

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

a.k.a. Port Ludlow Fire and Rescue
BOARD OF COMMISSIONERS
REGULAR MEETING

May 28, 2002

A G E N D A

- I. CALL TO ORDER REGULAR MEETING 7:00 pm
- II. FLAG SALUTE
- III. CALL for APPROVAL of MINUTES
 - A. May 14, 2002 Regular Meeting Minutes TAB 1
- IV. PUBLIC COMMENT
- V. FINANCIAL REPORTS
 - A. Vouchers TAB 2
 - B. Transfer of Funds TAB 3
 - C. New Station Bond Payment Transfer for June 1 TAB 4
- VI. Fire Fighters Association &/or Local 3811
- VII. Topics for Discussion and/or Decision
 - A. Station #31 Project Update
 - B. Letter to Cancel SCBA Agreement
 - C. Training Room Use Policy
 - D. Insurance Policy Issues – Chief Kier TAB 5
 - E. District Insurance Policy Revisions/Renewal
 - F. Accident & Sickness Policy Revisions/Renewal
 - G. Clerk - Chief Kier's Recommendation TAB 6
 - H. Other Topics for Discussion and/or Decision?
- VIII. GOOD of the ORDER; QUESTIONS and ANSWERS
- IX. EXECUTIVE SESSION
- X. ADJOURNMENT

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

a.k.a. Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 28, 2002

CALL TO ORDER:

Chairman Commissioner Robert Pontius called the Regular Meeting of May 28, 2002, of the Board of Commissioners for Jefferson County Fire Protection District No. 3, a.k.a. Port Ludlow Fire & Rescue, to order at 7:07 p.m. at Station 31, located at 7650 Oak Bay Road, Port Ludlow, Washington.

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

Commissioner Tim Bangle was not present; out-of-the country.

FLAG SALUTE: Chair Pontius led the assembly in the flag salute.

CALL FOR APPROVAL OF MINUTES:

Chair Pontius called for the approval of the May 14, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Morse moved to approve the Minutes as presented. Commissioner Wheeler seconded the motion. Chair Pontius called for discussion of the Motion. Question was called. Chair Pontius called for the vote. The Motion carried unanimously.

PUBLIC COMMENT: Chair Pontius called for Public Comment and there was no comment.

FINANCIAL REPORTS:

Chair Pontius called for the **Vouchers:**

Commissioner Pontius reported that he had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$39,496.46. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Pontius seconded the motion. Chair Pontius called for discussion. Commissioner Carmody asked if the District could qualify for an executive membership in COSTCO; Lt. Soete said he does not think the fire district does enough business to qualify, but indicated he would check for certain. Commissioner Wheeler asked if the approved vouchers included Primo's final billing and it was stated there should be one more. Chair Pontius asked Chief Kier if he is okay with releasing this payment to Primo and Chief Kier said there are small things that still need completion and recommended holding the final payment if everything isn't done. Question was called. Chair Pontius called for the vote on the motion. The motion carried unanimously.

Chair Pontius called for **Transfer of Funds.** **MOTION:** Commissioner Carmody moved to transfer \$175.13 from the Bond Project Fund-2000 No. 665-003-050 to the General Fund No. 665-003-010. Commissioner Wheeler seconded the motion. Question was called. Chair Pontius called for the vote on the motion. The motion carried unanimously.

MOTION: Commissioner Carmody moved to transfer \$13,366.25 from the General Fund No. 665-003-010 to the LTG Bond-2000 Fund No. 665-003-020 for ½ the June 1 new fire station bond payment and Bank of New York banking fee. 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.

MOTION: Commissioner Carmody moved to transfer \$13,366.25 from the EMS Fund No. 665-003-100 to the LTG Bond-2000 Fund No. 665-003-020 for ½ the June 1 new fire station bond payment and Bank of New York banking fee. 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.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811: IAFF Local 3811 President Lt. Brian Soete stated nothing to report.

TOPICS for DISCUSSION and/or DECISION:

Station #31 Project Update Chief Kier reported that A-Shift, FF/EMT Wicus McGuffey, FF/EMT Brandon Giger, FF/EMT Glen Straws, and FF/EMT Eric Smith, has finished the propane tank screens; B-Shift, FF/EMT Wes Lueders and FF/EMT Tye Seeley, is installing the compressor; and C-Shift, Lt. Brian Soete, FF/EMT-P Bill Jerrell, and FF/EMT Lonnie Reynolds, is working on the landscape project. Chief stated he had contacted a Pacific Office Equipment executive and complained about the fact that the Station 31 voice mail system isn't working properly; the phone call generated a lot of activity and our project is receiving immediate attention. Chief stated the lines need to be added to the bay floor. Commissioner Wheeler asked that the caps on the corners of the buildings be checked. And, Chief Kier reported a representative of the Washington Survey and Rating Bureau inspected the new station and left a form requesting certification from the architect, contractor, or vendor that the insulation material used has a flame spread of 25 or less. Chief said he mailed the form to Jeff Miner, Lawhead Architects, for completion.

Letter to Cancel SCBA Agreement Chief Kier reported there is a 90-day notification requirement to cancel the SCBA Maintenance Agreement with the City of Port Townsend. Chair Pontius stated he would sign the completed letter.

Training Room Use Policy Chief Kier said he plans to offer the committee's recommendations at the next meeting.

Insurance Policy Issues Chief Kier's recommendations regarding the district's insurance policies, Property & Casualty and Accident & Sickness, with VFIS are included as an attachment to these minutes.

District Insurance Policy Revisions/Renewal Commissioner Wheeler stated agreement with Chief Kier's recommendation to raise liability limits and stated his understanding that a \$6,000,000 Each Occurrence and a \$12,000,000 Annual Aggregate under the Umbrella/Excess Liability section of our policy would cost an additional \$941 for the year. **MOTION:** Commissioner Wheeler moved to raise the limits from \$4,000,000 to \$6,000,000 and from \$8,000,000 to \$12,000,000. Commissioner Morse seconded the motion. Chair Pontius called for discussion of the motion. Question was called. Chair Pontius called for a vote on the motion. The motion carried unanimously.

Accident & Sickness Policy Revisions/Renewal The Board asked for more information regarding the coverage limits and the effect on district personnel. Chief Kier and D.S. Obtinario were assigned this task.

calling or coming in to make contact with a specific person for a specific reason, i.e., he places calls to vendors and they return his calls. He stated that moving Lt. Andrews from A-Shift to day-shift as the dedicated Training Officer created a career vacancy on A-Shift. Chief Kier asked the Board to fill the vacant A-Shift position before hiring a clerk or any other personnel. Commissioner Carmody said that he is looking at the overall organization; that all positions, except the District Secretary position, has redundancy, and he does support hiring someone to begin learning the District Secretary job; but there is a definite need to take care of the purchase of trucks; and he stated he is in favor of filling the A-Shift spot before hiring a clerk. Commissioner Morse asked about the status of the FFIT Students. Chief Kier explained the FFIT Student program is a volunteer program; and once the current FFIT Students complete their training, Fire 3's participation in this program will probably end in the Fall. Commissioner Carmody stated that moving Lt. Andrews back onto shift would be going backwards. Chief Kier agreed and stated it would be a bad move to go backwards now. Chair Pontius asked if the Chief would recommend hiring a fire fighter/paramedic or a fire fighter. Chief Kier responded that he would have to lean toward hiring a fire fighter/paramedic after District #1 exhibited no desire to participate with District #3's Training Officer program at the last Joint Board Meeting. It was stated there is an understanding that District #1 wants a daytime, fire fighter/paramedic training officer. Commissioner Wheeler said District #3 should go ahead regardless. Chief Kier talked about possible modifications to the MEDIC13 Interlocal program. The Board asked to carry this topic to the next agenda.

Chair Pontius called for **Other Topics for Discussion and/or Decision**

Chief Kier circulated a copy of an article from the Wall Street Journal addressing the availability of truck chassis because of trucking firms doing mass purchases prior to the new EPA rule on cleaner engines taking affect October 1. Chief reported that Fire #3 needs a Type 8 truck, 360 horsepower, 1250 torque, and 54,000w in order to best serve the district, and there is a shortage of Type 8 trucks. Chair Pontius asked if our mutual aid agreement with Indian Island could move us up in the order process. Chief indicated that he would have a request for product completed in a couple of weeks.

Chair Pontius called for **GOOD of the ORDER; QUESTIONS and ANSWERS**. Chief Kier reported that he has the Safe Haven policy ready for adoption, but he is waiting on other agencies for the appropriate pamphlets that are to be included with the policy.

D.S. Obtinario reported employees of the State DOT told her they are moving their sandpit from the Beaver Valley Road visitor center to the 'unofficial' park and ride lot next to Station #33. DOT representatives stated there will be a locked gate placed across the new site in an effort to keep the sand from being contaminated and they will advise the commuters using their lot to move to the Beaver Valley site for parking.

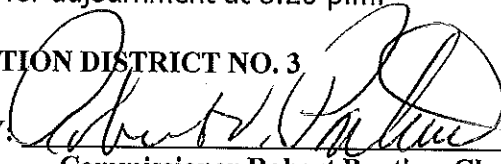
Chair Pontius called for no **Executive Session**.

ADJOURNMENT: Chair Pontius called for adjournment at 8:20 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

BY:

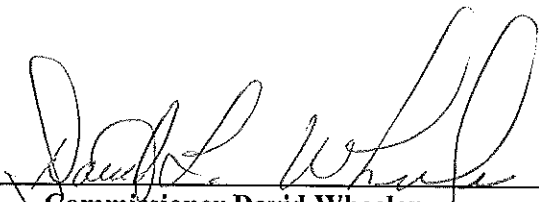


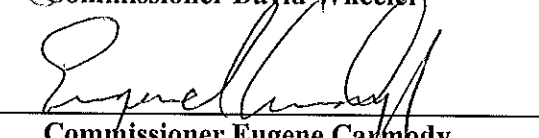
Commissioner Robert Pontius, Chairman

BY:



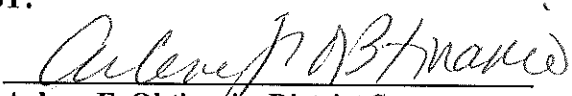
Commissioner Howard Morse, Vice-Chair

BY: 
Commissioner David Wheeler

BY: 
Commissioner Eugene Caymbdy

BY: NOT PRESENT
Commissioner Timothy Bangle

ATTEST:

BY: 
Arlene F. Obtinafo, District Secretary