

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
April 9, 2002

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

- II. Flag Salute**

- III. Call for Approval of Minutes** **TAB 1**
 - A. March 26, 2002, Regular Meeting Minutes**

- IV. Public Comment**
 - A. Mr. Robert Garten RE: Mitigation Fees**

- V. 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**
 - E. Ambulance Transport Deposits** **TAB 7**

- VI. Port Ludlow Fire Fighters Association &/or Local 3811**

- VII. Training Officer's Report** **Lt. Ben Andrews** **TAB 8**

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

- IX. Sub-Committee Reports**
 - A. ALS Update**
 - 1. April 16th 7:00 p.m. Station #11**
 - 2. Operations** **Chief Kier**
 - 3. Other ALS topics?**

 - B. Station #31 Project Update**
 - 1. Master Guest List**
 - 2. Invitation Preview**
 - 3. Review of Open House Assignments**

- X. Unfinished Business**
 - A. Chief's Job Description**

 - B. Local 3811 Employment Contract**

 - C. Station #31 Training Room Use Policy**

D. Fire Investigation Interlocal Agreement

E. Ambulance Transport Bill Recommended for Collections

F. Staffing at Station #31 & Station #33

G. Station #33 Computer System

H. Staff Salaries (Executive Session)

I. Other Unfinished Business?

XI. New Business

A. Seminars/Meetings

1. JCFC&S Assn. April 18th Host: Fire #4, Brinnon
2. PLF&R Station Work Day April 20th 9:00 a.m.
3. WFCA Ocean Shores Seminar May 4th
4. **FF ASSN. Car Wash May 4th**
5. **STATION #31 OPEN HOUSE/Dedication May 11th**
6. WFCA Chelan Seminar June 1st
7. Other Seminars? Meetings?

B. EMS Trauma Care Council

1. **Reporting**
2. **EMS Training Director**

C. Other New Business?

XII. Good of the Order; Questions & Answers

XIII. Executive Session

- (1) IAFF Local 3811 Contract
- (2) Staff Salaries

XIV. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

April 9, 2002

CALL TO ORDER:

Chairman Commissioner Robert Pontius called the Regular Meeting of April 9, 2002, 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 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Robert Pontius, Commissioner Howard Morse, Commissioner Gene Carmody, Commissioner David Wheeler, and Commissioner Tim Bangle. Also present were Chief Wayne Kier, District Secretary Arlene Obtinario, District Training Officer Lt. Ben Andrews, IAFF Local 3811 President Lt. Brian Soete, FF/EMT Wicus McGuffey, and Volunteer FF/EMT Brandon Giger.

CALL for the FLAG SALUTE: Chairman Pontius led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

CALL for APPROVAL OF MINUTES:

Chairman Pontius called for the approval of the March 26, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the March 26, 2002 Regular Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Pontius called for discussion. Question called. The motion carried.

CALL for PUBLIC COMMENT: It was noted that Mr. Robert Garten was not in attendance to talk with the Board about mitigation fees and Commissioner Wheeler reported he has received no further contact from Mr. Garten.

FINANCIAL REPORT:

Commissioner Wheeler reported that he had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$19,433.45. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. Chair Pontius called for discussion and questions. Question was called. The motion carried unanimously.

Chair Pontius conducted the review of the March 31, 2002 Monthly Account Updates, included as part of these Minutes.

Chair Pontius called for Transfers of Funds. D.S. Obtinario reported no transfers necessary at this time.

Chair Pontius reviewed the Tax Collection Tracking Sheet (included with these Minutes).

D.S. Obtinario gave a brief overview of the existing audit trail for ambulance transport billings, payments, and deposits.

Chair Pontius called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. Lt. Soete said he had nothing new to report. Chair Pontius announced that Local 3811 had met to ratify the 2002, 2003, 2004 Agreement. **MOTION:** Commissioner Morse moved to approve the 2002 – 2004 document signed by Local President Brian Soete. Commissioner Pontius seconded the motion. The motion carried unanimously. Chair Pontius, Chief Kier and District Secretary Obtinario signed the contract.

Commissioner Wheeler asked if he could attend an Association meeting and the general response from the fire fighters in attendance was positive, noting the Association meets the first Wednesday of each month.

Chair Pontius called for the **TRAINING & SAFETY OFFICER's REPORT**. Lt. Ben Andrews presented his written report (which is included as part of these Minutes).

Chair Pontius announced that he was signing the March stipends paid by the EMS Special Agency Fund to the MPD, the EMS Coordinator, the QA, and the EMS Council Secretary.

Chair Pontius called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes) with the Board. During his report, Chief Kier stated he needs to have 5,000+ gallons of water on rolling stock with mutual aid filling in the balance of a 7,000-gallon maximum. Chief reported that Kent Fire has two 1500-gallon pumpers available for surplus and he would like to check them out for possible refurbishment. It was decided that Chief Kier and Commissioner Carmody would travel to Kent to view the apparatus. Commissioner Wheeler suggested the Board make a motion for an amount allowed to offer as a bid, should the apparatus be a good deal. Commissioner Bangle said he does not like used equipment for emergency services; went on to state that he prefers new equipment and that in the federal fire service, units are rotated out after 7 years. Commissioner Wheeler said that in his department in Sacramento, that after 10 years of 20 runs a shift, their units would be moved to a slower station. Commissioner Morse asked what the routine breakdowns might be. Commissioner Carmody said he has had good experience with Pierce and they are good engines. Commissioner Pontius stated there is a need to keep in the back of minds that the District also has need for additional fire fighters and paramedics. Lt. Soete reported the bid date is set for April 26th. **MOTION:** Commissioner Morse moved to allocate up to \$100,000 for a possible bid on the surplus engines based on the inspection of Chief Kier and Commissioner Carmody. Chair Pontius called for a second to the Motion. The Motion failed for lack of a second. The Board determined that should the inspection be favorable, D.S. Obtinario would set up a Special Meeting for the Board to determine the bid amount. Chief Kier continued on with the review of his written report. Chief Kier added that each station has been posted with hours and personnel information with reference to the new State law allowing unwanted newborns to be left at fire stations and hospitals without fear of prosecution. Commissioner Wheeler stated he plans to ask the WFCA to work on changing the law with reference to manned and unmanned fire stations and compensation for such an event. Commissioner Morse stated the LMC is not issuing burn permits any longer. Commissioner Wheeler mentioned that a past Clark County Fire

Commissioner, Bill Hansen, has offered to assist with grant writing; Chief Kier said he would welcome any help. Lt. Soete reported that he's already applied for the State Health Dept. \$1200 annual grant, but our fire district hasn't had any DSHS trauma patients in order to qualify for the other grant.

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

ALS Update Chair Pontius stated the Joint Board meeting is at 7 p.m. on April 16th at Station #11.

Station #31 Project Update

D.S. Obtinario circulated a Master guest list and asked for input. Plans are to mail invitations out the week of April 15th. Commissioner Morse circulated an invitation for viewing; stated he had delegated the project to Obtinario; and the invitation format will serve a dual purpose, as the printer will also do blanks for personal note use on behalf of the District by District members. Chief Kier circulated the Open House Assignment sheet. Chief Kier also circulated a progress report on the completion of Station #31. Commissioner Carmody said he received an email from Audrey Pederson stating that some of the landscaping progress may still be on hold because of the weather and 'project in progress' signs may be posted for the open house. Chief reported that Mrs. Ben Andrews is working on an art display program with local artists and there would be no cost to the District. Commissioner Wheeler asked if a District membership picture board could be included and Chief Kier said it is in his plans.

Chair Pontius called for **UNFINISHED BUSINESS:**

Chief's Job Description Chair Pontius stated the review process is in Committee (Commissioner Pontius, Commissioner Wheeler and Chief Kier form the Committee).

Local 3811 Employment Contract Chair Pontius stated action had been taken earlier in the meeting.

Station #31 Training Room Use Policy Commissioner Carmody reported that he had met with Lt. Andrews prior to the start of the Board Meeting; the policy is in draft form and will be presented to the full Board for review and adoption.

Fire Investigation Interlocal Agreement Chief Kier reported this document to be in review status and he has received some edit input to date.

Ambulance Transport Bill Recommended for Collections D.S. Obtinario reported the patient has made a fifty-dollar, personal payment on account, so the situation has been resolved with no need to send the account to collections.

Staffing at Station #31 & Station #33 Commissioner Morse stated that good communication is extremely important and that the voice mail program needs to be functioning. Commissioner Wheeler stated we have a volunteer that is interested in greeting the public on Mondays and Fridays and Obtinario has suggested the formation of an Administrative Volunteer program. Commissioner Pontius said the new station is expensive and nice and the majority of the people who paid for the building are in close proximity to it and all services should be centralized. Commissioner Bangle stated that he and Commissioner Wheeler were on site, the crew was out

on a run, and a citizen came in for a burn permit and there wasn't anyone available to help the citizen. Commissioner Carmody stated that Arlene does not need to be a receptionist, but does need to continue with her job, and he supports the idea of an Administrative Volunteer program. Obtinario reminded the Board that she is managing over a million dollars in cash; cannot afford to make mistakes; stressed that increased interruptions would jeopardize the integrity of her work performance; stated that in almost 8 years of employment in the office at Station #33, the Union hasn't grieved because of payroll mistakes; the Chief hasn't complained about budget mistakes; local vendors have not cut off the ability of the Fire District to have charge accounts; County officials have not contacted the Commissioners to complain that work isn't being completed properly; and she offers the same services to the citizens and passers-by at Station #33. Chief Kier referred to the Mission Statement and stated there have been no law suits, so things are working well and should not be compromised by unjustifiable changes. Much discussion followed and the Chair ended the discussion by stating this topic would be under study.

Station #33 Computer System Chief Kier circulated computer spec information on 3 units; one that he, Lt. Andrews & FF/PM Jerrell put together and is very similar to the units purchased for Station #31; and a Gateway 700X and a Gateway 700XL provided by Commissioner Bangle. Chief Kier expressed concern that the purchase of a Gateway would be financially hard to justify to the taxpayers; Commissioner Bangle said that he looked at equipment that would last; something that meets the present needs and future needs and he stated that a unit for Station #33 should have been purchased along with the new ones for Station #31. Chief Kier stated that if a Gateway is purchased then only Gateway parts can be used, and this proprietary issue can become costly. Commissioner Morse indicated he is experiencing a similar situation with his laptop and he recommended purchasing the computer that is similar to the Station #31 units. D.S. Obtinario asked if she could make a recommendation to the Board as to which would meet her needs and Chair Pontius granted her request.

Staff Salaries (Executive Session) Chair Pontius stated the Board would conduct their review in Executive Session.

Chair Pontius called for **Other Unfinished Business** and no topics were added.

Chair Pontius called for **NEW BUSINESS**.

Seminars/Meetings Chair Pontius reviewed the functions listed on the Agenda.

EMS Trauma Care Council Commissioner Morse reported the NW Region has not been getting EMS training data for Jefferson County EMS personnel; he stated that Lt. Andrews has submitted such for District #3; there are \$10,000 in training funds available to Jefferson County, but without the backup data, Jefferson County cannot apply; the MPD thought the hospital was submitting the appropriate reports; the EMS Training Coordinator also was not sending the necessary data; Commissioner Morse stated that District #3 is very organized, but there is a need for the whole County to comply; there is a need to have a contract in place and the NW Council needs invoices for reimbursement within 30 days of issuance in order for the whole process to function properly.

Chair Pontius called for **Other New Business** Commissioner Wheeler stated that Arlene is not bonded; recommends bonding and asked Obtinario to look into the cost and process. Commissioner Wheeler asked if the staff car at Station #33 could be parked inside.

Chair Pontius called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** Commissioner Morse stated that Under Sheriff Sukart has declared candidacy for Sheriff. Commissioner Pontius said that the Jefferson County Sheriff is involved in a traffic study of 104 and 19.

Chair Pontius called for a recess of the Regular Meeting at 9:18 p.m. Chair Pontius called the Regular Meeting back to order at 9:30 p.m.

Chair Pontius called for an **EXECUTIVE SESSION** at 9:30 p.m. for 15 minutes to review staff salaries. Chair Pontius announced an extension of the Executive Session at 9:45 p.m. for another 15 minutes and called Obtinario into Executive Session at 10:10 p.m. Obtinario left the Executive Session at 10:15 p.m. and Chief Kier was called into the Executive Session at 10:15 p.m. Chair Pontius extended the Executive Session for another thirty-five minutes.

Chair Pontius called the **REGULAR MEETING** back to order at 10:50 p.m.


Chair Pontius announced the Board's action to authorize a 3% raise for Obtinario, retroactive to January 1, 2002, with no raise in the year 2003; and a 6% raise for Chief Kier, retroactive to January 1, 2002.

ADJOURNMENT: There being no further business, Chair Pontius called for adjournment at 10:51 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

BY:



Commissioner Robert Pontius, Chairman

BY:



Commissioner Howard Morse, Vice Chairman

BY:



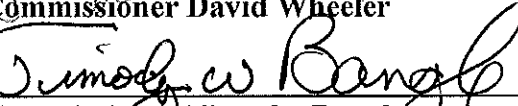
Commissioner Eugene Carmody

BY:



Commissioner David Wheeler

BY:



Commissioner Timothy Bangle

ATTEST:

By:  Arlene F. Obtinario, District Secretary