

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
November 13, 2001

- I. Call to Order Regular Meeting 7:00 p.m.**
- ✓ Introduce Commission if Guests are Present
 - ✓ **SPECIAL PRESENTATION** Chair Wheeler
- II. Call for Approval of Minutes TAB 1**
- A. **October 23, 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
- ✓ **Call for a Recess of the Regular Meeting at or about 7:10 p.m.**
- ✓ **CALL for a PUBLIC HEARING at or about 7:10 p.m. for the purpose of reviewing Fire District 3's and MEDIC 13's (the Joint Fire Districts 1 & 3 ALS Program) estimated expenses for 2002 and for reviewing each program's anticipated revenue for 2002.**
- ✓ **CALL the REGULAR MEETING back to ORDER**
- 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. **November 20th 7:00 p.m. Station #11**
 - 2. **Operations** Chief Kier
 - 3. **Other ALS topics?**
 - B. **Station #31 Project Update**

VII. Unfinished Business

- A. Set Meeting to Review Chief's Job Description
- B. Local 3811 Employment Contract PROPOSED
- C. Interim E-911 Interlocal Agreement Year 2002
- D. Review/Adopt 2002 General Fund Fire Budget TAB 7
- E. Review/Adopt 2002 EMS Fund Budget TAB 8
- F. Other Unfinished Business?

VIII. New Business

- A. Seminars/Meetings
 - 1. Jeff. Co. Fire Comm. & Sec. Assn. Dec. 13th, 7 p.m. FIRE #5 hosting Installation Banquet – RSVP before Nov.30th
 - 2. District #3 Appreciation Banquet Dec. 15th 6 p.m. RSVP before Nov. 16th to St#33
 - 3. REMINDER: Nov. & Dec. only 1 Regular BOC meeting
 - 4. Other Seminars? Meetings?
- B. Resolution No. 2001-10 Property Tax Increase Resolution: GENERAL LEVY TAB 9
- C. Resolution No. 2001-11 Property Tax Increase Resolution: EMS LEVY TAB 10
- D. Resolution No. 2001-12 Jefferson County Fire Protection District No. 3 2002 Budget & Certification TAB 11
- E. Resolution No. 2001-01 Jefferson County Fire Protection Districts 1 & 3 MEDIC 13 2002 Budget & Certification TAB 12
- F. Info Brochure Commissioner Morse
- G. Set Timeframe for Annual Performance Evaluations:
 - (1) Chief
 - (2) Office Manager/District Secretary
- H. Other New Business?

IX. Good of the Order; Questions & Answers

X. Executive Session

- (1) Labor Negotiations with IAFF Local 3811
- (2) Review the performance of Public Employees: Chief & District Sec'y.

XI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

November 13, 2001

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of November 13, 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.

Chair Wheeler presented Commissioner Raudebaugh with his Washington Fire Commissioners Association Life Membership pin and certificate for service of 10 ½ years as a Fire Commissioner.

CALL FOR APPROVAL OF MINUTES:

Chairman Wheeler called for the approval of the October 23, 2001, Regular Meeting Minutes. **MOTION:** Commissioner Raudebaugh moved to approve the October 23, 2001 Regular Meeting Minutes as presented. Commissioner Pontius seconded the motion. The motion carried.

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 \$228,919.01. **MOTION:** Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Morse seconded the motion. The motion carried unanimously.

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

Chair Wheeler called for Transfers of Funds. **MOTION:** Commissioner Carmody moved to transfer \$216,338.83 from the new fire station Project Fund to the General Fund. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morse moved to transfer \$36,417.50 from the Reserve Fund to the Bond Fund for the December 1st bond payment. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morse moved to transfer \$36,417.50 from the EMS Reserve Fund to the Bond Fund for the December 1st bond payment. Commissioner Carmody seconded the motion. The motion carried unanimously.

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

Chair Wheeler called for a Recess of the Regular Meeting at 7:14 p.m. for the purpose of conducting a PUBLIC HEARING to review Fire District 3's and MEDIC 13's estimated expenses and anticipated revenues for year 2002.

Chair Wheeler called the Regular Meeting back to Order at 7:35 p.m.

Chair Wheeler called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. Lt. Brian Soete stated no report. Chief Kier reminded the Board to RSVP for the December 15th Fire Fighter Appreciation program.

Chair Wheeler called for the **CHIEF'S REPORT**. Chief Kier circulated the final study for the purchase of the thermal imaging camera; stated that 3 cameras were considered; reported the Ballard T3 Thermal Imager is the unit desired; stated the Board had authorized \$10,000 and the actual cost including tax is \$11,070; and asked the Board to reconsider their original authorization. **MOTION:** Commissioner Morse moved to reconsider his motion on September 25, 2001. Commissioner Raudebaugh seconded the motion. (Note: some confusion during the meeting, originally thought to have been Roy's motion on September 25th, but the intent to amend still holds.) The motion carried. **MOTION:** Commissioner Raudebaugh moved to authorize payment for the Ballard T3 Thermal Imager as follows: \$5,000 Stowe Memorial, \$5,000 from the Mitigation Fund, and \$1,070 from Reserve (fire) Fund and charged against the Capital Plan. Commissioner Pontius seconded the motion. The motion carried.

Chief Kier also circulated information on another approach to the purchase of a pumper/tender. He stated there is a company back east that takes out-of-service, aerial units, refurbishes, modifies, and converts to pumper/tenders; uses a Canadian company which helps keep the cost down; and Chief suggested it might be worthwhile to plan a trip to check out this company. Commissioner Pontius asked if the out-of-service aerial we own could be used; it was noted the finished unit would need dual axles; Commissioner Pontius suggested a tag air axle could be added to deal with the weight; and Commissioner Carmody stated he would do some checking on the company.

Commissioner Wheeler stated he wants to re-address the financing for pumper/tenders; he prefers the purchase of 2; suggests the District could borrow \$400,000 from the State LOCAL program; the cost would be \$50,000 per year for a 10-year loan; there is no penalty to pay back at anytime; and the loan would be simple interest with possible rates at 4% to 4.25%. Commissioner Carmody asked if the State LOCAL program only lends for new equipment. It was the general consensus of the Board to allow Chief Kier to proceed with his research on this refurbishment program.

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

ALS Update Chair Wheeler stated the Joint Board meeting is at 7 p.m. on November 20th at Station #11. Chief Kier reported the new deployment plan is working well for District #3; and in January, for the first quarter of the New Year, 2 Medics are assigned to District #3 and 1 Medic is assigned to District #1.

Station #31 Project Update

Chief Kier reported a wedge had been placed to correct the gap in the steel beam. Chief circulated a furnishing plan; he also circulated a quote and a letter of agreement from Bank & Office Interiors, the furniture vendor carrying the State Bid, requiring a set-up fee; and recommended to the Board his desire to circulate an RFP for the furniture. Chief circulated RFI's on electrical work with recommendations from the architect; he reported Double D Electric did some unauthorized work; the architect recommends "do not pay", and Chief Kier will sort out the issues addressed by the architect.

Chair Wheeler called for **UNFINISHED BUSINESS:**

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

Local 3811 Employment Contract PROPOSED Chair Wheeler stated the review process would be conducted in Executive Session later in the meeting.

Interim E-911 Interlocal Agreement Year 2002 Commissioner Pontius stated he believes the fire districts need to decide how dissatisfied and how much they're willing to spend for dispatch service. Chief stated that Initiative 747 has affected some of the fire districts in the County and he believes they're thoughts may have changed.

Review/Adopt 2002 General Fund Fire Budget MOTION: Commissioner Raudebaugh moved to adopt the 2002 General Fund Fire Budget as \$1,468,772. Commissioner Morse seconded the motion. The motion carried unanimously.

Review/Adopt 2002 EMS Fund Budget MOTION: Commissioner Raudebaugh moved to adopt the 2002 EMS Fund Budget at \$900,624. Commissioner Morse seconded 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.

Resolution No. 2001-10 Property Tax Increase Resolution: GENERAL LEVY MOTION: Commissioner Raudebaugh moved to adopt Resolution No. 2001-10 authorizing the General Levy in the amount of \$846,834.57, which is a percentage increase of 1% from the previous year. Commissioner Pontius seconded the motion. The motion carried unanimously.

Resolution No. 2001-11 Property Tax Increase Resolution: EMS LEVY MOTION: Commissioner Raudebaugh moved to adopt Resolution No. 2001-10 authorizing the EMS Levy in the amount of \$283,114.73, which is a percentage increase of 1% from the previous year. Commissioner Pontius seconded the motion. The motion carried unanimously.

Resolution No. 2001-12 2002 Budget & Certification MOTION: Commissioner Raudebaugh moved to adopt Resolution No. 2001-12. Commissioner Pontius seconded the motion. The motion carried unanimously.

Resolution No. 2001-01 JOINT 1 & 3 2002 MEDIC 13 Budget & Certification MOTION: Commissioner Raudebaugh moved to adopt Joint Board Resolution No. 2001-01. Commissioner Pontius seconded the motion. The motion carried unanimously.

Info Brochure Commissioner Morse shared a handout on chemical and biological warfare and stated that smallpox is the most prevalent problem.

Set Timeframe for Annual Performance Evaluations: Chief & Office Manager/District Secretary Chair Wheeler asked the District Secretary to circulate the evaluation forms to the Board and to place this subject on the December Agenda.

Chair Wheeler called for **Other New Business** D. S. Obtinario informed Commissioners Carmody, Morse, and Wheeler of the need to take their Oaths of Office and the election would be validated after November 21st.

Chair Wheeler called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** Chair Wheeler stated there is a really bad smoke problem in the Teal Lake area; there are a lot of people in that area who are upset about the smoke from nearby land clearing projects; stated the smoke creates a public relations problem.

Chair Wheeler called for an **EXECUTIVE SESSION** at 9:02 p.m. for approximately an hour and a half to review the labor negotiations progress with Local 3811. Chief Kier and District Secretary Obtinario were invited to stay.

Chair Wheeler called the REGULAR MEETING back to order at 10:20 p.m.

ADJOURNMENT: There being no further business, Chair Wheeler called for adjournment at 10:20 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

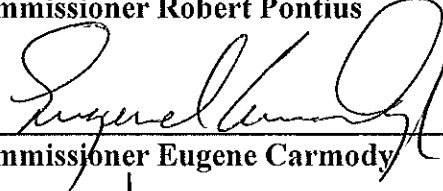
SIGNED:

BY:


Commissioner David L. Wheeler, Chairman

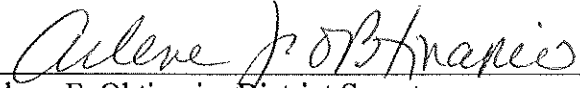
BY: (Resigned)
Commissioner Roy Raudebaugh, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner Eugene Carmody

BY: 
Commissioner Howard Morse

ATTEST:

By: 
Arlene F. Obtinario, District Secretary