

Jefferson County Fire Protection District No. 3
a.k.a. Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS REGULAR MEETING
April 10, 2001 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. March 27, 2001, 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 &/or Local 3811**
 - V. Sub-Committee Reports**
 - A. ALS Update**
 - 1. April 17th 7:00 p.m. St#11 Joint Board**
 - 2. Operations** **Chief Kier**
 - 3. Other ALS topics?**
 - B. Station #31 Project Update**
- VI. Unfinished Business**
 - A. Olympus Beach Tracts Easement Agreement**
 - B. Operations/Business Re-Organization Proposal**
 - C. Other Unfinished Business?**
- VII. Chief's Report** **Chief Wayne Kier** **TAB 6**
- VIII. New Business**
 - A. Seminars/Meetings**
 - 1. April 17th 1:00 p.m. BID OPENING Station #33**
 - 2. April 19th 7:00 p.m. JCFC&S Assn. Host:Brinnon**
 - 3. WFCA Saturday Seminars April 28th in Lynnwood or May 5th in Ocean Shores**
 - 4. Other Seminars? Meetings?**
 - B. 20-ton Air/Hydraulic Automotive Jack** **TAB 7**
 - C. Education Requests**
 - D. Other New Business?**
- IX. Good of the Order; Questions & Answers**
- X. Executive Session**
- XI. Adjournment**

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

April 10, 2001

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of April 10, 2001, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:00 p.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington.

Commissioners present were Commissioner David Wheeler, Commissioner Roy Raudebaugh, Commissioner Robert Pontius, Commissioner Gene Carmody, and Commissioner Howard Morse. Also present were Chief Wayne Kier and District Secretary Arlene Obtinario.

CALL FOR APPROVAL OF MINUTES:

Chairman Wheeler called for the approval of the March 27, 2001, Regular Meeting Minutes.

MOTION: Commissioner Raudebaugh moved to approve the minutes as presented. Commissioner Carmody seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Wheeler reported that he and Commissioner Raudebaugh had reviewed the bills; they are correct and in order; the vouchers total \$28,635.27, of which \$23,570.05 was Non-ops.

MOTION: Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. The motion carried unanimously.

Chair Wheeler called for review of the March 31, 2001 Monthly Account Updates (included with these Minutes) and subsequent approval. **MOTION:** Commissioner Carmody moved to approve the specified financial report. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Commissioner Pontius entered the meeting at 7:05 p.m.

Chair Wheeler stated no need for a Transfer of Funds.

Chair Wheeler called for a brief review of the Tax Collection Tracking Sheet and noted the first half of the 2001 taxes would be due April 30th.

Chair Wheeler called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. There was no one in attendance.

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

ALS Update Chair Wheeler stated the Joint Board meeting is at 7 p.m. on April 17th at Station #11. Chief Kier reported Brinnon has been calling for paramedic intercept and District #1 has been transferring the patients into their ambulance for ALS transport to the hospital. He went on to state the call volume for both Districts 1 and 3 is increasing substantially and there may come a time when MEDIC13 won't be available for the outside districts. Chief Kier stated it is time to review the actual calls the Medics respond to and modify their required response protocols.

Commissioner Carmody asked about Port Townsend Fire Chief Edwards' response to District 3 accepting their notification of termination of ambulance billing service; Chief Kier replied that Chief Edwards was not angry, but hadn't really wanted to end the service and expressed the desire that District 3 should have waited and re-worked the situation. Chief Kier said he explained their method of approach was quite definitive and we were concerned about possible future adverse actions.

Station #31 Project Update Chief Kier reported the new survey after demolition had been completed and included in the bid package as Addendum No. 1; the fire flow issue is resolved; Commissioner Flaherty had followed through with the issue of a 20-foot setback versus a 30-foot setback; and the County had documentation supporting the 20-foot requirement, so that issue is resolved.

Chair Wheeler called for **UNFINISHED BUSINESS:**

Olympus Beach Tracts Easement Agreement District Secretary Obtinario reported she and Chair Wheeler had signed the easement agreement and she had forwarded it to the water Board for their review and signatures, and ultimate recording with the County.

Operations/Business Re-Organization Proposal Chair Wheeler reported he and Commissioner Raudebaugh had met with Chief Kier regarding possible ways to deal with the tremendous workload burdening the Chief; the Chief had been assigned to put together a written report identifying possible corrective scenarios; and Chief Kier stated he had placed the report in Chairman Wheeler's mailbox just prior to the start of the Board Meeting.

Chair Wheeler called for **Other Unfinished Business.** There were no additional topics introduced.

Chair Wheeler called for the **CHIEF'S REPORT.** (The Chief's Report is included as part of these Minutes.) In addition to Chief Kier's written report, he reported the following: it is time to send out the Health and Respiratory Questionnaires again; Fred Hill has offered space for a helicopter pad; FF Seeley has been assigned to work with Fred Hill on the specs for the helipad and to work on the update of the Airlift NW landing zones in our fire district; FF McGuffey has been assigned pre-fire plans; FFIT Straws has been assigned to work on wildfire pre-fire plans; the hose and hydrant tests will be completed early this year so they're done before the fire season hits; Volunteer Mike Bishop has been assigned the fire fighter rehab program; Chief spent time with Kate Madson of the VILLAGE VOICE Newsletter explaining the potential fire danger

brought about by the drought; the Region Fire/Arson Investigation Task Force is hosting a high-powered training conference at Fort Warden May 21 – 25; Chief Kier and FF/PM Jerrell will attend and District #1 is sending three fire fighters.

Chair Wheeler called for **NEW BUSINESS:**

Seminars/Meetings Chair Wheeler reviewed the functions listed on the Agenda and the particulars of conducting the April 17th Bid Opening Special Meeting was discussed.

Commissioner Pontius asked to be and was excused from the meeting at 8:20 p.m. in order to attend to family matters.

20-ton Air/Hydraulic Automotive Jack Chief Kier called on FF Wes Lueders to explain to the Board that he is an air brake tech with no equipment; that currently personnel have to spend time out of the district getting the tires rotated at Les Schwab in Port Townsend; routine oil and lubes have to be out-sourced; he has negotiated the purchase of a 20-ton air/hydraulic automotive jack for cost at \$577.27 including sales tax; and having the proper tools to do his own work would result in a definite savings for the maintenance operations. **MOTION:** Commissioner Raudebaugh moved to approve the purchase of the 20-ton jack at \$577.27. Commissioner Carmody seconded the motion. The motion carried unanimously.

Chair Wheeler asked FF Lueders if he had anything to report from Local 3811 and Lueders replied "No".

Education Requests D.S. Obtinario asked for Board approval for her attendance at the VFIS April 26th grant writing class in Seattle; the Washington State Fire Service Administrative Support Conference May 7 – 10 in Chelan; and the WFCFA Chelan Seminar June 2nd. The Board granted approval for attendance.

Chair Wheeler called for **Other New Business**

D.S. Obtinario reported Debbie Randall's probationary time as Chief Kier's Part-time, Temporary Admin Specialist is nearing completion. Chief Kier reported Debbie's work quality and work ethics to be outstanding and recommended she be paid \$16 per hour. **MOTION:** Commissioner Raudebaugh moved to authorize Debbie Randall's raise to \$16 per hour at the proper time. Commissioner Morse seconded the motion. The motion carried unanimously.

Chair Wheeler called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.**

- Commissioner Morse stated the Chief is doing a great job supporting the disaster awareness program; DNR has a demo house; and plans are being made for the event in September at Station #11.
- D.S. Obtinario circulated a revised Capital Plan format for the Board's review and use.
- Chief Kier reported he has heard a rumor that citizens believe the fire district is going to ask for more money and he'll be writing a fact sheet to circulate at the LMC meeting.

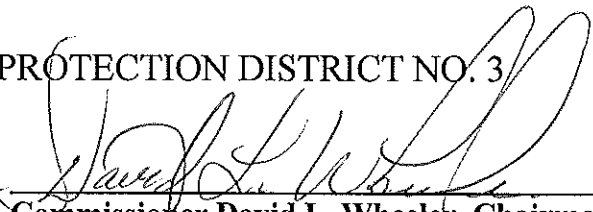
Chair Wheeler called for no **EXECUTIVE SESSION**.

ADJOURNMENT: There being no further business, Chair Wheeler called for adjournment at 8:55 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3


SIGNED:

BY:



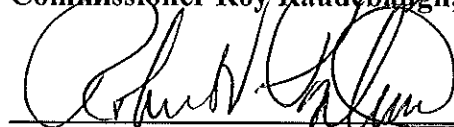
Commissioner David L. Wheeler, Chairman

BY:



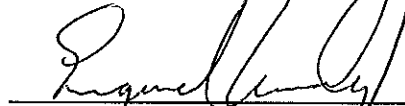
Commissioner Roy Raudebaugh, Vice-Chairman

BY:



Commissioner Robert Pontius

BY:



Commissioner Eugene Carmody

BY:



Commissioner Howard Morse

ATTEST:

By:



Arlene F. Obtinario, District Secretary