



**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**a.k.a. Port Ludlow Fire and Rescue**  
**BOARD of COMMISSIONERS**  
**Special Meeting Minutes**  
**January 31, 2003**

**CALL to ORDER:**

Chairman Commissioner Howard Morse called the Special Meeting of January 31, 2003, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 9:04 a.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Howard Morse, Commissioner Gene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius, and Commissioner Tim Bangle. Also present were Chief Wayne Kier and District Secretary Arlene Obtinario, Lt. Ben Andrews, FF/EMT Wicus McGuffey, FF/EMT Wes Lueders. and Mr. Jim Giger.

**FLAG SALUTE** Chair Morse led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

**APPROVE the AGENDA** Chair Morse called for any changes to the Agenda and there were no changes offered.

**PUBLIC COMMENT:** Chair Morse called for public comment and received no response.

**PURPOSE of the SPECIAL MEETING:**

Chair Morse stated the purpose of the Special Meeting is to (1) accept or reject Chief Kier's recommendation for Lieutenant promotions; (2) formally accept Lt. Ben Andrews Letter of Resignation; (3) make a Motion to Transfer Funds; (4) confirm attendance at the WFCA/WSFCA Legislative day; (5) conduct an Executive Session for the purpose of reviewing the performance of public employees; (6) determine the outcome of the Chief's and District Secretary's 2002 Performance Evaluations; and (7) Review, Edit and/or Adopt Policy Series 2000.

And, Jefferson County Fire Commissioners & Secretaries Association President Commissioner Robert Pontius will also sign the 2002 EMS Special Agency Fund Rebates to the appropriate transporting agency.

Chair Morse called for **Chief Kier's Recommendation for Lieutenant Promotions** Chief Kier requested the Board hold an Executive Session. Chair Morse, with Board approval, called for Agenda items that would not require an Executive Session.

**Lt. Ben Andrew's Letter of Resignation MOTION:** Commissioner Wheeler moved to formally accept Lt. Andrew's letter of resignation. Commissioner Bangle seconded the Motion. Chair Morse called for discussion of the Motion. Chair Morse and the Board offered congratulations to Lt. Andrews for his Assistant Chief position at Clallam Fire District No. 3 starting February 10<sup>th</sup> and thanked Ben for all his hard work the past 10 years. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**Motion to Transfer Funds from the Project Fund to the General Fund MOTION:**

Commissioner Wheeler moved to transfer \$114.99 from the Project Fund No. 665-003-050 to the General Fund No. 665-003-010. 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.

**WFCA/WSFCA Legislative Day February 10<sup>th</sup> – Attendance Confirmation** Commissioners Morse, Carmody, Wheeler, Pontius and Bangle all confirmed attendance. **MOTION:** Commissioner Carmody moved to authorize Arlene's attendance. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion of the Motion. Commissioner Wheeler said he feels it is very important for Arlene to attend since she interacts with the legislators and their assistants. Commissioner Carmody commented that Arlene also knows the State Associations' personnel. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**Signing of the 2002 EMS Special Agency Fund Rebates** Commissioner Pontius, President of the Jefferson County Fire Commissioners & Secretaries Association, announced that he signed for the 2002 rebates totaling \$5,224.99.

**EXECUTIVE SESSION** Chair Morse called for Executive Session at 9:18 a.m. for the purpose of reviewing the performance of public employees and stated the Executive Session would last until 10:00 a.m. Chair Morse asked Chief Kier to attend the Executive Session.

**Regular Meeting** Chair Morse called the Regular Meeting back to Order at 10:00 a.m.

**Recess** Chair Morse called for a 5-minute recess.

**Regular Meeting** Chair Morse called the Regular Meeting back to Order at 10:05 a.m.

Chair Morse called for Board action regarding Chief Kier's recommendation for Lieutenant promotions. **MOTION:** Commissioner Pontius moved to accept Chief Kier's verbal recommendation to promote two Lieutenants. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion and called upon Chief Kier to state his verbal recommendation. Chief Kier stated Point #1. McGuffey recommended for promotion; Point #2. Seeley recommended for promotion; Point #3. Lueders recommended for Eligibility List; and Point #4. Shift assignments would be announced after the Board Meeting. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Bangle moved to establish the Eligibility List for one (1) year; to place Lueders on the Eligibility List; with the option to carry the Eligibility List for an additional year by recommendation of the Chief and approval of the Board. 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.

Commissioner Bangle thanked Chief Kier for all his hard work on the testing process. Chief Kier stated that the people who helped with the assessment were very impressed with the quality of the candidates. Commissioner Pontius thanked the candidates for putting forth the effort. Chief Kier told McGuffey and Lueders that they made him, as their Chief, look good and they made the Department proud. Commissioners Wheeler, Carmody, and Morse also offered their congratulations and thanks.

**Fire Chief & District Secretary 2002 Annual Performance Evaluations** Chair Morse stated this Agenda item would be placed on the February 11<sup>th</sup> Regular Meeting Agenda.

**Review, Edit and/or Adopt Policy Series 2000** Chair Morse stated he would hold this item until the end of the meeting.

Chair Morse called for a Recess of the Open Public Meeting at 10:12 a.m. Chair Morse called the Regular Meeting back to Order at 10:14 a.m. McGuffey and Jim Giger were the only public to return to the Meeting.

Chair Morse called for **Good of the Order; Questions and Answers** (1) Commissioner Wheeler talked about small pox vaccinations for volunteers; said 1 in a million who receive the vaccine die and

50 in a million experience complications; the Board for Volunteer Fire Fighters is deciding how to proceed for possible coverage; there was some discussion about 'requiring' a member to be vaccinated; and Chief Kier expressed concern that only the military can enforce immunization.

(2) Commissioner Wheeler said he plans to bring the subject of the 1/10 of 1% sales tax being collected for the E911 system; said he would like the fire districts to approach the County Commissioners in a unified manner so the fire districts wouldn't have to pay the quarterly dispatch fees. Commissioner Pontius stated that this topic surfaces at the JEFF COM Board meetings and he has stated that the citizens need their input on raising taxes. Commissioner Bangle mentioned the 911 cell phone and phone tax and Commissioner Pontius urged him to check up on where the cell phone 911 tax money goes.

(3) Commissioner Wheeler mentioned during his review of the EMS Council Training Coordinator proposed contract for service that an EMT recertification class is required; the State Health Department has changed the EMT recertification time to that of the EMTs' birthdates; the WFCA is desiring to cause the State Health Department to consider changing the recert date to a regional program because doing it by birthday just isn't going to work.

**Review, Edit and/or Adopt Policy Series 2000** Chair Morse called for the 2000 Series Policy review to start with Policy Number 2410. During review of Policy Number 2416, there was much discussion regarding the current policy language that requires a medical exam at least every 2 years; Commissioner Bangle is favor of leaving the language as is, in order to better protect the employees if there is an exposure; Commissioner Wheeler spoke against leaving the language as is; FF McGuffey stated there are SOG's covering airborne and blood borne exposures; stated the volunteers get as much exposure as the career staff, and the District needs to protect all personnel; he stated EMS Officer Lt. Soete advises all personnel annually that inoculations are available; Commissioner Carmody pointed out that the current policy language is in fact approved but just not being followed currently; Chief Kier stated he recommends no changes to the existing policy at this time and further stated that Local 3811 would be reviewing this policy in their Safety/Labor-Management Committee. All Commissioners except Commissioner Wheeler agreed to leave the policy as written.

Chair Morse called for a recess of the Open Public Meeting at 11:36 .m. Chair Morse called the Special Meeting back to Order at 11:42 a.m.

The Board talked about meeting schedules. The Board set a Special Meeting on February 19<sup>th</sup>, 9:00 a.m. at Station #31.

FF McGuffey thanked Chief Kier and the Board for his promotion and stated that the testing process was very objective.

Chair Morse announced the next policy review/workshop session would begin with Policy No. 2420.

**Executive Session** Chair Morse called for an Executive Session at 12:13 p.m. for the purpose of reviewing the performance of public employees and stated the session would end at 12:40 p.m.

Chair Morse called the Special Meeting back to Order at 12:40 p.m. and stated the Board would take no action at this time.

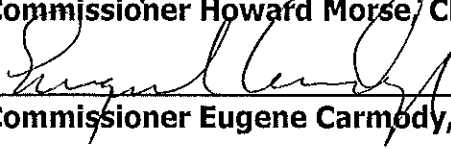
**ADJOURNMENT:**

Chair Morse called for adjournment at 12:40 p.m.

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

Signed:

BY:   
Commissioner Howard Morse, Chairman

BY:   
Commissioner Eugene Carmody, Vice-Chairman

BY: \_\_\_\_\_  
Commissioner Robert Pontius

BY:   
Commissioner David Wheeler

BY:   
Commissioner Timothy Bangle

ATTEST: By:  Arlene F. Obtinario, District Secretary