

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
September 10, 2002

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

- II. **Flag Salute**

- III. **Call for Approval of Minutes** **TAB 1**
 - A. **August 13, 2002, Regular Meeting Minutes**

- IV. **Public Comment**

- V. **CALL for BIDS at 7:15 p.m.**
 - A. **District Secretary to Open, Read & Record the Bids**
 - B. **Close the Call for Bids**

- VI. **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 of Funds: Motion to Approve** **[None Required]**

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

- VIII. **Training Officer's Report** **Lt. Ben Andrews** **TAB 6**

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

- X. **Sub-Committee Reports**
 - A. **ALS Update – MEDIC 13**
 - 1. **SPECIAL MEETING: September 12, 6:00 pm Station #11**
 - 2. **REGULAR MEETING: September 17, 7:00 pm Station #31**
 - 3. **Operations** **Chief Wayne Kier**
 - 4. **Other ALS topics?**

 - B. **Station #31 Project Update**
 - 1. **Lakeside Industries**

C. Jeff Com Board - E911 Update

XI. Unfinished Business

A. Fire Investigation Interlocal Agreement

B. Apparatus Specification/Bid

1. Rationale for Proposed Apparatus with Large Water Tanks TAB 8
2. Proposed Revisions to Apparatus Specifications TAB 9
3. Proposed Revisions to Call for Bids TAB 10

C. Accident & Sickness Insurance Policy TAB 11

D. Clerk Position – Public Record Clarification

E. Review District Operations Complaint Policies/Procedures

F. Available Office Space at St#33 for Shared Venture with WSP

G. Second Regular Board Meeting of the Month

H. Office Manager/District Secretary Work Schedule

I. Newborns Transferred by Parents to Fire Stations Material

J. New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt

K. Other Unfinished Business?

XII. New Business

A. Seminars/Meetings

1. Fire #3 Special Workshop Meeting Monday, Oct. 16th 9:00 am
2. JCFC&S Assn. Oct. 17th 7:00 p.m. Host: FD#6
3. JCFC&S Assn. Dec. 12th Installation Banquet Host: FD#3
4. Port Ludlow Days Sept. 13-15
5. E. Jefferson Rotary 'Puttin' on the Ritz' Sept. 14
6. WFCA Health Care Workshop Oct. 1st 10 a.m.-3 p.m.
7. Snure Seminar: Legal Overview Oct. 23rd
8. WFCA 54th Annual Conf. Oct. 24 – 26
9. Budget due to Co. Auditor on Nov. 15th
10. Other Seminars? Meetings?

B. Ambulance Transport Bill: Financial Hardship Case

C. Office Manager/Dist. Secretary Request for Education/Training

D. Strategic Plan Review (reminder)

E. Other New Business?

XIII. Good of the Order; Questions & Answers

XIV. Executive Session

XV. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

September 10, 2002

CALL TO ORDER:

Chairman Commissioner Robert Pontius called the Regular Meeting of September 10, 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 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 August 13, 2002, Regular Meeting Minutes.

MOTION: Commissioner Morse moved to approve the August 13, 2002 Regular Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Pontius called for discussion. Question was called. The motion carried unanimously.

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 \$45,690.84. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. Chair Pontius called for discussion and questions. Commissioner Morse asked if the architect had billed his final bill and D.S. Obtinario stated no since the current bill covered through the month of July; Commissioner Pontius asked if Primo's bill was the last bill and D.S. Obtinario replied no, there is just under \$2,000 remaining on the contract; and Commissioner Pontius asked Chief Kier if Lakeside had guaranteed the asphalt seal coat for one or two years and Chief clarified receipt of written documentation that the owner guaranteed the work for two (2) years. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Chair Pontius reported there had been a sudden death of one of the County Auditor's staff and the August payroll reports hadn't been mailed out to date; and he stated the August Payroll would be formally approved at the October Regular Board Meeting.

Chair Pontius conducted the review of the August 31, 2002 Monthly Account Updates and the Fire & EMS Financial Summaries, noting the expenditures reflected in the financial

summaries were those through July 31st (included as part of these Minutes); and the Capital Replacement Plan would be presented at the October Regular Board Meeting.

CALL for BIDS at 7:15 p.m. Chair Pontius called for the District Secretary to open, read, and record the apparatus bids. District Secretary Obtinario stated she had received no bids. **MOTION:** Commissioner Carmody moved to close the call for bids. 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 reviewed the August 31st 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. Chief Kier reported the Fire Fighters Association had donated \$4,040.41 to the District toward the landscape expense for the new fire station, and the majority of the funds were earned through the paver project.

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 Carmody asked how many volunteers at present and are they all up to current training, and Chief Kier answered 25 volunteers and yes they are current in their training.

Chair Pontius called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During the report, Commissioner Carmody said the Hood Canal Bridge closure is planned for 2006 with some 3-day closures planned for the years prior; Commissioner Wheeler confirmed that the closure could be 2004 or 2005 and as late as 2006 depending on extenuating circumstances.

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

ALS Update Chair Pontius stated a Special Meeting of the Joint Board is set for September 12th at 6:00 p.m. and the Regular Joint Board meeting is at 7 p.m. on September 17th at Station #31. Chief Kier reported he is in the process of investigating a citizen complaint about the medic vehicle running him off the road in Hadlock. Commissioner Morse said the outside districts ALS fee committee met and there would be discussion at the next Joint Board meeting regarding the committee's recommendations. Commissioner Bangle said he was speaking on behalf of his neighbor and stated she said thank you very much and expressed the emergency medical service response as timely and professional.

Station #31 Project Update

It was noted that Chief Kier had addressed the Lakeside Industries warranty during his Chief's Report and during the review of the vouchers.

Jeff Com Board - E911 Updates

Commissioner Pontius stated there is more information to come.

Fire Investigation Interlocal Agreement Chief Kier reported the task force will resume their meeting schedule in September.

Apparatus Specification/Bid

(1) Rationale for Proposed Apparatus with Large Water Tanks Chief Kier referred the Board to his memo and stated that after the last Board meeting, he realized that he needed to put all his thoughts and research down in one document, so there would be no question as to why he is recommending the purchase of two (2) 2500-gallon pumper/tenders. Commissioner Carmody asked why no bids were submitted. Chief Kier explained that the District did go out for bid; held the pre-bid conference which resulted in many changes which he said were noted in the REVISED apparatus bid specification under TAB 9 in the Board packets with the proposed revisions designated by *italics*; and he had contacted the manufacturers and informed them to hold their bid until the Board could decide how to proceed with the revisions; and Chief Kier said that the manufacturers had requested a longer time frame to put together their bids. Commissioner Carmody reported that he had attended the International Chiefs conference; had the opportunity to contact 2 or 3 manufacturers; and stated that smaller units can be produced in less time, possibly 90 days versus 6 months.

Chair Pontius stated the question is should the purchase be 1 or 2 engines and exactly how many gallons. Commissioner Wheeler stated the Chief recommends 2 and 2500 gallons each based on the Strategic Plan. Chair Pontius said there are several thoughts, 1 large and 1 small or 2 small or 2 large. Commissioner Carmody said we could get 2000 gallon pumper/tenders sooner; Chief Kier stated he is concerned about a single axle; Commissioner Bangle said a 2000 gallon/single axle is an accident waiting to happen.

Chair Pontius asked each individual Board member how many engines should be purchased: Commissioner Bangle said 2. Commissioner Carmody said, if affordable, he wants 2. Commissioner Morse said 2. Commissioner Wheeler said 2. Commissioner Pontius did not make a statement to the question at this time.

Chair Pontius then asked each individual Board member for their preferred gallons. Commissioner Wheeler stated he supports a 2500 double axle. Commissioner Carmody stated he prefers large capacity. Commissioner Bangle stated he read the Chief's report; there is a desire to carry as much water as possible, but he supports 1 large and 1 medium in capacity, 2500 and 2000; and expressed concern about the weight. Commissioner Pontius asked Commissioner Bangle if the truck has a tandem axle, why leave off the 500 gallons. Commissioner Wheeler said he agrees 2500 is a lot of weight and it takes well-trained, experienced drivers; we have 1000 gallons on the Freightliner, but we need the larger water capacity for the outer areas of the District. Commissioner Pontius stated he is concerned about the weight in the winter time when traveling on gravel drives. Commissioner Morse said the roads are better in the RMP, so it is not a problem for the large apparatus to respond there, but there are a few residences outside the RMP with roads that allow no access of any size engine. Commissioner Morse asked about the amount of hose; Chief responded 1000 feet and explained that he is using the mile as a benchmark for shuttling water, not for the actual length of the hose lay. Commissioner Morse stated he supports 2 large. Commissioner Pontius said 1 and 1.

Chair Pontius asked Chief Kier if the physical size of the proposed apparatus is identified; Chief Kier stated the actual size of the proposed pumper/tenders is chalked out on the apparatus bay floor and went on to state that the larger trucks could be an advantage in the winter because if it is even possible to get the truck to the fire in winter conditions, then the fire fighters would have more water for the initial attack when the water shuttle time is diminished.

Chair Pontius carried the Open Public Meeting to the apparatus bay at 8:04 p.m. in order to view the chalk marks designating the size of the proposed pumper/tenders in reference to Engine 31, the Freightliner. Chief Kier explained things like angle of departure, turning radius, maximum length, suspension, cab size and fielded questions from the Commissioners and the public. Chair Pontius carried the Open Public Meeting back to the meeting room at 8:13 p.m.

Chair Pontius called for a recess of the Open Public Meeting at 8:13 p.m. Chair Pontius called the Regular Meeting back to order at 8:18 p.m.

Commissioner Bangle said he believes the unit should be a 4-man, closed cab. Chief Kier stated that now we're cross manning and heavy in EMS, so need to take the ambulance to fires because it has air conditioning for rehab and medical supplies for injuries, and he has a limited number of people to physically move the needed vehicles to the scene. Commissioner Morse stated there is a difference between rural and city departments.

MOTION: Commissioner Pontius moved to go to bid for two engines, a 2500-gallon and a 1500-gallon. 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. Commissioner Pontius and Commissioner Bangle voted in favor of the Motion. Commissioner Wheeler, Commissioner Morse, and Commissioner Carmody voted against the Motion. The Motion failed.

MOTION: Commissioner Wheeler moved to go for bid for two 2500-gallon pumper/tenders with the revised specifications as recommended by the Chief. 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. Commissioner Wheeler, Commissioner Morse, and Commissioner Carmody voted in favor of the Motion. Commissioner Pontius and Commissioner Bangle voted against the Motion. The Motion carried. The Board agreed to conduct the bid opening at their second October meeting of the month.

Chair Pontius called for the Agenda item titled **Accident & Sickness Insurance Policy** Chief recommended raising the weekly benefit from \$300 to \$400 which would increase the annual premium by \$192. Chief stated this increase in the weekly benefit would better address the potential loss of income for the majority of our volunteer fire fighters. **MOTION:** Commissioner Wheeler moved to increase the weekly benefit from \$300 to \$400 for an additional premium of \$192 per year. 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.

Clerk Position – Public Record Clarification D.S. Obtinario reported that she had researched the past, adopted Minutes and found no action that formally established a clerk position.

MOTION: Commissioner Carmody moved to establish the position of Clerk. Commissioner Bangle seconded the Motion. Chair Pontius called for discussion of the Motion. D. S. Obtinario asked if a job description should be adopted before establishing the position. Commissioner Bangle said there had been a previous assignment to list possible tasks for a clerk. **MOTION:** Commissioner Morse moved to table the MOTION. Commissioner Wheeler seconded the Motion to Table the original Motion. Chair Pontius called for a vote on the Motion to Table the Motion. Commissioners Pontius, Carmody and Bangle voted against the Motion to Table. Commissioners Wheeler and Morse voted for the Motion to Table. The Motion to Table failed. Chair Pontius called for a vote on the original Motion to establish the position of Clerk. Commissioners Pontius, Carmody and Bangle voted in favor of the Motion. Commissioners Wheeler and Morse voted against the Motion. The Motion carried.

Review District Operations Complaint Policies/Procedures D.S. Obtinario explained that Commissioner Pontius had originally asked her to place this topic on the Agenda; and Commissioner Bangle asked Chief Kier if he is okay with the current policy and Chief Kier answered in the affirmative.

Available Office Space at St#33 for Shared Venture with WSP Commissioner Morse reported this subject is in discussion and there is nothing to report at this time.

Second Regular Board Meeting of the Month **MOTION:** Commissioner Wheeler moved to leave the Regular Meeting schedule as it stands. Commissioner Morse seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Morse stated that he prefers one regular meeting a month with special meetings scheduled as needed. Commissioner Carmody said he supports Howard's meeting preference. Commissioner Morse withdrew his second of the Motion. Commissioner Wheeler withdrew his Motion. **MOTION:** Commissioner Wheeler moved to have one Regular Meeting per month on the second Tuesday of the month. Commissioner Morse seconded the Motion. Chair Pontius called for a vote on the Motion. Question was called. Chair Pontius called for a vote on the Motion. Commissioners Wheeler, Morse, Carmody, and Bangle voted in favor of the Motion. Commissioner Pontius abstained from voting on the Motion. The Motion carried.

Office Manager/District Secretary Work Schedule Commissioner Wheeler recommends the business hours be from 8:00 a.m. to 5:00 p.m., Monday through Friday, and to change Arlene's work schedule from 4-tens to 5-eights in order to meet the same as the business hours. Commissioner Morse suggested setting a maximum number of hours per week for Connie, but allow her to set her own work schedule in order to complete her assignments. Commissioner Pontius suggested the District Secretary start work later on Regular and other meeting days and have Connie cover the earlier hours of the business day. Commissioner Wheeler stated that Connie is valuable to replace Arlene for vacation, illness, and education absences and Connie has assured him she is willing to work as needed and he recommends allowing Arlene and Connie to work out the actual work schedule for Connie to do the ambulance billing and the audits. He went on to say that Connie would like to have a more flexible work schedule and is willing to be on-call for Arlene. Chief Kier expressed concern about Arlene starting to work late on Commissioner meeting days because he and Arlene are usually working right up to meeting time organizing and completing projects for such. **MOTION:** Commissioner Wheeler moved to set

Arlene's work schedule at 5-eight hour days per week, Monday through Friday, 8:00 a.m. to 5:00 p.m. with a 1-hour lunch break. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion of the Motion. Arlene said she could start the new work schedule Monday, September 16th. Commissioner Bangle stated that he would stop by and talk with Connie on Friday to get her input. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Newborns Transferred by Parents to Fire Stations Material Chief Kier reported that he had talked with a representative from the Jefferson County Health Department; he was told that it would be 6 months to a year before the County Health Department would get the appropriate handout material from the State; and Chief recommended our department continue under his original directive with the addition of Ms. Jean Baldwin's Jefferson County Health Department on-call phone number for inclusion in our system. Commissioner Pontius suggested there may be a need to send a letter to the County Health Department and to the Governor's Council.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board set a Special Meeting, Monday, September 16th, 8:00 a.m. at Station #33 to work on the new policy manual.

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. **MOTION:** Commissioner Wheeler moved for District #3 to host the Jefferson County Fire Commissioners and Secretaries Association December 12th Installation Banquet at the Manressa Castle. 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. Commissioner Morse stated Port Ludlow Days are on the 14th and 15th and Fire #3 plans to have a roving display of personnel rather than a static apparatus/personnel display. Chief Kier mentioned that no one had contacted him about providing a static display.

Ambulance Transport Bill: Financial Hardship Case **Motion:** Commissioner Wheeler moved to forgive a \$310.00 ambulance transport debt due to the patient's financial hardship of a family of 4 living on approximately \$15,000 per year. 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.

Office Manager/District Secretary Request for Education/Training D.S. Obtinario circulated a written request to attend the October 6,7,8 Administrative Support Division course in Leavenworth; to attend the Snure Seminar October 23rd; to attend the WA Fire Commissioners Association Annual Conference October 24 – 26; and to attend the National Fire Academy in March, 2003. **MOTION:** Commissioner Morse moved to authorize attendance to the 2002 courses. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Pontius asked for a cost analysis of attendance to the National Fire Academy. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried.

Strategic Plan Review (reminder) Chief Kier said the Strategic Plan review was placed on the Agenda as a reminder that it needs to happen and he said that a merger or consolidation would definitely affect the Plan as it stands now.

Chair Pontius called for **Other New Business**

(1) Chief Kier reported there would be a 6:45 a.m. September 11 Memorial Service at Station No. 31.

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

Commissioner Bangle requested the Chair call an Executive Session. Chair Pontius asked under what RCW point. Commissioner Bangle stated "it's personal". Commissioner Wheeler suggested it could be discussed after the meeting and D.S. Obtinario cautioned that 3 Commissioners would constitute an illegal meeting. Commissioner Bangle said he had a complaint. D.S. Obtinario informed Commissioner Bangle that the Board could go into Executive Session if he wanted to talk about himself, but if he had a complaint about someone else in the department, he needed to follow district policy and the RCW in order to handle the complaint.

EXECUTIVE SESSION Chair Pontius called for no Executive Session.

ADJOURNMENT: There being no further business, Chair Pontius called for adjournment at 9:25 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