

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
October 8, 2002

- I. **Call to Order Regular Meeting** 7:00 p.m.
- II. **Flag Salute**
- III. **Call for Approval of Minutes** TAB 1
- A. **September 9, 2002, Special Meeting Minutes**
 - B. **September 10, 2002, Regular Meeting Minutes**
 - C. **September 16, 2002, Special Meeting Minutes**
- IV. **Public Comment**
- V. **CALL for ALL Attendees to Express Support or Opposition to the Ballot Proposition for the November General Election Ballot Titled "Amendment to the State Constitution Proposed by the Legislature: House Joint Resolution 4220"**
- VI. **Financial Reports**
- A. **Vouchers: Motion to Approve** TAB 2
 - B. **Payroll: Motion to Approve** TAB 3
 - August Payroll
 - September Payroll
 - 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**
- A. **Appreciation Banquet Saturday, December 7th**
- VIII. **IAFF Local 3811**
- IX. **Training Officer's Report** Lt. Ben Andrews TAB 6
- X. **Chief's Report** Chief Wayne Kier TAB 7

XI. Sub-Committee Reports

- A. ALS Update – MEDIC 13**
 - 1. REGULAR MEETING: October 15th, 7:00 pm Station #31**
 - 2. Operations**
 - 3. Other ALS topics?**
- B. Station #31 Project Update**
- C. Jeff Com Board - E911 Update**

XII. Unfinished Business

- A. Fire Investigation Interlocal Agreement**
- B. Apparatus Specification/Bid: Bid Opening Set for Nov. 12th**
- C. Clerk Position**
- D. Available Office Space at St#33 for Shared Venture with WSP**
- E. Strategic Plan Review**
- F. National Fire Academy Acceptance: Office Manager/Dist. Sec'y.**
- G. New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt**
- H. Other Unfinished Business?**

XIII. New Business

- A. Seminars/Meetings**
 - 1. JCFC&S Assn. Oct. 17th 7:00 p.m. Host: FD#6**
 - 2. JCFC&S Assn. Dec. 12th Installation Banquet Host: FD#3**
 - 3. Snure Seminar: Legal Overview Oct. 23rd**
 - 4. WFCA 54th Annual Conf. Oct. 24 – 26**
 - 5. Budget due to Co. Auditor on Nov. 15th**
 - 6. FF Association Appreciation Banquet Dec. 7th**
 - 7. Other Seminars? Meetings?**
- B. 2003 Budget Public Hearing: November 12th; 8:00 p.m.**
- C. WFCA Health Care Workshop – Commissioner Wheeler**
- D. Station No. 31 Trophy Case – Commissioner Wheeler**

- E. Station #33 Commuter Parking**
 - 1. Liability**
 - 2. Past Practices**
 - 3. Signage**
 - 4. Maintenance Cost**

- F. Resolution No. 2002-03 Close Fire Dist #3 Project TAB 8**
Fund-2000 No. 665-003-050

- G. Resolution No. 2002-04 Modifications to the Regular TAB 9**
Board of Commissioners Meeting Schedule

- H. Resolution No. 2002-05 Support Proposition Constitutional TAB 10**
Amendment HJR 4220

- I. 2003 Budget Workshop**

- J. Other New Business?**

XIV. Good of the Order; Questions & Answers

XV. Executive Session

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3
a.k.a. PORT LUDLOW FIRE & RESCUE
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
October 8, 2002

CALL TO ORDER:

Chairman Commissioner Robert Pontius called the Regular Meeting of October 8, 2002, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:02 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Robert Pontius, Commissioner Howard Morse, Commissioner David Wheeler, and Commissioner Tim Bangle. Also present were District Secretary Arlene Obtinario, Lt. Ben Andrews, and FF/EMT Wes Lueders.

NOT PRESENT: Commissioner Gene Carmody, out-of-town
Chief Wayne Kier, 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 September 9, 2002, Special Meeting Minutes. **MOTION:** Commissioner Morse moved to approve the September 9, 2002 Special Meeting Minutes as presented. Commissioner Bangle seconded the motion. Chair Pontius called for discussion. Question was called. The motion carried unanimously.

Chairman Pontius called for the approval of the September 10, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Morse moved to approve the September 10, 2002 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the motion. Chair Pontius called for discussion. Question was called. The motion carried unanimously.

Chairman Pontius called for the approval of the September 16, 2002, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the September 16, 2002 Special Meeting Minutes as presented. Commissioner Morse seconded the motion. Chair Pontius called for discussion. Question was called. The motion carried unanimously.

CALL for PUBLIC COMMENT: None. No public in attendance.

CALL for ALL Attendees to Express Support or Opposition to the Ballot Proposition for the November General Election Ballot Titled "Amendment to the State Constitution Proposed by the Legislature; House Joint Resolution 4220" Commissioner Wheeler reported that he had invited the approximately 135 attendees at the recent Village Council Meeting to come to this Board meeting to express their opinion on HJR 4220.

FINANCIAL REPORTS:

Commissioner Wheeler reported that he had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$13,355.86. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Bangle 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.

Chair Pontius called for approval of the August payroll totaling \$50,209.64. **MOTION:** Commissioner Wheeler moved to approve the August payroll. Commissioner Pontius 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 approval of the September payroll totaling \$43,154.32 plus an estimated amount of \$5,000 for the payroll benefits. **MOTION:** Commissioner Wheeler moved to approve the September payroll including the estimated \$5,000. Commissioner Pontius 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 conducted the review of the September 30, 2002 Monthly Account Updates and the Fire & EMS Financial Summaries (included as part of these Minutes); District Secretary Obtinario pointed out a new revenue line item on the Fire Financial Summary for training fees and explained that future reports and the 2003 Budget will also include this new information.

D.S. Obtinario reviewed the Capital Replacement Plan and circulated Chief Kier's request to purchase one set of Laryngoscope Blades from the EMS category of the Capital Replacement Plan. Chair Pontius stated the decision would be handled under New Business.

Chair Pontius reviewed the September 30th 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** report. No report submitted. D.S. Obtinario stated the Fire Fighters Association Appreciation Banquet is set for Saturday, December 7th and the Commissioners and wives are invited to attend.

Chair Pontius called for input from **LOCAL 3811**. Lt. Andrews & FF/EMT Lueders stated nothing to report.

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 Pontius asked if the District is paying overtime for the career fire fighters training; Lt. Andrews stated "No", and explained that the training sessions are scheduled during normal productive time and the volunteers are offered weekend sessions and are paid their normal volunteer reimbursement points for attendance.

Chair Pontius called for the **CHIEF'S REPORT**. Chair Pontius asked Lt. Andrews to read Chief Kier's written report (included with these Minutes). During the report, FF/EMT Lueders explained the maintenance issues surrounding battery replacement; Commissioner Bangle asked if there is a need to replace other apparatus tires in the fleet, and Lt. Andrews said he would pass Commissioner Bangle's tire question onto Chief Kier. Lt. Andrews reported that residential burning had been opened up on October 8th.

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

ALS Update Chair Pontius stated the Regular Joint Board meeting is at 7 p.m. on October 15th at Station #31. D.S. Obtinario stated the proposed 2003 MEDIC 13 Budget will be presented at the October meeting.

Station #31 Project Update

It was noted that Chief Kier had addressed this topic in his written Chief's Report.

Jeff Com Board - E911 Updates

Commissioner Pontius said he is reluctant to go to the voters asking support for a \$350,000 capital expenditure and said that it is his desire that the users budget for this capital expenditure. He also reported that a maintenance agreement with Green Tree is being worked on; communications with Positron is in progress; and the 2003 budget has been approved.

Fire Investigation Interlocal Agreement In committee.

Apparatus Specification/Bid Bid Opening is set for November 12th.

Clerk Position Chair Pontius said "working on".

Available Office Space at St#33 for Shared Venture with WSP Commissioner Morse reported nothing new at this time.

Strategic Plan Review D.S. Obtinario said this is on the Agenda as a reminder for scheduling.

National Fire Academy Acceptance: Office Manager/Dist. Sec'y. On hold for a decision.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board set a Special Meeting on Tuesday, October 22nd, 8:30 a.m. at Station #31 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.

2003 Budget Public Hearing: November 12th; 8:00 p.m. Reminder.

WFCA Health Care Workshop Commissioner Wheeler reported that he and D.S. Obtinario had attended the WFCA Health Care Workshop in Bellevue; projected increases are 18.5% in health care and 12.7% in dental premiums in 2003; the PPO plan may be eliminated in 2005; the PPO plan will not be offered to new enrolling fire districts in 2003; the WFCA has a new retiree plan beginning 2003; and the WFCA offers the Comp Plan #1 with a \$100 deductible and \$10 co-pay; and the newest plan titled Comp Plan #2 with a \$300 deductible and \$20 co-pay. Commissioner Wheeler also stated that the HIPPA requirements will affect the claim process timelines, so initially, claims will be denied and then processed further.

Chair Pontius called for a recess of the Open Public Meeting at 8:39 p.m. Chair Pontius called the Regular Meeting back to order at 8:46 p.m.

Station No. 31 Trophy Case Commissioner Wheeler circulated the proposed drawing for a custom built trophy case for Station No. 31. He stated the designer/builder is donating his labor. **MOTION:** Commissioner Wheeler moved to authorize a maximum of \$530 for materials for the case. Commissioner Pontius seconded the Motion. Chair Pontius called for discussion on the Motion. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried.

Station #33 Commuter Parking; Liability; Past Practices; Signage; Maintenance Cost The BOC decided to check with VFIS regarding liability coverage. Lt. Andrews mentioned the need to use Station #33 as a training ground. No further action was taken.

Resolution No. 2002-03 Close Fire Dist #3 Project Fund-2000 No. 665-003-050 **MOTION:** Commissioner Wheeler moved to adopt Resolution No. 2002-03. Commissioner Pontius seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Bangle questioned the spelling of Banc of America and it was explained that the Banc of America and Bank of America are two different entities, and Banc of America is the appropriate agency. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried.

Resolution No. 2002-04 Modifications to the Regular Board of Commissioners Meeting Schedule **MOTION:** Commissioner Morse moved to adopt Resolution No. 2002-04. Commissioner Pontius 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.

Resolution No. 2002-05 Support Proposition Constitutional Amendment HJR 4220 **MOTION:** Commissioner Morse moved to adopt Resolution No. 2002-05. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion of the Motion. Chair Pontius called for everyone in attendance to speak for or against support of HJR 4220. Chair Pontius stated that Chief Kier had submitted his written support; D.S. Obtinario voiced her support; Commissioner Wheeler voiced his support; Chair Pontius stated that Commissioner Wheeler had talked to the members of the Village Council about HJR 4220 and no taxpayers had shown for this meeting to offer support or rejection; that he believes a one year levy offers the taxpayers' tighter control, but the public must trust us with their money. Chair Pontius asked for any additional comments and there were none received. Question was called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

2003 Budget Workshop The BOC set a Special Meeting for October 22nd, 8:30 a.m.

Chair Pontius called for **Other New Business**

- (1) Commissioner Morse reviewed his report of the most recent meeting of the Governor's EMS Steering Committee.
- (2) Commissioner Morse reported the E. Jefferson EMS Council's proposed by-laws revisions would require a 51% quorum; only fire district Council representatives would vote on funding issues; and all other participating agencies would vote on policies.
- (3) **MOTION:** Commissioner Morse moved to authorize payment from Capital Replacement for 1 set of Laryngoscope Blades as an upgrade to Aid 31. 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.
- (4) **MOTION:** Commissioner Morse moved to approve the MPD's recommendation to use Nitrous Oxide. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion of the Motion. Commissioner Pontius asked if the fire commissioners were making a medical decision and stated that the commission is only qualified to make financial decisions. Commissioner Morse explained that the MPD would be making the medical decisions and protocols, but she wants to know that she has support from the agencies and that's why he made the Motion. Commissioner Pontius said he gets sick from Nitrous Oxide and he is not in favor of its use. Commissioner Bangle said he wants something in writing from the MPD regarding her recommendation for use and the cost for use. **MOTION:** Commissioner Morse moved to table his original Motion. Commissioner Wheeler seconded the Motion to table.
- (5) Commissioner Wheeler reported that he had attended the October 6th Fire Fighter Memorial Service in Olympia.
- (6) Commissioner Pontius said he wants to assign some Reserve money for E911 capital projects.

Chair Pontius called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS** and received no responses.

EXECUTIVE SESSION Chair Pontius called for no Executive Session. Commissioner Bangle stated that his previous request for an Executive Session had been resolved.

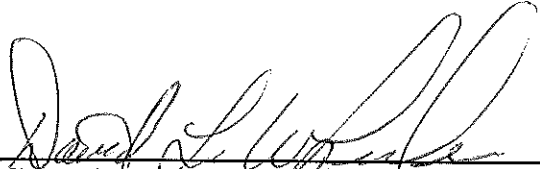
ADJOURNMENT: There being no further business, Chair Pontius called for adjournment at 9:52 p.m.

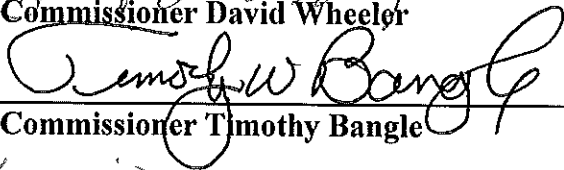
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3


SIGNED: BY: _____
Commissioner Robert Pontius, Chairman

BY: _____
Commissioner Howard Morse, Vice Chairman

BY: _____ **NOT PRESENT** _____
Commissioner Eugene Carmody

BY: 
Commissioner David Wheeler

BY: 
Commissioner Timothy Bangle

ATTEST:
By:  Arlene F. Obtinario, District Secretary