

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
September 16, 2002

CALL to ORDER:

Chairman Commissioner Robert Pontius called the Special Meeting of September 16, 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 8:15 a.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington.

Commissioners present were Commissioner Robert Pontius, Commissioner David Wheeler, Commissioner Gene Carmody, and Commissioner Tim Bangle. Commissioner Howard Morse entered the meeting at 8:35 a.m. Also present were Chief Wayne Kier and District Secretary Arlene Obtinario.

FLAG SALUTE not conducted because a flag isn't housed in the temporary meeting room in the small bay at Station No. 33.

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 review and edit the DRAFT of, and adopt the Series 2000 of the new policy manual.

Chair Pontius called for the **Review and Edit DRAFT SOG 2000 Series; Adopt Corrections** Agenda item.

Commissioner Wheeler stated that he would like to talk more about Policy 2416 **Physical Examinations**, Section 3.2; he said that the cost would be \$10,000 per year to the taxpayers for the physicals and stated he is still concerned that the personnel would think an annual medical exam would be a means to get rid of specific employees; Commissioner Pontius asked if L&I has some sort of requirements and cited the need for him as a truck driver to take a physical exam in order to maintain his commercial drivers license (CDL); Chief Kier explained that an extremely extensive physical is performed prior to hiring the career fire fighters; Chief Kier offered to check with other fire departments to see how the industry is handling this issue; Commissioner Bangle stated that infectious disease is on the rise and people could contract TB and pass it onto our medical response team and the exposure could expand from there to co-workers and family and cause possible litigation; Commissioner Carmody suggested that we check for the infectious diseases; Commissioner Bangle stated that he wants to have complete physicals in order to protect our employees and the citizens and not to be used to get rid of someone or cause mandatory retirement. Commissioner Carmody expressed support of Chief Kier checking with the industry to find out how other fire departments are addressing these concerns; Commissioner Pontius stated we need a clear definition of 'physical'; Chief Kier said that 3.2 is the actual policy as it stands right now and he suggested that he check with our fire district physician to see what incremental physicals would be necessary. Policy 2416 was set aside for more information.

Commissioner Morse entered the meeting at this time, 8:35 a.m.

Chair Pontius called for the review of Policy 2430 FF (fire fighter job description); Chief Kier circulated a revised Policy 2430 FF to replace the existing; explained that section F has equivalency and standard upgrades which are a mandatory subject of bargaining; and discussion followed regarding driving records and proof of valid drivers license; D.S. Obtinario stated that our district insurance company

supports the need for a formal tracking program and she realizes a need to initiate a formal annual procedure; and Commissioner Pontius offered to share the program required of commercial truck drivers as a sample of how it could be established. It was decided after discussion to add the words '**and maintain**' to the valid drivers license possession clause in section G of all job description policies.

Chief circulated a revised Policy 2430 FFPM (fire fighter paramedic job description) to replace the existing policy for review.

Chair Pontius called for a short recess of the Open Public Meeting at 9:00 a.m. Chair Pontius called the Special Meeting back to order at 9:10 a.m.

Chief Kier explained that section F of Policy 2430 FFPM also has added requirements which are a mandatory subject of bargaining.

Chief Kier circulated a revised Policy 2430 LT (Lieutenant) which also reflects added requirements in section F.

Chair Pontius called for a recess of the Open Public Meeting at 9:28 a.m. Chair Pontius called the Special Meeting back to order at 9:33 a.m.

Chief Kier circulated a revised Policy 2430 LT/TO/HSO (Lieutenant Training Officer Health & Safety Officer job description) which also includes added requirements in Section F; and the Board stated the need for the certification as NFPA 1021 Fire Officer Level I to be **required** and the certification as NFPA 1021 Fire Officer Level II to be **highly desirable or attained within 12 months**.

Chief Kier circulated two (2) new, DRAFT classified job descriptions for Board consideration; Policy 2430 BC/TO/HSO (Battalion Chief Training Officer Health & Safety Officer job description) and Policy 2430 AC/TO/HSO (Assistant Chief Training Officer Health & Safety Officer job description); he explained that the some of the **work** identified for these positions to perform is a bargaining unit subject since this same work is already being done by current member(s) of the fire fighters union. Commissioner Wheeler suggested adding the position of Captain. It was decided that the DRAFT BC and AC positions would be on hold at this time.

Chair Pontius called for review of Policy 2430OM (Office Manager/District Secretary job description). D.S. Obtinario recommended the education requirements be at least that of a career Lieutenant and to raise the requirement from a high school diploma or GED to an Associate in Arts Degree or the new Fire Administration 2-year degree. Commissioner Carmody asked if the Office Manager and District Secretary jobs should be set into two separate job descriptions. No action was taken on either recommendation.

GOOD of the ORDER; QUESTIONS and ANSWERS Commissioner Wheeler referred to the September 12th Special Joint Board Meeting handouts; stated that he believes the Clark Snure personnel roles handout was circulated as a reminder that we all need to work on respect and trust and that he has the feeling that loud voices give a bad image.

Commissioner Morse left the meeting at 10:40 a.m.

Commissioner Wheeler went on to say that the meeting today went very well; that it is okay to disagree, but we need to work at conducting respectful meetings.

Commissioner Wheeler also suggested Special Meetings start at 9:00 a.m. instead of 8:00 a.m. to avoid having to pay overtime for meeting set up.

ADJOURNMENT:

Chair Pontius called for adjournment at 10:45 a.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