

Jefferson County Fire Protection District No. 3
a.k.a. Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS REGULAR MEETING
A G E N D A
September 11, 2001

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

 - II. Call for Approval of Minutes** **TAB 1**
 - A. August 14, 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. Chief's Report** **Chief Wayne Kier** **TAB 6**

 - VI. Sub-Committee Reports**
 - A. ALS Update**
 - 1. September 18th 7:00 p.m. St#33 Joint Board**
 - 2. Operations** **Chief Kier**
 - a. Static Deployment**
 - 3. Other ALS topics?**
 - a. Interlocal with Hold Harmless Clause** **TAB 7**
 - b. Interlocal with Joint Liability Clause** **TAB 8**

 - B. Station #31 Project Update**
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- VII. Unfinished Business**
 - A. Appoint "Registered Agent"** **TAB 9**
 - B. Set Meeting to Review Chief's Job Description**
 - C. Set Budget Workshop Date**
 - D. EMS Special Agency Interlocal Agreement** **TAB 10**
 - E. Other Unfinished Business?**

VIII. New Business

A. Seminars/Meetings

1. REMINDER: NEXT BOC Meeting IS SEPT. 25th
2. Volunteer Pension & Relief Board & Jeff. Co. Assessor
Classes, Hosted by Fire #5, Sept.20th, 9:30 a.m.
3. PORT LUDLOW 2001 festival Sept. 22 & 23 at the Marina
4. WFCA Health Care Workshop October 11, SeaTac
5. Jeff. Co. Fire Comm. & Sec. Assn. Oct. 18th, 7 p.m. FIRE #3
OK to host at Station #33?
6. SNURE SEMINARS Oct. 24th 6:30 pm-9:30 pm, Spokane
7. WA Fire Comm. Assn. Annual Conference SPOKANE
October 24 – 29
8. Other Seminars? Meetings?

- B. Puget Sound Energy/Request Utility Easement by St.#33 TAB 11
- C. Ambulance Bill Collections Referral
- 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
September 11, 2001

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of September 11, 2001, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:05 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 A MOMENT OF SILENCE: Chairman Wheeler called for a moment of silence in memory of all the citizens, fire fighters, police, airline pilots and crews, passengers, and military personnel who lost their lives earlier in the day when terrorists flew hi-jacked airplanes into two of the World Trade Center towers in New York City, the Pentagon in Washington, D.C, and crashed an airplane in the State of Pennsylvania.

CALL FOR APPROVAL OF MINUTES:

Chairman Wheeler called for the approval of the August 14, 2001, Regular Meeting Minutes. **MOTION:** Commissioner Morse moved to approve the August 14, 2001 Regular Meeting 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, in order, and appropriate for pay; the vouchers total \$258,980.54. **MOTION:** Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. The motion carried unanimously.

District Secretary Obtinario presented two additional signing sheets to the Board to cover two manual warrants issued by the County Auditor's staff to correct human errors; one for the July temporary fire fighter living quarters lease payment of \$1500 and the other to refund a previous volunteer, Amber Armstrong, for a \$116.88 payment erroneously made to the fire district (copies are included as part of these Minutes).

Chair Wheeler called for review of the August 31, 2001 Monthly Account Updates (included with these Minutes).

Chair Wheeler called for Transfers of Funds. **MOTION:** Commissioner Morse moved to authorize the transfer of \$16,098.25 from the Reserve Fund to the General Fund to cover

August bills. Commissioner Carmody seconded the motion. The motion carried unanimously.

MOTION: Commissioner Raudebaugh moved to authorize the transfer of \$48,113.31 from the Reserve Fund to the General Fund in order to pay the September 5th payroll and the September bills. Commissioner Carmody seconded the motion. The motion carried unanimously.

Chair Wheeler called for a transfer of \$237,671.52 from the Bond Project Fund-2000 No. 665-003-050 to the General Fund. **MOTION:** Commissioner Pontius moved to authorize the specified transfer of funds. Commissioner Morse seconded the motion. The motion carried unanimously.

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

Commissioner Morse expressed approval with the ambulance transport fee collection rates obtained by the new ambulance billing vendor, Systems Design. The Board agreed a letter of appreciation would be appropriate.

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

Chair Wheeler called for the **CHIEF'S REPORT**. (The Chief's Report is included as part of these Minutes.) Chief Kier reviewed his report with the Board, and in addition to circulating the first DRAFT for the Chief Training Officer position for their review and input, he asked for support on three specific items of importance.

(#1). Chief reminded the Board that B-Shift has no duty Lieutenant and he asked the Board for approval to post the Lieutenant position for testing in September 2002, with start of hire in January, 2003. Chief Kier went on to inform the Board that the 1-year notification would give all current employees the opportunity to prepare for testing. Chair Wheeler said he prefers the Lieutenant position be filled much sooner and expressed his concern that the District has liability exposure without an officer on shift; Chief Kier said he currently serves as the B-shift officer; Commissioner Carmody asked if the fire fighters could serve in a rotation to fill the Lieutenant position as a means to gain experience; Chief Kier explained that a rotation would not work because the department is so few in numbers; he stated the labor contract does reflect an additional 5% to the 1st Class FF wage for Acting Lieutenant, but, at present, no one has the qualifications for such. He also stated a Probationary Lieutenant would cost an additional 7% and a full-fledged Lieutenant would cost the 7% plus another 8% for a total of 15%. It was noted the promotion would not create a vacancy. **MOTION:** Commissioner Morse moved to authorize Chief Kier to post the opening of a Lieutenant position for testing in September of 2002 with appointment for hire to be in the month of January of 2003 as the probationary Lieutenant for B-Shift. Commissioner Wheeler seconded the motion. The motion carried.

(#2). Chief reminded the Board of the \$5,000 donation in memory of Herb Stowe; informed the Board of his desire to use the donation toward the purchase of a thermal imaging camera; stated this camera would complete the necessary equipment for the department's RIT (Rapid Intervention Team); explained that the camera has various crucial search uses; in the water; in the dark when victims have been thrown from vehicles; in smoke-filled buildings; the cameras range from \$10,000 to \$35,000; he and the fire fighters prefer the \$10,000 unit which is smaller, hand-held, and more user-friendly. Commissioner Raudebaugh told Chief Kier to tell the contributors that their \$5,000 donation would go toward the down payment on the thermal imaging camera. The full Board took no action.

(#3). Chief Kier advised the Board that if the fire district has no outdoor burn permit process in affect, there would be no burning allowed except for 2 days in the Spring and 2 days in the Fall in accordance with regulations issued by the Department of Ecology; he went on to remind the Board that the Department of Natural Resources is no longer issuing land clearing permits; he stated that without a burn permit process he believes the fire fighters would be used and abused as 'smoke cops'; he suggested it would be better for the fire district to establish a permit process that would set outdoor burning in much larger timeframes; Chief suggested a 2-tiered, fee system; an annual permit for residential, yard waste burning for specific times within the year and subject to cancellation due to burn bans and air quality conditions; and an inspection and permit for land clearing to be issued on a case-by-case basis. Commissioner Pontius recommended there be no charge for the permits. Chief Kier gave an overview of the additional work involved and stated the fees should be reasonable, but there would have to be fees for the service. Commissioner Raudebaugh asked Chief Kier to bring his specific ideas to the next Board meeting. Commissioner Morse said the Ludlow Maintenance Commission is seeking assistance with the outdoor burning issues and stated he supports establishing a burn permit program within the fire district.

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

ALS Update Chair Wheeler stated the Joint Board meeting is at 7 p.m. on September 18th at Station #33. Chief Kier stated that he and Chief Boggs met with the paramedics and Union representation to discuss static deployment; the deployment plan begins September 1st; FF/PM Jerrell is assigned to Station #31, FF/PM Manly and FF/PM Steele are assigned to Station #11 until January 1, 2002; and after the first of the year, 2 medics will be assigned to Station #31 and 1 medic will be assigned to Station #11, and this scenario will alternate on a 3-month incremental basis.

Chair Wheeler called for Other ALS Topics. Commissioner Morse presented 2 copies of the proposed revisions for the ALS Interlocal Agreement; he pointed out that both copies are alike except one includes a Hold Harmless Clause and the other includes a Joint Liability Clause. **MOTION:** Commissioner Pontius moved to support the Joint Liability Clause ALS Interlocal Agreement. Commissioner Raudebaugh seconded the motion. Chair Wheeler called for discussion of the motion. Commissioner Pontius stated that if all 3 paramedics are listed as employees of District 3, then District 1 needs to accept joint liability unless District 1 is willing

to accept the paramedics as District 1 employees. D.S. Obtinario asked if both the Hold Harmless and Joint Liability clauses should be included; she went on to state that she reads the Hold Harmless clause to refer to all employees of each fire district and the Joint Liability clause to refer to the paramedics specifically and only. Obtinario also stated that VFIS reported to our insurance agent that there is no problem with the Interlocal Agreement that includes the Hold Harmless clause. **Commissioner Raudebaugh withdrew his second for the motion and Commissioner Pontius withdrew his motion.** Commissioner Raudebaugh stated he wants more information on the possibility of including both clauses. Commissioner Morse said he would have the DRAFT ALS Interlocal Agreement rewritten to include both clauses for the District Secretary to present to VFIS for comment. The Board expressed a desire to have VFIS input for the September 18th Joint Board Meeting.

Station #31 Project Update

Chief Kier reported there are no big issues pertaining to the new fire station with the exception of the water next to the retaining wall against the bank. He reported that Chuck Parish of Primo Construction advised the Project Committee and the Architect of an abundance of water along the retaining wall; expressed his concern that the excess water would probably cause major problems in the future; and asked for permission to take steps to mitigate the hydro-pressure. Chief Kier reported permission was granted; Primo's crew is hand-digging the dirt away from the retaining wall in order to put in more gravel, and Chief and some of the fire fighters plan to place jute mat and sow grass seed on the hillside as soon as possible to help hold the bank. It was noted the metal building's delivery date is expected to be October 10th. Commissioner Pontius reported PSE (Puget Sound Energy) caused the need for the placement of an erosion wall at the power site, which is an additional expense to be charged against the utilities allowance in the bid contract.

Chair Wheeler called for **UNFINISHED BUSINESS:**

Appoint "Registered Agent" District Secretary Obtinario was assigned to obtain more information for the Board from Attorney Malcolm Harris as to the pros and cons of appointing the Fire Chief, the District Secretary or the Attorney as the Registered Agent for the District and submitted Attorney Harris' response for the Board's consideration. **MOTION:** Commissioner Raudebaugh moved to appoint Malcolm Harris, Attorney at Law, (Harris, Mericle & Wakayama, 999 - 3rd Avenue, Suite 3210, Seattle, King County, State of Washington) as the District's Agent to receive claims against Jefferson County Fire Protection District No. 3. Commissioner Pontius seconded the motion. The motion carried unanimously.

Set Meeting to Review Chief's Job Description No action taken.

Set Budget Workshop Date The Board set Monday, September 24th, 9:00 a.m. at Station #33 for the next workshop. It was stated that County Assessor Jack Westerman's estimated revenue numbers would be needed for budget planning purposes. Possible topics for workshop discussion were noted as follows: Assistant Chief, apparatus/vehicle needs, 911 fees, pay increases, new insurance rating of a Class 5 or 4, Districts 1 & 3 consolidation issues, Strategic Plan review and update, and management liability policies. Commissioner Raudebaugh stated his opinion that

pay raises should be discussed in Executive Session, not at a workshop. Commissioner Pontius agreed. Chair Wheeler agreed to identify three or four topics for the September 24th workshop and to assign specific discussion time blocks to each subject in agenda format.

EMS Special Agency Fund Interlocal Agreement Commissioner Pontius stated the goal for establishing the Interlocal Agreement is to set a responsible trail for the County Auditor and the document is ready for approval and signing by each participating entity. **MOTION:** Commissioner Pontius moved to adopt the EMS Special Agency Fund Interlocal Agreement as presented. Commissioner Morse seconded the motion. Chair Wheeler called for discussion of the motion. Commissioner Morse reported he had understood the County (Jefferson) attorney and the City (Port Townsend) attorney had already reviewed the agreement, but, in fact, it hadn't even been submitted for their review. D.S. Obtinario asked Commissioner Pontius, as Chair of the Interlocal Agreement committee, if he received her questions and comments on the document. Commissioner Pontius verbally reviewed her written notes dated September 5, 2001, said the input was not provided in a timely manner, and stated he would not accept the input. Commissioner Pontius asked Obtinario why she hadn't been on the committee and she replied that she had not been appointed or asked to serve. Question was called. Chair Wheeler called for a vote on the motion. The motion carried unanimously.

Chair Wheeler called for **Other Unfinished Business** topics and there were no responses.

Chair Wheeler called for **NEW BUSINESS**.

Seminars/Meetings Chair Wheeler reviewed the functions listed on the Agenda. Commissioner Pontius stated he would advise the District Secretary whether or not he plans to attend the WFCM Annual Conference in Spokane. Commissioner Carmody stated he would check to see if the Beach Club is available for the October Jefferson County Fire Commissioners & Secretaries Association meeting to be hosted by Fire #3.

Puget Sound Energy/Request Utility Easement by Station #33 (Fessler property project) **MOTION:** Commissioner Pontius moved to grant Puget Sound Energy's utility easement as requested. Commissioner Morse seconded the motion. The motion carried.

Ambulance Bill Collections Referral Chair Wheeler told the Board that Systems Design had exhausted their collection process; had referred an account to the Finance Committee for review; suggested the account be turned to collection; the patient was identified and potential behavior situations were noted. **MOTION:** Commissioner Pontius moved to authorize the ambulance billing company to write-off the specified 04/23/2001 transport fees in the amount of \$406.00 due to the extenuating circumstances. Commissioner Morse seconded the motion. The motion carried.

Chair Wheeler called for **Other New Business** Commissioner Pontius discussed the excess E911 money; he talked about the various options as to handling the excess funds; stated no decision has been made to date; and commented that he feels we are getting a pretty good deal.

Commissioner Wheeler reported that Architect Frank Lawhead had agreed to a 50/50 split on the increased basic architectural fee precipitated by the Board of Commissioners rejecting the low bidder on the basis that the lowest bid was a 'non-responsive' bid.

Chair Wheeler called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** Commissioner Morse said he has put his house on the market, but plans to stay in the community.

Commissioner Morse reminded the Board of the September 15th Disaster Awareness Day at Station #11; said there would be simulated house burns and CERT drills.

Chief Kier circulated a press release from Fred Hill Materials explaining their project to support District 3's EMS Levy.

Chief Kier reported both Districts 1 & 3 have enough votes, but the first results won't be released until just after 8:00 p.m., when the polls officially close, on September 18th.

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

ADJOURNMENT: There being no further business, Chair Wheeler called for adjournment at 9:35 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:

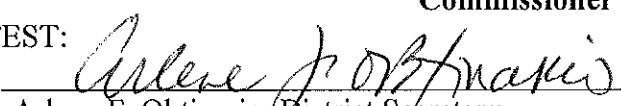

Commissioner Eugene Carmody

BY:


Commissioner Howard Morse

ATTEST:

By:


Arlene F. Obtinario, District Secretary