

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

January 14, 2003

- I. Call to Order Regular Meeting 7:00 p.m.
- II. Introduce 2003 Chairman and Vice Chairman of the Board
Pass the gavel from 2002 Chair Commissioner Pontius to
2003 Chair Commissioner Morse
- III. Flag Salute
- IV. Call for Approval of Minutes TAB 1
- A. November 25, 2002, Special Meeting Minutes
 - B. December 10, 2002, Regular Meeting Minutes
- V. Public Comment
- VI. Financial Reports
- A. Vouchers: Motion to Approve TAB 2
 - B. Payroll: Motion to Approve TAB 3
 - 1. December 2002 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 TAB 6
- VII. Port Ludlow Fire Fighters Association
- VIII. IAFF Local 3811
- IX. Training Officer's Report Lt. Ben Andrews TAB 7
- X. Chief's Report Chief Wayne Kier TAB 8
- XI. Sub-Committee Reports
- A. ALS Update – MEDIC 13
 - 1. REGULAR MEETING: January 21st 7:00 pm Station #11
 - 2. Operations
 - 3. Functional Consolidation
 - a. Proposed 1 & 3 Administration plan
 - b. Proposed 1 & 3 Deployment plan
 - 4. Other ALS topics?

- B. Station #31 Project Update
- C. Jeff Com Board - E911 Update
- D. Pumper/Tender Project Update
- E. Local Records Grant Project Update
 - 1. Adopt Resolution for Special Fund

XII. Unfinished Business

- A. Fire Investigation Interlocal Agreement
- B. Clerk Position – in Committee
- C. Available Office Space at St#33 for Shared Venture with WSP
- D. Strategic Plan Review – to be scheduled in 2003
- E. Station #33 Commuter Parking Project Update
- F. Annexation by Petition Project Update
- G. Volunteer Points
- H. Special Meeting Dates – set as needed
- I. New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt – to be scheduled in 2003
- J. Lt.'s Test
- K. Chief & Office Manager/Dist.Secy. Annual Performance Evaluation
- L. Bond Payoff – CD Account
- M. Other Unfinished Business?

XIII. New Business

- A. Seminars/Meetings
 - 1. WFCA/WSAFC 2003 Legislative Workshop & Reception Feb. 10th in Olympia
 - 2. Margery A. Price, CMC/PRP, Parliamentary Procedure for Boards & Councils Feb. 14th in Mt. Vernon
 - 3. 34th Annual NW Management Seminar Mar.5-7, Jantzen Beach, Portland, OR
 - 4. 2003 Snure Seminars – Mar. 15th in Olympia or Mar. 29th in Lynnwood
 - 5. Other Seminars? Meetings?
- B. 2003 Committee Assignments
- C. National Association of Fire Officials (NAFO) Membership
- D. Other New Business?

XIV. Good of the Order; Questions & Answers

XV. Executive Session to Review the Performance of a Public Employee

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

January 14, 2003

CALL TO ORDER:

2002 Chairman Commissioner Robert Pontius called the Regular Meeting of January 14, 2003, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:01 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Howard Morse, Commissioner Eugene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius and Commissioner Tim Bangle. Also present were Chief Wayne Kier, District Secretary Arlene Obtinario, Lt. Ben Andrews, Lt. Brian Soete, and FF/EMT Brandon Giger.

2002 Chair Pontius introduced 2003 Chairman Commissioner Howard Morse and 2003 Vice Chairman Commissioner Eugene Carmody. 2002 Chair Pontius passed the gavel to 2003 Chair Morse.

CALL for the FLAG SALUTE: Chair Morse asked Vice Chair Carmody to lead the assembly in the Pledge of Allegiance to the Flag of the United States of America.

CALL for APPROVAL of the AGENDA: Chair Morse called for any changes to the Agenda and there were no responses.

CALL for APPROVAL OF MINUTES:

Chair Morse called for the approval of the November 25, 2002 Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the November 25, 2002 Special Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Morse called for discussion. Question was called. The motion carried unanimously.

Chair Morse called for the approval of the December 10, 2002, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the December 10, 2002 Regular Meeting Minutes as presented. Commissioner Pontius seconded the motion. Chair Morse 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, including the wire transfer [documentation for this action to be filed with these Minutes as part of the permanent record] for the pre-payment on the invoice for the 2 pumper/tenders total \$438,122.83. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. Chair

Morse called for discussion and questions. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for approval of the December payroll totaling \$47,485.96. **MOTION:** Commissioner Wheeler moved to approve the December payroll. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse conducted the review of the December 31, 2002 Monthly Account Updates, the Fire and EMS Financial Summaries, the Capital Replacement Plan, and the Tax Collection Tracking Sheet (included as part of these Minutes). D.S. Obtinario pointed out to the Board that Chief Kier had revised and extended details for capital replacement and she had included the sick leave and vacation liability as dedicated funds.

Chair Morse called for a Transfer of Funds. **MOTION:** Commissioner Wheeler moved to transfer \$75.42 from the General Fund to the Bond payment fund for the purpose of paying the balance of the banking fee for the December 1, 2002 bond payment. Commissioner Pontius seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for a Transfer of Funds. **MOTION:** Commissioner Wheeler moved to transfer \$75.43 from the EMS Fund to the Bond payment fund for the purpose of paying the balance of the banking fee for the December 1, 2002 bond payment. Commissioner Pontius seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** report. FF/EMT Brandon Giger stated "No report".

Chair Morse called for input from **LOCAL 3811**. Lt. Soete asked the Chair for permission to address the Board under Agenda Item K. (Chief & Office Manager/Dist.Secy. Annual Performance Evaluation) Chair Morse granted permission if the other members of the Board did not object and there were no objections expressed.

Chair Morse 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 that FF/Paramedic Debbie Randall will receive her fire fighter training in-house; he explained that he and Chief Kier, as State Academy Instructors, are disillusioned by the deterioration of the training results at the State Academy, and believe Randall's training can be better and more intense in-house. Lt. Andrews explained that Randall will get the live-fire training she needs by contract or Kitsap County. Lt. Andrews also reported that he was successful in obtaining a grant from the WA State Patrol – NFIRS grant program; Fire #3 will receive a computer and \$20/month for one year toward the expense of our internet access.

Chair Morse called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). Chief Kier also circulated the Lieutenants Test Schedule to the

Board and stated that if all goes according to plan, he would be ready to make his recommendation for promotion no later that at the February 11th Board Meeting.

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

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on January 21st at Station #11 and he stated all the odd month meetings would be conducted at St#11 and all the even month meetings would be conducted at St#31 as agreed in the Joint Board to start January 2003.

Chair Morse asked if the Board would consider holding a Joint Board Executive Session at the January Joint BOC Meeting for the purpose of reviewing the performance of all public employees. Chair Morse asked Chief Kier's opinion on the matter. Chief Kier said that he and Chief Boggs are working under the understanding that the July Joint Board Meeting is the next consolidation meeting, but he believes the Joint BOC would benefit from holding an Executive Session to review the performance of all the public employees. After general discussion, the Board agreed to support an Executive Session as stipulated by the Chair.

Station #31 Project Update

Chief Kier reported that he had met with Lawhead Architect Jeff Miner earlier in the day and all the as-builts have been delivered.

Jeff Com Board - E911 Updates

Commissioner Pontius reported on the December 23rd meeting and said meeting topics included testing for dispatchers and DUI issues.

Pumper/Tender Project Update

Chief Kier reported that around February 4th, McPherson would have the pre-construction drawings ready for the Committee's review and August 18th is the planned pickup date for the completed pumper/tenders.

Local Records Grant Project Update

D.S. Obtinario reported that the District would soon receive \$7,080 of the total grant award and that she would be in contact with the Jefferson Co. Treasurer to establish the needed special fund.

Chair Morse called for **UNFINISHED BUSINESS**

Fire Investigation Interlocal Agreement Chief Kier reported that the Committee is working on the interlocal document; the biggest issue is how to insure career staff who want to participate on the team; and regional training is being planned for a house burn across from Station #31.

Discussion followed regarding the fire investigation process at the Port Hadlock structure fire and it was generally agreed there is a need for a County Fire Marshal, not just a building official holding the title.

Clerk Position Commissioner Pontius stated the Clerk position is in committee and may be in committee for some time due to the functional consolidation talks. **MOTION:** Commissioner Wheeler moved to remove "Clerk Position" from the Unfinished Business section of the Agenda.

Commissioner Morse seconded the Motion. Chair Morse called for discussion. Commissioner Carmody stated the position has been established; just not filled. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Available Office Space at St#33 for Shared Venture with WSP Commissioner Morse reported there has been no discussion.

Strategic Plan Review Chief Kier recommended the review be started in March and the Board agreed.

Station #33 Commuter Parking Project Update Chief Kier reported he had received notice of a complaint and Commissioner Wheeler said the citizen had made contact with him by telephone so he explained why the Board took the action to post Station #31 as parking for fire district business only and he encouraged the man to make contact with the Board at a Regular Board Meeting.

Annexation by Petition Project Update Chief Kier reported that Mr. Nunes had to cancel the January meeting and the meeting would be rescheduled in February.

Volunteer Points Chief reported that the second month quarter had been sent out to the volunteers for review and edits and that the points are not intended to be compensation for time, but a method to compensate for expenses.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board agreed to call a Special Meeting for Friday, January 31st at 9:00 a.m. Chair Morse asked the Board if they want to include District #1 in the policy review and no Board member answered in the affirmative.

Lt.'s Test (covered within the body of the Chief's Report)

Chief & Office Manager/Dist. Secy. Annual Performance Evaluation As agreed earlier in the meeting, Chair Morse called on IAFF Local 3811 President Lt. Brian Soete. Union President Soete stood to address the Board; Lt. Soete stated Local 3811's support and appreciation for Chief Kier and Arlene and all they do for the fire fighters and the department and stated the Union's desire to advise the Board of their satisfaction. Chair Morse thanked Lt. Soete for the Union's input.

Bond Payoff – CD Account Motion: Commissioner Wheeler moved to give Arlene authority to process the necessary paperwork to transfer \$50,000 from the EMS Fund and \$49,750 from the General Fund to the newly-formed American Marine Bank CD Account. Commissioner Pontius seconded the Motion. Chair Morse called for discussion of the Motion. Commissioner Bangle stated he supports \$100,000 in individual District CD accounts because there is federal backing for that amount. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for **Other Unfinished Business** and there were no responses.

Chair Morse called for **NEW BUSINESS**.

Seminars/Meetings Chair Morse reviewed the functions listed on the Agenda. Commissioners Wheeler, Carmody, Pontius, Bangle and Morse all indicated they would attend the WFCA/WSAFC 2003 Legislative day in Olympia on February 10th.

Commissioner Wheeler reported the WFCA Region 9 Spring Workshop is scheduled for April 5th; to be hosted by Mason Co. FPD#1; and Representative Jim Buck won't be able to attend because of his legislative commitments.

2003 Committee Assignments Chair Morse announced the 2003 Committee assignments (attached for reference).

National Association of Fire Officials (NAFO) Membership Commissioner Wheeler explained the NAFO is a newly-formed organization consisting of Washington, Oregon, California, and Montana. **MOTION:** Commissioner Morse moved to join Fire District #3 in the NAFO. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for **Other New Business**

Chief Kier reported that he had personally congratulated the newly elected County officials and offered to meet with them; Sheriff Brasfield had already taken Chief Kier up on his offer for a meeting and Chief reported that their meeting went very well.

Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS**. Commissioner Wheeler indicated that he would be asking the JCFC&S Association to host Bridgette Smith, the Board for Volunteer Fire Fighters Director, for a presentation on volunteer benefits. He also said he hoped that representatives of the volunteer associations would be able to attend.

EXECUTIVE SESSION Chair Morse called for an Executive Session for the purpose of reviewing the performance of a public employee at 9:24 p.m. for 15 minutes. Chief Kier was asked to stay for the Executive Session. Chair Morse called the Regular Meeting back to order at 9:37 p.m. Chair Morse stated there would be no action at this time.

ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 9:38 p.m.

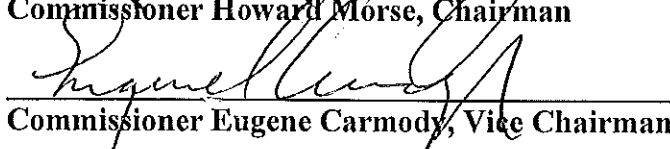
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

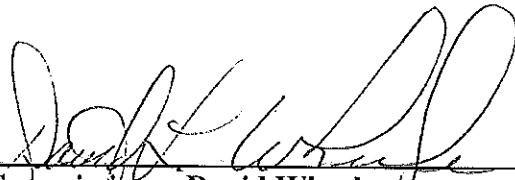
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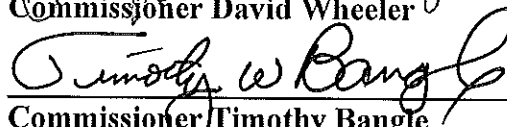
BY:


Commissioner Howard Morse, Chairman

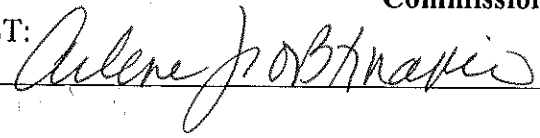
BY:


Commissioner Eugene Carmody, Vice Chairman

BY: 
Commissioner David Wheeler

BY: 
Commissioner Timothy Bangle

BY: _____
Commissioner Robert Pontius

ATTEST:
By:  Arlene F. Obtinario, District Secretary