugh asked if the exercise room and the study room couldn't be divided into equal space; clarify clearly that there isn't a walkway from the training room; the fire fighters felt Plan B had too much plumbing, so cut back on the toilet facilities; Commissioner Wheeler suggested the kitchen needed some definition such as an island that would accommodate 6 people; a sliding glass door and a covered patio outside the day room; a heavy duty cooking stove; and Office #2 should have a counter with a sliding window for the public to walk up to; Commissioner Wheeler asked what the laundry room would be used for; Chief Kier stated L&I has made the decision that all uniforms in a fire station are contaminated and need to be laundered on-site or through a laundry service.

Chief Kier stated he would submit the new ideas to Lawhead. And, Chief mentioned there is a need for a 3-hour room for the archived records, perhaps at Station #33.

Chair Flaherty asked the Board if there is a need to hire a project manager; Commissioner Stowe asked if there is really a need at this point in time or wouldn't that come later when the project is fully underway; Chief Kier reported that he has been through two scenarios, one when the Fire Chief and the architect served as the project manager, and the second was to hire a project manager outright; Chair Flaherty stated that when the Project Committee met with Al Scalf, County Development Director, that Mr. Scalf had highly recommended the hiring of a project manager; Chief Kier stated there should be serious consideration once we get through the permit process, but, at this point in time, he and Arlene could manage the permit process; Commissioner Raudebaugh mentioned that Al Scalf would provide names of good project managers; Chair Flaherty mentioned that Al Scalf also offered to look over any contracts; and it was mentioned that the Board would probably be looking for a project manager sometime around the first of the year.

Commissioner Pontius asked about the progress on corporate sponsorship; Chief Kier stated the Village Council had asked what the community could do to help with the new fire station, and he told the Council about Commissioner Pontius' idea; the Council is discussing the concept in a preliminary stage and Chief Kier plans to report the needs to them.

E911 User Group: Chief Kier reported he had a sub-committee meeting on fees; it is the recommendation to base the fees on the actual impact on the system; Commissioner Wheeler said, in his opinion, we may need to look at Clallam County and 911 dispatch regionalization;

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he went on to say he wants to bring the topic up at the County Fire Commissioners & Secretaries Association meeting; Chief Kier indicated that timing for bringing up the subject would be important; others may need more time to reach the same opinion Commissioner Wheeler had expressed; and Chief reminded the Board that there are five different committees working under the E911 User Group body, and one is for facilities and possible ways to move dispatch from the jail.

Commissioner Raudebaugh asked the Chairman to return to the Station #31 Project agenda item to receive a brief report on the Committee's meeting with Jon Rose of Olympic Resource Management. Chairman Flaherty summarized the notes Chief Kier had already circulated to the Board; ORM has agreed to pay for Tillman Engineering's recent work on the LMC boundary line adjustment (BLA); Commissioner Raudebaugh recommended submission of the survey bill as well; Commissioner Wheeler suggested a thank you letter to ORM would be appropriate; Commissioner Wheeler also mentioned that ORM has not officially announced their new CEO selection; Chief Kier said he had contacted Tillman regarding the BLA bill and Tillman had indicated 4 hours of work so far; Chief Kier stated he would follow up on this issue.

Chair Flaherty skipped **Unfinished Business** and called for the **Chief's Report**. Chief Kier asked for clarification from the last Board meeting that the Board supports Station #33's small bay being modified as a meeting room and the Board generally nodded their approval. Chief Kier gave a brief overview of his written report (included with these Minutes as part of the record). Commissioner Wheeler complimented Chief Kier on his Volunteer Recruitment Program and stated that he believes it will work. Chief Kier reported he had already received some response from the article in the *Daily News*.

Chair Flaherty called for **NEW BUSINESS**.

Chair Flaherty reviewed the **Seminars/Meetings** listed on the Agenda, noting the JCFC&S Association meeting was set for August 17th, 7:00 p.m. at Station #61.

Administrative Assistant Performance Evaluation Chair Flaherty referred the Board to a copy of Connie Howland's performance evaluation presented by Office Manager Obtinario; Commissioner Stowe stated his belief that Connie should be given a raise; Chair Flaherty asked Obtinario for her recommendation; Obtinario stated that because of Connie's assignments and her value to the team, she recommended an increase from \$7.50 to \$12.50 per hour. She went on to say that the increase seems substantial, but there are contributing factors; Connie has been the Friday office staff for nearly 3 years; she has been assigned to secure the medical and fire incident reports and to submit the appropriate information to the Port Townsend Fire ambulance billing tech in a timely manner in order to ensure maximum receipts on our ambulance billing fees; she has learned to code the bills and to enter them into the computerized accounting program; she is capable of covering the office when the Office Manager/District Secretary is out for training or on vacation; she hasn't received an increase in pay since she was hired; and, as a comparison, Jefferson Fire #1 pays a minimum of \$10.00 per hour for *temporary* office help. No action was taken on a wage increase.

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2001 Budget Chief Kier reported that Commissioners Raudebaugh and Stowe would be meeting with him on August 16th to go over Commissioner Raudebaugh's Ground Rules for Budgeting. Chief Kier stated that last year, at budget time, Commissioner Wheeler had expressed a desire to understand how the Ground Rules for Budgeting are established, and Chief Kier asked if all the Commissioners are comfortable with the current process. Commissioner Wheeler stated he does not understand the process and Commissioner Raudebaugh stated the Board adopts the Ground Rules for Budgeting and went on to explain his process for determining the final numbers. Commissioner Wheeler stated that he just wants to ensure the Chief has enough leeway in his operations budget to cover emergencies and Commissioner Raudebaugh replied that the Chief sets his own budget. Obtinario mentioned she had done a budget class for a previous Board and asked if there would be interest now, and, generally, the Board expressed interest.

Chair Flaherty realized he had skipped **Unfinished Business**, so he proceeded to call for such. **SCBA Filling Station Maintenance PROPOSAL** Chief Kier referred the Board to the proposed Interlocal Agreement to Establish a City Fund for Maintenance of Jointly-Owned Fire Department Equipment; he explained that the City of Port Townsend Fire Department houses the SCBA filling station equipment; that District #3 along with Districts #1, #6, and Pt. Townsend Fire had cooperatively purchased the filling station, but there had been no provisions for the cost of maintenance; Pt. Townsend Fire has been bearing the full cost to this point in time; Chief indicated that he hasn't seen any glaring problems; the proposed annual fee is \$1,000 per user; it is a good deal now, but couldn't say if it would still be applicable in 10 years; Fire #3 may grow to require our own SCBA filling station some day. Commissioner Raudebaugh stated the Chief would need to add a line item in the capital, non-operations plan. **MOTION:** Commissioner Raudebaugh moved to approve the \$1,000 annual SCBA filling station maintenance fee and the specified Interlocal Agreement. Commissioner Pontius seconded the motion. The motion carried.

Chair Flaherty called for additional Unfinished Business. Chief Kier asked the Board for approval of the **Capital Plan** and the Chief was asked to add the annual SCBA filling station maintenance fee and to bring the revised plan back to the next Board meeting.

Good of the Order; Questions & Answers No comments.

Executive Session Chair Flaherty called an Executive Session at 9:05 p.m. to review the performance of public employees for approximately 20 minutes. Chief Kier and District Secretary Obtinario were excused from the closed session.

Regular Meeting Called Back to Order Chair Flaherty called the Open Public Meeting back to order at 9:25 p.m. **MOTION:** Commissioner Raudebaugh moved to raise Chief Kier's salary by ten percent in the year 2001. Commissioner Wheeler seconded the motion. The motion carried.

MOTION: Commissioner Raudebaugh moved to raise Office Manager/District Secretary Obtinario's salary to \$40,000 a year in 2001. Commissioner Stowe seconded the motion. The motion carried.

Chair Flaherty handed Chief Kier and Obtinario their performance evaluations and instructed the Chief and Obtinario to get with the individual Commissioners if there were any questions about the evaluations.

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 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
August 8, 2000
Written CHIEF REPORT

ALARMS

The District responded to a total of 41 alarms in the month of July. We have responded to three significant wildland fires during July. The fire season is in full swing a month early. The entire state is closed to outdoor burning.

The District responded to a MVA vs. house on July 28th. The preliminary cause of the accident was the driver feel asleep at the wheel. The passenger workup by first EMT's was asystole. The patient required rapid extrication from the vehicle and aggressive trauma care by first arriving Lieutenant Soete and Firefighter Reynolds. Paramedic Jerrell took over patient care upon arrival, with help from Dave Gurnee who was off duty. The patient suffered massive chest injuries requiring advance field trauma care. The patient was transported to JGH and later transported to Harborview. She expired the next day. This incident re-enforces the rationale behind a fast initial response and a multi-level EMS system. The emergency room Doctors and staff have openly praised the great work our system provided for the patient. Additionally, the MPD described the incident to the EMS Council as an "exceptional effort by our personnel". I also believe the incident went so well because of the operational relationship with District #1 (they sent responders) and District No.3's system of call back of off duty personnel (Lieutenant Andrews took over command of the scene).

PERSONNEL REPORT

The District will begin an aggressive all out campaign for volunteers beginning on August 10th. Our ranks keep falling off and we cannot replace volunteer personnel as fast as we lose them. A recruiting package has been distributed to all Fire Board Commissioners for reference.

The target is to recruit at least twenty people for various levels of volunteer service. If we are successful there might be a need to purchase additional equipment for some of the specific job descriptions such as coveralls and bump caps for ambulance drivers, etc.

APPARATUS REPORT

The ladder is at Northwest Apparatus Repair. I ordered a preliminary survey of the apparatus. The survey has revealed Ladder 36 is old but is very good condition. There appears to be no showstoppers at this time. The ladder, turntable, and hydraulic systems will be tested on or around the 17th of August. If the ladder completely fails and cannot be repaired for some reason, then we will have to make a decision on our next move.

The 1997 ambulance has been in the Ford garage since August 2nd. The vehicle started sending a check engine code. The Ford garage has determined the injector sensor has gone bad and needed replacement. The part was delivered on Friday August 4th. The ambulance was placed into service on August 7th. The work was on warranty, but the District must pay the \$100 deductible.

TRAINING

Firefighters Randall and Armstrong attended the Annual Fire School.

OTHER PROGRAMS

The small bay at station #33 is getting a minor facelift. The space will be our meeting room for at least the next 12 months therefore some minor work is required to accommodate the temporary use. We also will be required to accommodate the Olympus Water Group and possibly several other groups from time to time during the construction period.

Chief Wilson and his staff are working on the Jefferson County Resource Plan. I forwarded all of my material to them for reference.

A meeting was held by the Communications E-911 sub-committee (fees). I believe the committee has finally established and agreed to the method of approach for dispatch fees. The approach will be impacted based. In addition to the impact basis scenario there would be a subscriber fee for all users of the system except the County. An adjustment factor will also be added to accommodate the use of or non-use of repeaters. Example: District No.3 primarily uses The Ludlow Repeater and the Sheriff's Office, therefore the costs associated for the operation and upkeep of the repeater would be primarily those two jurisdictions. We sub-committee has much more work to be done, but we have agreed to a method to determine system operational cost allocation.

FYI Chief Herod suggested the EMS Council reinstate the County-wide ALS committee for the purpose of a re-study of ALS service on a countywide basis.