

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
July 9, 2002

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

- II. **Flag Salute**

- III. **Call for Approval of Minutes** TAB 1
 - A. **June 11, 2002, Regular Meeting Minutes**

- IV. **Public Comment**

- V. **Financial Reports**
 - A. **Vouchers: Motion to Approve** TAB 2

 - B. **Payroll: Motion to Approve** TAB 3

 - C. **Financial Status** TAB 4
 - 1. **Monthly Accounts Update**
 - 2. **Fire & EMS Financial Summaries**
 - 3. **Capital Replacement Plan**

 - D. **Tax Collection Tracking Sheet** TAB 5

 - E. **Transfer: Motion to Approve** TAB 6

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

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

- VIII. **Chief's Report** Chief Wayne Kier TAB 7

- IX. **Sub-Committee Reports**
 - A. **ALS Update – MEDIC 13**
 - 1. **July 16th 7:00 p.m. Station #11**
 - 2. **Operations** Chief Wayne Kier
 - 3. **Other ALS topics?**
 - a. **Review Recommended Ambulance Transport Rates** TAB 8

 - B. **Station #31 Project Update**

C. E911 User Group Update

1. **Approval of E911 Interlocal Agreement Regarding Emergency Dispatching, Communications and Other Services**

X. Unfinished Business

A. Fire Investigation Interlocal Agreement

B. Apparatus Request for Product

C. Accident & Sickness Insurance Policy

1. Explanation of 24-hour coverage vs Non-Covered Activity Rider TAB 9

D. Clerk

E. A-Shift Vacancy

F. Annual, Informal Internal Audit by BOC Finance Committee

G. SOG Introduction & Series 1000 for Review, Comment, Adoption

H. Other Unfinished Business?

XI. New Business

A. Seminars/Meetings

1. JCFC&S Assn. Aug. 15th 7:00 p.m. Host: District #5
2. Other Seminars? Meetings?

B. Reinstatement of Regular 4th Tuesday BOC Meeting – 3 p.m.

C. Mats Mats Water Trailer

D. Other New Business?

XII. Good of the Order; Questions & Answers

XIII. Executive Session

XIV. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

July 9, 2002

CALL TO ORDER:

Chairman Commissioner Robert Pontius called the Regular Meeting of July 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 District Secretary Arlene Obtinario, Lt. Ben Andrews, and Lt. Brian Soete.

Chief Wayne Kier was not present. He was on vacation.

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 June 11, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the June 11, 2002 Regular Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Pontius called for discussion. Commissioner Morse referenced page 4 of the Minutes, section titled CLERK; stated he did not remember voting to create a Clerk's position, so how could the position be declared vacant. Commissioner Pontius stated the Minutes reflect exactly what action took place, but he may have been incorrect in his statement. Chair Pontius assigned the District Secretary the task of researching the previous Minutes for clarification. Question called. Commissioners Pontius, Wheeler, Carmody and Bangle voted in favor of the motion. Commissioner Morse voted against the motion. The motion carried.

CALL for PUBLIC COMMENT: None.

FINANCIAL REPORTS:

Commissioner Wheeler reported that he had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$38,263.43. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Pontius seconded the motion. Chair Pontius called for discussion and questions. Question was called. The motion carried unanimously.

MOTION: Commissioner Pontius moved to approve the June Payroll in the amount of \$42,597.24 plus the June Employer Payroll Expense of \$5,191.58. Commissioner Morse seconded the Motion. Chair Pontius called for discussion. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Chair Pontius conducted the review of the June 30, 2002 Monthly Account Updates, the June 30th Fire & EMS Financial Summaries, and the Capital Replacement Plan (included as part of these Minutes).

Chair Pontius reviewed the June 30th Tax Collection Tracking Sheet (included with these Minutes).

Chair Pontius called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. Lt. Brian Soete reported the department T-shirts are in and Mike Kithcart came Saturday to work on the paver project, but the cement companies weren't delivering during the weekend of the 4th of July.

IAFF Local 3811 President Soete stated that when Chief Kier returns from vacation, he wants to set a meeting schedule for the Labor/Management Committee on insurance (*Article 27 – Insurance, 2002-2004*).

Chair Pontius called for the **TRAINING & SAFETY OFFICER's REPORT**. Lt. Andrews reviewed his written report (which is included as part of these Minutes). Commissioner Morse commended Lt. Andrews for working towards additional funding through the EMS Trauma Care Council.

Chair Pontius called for the **CHIEF'S REPORT**. In Chief Kier's absence, Lt. Andrews read the Chief's written report (included with these Minutes) for the Board. During the report, the DNR water trailer located at Mats Mats was discussed. Lt. Soete and Lt. Andrews explained they do not use that specific water source, especially since hydrants are now available in that area. It was also noted that Jefferson County FPD#1 is interested in the unit for placement on Marrowstone Island. After discussing the pros and cons of the trailer's usefulness to FD#3, the Board agreed to sign the unit 'out-of-service and empty' and to authorize a transfer of the unit to Fire District #1 or to return the trailer to DNR if FD#1 does not have need for it.

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

ALS Update Chair Pontius stated the Joint Board meeting is at 7 p.m. on July 16th at Station #11. Commissioner Morse reported the Fee Review Committee's recommendation for ambulance transport fees be adjusted to BLS \$300 and ALS \$550. Chair Pontius asked if the new, proposed rates would affect the ALS contract-for-service districts at this time, and Commissioner Morse replied "No". **MOTION:** Commissioner Morse moved to adopt the revised fees effective July 1, 2002. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion of the Motion. Question was called. The Motion carried unanimously.

Commissioner Morse explained the outside districts do not have to ask for ALS service if they want to accept the liability of their decision; however, if they call for ALS, they are obligated to follow through with the ALS intercept.

Chair Pontius called for a recess of the Regular Meeting at 8:17 p.m. Chair Pontius called the Regular Meeting back to order at 8:23 p.m.

Station #31 Project Update

Lt. Soete reported he had talked with Jan of Primo about the bay door still not being fixed and other minor needs and Jan indicated he would be sending someone to finish up. Chair Pontius asked to have the sharp edges of the metal building fixed. Commissioner Wheeler expressed potential winter problems with the asphalt driveway; and it was noted that caulking is to be added in expansion gaps. Lt. Soete will follow-up on these items.

E911 User Group Update

Commissioner Morse reported the JeffCom budget had been revised and lowered by approximately \$40,000; dispatchers, law enforcement, and fire are all doing well; E911 User Group agreed to hire Tracy Stringer as the Interim Manager for a 2-year term; Steve Reinke will remain as a consultant; JeffCom Board members need to be selected once the Interlocal is approved by all participating agencies; Chief Kier had raised a concern that the JeffCom Board should have the say for hiring and firing and the consultant's response was the JeffCom Board would need to set the policies and procedures that would in turn 'direct' the director/manager. Commissioner Pontius suggested the financial burden of the Fire Commissioner meeting allowance of \$70 per unit of service should be paid through the Jeff Com Interlocal instead of by the individual fire district. **MOTION:** Commissioner Morse moved to approve the Interlocal Agreement Regarding Emergency Dispatching, Communications and Other Services as written. Commissioner Pontius seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Bangle expressed concern that he felt the interlocal was being acted upon too quickly. Commissioners Morse and Pontius explained they have been intimately involved in the process and feel quite comfortable with the outcome. Commissioner Carmody stated the need to approve the interlocal so the process could move even further forward. Question was called. Chair Pontius called for a vote on the Motion. Commissioners Morse, Pontius, Wheeler and Carmody voted in favor of the Motion. Commissioner Bangle voted against the Motion. The Motion carried.

Fire Investigation Interlocal Agreement Chair Pontius asked to hold this item on the Agenda.

Apparatus Request for Product Chief Kier had circulated an apparatus specification DRAFT prior to leaving for vacation.

Accident & Sickness Insurance Policy D.S. Obtinario shared an explanation of 2 policy add-ons; one for 24-hour coverage and the other for non-covered activity; and the Board requested premium costs for each.

Clerk Chair Pontius assigned D.S. Obtinario to research the previous minutes for clarification of position creation.

A-Shift Vacancy This Agenda topic was reviewed during Lt. Andrew's reading of Chief Kier's Chief's Report.

Annual, Informal Internal Audit by BOC Finance Committee Commissioners Pontius and Wheeler will set a date for the audit.

SOG Introduction & Series 1000 for Review, Comment, Adoption Topic was deferred until later.

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

Chair Pontius called for **NEW BUSINESS**.

Seminars/Meetings Chair Pontius reviewed the functions listed on the Agenda. Chair Pontius stated that if the majority of the users approve the E911 Interlocal, he, as President of the Jefferson County Fire Commissioners and Secretaries Association, would call a Special Meeting to select the Association's JeffCom Board representation. Commissioner Pontius went on to state that if the JeffCom Board is formed at the July 10th E911 User Group meeting, he would serve as the interim JCFC&S Association representative and would vote NO on any issue that any fire district opposed.

Reinstatement of Regular 4th Tuesday BOC Meeting – 3 p.m. Chair Pontius suggested the reinstatement and have the Board meetings at 3 p.m. instead of 7:00 p.m. Commissioners Carmody and Bangle spoke in favor of reinstating the fourth Tuesday Board meetings for June, July, August, November and December. Commissioner Wheeler said the previous Board reduced the number of fourth Tuesday meetings because staff was having difficulty attending more evening meetings and the Board can always call a Special Meeting if needed. Commissioner Morse said that if the Board is behind in getting their work completed, then he is in favor of a second meeting. District Secretary Obtinario stated that each week of the month holds a deadline for her job; she appreciates the break from the formal Board meeting; and stated support of Special Meetings because they are focused to specific topics. Chair Pontius stated it is the consensus of the Board that their goal is to get the job done, so either need to reinstate the Regular Meeting schedule or set Special Meetings. Commissioner Bangle stated the meeting should be a Regular Meeting, but he would support a Special Meeting. Chair Pontius set a Special Meeting for Monday, July 15th, 9:00 a.m. at Station No. 31 for the purpose of working on the Series 1000 of the new policy manual.

Mats Mats Water Trailer This Agenda topic was discussed during the Chief's Report.

Chair Pontius called for **Other New Business**

Commissioner Wheeler reported that he has set a meeting, as WFCR Region 9 Director, with Jefferson County Fire Protection District No. 7 (Clearwater) on Sunday, July 21st at 3:00 p.m. to discuss their financial and service crisis; said he wants Chief Kier to attend if possible; suggested that District No. 3 might have some surplus equipment and/or bunkers that could be shared; Commissioner Morse suggested Commissioner Wheeler get in touch with Mark Bowes, the Jefferson County Safety Manager; and Commissioner Pontius asked if he could also attend the meeting.

Chair Pontius called for **Other New Business** and there were no additional responses.

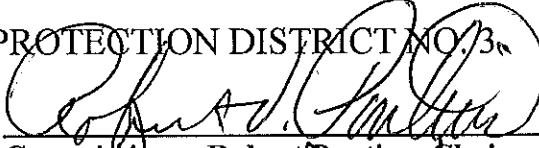
Chair Pontius called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS**.


- (1) D.S. Obtinario asked for Board permission to apply for a first-time Archive grant; Chair Pontius asked for a prep time vs. dollars received analysis; and the Board granted permission to apply.
- (2) Chair Pontius reported the need to review and decide disposition of 4 delinquent ambulance transport accounts and asked the District Secretary to place this topic on the Special Meeting Agenda.
- (3) Commissioner Morse reported a need to review proposed bylaw revisions for the Emergency Medical Services and Trauma Care Council of Eastern Jefferson County and Chair Pontius asked the District Secretary to place this topic on the Special Meeting Agenda.


EXECUTIVE SESSION Chair Pontius called for no Executive Session.


ADJOURNMENT: There being no further business, Chair Pontius called for adjournment at 9:45 p.m.

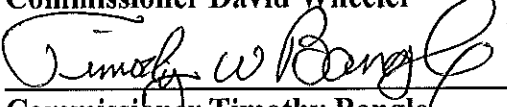
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

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