

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

a.k.a. Port Ludlow Fire and Rescue

BOARD OF COMMISSIONERS

REGULAR MEETING

April 24, 2001

A G E N D A

- I. CALL TO ORDER REGULAR MEETING 7:00 pm
- II. Read the Results of the April 17th Bid Opening
- III. Call for Bid Review Results
 - 1. Lawhead Architects
 - 2. Malcolm Harris, Attorney
 - 3. Chief Kier
- IV. Call for a Motion to Award the Bid
- V. Call for Approval of Minutes
 - 1. April 10, 2001 Regular Meeting Minutes TAB 1
 - 2. April 17, 2001 Special Meeting Minutes
- VI. Call for Voucher Approval TAB 2
- VII. Fire Fighters Association &/or Local 3811
- VIII. CHIEF'S REPORT TAB 6
- IX. Topics for Discussion and/or Decision
 - A. Station #31 Project Update
 - 1. Pre-construction Meeting to set Start Date
 - B. Port of Port Townsend Lease Amendment No.1 TAB 7
 - C. Interlocal Agreement for Jefferson Co. Fire Investigation Task Force TAB 8
 - D. Labor/Management Workshop
 - E. Fire District Activity Log for News Media
 - F. Other Topics for Discussion?
- X. GOOD of the ORDER; QUESTIONS and ANSWERS
- XI. EXECUTIVE SESSION
- XII. ADJOURNMENT

CALL for VOLUNTEER PENSION & RELIEF BOARD MEETING

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

a.k.a. Port Ludlow Fire & Rescue BOARD OF COMMISSIONERS REGULAR MEETING MINUTES April 24, 2001

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of April 24, 2001, of the Board of Commissioners for Jefferson County Fire Protection District No. 3, a.k.a. Port Ludlow Fire & Rescue, to order at 7:02 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.

APRIL 17, 2001, BID OPENING RESULTS:

Chair Wheeler read the results of the April 17, 2001, Special Meeting Bid opening results for the Jefferson County Fire Protection District Port Ludlow Fire Station Project 9905 in the order they were opened. Chairman Wheeler read the total base bids for each of the following six bidders: Drury Construction Co., Inc. \$1,244,000; Steele Corporation \$1,358,000; TEC Construction, Inc. \$1,045,200; Bailey Berg General Contractors, LLC \$1,283,409; Robinson Company Inc. \$1,311,483; and Primo Construction, Inc. \$1,108,731. Chair Wheeler stated the 3 lowest bidders to be: TEC Construction, Inc., Primo Construction, Inc., and Drury Construction Co., Inc., respectively.

BID REVIEW RESULTS:

Chair Wheeler called for the bid review results advising the Board of the lowest, responsive bidder. Chief Kier reported that all three low bidders had received acceptable client references. District Secretary Obtinario reported to the Board that Jeff Miner, her contact at Lawhead Architects, had advised her on April 19, 2001, by telephone and electronic mail, that the lowest bidder, TEC Construction, Inc., was a nonresponsive bidder because their subcontractor's list was incomplete in accordance with RCW 39.30.060, and suggested contacting the District's Attorney for his legal opinion. Chair Wheeler referred the Board to a letter from Attorney Malcolm S. Harris of Harris, Mericle & Wakayama, dated April 19, 2001, (included as part of these Minutes) and a letter from Mr. Jeff Miner of Lawhead Architects P.S. dated April 24, 2001, titled "Review of References and Qualifications" (included as part of these Minutes).

Chair Wheeler stated both the District's attorney and architect had referred to RCW 39.30.060 and stated that non-compliance would result in a nonresponsive bid. Chair Wheeler stated TEC Construction, Inc. is determined to be a non-responsive bid because their subcontractors were not listed as required by RCW 39.30.060. Chair Wheeler asked the Board to consider the second lowest bidder, Primo Construction, Inc., for the bid award.

Ms. Kathy Cleveland, President of TEC Construction, Inc., asked to address the Board. Ms. Cleveland asked the Board to consider the fact that the copy of RCW 39.30.060 she used, required her to list the subcontractors whose subcontract amount is more than 10% of the bid and only two of their subcontractors met that criteria.

MOTION: Commissioner Morse moved to delay the bid award until the Board can confirm their Attorney and Architect had supplied the most current copy of RCW 39.30.060. Commissioner Pontius seconded the motion. Chair Wheeler called for discussion of the motion. There was no discussion. Question was called. Chair Wheeler called for the vote on the motion. The motion carried unanimously. The Board agreed to hold a Special Meeting for the bid award as soon as legally possible and as soon as staff had verified the correct RCW 39.30.060.

CALL FOR APPROVAL OF MINUTES:

Chair Wheeler called for the approval of the April 19, 2001, Regular Meeting Minutes and the April 17, 2001, Special Meeting Minutes. **MOTION:** Commissioner Raudebaugh moved to approve both sets of 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 invoices and found them to be appropriate for payment; the vouchers total \$9,269.41; Fire Operations \$8,612.95; Fire NON-Ops \$578.87; and EMS Operations \$77.59. **MOTION:** Commissioner Morse moved to approve payment of the vouchers. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811: Lt. Brian Soete left on a call, so there was no one in attendance to report.

CHIEF'S REPORT: Chief Kier reviewed his written report (included as part of these Minutes). In addition to his written report, Chief Kier circulated 3 quotes obtained by Chief Boggs for a fixed cascade system suggested to be jointly purchased by Districts 1 and 3. Commissioner Pontius stated it would be his public service recommendation to not charge the Navy for filling their cylinders.

And, Chief recommends checking into the formation of an interlocal agreement with Mountain View Fire and Rescue for tagging onto MVF&R's bid for the purchase of a pumper/tender.

Chair Wheeler asked if Chief Kier has any recommendations for changes to the Interlocal for the Fire Investigation Task Force. Chief indicated no need for changes, but a need for approval from his governing board for participation in this interlocal. Chief Kier explained the task force had, over the past few years, substantially diminished in numbers; there is a strong need to revitalize the task force; and it is essential to bring in newly trained members in an effort to spread the investigation workload in Jefferson County.

TOPICS for DISCUSSION and/or DECISION:

Station #31 Project Update District Secretary Obtinario informed the Board that once the bid is awarded, and the successful general contractor receives the formal notification of the bid award, the general contractor would have 10 calendar days within which to submit the performance bond and to set the construction start date during a pre-construction meeting with the fire district and our architect.

Port of Port Townsend Lease Amendment No. 1 Chief Kier explained to the Board the water trailer at the Mats Mats marina is sitting on Port of Port Townsend property; there is no fee for leasing the water trailer site, but there is a lease agreement on file. D.S. Obtinario explained the lease has been renewed annually, but the Port has offered an amendment to set the lease on a 5-year renewal. **MOTION:** Commissioner Pontius moved to authorize adoption and signing of the Port of Port Townsend Lease Amendment No. 1. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Interlocal Agreement for Jefferson Co. Fire Investigation Task Force Chair noted this topic had been discussed during the Chief's Report.

Labor/Management Workshop Chief Kier reminded the Board that the President of Local 3811 has suggested the Union and the Chiefs meet to have a preliminary labor contract discussion; it was agreed the Chief's should pursue this idea if Chief Boggs' Board agreed.

Fire District Activity Log for News Media Chief Kier reported he has had experience with fire logs in King County in local newspapers; stated that he submits information to Port Ludlow's publication titled THE VOICE; Chair Wheeler said District #1 has volunteered PIO Denise Manly as the coordinator of a county-wide fire service log; and it was agreed that since 1 & 3 already have a consolidated program for the response data entry, the Chiefs would oversee this type of program.

Chair Wheeler called for **Other Topics for Discussion**. Chief Kier circulated a DRAFT Annual Report for the Board's review and edits. Chief asked the Board to submit any corrections to him on or before the May 8th Regular Board Meeting.

Chair Wheeler stated the letter Chief Kier prepared for the Ludlow Maintenance Commission (LMC) was very good; Chief indicated he would ask THE VOICE to publish something of the same; and he would be in contact with the local newspapers with a similar news release that explains how the lid lift money has and is being spent.

Chair Wheeler called for **GOOD of the ORDER; QUESTIONS and ANSWERS**. Commissioner Carmody asked about the status of the Chief's proposal for re-organization; Chair Wheeler said there is a need for more meetings with the Chief before involving the full Board; he did offer to share the DRAFT proposals with Commissioners Carmody, Pontius, and Morse if desired.

Other topics of general and quick review included, FF Wes Lueders is the only one who changes tires and he doesn't do brakes; health care costs are expected to increase in 2002 by 10 to 20

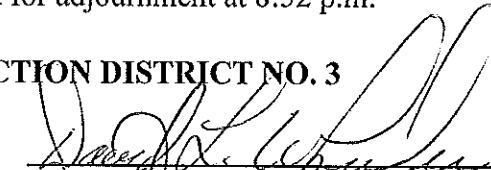
percent; the WFCA Health Care Manager recommends an 80/20 program; a specific cap could be set for health care premiums paid by the employer; and District #3 has NO LEOFF I employees. Also, the Board expressed their dissatisfaction with an article in the Peninsula Daily News where Mike Eliason, JCFPD#6 District Secretary/Administrator, makes it sound like 6, 1 and 3 are conducting 'merger' talks. Chief Kier assured the Board that he, Chief Boggs, Denise and Arlene would come up with a plan to diffuse the falsehood in a professional manner and he would keep the Board advised.

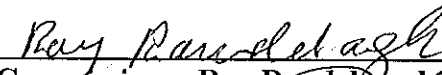
And, Chief Kier confirmed that E911 would be charging each responding agency in a mutual aid situation, not just the first responding agency.


Chair Wheeler called for no **Executive Session**.

ADJOURNMENT: Chair Wheeler called for adjournment at 8:52 p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner David Wheeler, Chairman

BY: 
Commissioner Roy Raudebaugh, Vice-Chair

BY: 
Commissioner Robert Pontius

BY: _____
Commissioner Eugene Carmody

BY: 
Commissioner Howard Morse

ATTEST:
BY: 
Arlene F. Obtinario, District Secretary