

**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**  
August 13, 2002

- I. **Call to Order Regular Meeting** **7:00 p.m.**
  
- II. **Flag Salute**
  
- III. **Call for Approval of Minutes** **TAB 1**
  - A. **July 9, 2002, Regular Meeting Minutes**
  - B. **July 15, 2002, Special 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. **Aug 20<sup>th</sup> 7:00 p.m. Station #11**
    - 2. **Operations** **Chief Wayne Kier**
    - 3. **Other ALS topics?**
      - a. **Review Recommended Outside District Rates**
      - b. **MEDIC 13 Organizational Review**
  
  - B. **Station #31 Project Update**

**C. E911 User Group Update - JeffCom**

**X. Unfinished Business**

**A. Fire Investigation Interlocal Agreement**

**B. Apparatus Specification/Bid**

**C. Accident & Sickness Insurance Policy**

**TAB 8**

**D. Clerk – Position Clarification**

**E. A-Shift Vacancy – Chief’s Hiring Recommendation**

**F. Series 1000 for Final Review and Adoption**

**G. DNR Water Trailer: Motion to Surplus & Transfer to JCFPD#1**

**H. Other Unfinished Business?**

**XI. New Business**

**A. Seminars/Meetings**

1. JCFC&S Assn. Aug. 15<sup>th</sup> 7:00 p.m. Host: District #5  
CANDIDATES FORUM
2. Port Ludlow Days Sept. 13-15
3. Other Seminars? Meetings?

**B. Review District Operations Complaint Policies/Procedures**

**C. Available Office Space for Shared Venture**

**D. New Policy Manual 2000 Series DRAFT  
Review, Edit, Adopt**

**E. 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**  
August 13, 2002

**CALL TO ORDER:**

Chairman Commissioner Robert Pontius called the Regular Meeting of August 13, 2002, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:05 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, and Lt. Ben Andrews.

**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 July 9, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Morse moved to approve the July 9, 2002 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the motion. Chair Pontius called for discussion. Question was called. The motion carried.

Chairman Pontius called for the approval of the July 15, 2002, Special Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the July 15, 2002 Special Meeting Minutes as presented. Commissioner Bangle seconded the motion. Chair Pontius called for discussion. Question was called. 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 \$14,011.10. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Morse seconded the motion. Chair Pontius called for discussion and questions. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Wheeler moved to approve the July Payroll in the amount of \$42,485.73 plus the July Employer Payroll Expense of \$5,028.74. Commissioner Pontius 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 July 31, 2002 Monthly Account Updates; Commissioner Morse asked if the Mitigation funds need to be spent annually, and D.S.

Obtinario stated the Mitigation revenue needs to be spent six (6) years from receipt. Chair Pontius continued the review of the July 31<sup>st</sup> Fire & EMS Financial Summaries, and the Capital Replacement Plan (included as part of these Minutes).

Chair Pontius reviewed the July 31<sup>st</sup> Tax Collection Tracking Sheet (included with these Minutes).

Chair Pontius reported no need to approve any Transfers of funds.

Chair Pontius called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. No reports submitted.

Chair Pontius called for the **TRAINING & SAFETY OFFICER's REPORT**. Lt. Andrews reviewed his written report (which is included as part of these Minutes). Lt. Andrews reported he is now a current member of the Regional EMS Training Council.

Chair Pontius called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During the report, Chief Kier stated that he plans to work with the Medics on 3 items; Nitrous Oxide, a Doppler, and an IV pump; and Commissioner Morse asked if Heli-ox could be added for consideration. Chief responded in the affirmative. Chief reported that his grandchildren are visiting, so he plans to take some half days in order to spend time with them.

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

**ALS Update** Chair Pontius stated the Joint Board meeting is at 7 p.m. on August 20<sup>th</sup> at Station #11. Chief Kier circulated the Transport & Outside District Fee Committee meeting minutes for review (included as part of these Minutes); he stated the Committee recommends raising the Outside District ALS transport fee from \$450 to \$800; and the Committee offers suggestions to charge \$100 when the Medic is dispatched and then cancelled; and to charge \$300 when the Medic is dispatched for an evaluation and determines the patient to be BLS not ALS. It was agreed these recommendations would be discussed at the next Joint Board Meeting; D.S. Obtinario was asked to provide a report on how much the outside districts have been paying for ALS service; and Commissioner Bangle asked for specific data reflecting the true cost of an ALS call; and Chief Kier indicated he would be able to supply that information.

Chief reported that District #1 Chairman Commissioner Jess Bondurant had been anonymously mailed Chief Kier's District #3 INTERNAL memorandum to the District #3 Board regarding all the possible options to fill District #3's A-shift vacancy; Chief Kier reported that Commissioner Bondurant was initially angered by the memorandum content, but after discussion, indicated that maybe it is time to talk about how Medic 13 is organized; Commissioner Morse said that District #1 is concerned that they are a 3-member board and District #3 is a 5-member board; and it was noted that District #1 is also concerned about the formation of a city in their fire district.

Chair Pontius called for a recess of the Regular Meeting at 8:30 p.m. Chair Pontius called the Regular Meeting back to order at 8:34 p.m.

### **Station #31 Project Update**

Chief Kier reported he has talked with Jan of Primo and Primo had to wait a certain time for the original sub-contractors to finish; and since the original subs have not responded in a timely manner, Jan can now hire outside contractors to finally complete the punch list items.

Commissioner Wheeler asked if the Board wants to hire Krazan to decide if there is a need to add a seal cap to the asphalt; it was noted that it appears the asphalt was installed cold; Commissioner Pontius said there is a need to talk with Lakeside and get their opinion; and Chief Kier was assigned to write a letter to Lawhead Architects regarding the asphalt concern.

### **E911 User Group Update**

Commissioner Pontius reported the JeffCom Board has been formed; the Board hired Tracy Stringer as the Manager effective August 1<sup>st</sup>; the Board approved the budgets; is considering a logo; approved Steve Reinke staying on as a consultant; there is a shortage in dispatch staff; testing 8/27 for communications officers; Teamsters is the bargaining unit; Sheriff's Department is providing the administration support; and the County is handling the legal and payroll needs.

**Fire Investigation Interlocal Agreement** Chief Kier reported this document is still in committee.

**Apparatus Specification/Bid** Chief Kier reported that he has finished District 3's apparatus specifications for the Board and he also has a spec from a town in Texas for a very similar truck. Chief stated that even though the Texas unit is not exactly like District 3's, he could make it work. He explained that the Texas unit would be a "cookie cutter" unit; there could be no changes to the specifications and the unit would cost approximately \$156,092. Chief Kier also explained that a mobile water unit is only required to carry 2 SCBA's and a pumper needs 4 SCBA's onboard. He said the Texas unit specifications include only 2 SCBA's and once we received the truck, we would have to make some alterations to accommodate 4 SCBA's. Commissioner Pontius asked about the overweight issue with regard to the Texas unit and Chief said he would do the calculations on the overweight rule. Chief went on to say that he's providing the Board with 2 options and that he does not know what his spec'd unit would cost. Commissioner Wheeler expressed concern about the power of the Texas unit; stated he desires to go with our own specifications, but for economical reasons says "look to make the Texas unit fit". Commissioner Morse expressed concern with regard to the number of SCBA's. Commissioner Carmody stated the Texas unit's cost is desirable and maybe we could work with the vendor for some modifications while building. Commissioner Pontius stated the Texas unit's wheelbase concerns him and there is not a lot of power to carry the weight. Commissioner Bangle stated the Texas unit is designed for water; he said it is a tender designed for 2 people and he said he would rather purchase a 4-man pumper, quick-attack unit. Commissioner Bangle went on to say that he thinks buying a pumper/tender is a bad way to go; he said he knows that fire departments in Kitsap County are getting rid of their big units; and he said the Jefferson County FD#3 specification truck is too big. He went on to say there is a need to cut the weight down and buy a 1500-gallon pumper instead, because the current engines spend a lot of time out-of-service during repairs.

Chief Kier stated that he has studied the Comp plan and unless he has misunderstood something in the plan, there will be mansions on 5, 10, and 20 acre lots with owners that will have high expectations for service. Commissioner Bangle said it is time to buy a fire truck, not a tanker. He went on to say that the purchase of pumper/tenders does not meet the need of the majority of the fire district citizens living in Port Ludlow. Chief Kier explained that our fire district is much larger than Port Ludlow proper and other parts of the fire district do not have hydrants and we need to be able to carry the water to the properties without hydrants. Commissioner Bangle stated that the Chief can't "save them all" and that only the needs of the majority of the residents should be considered. Commissioner Pontius stated he also thinks the district needs a fire truck.

Chief Kier responded by stating angrily that his whole fire service career has been and continues to be in rural fire fighting; and said that since Commissioner Bangle has only been a resident of the community for a short while, he doubted that Commissioner Bangle really understood rural fire fighting.

Commissioner Bangle responded by jumping up from his seat; pointing and shaking his finger at Chief Kier; and shouted "My name is Mr. Bangle to you and don't you forget it. You're not talking to your crew on duty." Commissioner Bangle went on to state that he does have rural fire fighting experience and the district needs a fire truck.

Commissioner Wheeler mentioned the rating of the district and Commissioner Bangle said the difference in the cost savings of a Class 6 to a Class 5 isn't a worthwhile saving to the property owner. Commissioner Wheeler stated the district is being re-rated now and he does not want to lose the Class 6 rating and water availability is a key factor in the re-rating process.

Chief Kier explained there has been a paradigm shift in the fire service; now there are less people available to get the apparatus to the scene, so fire departments are forced to go to larger apparatus that takes fewer people for a response. Commissioner Bangle asked who in the room had even driven one of these big units; and Chief Kier, Lt. Ben Andrews, and Commissioner Pontius raised their hands.

Commissioner Carmody stated that he prefers "Wayne's specifications", and Chief Kier stated his problem is to get water to the scene with few people. He went on to offer to produce other apparatus scenarios, if the Board desired. Commissioner Wheeler recommended the Board forget the "Parker good deal".

**MOTION:** Commissioner Pontius moved to toss out the Parker County specification because it is under horsepower. Commissioner Carmody seconded the motion. Chair Pontius called for discussion of the Motion. Discussion followed. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Wheeler moved to accept Chief Kier's recommended Jefferson County Fire District No. 3 Triple Combination Pumper/Tender Specification and authorized the Chief to go to bid with the understanding that the Board reserves the right to reject all bids. Commissioner Morse seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Carmody expressed his support of Chief Kier because of his numerous years of

rural fire service experience. Chief Kier explained his deployment plan with reference to the purchase of 2 pumper/tenders explaining how 3 or 4 people with water could do an interior attack. He also stated that past chiefs and Boards of Commission had purchased urban fire engines for use in our rural area, which further complicates the whole situation. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Chair Pontius called for a recess of the meeting at 9:57 p.m. Chair Pontius called the Regular Meeting back to order at 10:04 p.m.

**Accident & Sickness Insurance Policy** Chief Kier recommended the Board change the non-covered activity rider to the 24-hour rider at an additional cost of \$352 per year; and he recommended increasing the weekly benefit, Item III. #2 of the policy, from \$300 to \$400. **MOTION:** Commissioner Pontius moved to change the non-covered rider to the 24-hour rider. Commissioner Carmody seconded the motion. Chair Pontius called for discussion of the Motion. Question was called. Chair Pontius called for the vote on the Motion. The Motion carried. Staff was assigned to research the cost of raising the weekly benefit from \$300 to \$400.

**Clerk** No discussion; no action.

**A-Shift Vacancy** Chief Kier recommended the Board offer employment to Port Ludlow Fire & Rescue Volunteer, Debbie Randall, Fire Fighter/Paramedic. Commissioner Carmody stated that he supports the Chief's recommendation and favors hiring from our own volunteer ranks. Chief Kier indicated that he does not know the Union's opinion of his hiring recommendation; Commissioner Pontius said that Local 3811 President Lt. Brian Soete has stated in the past that the District can hire who it wants and the Union will make their own decision about the new employee. Commissioner Bangle stated the process should have been handled in Executive Session. D. S. Obtinario stated the Board could go into Executive Session to review the qualifications of the applicant. **MOTION:** Commissioner Carmody moved to accept Chief Kier's recommendation to offer employment and fill the vacancy with the fire fighter/paramedic individual named. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Bangle asked why we can't advertise in 4 to 5 states and newspapers. Chief Kier explained that he had just assisted the City of Port Townsend in hiring a new medic; the City did advertise outside and received only 1 qualified applicant; their new medic has 18 months paramedic experience and no fire fighting experience, so the City will have to pay to get him fire trained. Chief went on to explain that fire fighter/paramedics are extremely hard to find and those qualified usually want to work for the larger departments. Question was called. Chair Pontius called for a vote on the Motion. Commissioners Wheeler, Morse, Pontius and Carmody voted in favor of the Motion. Commissioner Bangle voted against the Motion.

Chair Pontius called for a recess of the Meeting at 10:26 p.m. Chair Pontius called the Regular Meeting back to order at 10:27 p.m.

**Series 1000 for Final Review and Adoption** Chair Pontius stated that SOG Series 1000 would not be adopted until the Board had reviewed one last time. No action taken.

**DNR Water Trailer: Motion to Surplus & Transfer to JCFPD#1 MOTION:** Commissioner Pontius moved to surplus the DNR water trailer and to approve the transfer of ownership to Jefferson County Fire Protection District No. 1. Commissioner Wheeler 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.

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. Commissioner Pontius, JCFC&S Assn. President, mentioned that he might not be able to attend the upcoming Jefferson County Fire Commissioners & Secretaries Association meeting and that Vice President FD#1 Commissioner Ed Davis would need to conduct the meeting in his absence.

**Review District Operations Complaint Policies/Procedures** No discussion; no action.

**Available Office Space for Shared Venture** Commissioner Morse stated that the Washington State Patrol (WSP) is looking for available office space in our area; Commissioner Morse asked the Board if Station #33 could be offered to the WSP for consideration; and he stated that both Chief Kier and D.S. Obtinario are in favor of the shared venture. **MOTION:** Commissioner Morse moved to open negotiations with the WSP regarding office space at Station #33. Commissioner Carmody 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.

**New Policy Manual 2000 Series DRAFT Review, Edit, Adopt** Commissioner Carmody suggested a Special Workshop Meeting be set to work on the new policy manual project; and the Board agreed they could meet Monday, September 9<sup>th</sup>, from 9:00 a.m. until Noon. D.S. Obtinario was asked to set up the Special Meeting.

Chair Pontius called for **Other New Business** and Commissioner Morse asked if the second Regular Board Meeting of the month is still open for discussion with regard to an afternoon meeting instead of the night meeting; and he was told to put it on the Agenda.

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

- (1) Chief Kier said he has "Ritz" tickets.
- (2) Commissioner Wheeler reported he had conducted an unannounced check of the District's Petty Cash and "Arlene and Connie are doing an excellent job".
- (3) **MOTION:** Commissioner Pontius moved to surplus excess, unused bunker gear identified by the Chief and to pass it onto Jefferson County Fire Protection District No. 7. Commissioner Bangle 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.
- (4) Commissioner Carmody stated he receives too many copies of the Minutes, etc. so he won't be making copies of the email set. D.S. Obtinario explained the email set is the

DRAFT and sometimes corrections or additions are made, especially to the Agenda, so the set in the Board packet is the official working copy for the Board meeting.

- (5) **MOTION:** Commissioner Pontius moved to refer a delinquent ambulance transport bill to the collection agency in the amount of \$386 because our ambulance billing service has exhausted all possible means to obtain payment on this account. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion of the Motion. It was noted that Jefferson General Hospital had turned their bill for the same patient to their collection agency. Question was called. Chair Pontius called for a vote on the Motion. Commissioners Pontius, Wheeler, Carmody and Bangle voted in favor of the Motion. Commissioner Morse voted against the Motion. The Motion carried.

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

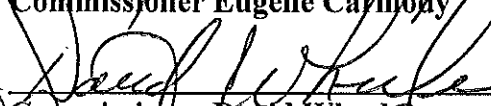
**ADJOURNMENT:** There being no further business, Chair Pontius called for adjournment at 10:48 p.m.

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