

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

February 11, 2003

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

- II. Flag Salute**

- III. Approval of the Agenda**

- IV. Call for Approval of Minutes TAB 1**
 - A. January 14, 2003, Regular Meeting Minutes**
 - B. January 31, 2002, Special Meeting Minutes**

- V. Public Comment**

- VI. Financial Reports**
 - A. Vouchers: Motion to Approve TAB 2**
 - B. Payroll: Motion to Approve TAB 3**
 - 1. January 2003 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**

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

- XI. Sub-Committee Reports**
 - A. ALS Update – MEDIC 13**
 - 1. REGULAR MEETING: February 18th 7:00 pm Station #31**
 - 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**

XII. Unfinished Business

- A. Fire Investigation Interlocal Agreement**
- B. Available Office Space at St#33 for Shared Venture with WSP**
- C. Strategic Plan Review – to be scheduled in 2003**
- D. Annexation Project Update**
- E. New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt**
- F. Chief & Office Manager/Dist.Secy. Annual Performance Evaluation**
- G. Chief's Employment Agreement Review**
- H. Chief's Job Description Review**
- I. Office Manager/District Secretary's Job Description Review**
- J. Other Unfinished Business?**

XIII. New Business

- A. Seminars/Meetings**
 - 1. Margery A. Price, CMC/PRP, Parliamentary Procedure for Boards & Councils Feb. 14th in Mt. Vernon
 - 2. **JCFPD#3 Special BOC Meeting February 19, 9:00 a.m.**
 - 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. Other New Business?**

XIV. Good of the Order; Questions & Answers

XV. Executive Session to Review the Performance of Public Employees

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

February 11, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of February 11, 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. Chair Morse stated that he had sent Commissioner Pontius on an errand.

Commissioners present were Commissioner Howard Morse, Commissioner Eugene Carmody, Commissioner David Wheeler, and Commissioner Tim Bangle. Note: Commissioner Pontius entered the Meeting at 7:13 p.m. Also present were Chief Wayne Kier, District Secretary Arlene Obtinario, Lt. Wicus McGuffey and FF/EMT Brandon Giger.

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 January 14, 2003 Regular Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the January 14, 2003 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the motion. Chair Morse called for discussion. Question was called. The motion carried unanimously.

Chair Morse called for the approval of the January 31, 2003, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the January 31, 2003 Special Meeting Minutes as presented. Commissioner Carmody seconded the motion. Chair Morse called for discussion. Question was called. The motion carried unanimously.

CALL for Recess of the Regular Meeting at 7:05 p.m. for the purpose of conducting a Board Meeting of the Local Volunteer Relief and Pension Board.

CALL Regular Meeting back to Order at 7:06 p.m.

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 \$14,572.70. **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 January payroll, less the Employer payroll benefits, totaling \$46,609.24. **MOTION:** Commissioner Wheeler moved to approve the January payroll. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. District Secretary Obtinario explained that she had not received the Employer Payroll Benefits report from the County Payroll Specialist and that the amount would be included in the February payroll approval process. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called on Commissioner Wheeler to conduct the review of the January 31, 2003 Monthly Account Updates.

Commissioner Pontius entered the Board Meeting at 7:13 p.m.

Chair Morse called on Commissioner Carmody to review the Fire Financial Summary and Commissioner Bangle to review the EMS Financial Summary.

During the Capital Replacement Plan review, Commissioner Pontius stated that he had previously asked Chief Kier to provide numbers that reflected a 10% cut in budget; Chief Kier apologized for misunderstanding the request since he hadn't understood the request to be a Board assignment; and it was noted that Commissioners Wheeler and Carmody, as the Finance Committee, would follow through on the request.

Chair Morse reviewed the Tax Collection Tracking Sheet (included as part of these Minutes).

Chair Morse stated no need for a Transfer of Funds.

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**. No one in attendance to report.

Chair Morse called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During his report, Chief Kier asked the Board's permission to check out a request he's had from a peer regarding the donation of the ladder truck to the Cambodia fire service. Commissioners Morse, Carmody and Wheeler indicated their favor and Commissioners Pontius and Bangle said no. Commissioner Pontius said the chassis, body and engine are all in good order and he is against giving District items away. Commissioner Bangle said he is against sending equipment to another agency/country that has failed and could cause bad will if someone is killed using the equipment. Commissioner Wheeler said the district doesn't need it anymore. Commissioner Pontius said he favors putting it out for bid and then putting that money against the station or general fund. The Board agreed to list for sale for sixty (60) days and then review for possible disposal if it does not sell. Chair Morse stated a 3 to 2 vote to send to Cambodia with the risk information if it does not sell.

Chief Kier explained the need to purchase 4 Motorola portable radios, in the amount of \$2,500, to enhance the ability of command personnel to safely and efficiently mitigate an incident. He explained the features and why they are needed and stated that Fire District #1 is planning to purchase several of the same portables, and the increased capability to talk to everyone, like Airlift Northwest, MAST, Search & Rescue, DNR, the Coast Guard and the Bangor boats, etc., is extremely important in this day and time. The Board approved the purchase.

Chair Morse asked Chief Kier about a Training Officer's Report; Chief reported that he has laid out a draft plan to cover training which will be modified at the February 20th Staff Meeting; and that Lt. Andrews had laid out the year's basic training plan prior to being hired by Clallam Fire #3 as an Assistant Chief.

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

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on February 18th at Station #31. Chief Kier stated he had nothing to report on MED13 Operations.

Station #31 Project Update

Chief Kier reported that he is drafting a letter to Lawhead Architect Jeff Miner regarding an additional heat strip for the sleeping quarters; and, at Commissioner Bangle's request, will see if he can come up with a temperature monitor that collects data.

Jeff Com Board - E911 Updates

Commissioner Pontius reported 44 applicants for 2 dispatch positions and the new Sheriff attended the last meeting.

Pumper/Tender Project Update

Contained in the Chief's Report.

Local Records Grant Project Update

D.S. Obtinario reported the District has received \$7,080 of the total grant award and the Jefferson Co. Treasurer's staff has renamed the new fire station project fund as the special fund for this grant project.

Chair Morse called for **UNFINISHED BUSINESS**

Fire Investigation Interlocal Agreement Chief Kier reported in progress.

Available Office Space at St#33 for Shared Venture with WSP Commissioner Morse reported the WSP is going with the Department of Transportation, so he recommends dropping as an Agenda item. There was no disagreement.

Strategic Plan Review The date needs to be set.

Annexation Project Update Chief Kier put the County Assessor's map up for viewing via the overhead projector; reported that he, Commissioner Wheeler, Arlene, Commissioner Bondurant, Chief Boggs, and Denise met with County Assessor Jack Westerman, County Auditor Donna Eldridge, Deputy County Auditor Karen Cartmel, and a lady from mapping, last Friday to

discuss the unprotected sections as noted on the overhead map. Chief Kier and Commissioner Wheeler expressed their frustration with District 1's desire to take the sections that include State Highway 104, because District 3 has been responding to that area forever. It was mentioned that Chief Boggs said there might be State grant money for protecting state highways, and that Commissioner Bondurant said it should be done based on the best response time. Commissioner Bangle reported that since he is new to the area, he had asked Commissioner Pontius to show him the area in question; they physically drove from Station 31 and Station 11 to French Road and from Station 33 and Station 11 to the Hwy 104 and Center Road interchange and spent 3 hours driving various routes to determine closeness in miles and potential response times. Commissioner Wheeler recommended a compromise with District 1 to set the boundary at Sections 12 and 15. Commissioner Pontius recommended following Larson Lake Road as the boundary. Commissioner Bangle suggested the Sandy Shore Road and Larson Lake Road intersections. Chief stated that District 1 may be assuming that Station 33 will never be manned, but that is his number 1 priority for this year. Commissioner Pontius stated that District 3 had already started the process and stated Larson Lake Road is the only "toss up" for response. The Board agreed that Larson Lake Road should be the boundary.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board had already agreed to call a Special Meeting for Wednesday, February 19th at 9:00 a.m.

Chief & Office Manager/Dist. Secy. Annual Performance Evaluation Chair Morse stated this topic would be addressed in Executive Session.

Chair Morse stated the following Agenda items would be delayed until March: **Chief's Employment Agreement Review; Chief's Job Description Review; and Office Manager/District Secretary's Job Description Review**

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. Commissioner Pontius stated the Jefferson County Fire Commissioners and Secretaries Association would be meeting February 20th, 7:00 p.m. at Station #11.

Chair Morse called for **Other New Business**

- (1) Chief Kier reported that L&I has stated coverage for smallpox vaccinations and possible complications for career personnel, but the Volunteer Board has stated no coverage.
- (2) Commissioner Carmody raised concern regarding Burner Point/Marina promises of 1993, and Chief indicated that he would compile a report.
- (3) Commissioner Morse asked Chief if he would be inspecting other businesses besides the Harbor Master and The Inn. Chief replied that, at this time, he only does inspections when complaints are raised; he sends a letter that allows 30 days to voluntarily reach compliance; and if not done within the 30 days, he turns the problem over to the County Fire Marshal.

Chair Morse called for a Recess at 8:52 p.m. Chair Morse called the Regular Meeting back to order at 8:57 p.m.

Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS**. There were no responses.


EXECUTIVE SESSION Chair Morse called for an Executive Session for the purpose of reviewing the performance of public employees at 8:57 p.m. for at least an hour. Chief Kier and District Secretary Obtinario were excused from the Executive Session.

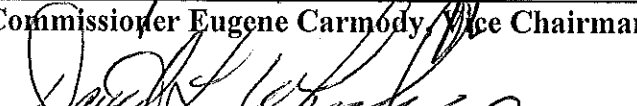
Chair Morse called the Regular Meeting back to order at 10:15 p.m. Chair Morse stated that the Office Manager/District Secretary and Fire Chief 2002 Annual Performance Evaluations would be prepared and presented to the respective employees.

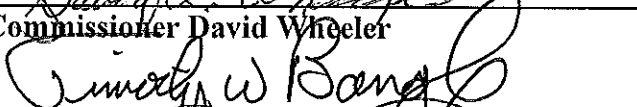
ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 10:15 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: 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