

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
April 19, 2002

CALL to ORDER:

Chairman Commissioner Robert Pontius called the Special Meeting of April 19, 2002, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 8:03 a.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

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

FLAG SALUTE Chair Pontius led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

PUBLIC COMMENT: Chair Pontius called for public comment and received no response.

PURPOSE of the SPECIAL MEETING:

Chair Pontius stated the purpose of the Special Meeting is to conduct a Budget and Finance Workshop during which the Board may take action on the re-allocation of funds to one or more 2002 budget line items; the Board may take action on the consolidation of District funds; the Board may take action on delegation of financial authority for said Funds; the Board may take action on the establishment of a bid amount to be offered on one or two surplus 1500-gallon pumpers; and the Board may take action on the purchase of a computer for the Office Manager/District Secretary.

The Board agreed to end the meeting at or near 11:00 a.m.

Review of 2002 Budget and proposed re-allocation of budget line items Chief Kier reviewed the current 2002 Budget and pointed out line items that need adjustment due to the IAFF Local 3811 and staff wage increases and increased expenses for utilities at the new fire station; stated that he recommends the Board authorize the adjustments in order to maintain compliance with information shared at the Public Hearing for the 2002 Budget; and requested the Fire Operations Budget be increased by \$23,705 which would reduce the Capital Fire Reserves by the same amount; and he requested the EMS Operations Budget be increased by \$17,224 which would reduce the Capital EMS Reserves by the same amount; and D.S. Obtinario pointed out the "bottom line" does not change, and the only time the bottom line could be changed is with proper notification to the public with a public hearing to amend the budget.

MOTION: Commissioner Wheeler moved to authorize an increase of \$23,705 to the 2002 Fire Operations Budget by specific line item action as follows: increase of line item 522.10.10.0100 from \$66,000 to \$69,960; decrease of line item 522.10.20.0010 from \$11,500 to \$10,000; decrease of line item 522.10.20.0020 from \$4,706 to \$2,426; decrease of line item 522.10.20.0100 from \$11,957 to \$10,328; decrease of line item 522.10.20.0200 from \$2,500 to \$1,776; increase of line item 522.10.42.0100 from \$5,600 to \$8,500; increase of line item 522.20.10.0160 from \$177,528 to \$192,480; increase of line item 522.20.10.0170 from \$7,681 to \$8346; increase of line item 522.20.10.0180 from \$14,253 to \$15,486; increase of line item 522.20.20.0010 from \$16,552 to \$18,725; decrease of line item 522.20.20.0020 \$8,222 to \$7,920; decrease of line item 522.20.20.0040 from \$5,600 to \$3,868; decrease of line item 522.20.20.0060 from \$3,500 to \$2,452; increase of line item 522.20.20.0100 from \$27,500 to \$28,089; decrease of line item 522.20.20.0200 from \$6,300 to \$5,748; increase of line item 522.50.47.0100 from \$8,500 to \$12,000; and an increase of line item

522.50.47.0200 from \$2,500 to \$6,000; increasing the Fire Operations Budget from \$678,649 to \$702,354; which decreases line item 594.22.63.0100 from \$125,990 to \$102,285; which maintains the bottom line budget at \$1,468,772. Commissioner Carmody seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morse moved to authorize an increase of \$17,224 to the 2002 EMS Operations Budget by specific line item action as follows: increase of line item 526.20.10.0160 from \$72,768 to \$86,100; increase of line item 526.20.10.0170 from \$3,292 to \$3,882; increase of line item 526.20.10.0180 from \$6,110 to \$7,200; increase of line item 526.20.20.0010 from \$5,821 to \$6,586; decrease of line item 526.20.20.0020 from \$2,969 to \$2,600; decrease of line item 526.20.20.0040 from \$1,659 to \$1,400; decrease of line item 526.20.20.0060 from \$1,500 to \$1,380; a decrease of line item 526.20.20.0100 from \$16,137 to \$16,136; an increase of line item 526.60.51.1100 from \$129,804 to \$132,000; which increases the BLS and ALS EMS Operations Budget from \$267,555 to \$284,779; which decreases line item 594.26.64.0600 from \$431,454 to \$414,230; which maintains the bottom line budget at \$900,642. Commissioner Wheeler seconded the motion. The motion carried unanimously.

Chair Pontius called for review of the 2003 and 2004 projections; Chief Kier explained that he used a 4.5% increase in the operations budget to show the projection, but plans to look for economical ways to keep the actual spending below 4.5% each year. Chief Kier mentioned that it is possible to contract out training and safety oversight to neighboring departments and to host federal and state training classes in an effort to self-support the training officer position, which would, in turn, free up money to pay for a replacement fire fighter for A-shift and he said the District should consider hiring fire fighter/paramedics next time around. Chief Kier also stated the importance of carefully reviewing the current paramedic resource before hiring more paramedics, especially in reference to the type of calls the medics are being dispatched to.

Chief reviewed the Capital Plan with the Board and Obtinario explained how the projection sheet reflected the estimated carry-over year-to-year. Commissioner Wheeler stated the previous Board's intent was to pay off the new fire station bond in 8 years, but the interest rate on savings would have a direct influence on that action. It was noted that \$420,000 has been saved for the purchase of pumper/tenders.

RECESS Chair Pontius called for a brief recess of the Open Public Meeting at 9:15 a.m. Chair Pontius called the Special Meeting back to order at 9:22 a.m.

Chief stated that he believes the District should go forward with the plan as promised during the lid-lift to the \$1.50 and in accordance with the Strategic Plan; that being personnel, a new fire station, and now apparatus. Chief Kier informed the Board that he would need both the City of Kent's surplus 1500-gpm pumpers for refurbishment to make his plan work because the tender would need refurbishment as well. He recommended offering a non-responsive monetary bid that stipulates both pumpers or no deal. He went on to say that if he does not receive good information from Pierce regarding the ability of the axles to carry the additional weight of a refurbishment program, he would not even consider submitting a bid. Chief noted another plus and said the surplus pumpers are already equipped as paramedic engines.

Commissioner Bangle said he is not in favor of bidding on the surplus apparatus because of the age of our equipment; even if it is refurbished, it is still old; soon parts can't be found; and he stated we should have the best, updated equipment for our emergency personnel.

Commissioner Carmody said the federal government did have fire trucks that one couldn't get parts for because the companies went out of business, but he's had good experience with Pierce, and he believes the surplus units to be viable if Pierce okays the desired refurbishment.

Commissioner Wheeler stated he is concerned about bringing used apparatus up to front-line assignment, but he trusts Chief and Gene's input on the surplus pumpers.

Commissioner Morse stated that new equipment offers personal pride in ownership and several years of total warranty; used equipment that has a good reputation could be viable; but asked if looking at some sort of consolidation in 2006, would the refurbished units fit in the scenario? Chief Kier said he couldn't answer that question.

Chief circulated pictures of new 2500-gallon units; stated them to be built for rural use, not city; and mentioned that the look would be really different than those in a city department. He stated that it might be possible to buy Freightliner chassis and spec Darley pumps, so everything would be the same. Chief drew the apparatus scenario on the board showing the refurbish plan to involve 5 apparatus and the purchase of 2 new units to involve 4 apparatus. It was noted that with the new purchase plan, existing personnel could respond effectively and with the refurbish plan, more people would be required for response. It was noted that April 26th is the bid deadline for the surplus units and Chair Pontius asked that apparatus be placed on the April 23rd Regular Meeting Agenda.

RECESS Chair Pontius called for a brief recess at 10:12 a.m. Chair Pontius called the Special Meeting back to order at 10:17 a.m.

Obtinario explained the County Treasurer has changed from monthly financial transactions to weekly in an effort to help address the County's financial crisis; she stated the consolidation of Fire 3's reserve funds with our General Fund and our EMS Fund respectively would be easier to understand; easier to invest; and easier to pay the bills; would eliminate transfer of funds and streamline the business operations. Discussion followed regarding bonding and assurance that funds would be spent appropriately.

MOTION: Commissioner Morse moved to consolidate the Fire Reserve Fund No. 665-003-040 with the General Fund No. 665-003-010. Commissioner Carmody seconded the motion. Commissioner Pontius made a MOTION to amend the original motion to leave the dedicated reserves in the Reserve Fund. Commissioner Bangle seconded the motion. Chair Pontius called for discussion of the amendment. D.S. Obtinario explained the separation of funds would defeat her purpose of keeping all the money invested with the total reaping the most benefit. Question was called. Chair Pontius called for a vote on the amendment. Commissioners Pontius and Bangle voted in favor of the amendment. The motion failed for lack of a majority affirmative vote. Chair Pontius called for a vote on the original motion. Commissioners Wheeler, Pontius, Carmody, and Morse voted in favor of the original motion. Commissioner Bangle abstained from voting. The original motion carried.

MOTION: Commissioner Morse moved to consolidate the EMS Reserve Fund No. 665-003-110 with the EMS Fund No. 665-003-100. Commissioner Wheeler seconded the motion. Chair Pontius called for discussion. Question was called. Chair Pontius called for a vote. The motion carried unanimously.

D.S. Obtinario asked the Board to authorize the purchase of a computer for her needs that is basically the same as the new units at Station No. 31. **MOTION:** Commissioner Morse moved to authorize staff to handle the purchase of a new computer for the Office Manager/District Secretary. Commissioner Wheeler seconded the motion. Chair Pontius called for discussion. Question was called. Chair Pontius called for a vote on the motion. The motion carried unanimously.

GOOD of the ORDER; QUESTIONS and ANSWERS Commissioner Bangle asked that Obtinario be given training on the new computer and Chief Kier stated the Training Officer is setting up a computer training class for all department members, to include the Commissioners, if desired.


Commissioner Pontius recommended the hiring of a Clerk for Station #31 at \$8.00 per hour in a full-time status with full benefits. Commissioner Carmody said he feels it is important to bring someone onboard to start learning Arlene's job. Commissioner Pontius mentioned Obtinario would supervise the Clerk. Chair Pontius asked for this topic to be placed on the next Regular Meeting Agenda.

ADJOURNMENT:

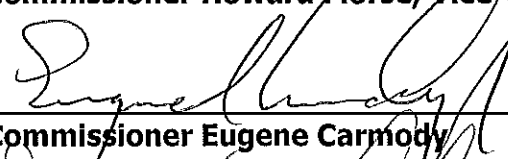
Chair Pontius called for adjournment at 11:00 a.m.

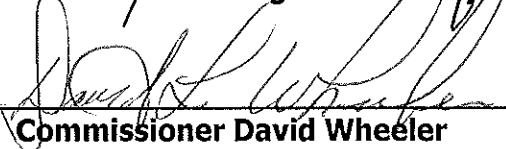
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

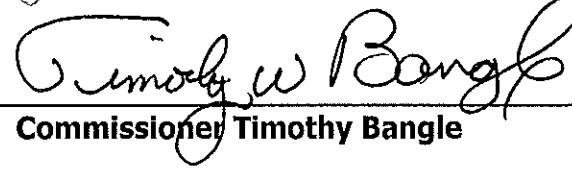
Signed:

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