



**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**a.k.a. Port Ludlow Fire and Rescue**  
**BOARD of COMMISSIONERS**  
**Special Meeting Minutes**  
**September 9, 2002**

**CALL to ORDER:**

Chairman Commissioner Robert Pontius called the Special Meeting of September 9, 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 9:08 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 (1) adopt the corrected Series 1000 of the new policy manual; (2) review and edit the DRAFT of, and adopt the Series 2000 of the new policy manual; (3) decide on a possible time change for the Second Regular Board Meeting of the month; (4) approve the change of the Office Manager/District Secretary's work schedule from 4 – tens to 5 – eights; and (5) review material regarding newborns transferred by parents to fire stations.

Chair Pontius called for Agenda Item **Office Manager/District Secretary Work Schedule** Commissioner Wheeler reported that he had asked Arlene about her work schedule and had questioned the need for her to continue working in the early morning hours before 8:00 a.m. in order to have quiet time for quality work production; he stated the number of phone calls and interruptions have diminished significantly at Station #33; he stated he had talked with Administrative Assistant Connie Howland about offering her the opportunity to have the flexibility to choose the day of the week she wants to do her assignments; expressed his opinion that Connie is extremely valuable as Arlene's back-up and fill-in for illness, vacation, and education absences; and he said he wants Arlene to take her lunch, morning and afternoon breaks. Commissioner Pontius asked if Connie should work on the Board meeting days and have Arlene come in later on Board meeting days. Commissioner Carmody asked if we have the ability to switch the phones to Station #31 when #33 is on breaks. Chief Kier explained that our new telephone system has the capability, but the local phone company does not, so until the phone company completes its' upgrades in the South Point area, we can't transfer calls from station to station. Commissioner Bangle stated that the current, compressed work schedule costs the district more money to have office coverage 5 days per week. Commissioner Morse expressed concern that there may be too much work for a 40-hour week. Commissioner Bangle said Connie could fill in. Commissioner Pontius stated that Connie is a valuable employee and he wants this topic placed on the next Agenda.

Chair Pontius called for Agenda topic **Time Change for Second Regular Board Meeting of the Month**. Commissioner Wheeler said the topic had been brought up because of a possible need for extra Board meetings; he indicated support of 2 regular meetings per month except in November and December, but said he personally feels that changing the second meeting to 3:00 p.m. instead of 7:00 p.m. would create a hardship on a new commissioner who works a job. Commissioner Carmody said it would be easier to keep the schedule for the second meeting the same. Commissioner Pontius said the possible 3:00 p.m. meeting time would impact him because of his work schedule and agrees the

current meeting schedule is okay. Commissioner Pontius went on to say he supports Special meetings. **MOTION:** Commissioner Wheeler moved to leave the Regular Board meeting schedule as is. Commissioner Pontius seconded the Motion. Chair Pontius called for discussion on the Motion. Commissioner Bangle suggested looking at the overall calendar and pre-setting meeting times. Commissioner Morse stated a set time for Regular meetings is required by law so the public always knows there is a meeting time they can count on. Question was called. Chair Pontius called for a vote on the Motion. Commissioners Wheeler and Pontius voted in favor of the Motion. Commissioners Morse, Carmody and Bangle voted against the Motion. The Motion failed.

**MOTION:** Commissioner Morse moved to set the second Tuesday of the month as the Regular Meeting time and to call Special meetings as needed. The Motion died for lack of a second.

Commissioner Bangle asked Chief Kier for his input, and Chief said the flexibility of Special Meetings is good for him and staff because there is the opportunity to focus on one or two main topics, such as budget. There was no further discussion on this Agenda topic and there was no definitive Board action taken.

Chair Pontius called for Agenda item **Review Newborns Transferred by Parents to Fire Stations Material** Chief Kier reported that he had received new legal material from the State Chiefs Association and he asked the Board to review his temporary directive of April 25, 2002, and the new material and do a comparative to determine if we're in compliance or there are needed changes. Chief stated the Jefferson County Health Department has not supplied the fire districts with any of the information stated as compliance in the new law. Commissioner Morse reported the same topic is on the Governor's agenda and there will be changes to the law.

Chair Pontius called for a recess of the Open Public Meeting at 9:52 a.m. Chair Pontius called the Special Meeting back to order at 9:59 a.m.

Chair Pontius called for the adoption of the **Corrected SOG Series 1000**. Commissioner Morse offered one additional correction; he asked to have the words ***the Chair or*** added into Policy #1210, Section 3.4, second sentence, before the words "the Chief will confer . . ." The Board expressed agreement. **MOTION:** Commissioner Carmody moved to adopt SOG Series 1000 as edited. 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.

Chair Pontius called for **Review and Edit DRAFT SOG 2000 Series; Adopt Corrections** Agenda item. Chief Kier explained there is new material being introduced in this SOG Series as a direct result of the risk management assessment conducted by Attorney Mike McCall as required and paid for by our District insurance company, VFIS. Chair Pontius began the review process, page by page.

Discussion on Policy 2000, Personnel, Section 3.9: Commissioner Pontius suggested the review be every 2 years; Commissioner Bangle stated that if the third party review is conducted on a time-to-time basis, there would less liability exposure than if the review was not accomplished during a structured time schedule. Commissioners Carmody, Bangle, Morse and Wheeler stated they prefer to leave the language of "time-to-time".

The review process continued.

**RECESS** Chair Pontius called for a brief recess at 11:04 a.m. Chair Pontius called the Special Meeting back to order at 11:11 a.m. Chair Pontius called for a return to the policy review process.

Chair Pontius recommended the Board complete the whole series and then pass it onto the bargaining unit for review and input.

Chair Pontius stated that Policy 2300, **Fire Chief**, is in committee (members being Commissioner Pontius and Commissioner Wheeler).

During the review of Policy 2416 **Physical Examinations**, discussion followed. Commissioner Pontius stated there should be a physical every 2 years. Commissioner Bangle stated he supports an annual, extensive physical exam, but would go with every 2 years. Commissioner Wheeler stated the District would have to pay for the physical exams. Chief Kier said the cost would be approximately \$11,000 per year. Chief stated that currently, physical examinations are not being conducted, but when the respiratory protection questionnaires are submitted to the District physician, he has called a couple volunteer fire fighters in for exams.

Commissioner Morse left the meeting at 11:46 a.m.

Commissioner Bangle used the term "fitness for duty physical" and he and Commissioner Carmody expressed support for the Chief to have the latitude to call for this type physical exam at anytime needed. Commissioner Wheeler said the fire fighters should have an annual physical ability test, but expressed concern that an annual medical exam is not a good way to go. Commissioner Wheeler went on to say that he believes the bargaining unit would think an annual medical exam would be a means to get rid of specific fire fighters. Commissioner Pontius stated the employees would be better protected if medical problems are identified early and are correctable, and that it is not his intent that medical exams should be used to eliminate people from their jobs. Chief Kier stated there are company standards, but not individual standards and District Secretary Obtinario said she would not want to take the same physical as the fire fighters, so the exams might need to be job specific. Commissioner Bangle reiterated that the intent of physicals would be to identify problems early for early correction. Discussion closed and it was agreed Policy 2416 would take more work.

Chair Pontius stopped the review process at Policy 2420 and it was agreed to conduct another Special Meeting on Monday, September 16<sup>th</sup>, 8:00 a.m. at Station #33, for the purpose of continuing the SOG Series 2000 review process.

**GOOD of the ORDER; QUESTIONS and ANSWERS** Chair Pontius stated that he would call the other fire districts to gather their input on how much the Jefferson County Fire Commissioners and Secretaries Association would be able to donate to the King County Fire Commissioners Association's WFCFA Annual Conference Host Committee expenses.

Chief Kier announced that he would be on vacation October 5<sup>th</sup> through October 12<sup>th</sup>.

Commissioner Wheeler said that JCFC&S Assn. Secretary Denise Manly had indicated that she would look for donations from local vendors to put in a gift basket for the silent auction benefiting the burn foundation at the upcoming WFCFA conference. He said he had considered asking PLA for a round or two of golf as a donation, but with all that is going on now, he had decided not to do so.

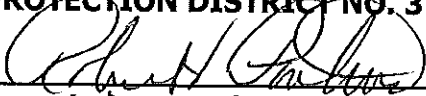
Commissioner Wheeler stated that District #3 is the host of the JCFC&S Assn. Annual installation banquet in December, and he recommends changing the meeting site from the Heron Beach Inn to the Manresa Castle in Port Townsend.

**ADJOURNMENT:**

Chair Pontius called for adjournment at 12:22 p.m.

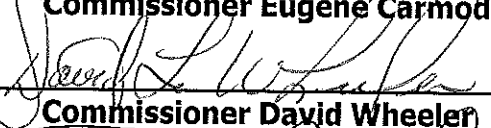
**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

Signed:

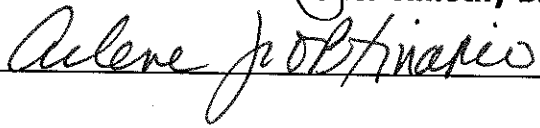
BY:   
Commissioner Robert Pontius, Chairman

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