

Jefferson County Fire Protection District No. 3
Board of Commissioners
SPECIAL MEETING
February 19, 2003
A G E N D A

- I. Call to Order Chair Morse 9:00 a.m.
- II. Flag Salute
- III. Approval of the Agenda
- IV. Public Comment
- V. State Purpose of the Special Meeting is to (1) Conduct an Executive Session for the purpose of reviewing the performance of public employees and (2) Review, Edit and/or Adopt Policy Series 2000 and 3000.
- VI. Reviewing, Editing and/or Adopting Policy Series 2000
- VII. Reviewing, Editing and/or Adopting Policy Series 3000
- VIII. EXECUTIVE SESSION(s): May be called, as needed, for the purpose of reviewing the performance of one or more public employees.**
- IX. Good of the Order; Questions and Answers
- X. Call for Adjournment

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
February 19, 2003

CALL to ORDER:

Chairman Commissioner Howard Morse called the Special Meeting of February 19, 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 9:05 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.

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) conduct an Executive Session for the purpose of reviewing the performance of public employees; and (2) Review, Edit and/or Adopt Policy Series 2000 and 3000.

Chair Morse called for Agenda topic **Review, Edit and/or Adopt Policy Series 2000** Chair Morse called for the review to begin with Policy No. 2430BC/TO/HSO.

Motion: Commissioner Bangle moved to include Battalion Chief and Assistant Chief Job descriptions as additional Exempt positions. Commissioner Carmody seconded the Motion. Chair Morse called for discussion on the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried.

MOTION: Commissioner Pontius moved, with reference to Policy No.2430 BC/TO/HSO, to accept page 5, **Education. Candidates must have:** items ix. (9) through xvi. (16) with one (1) change on xii. (12) and xiii. (13) that indicates **required** and add **within 24 months of date of hire or promotion** to xiii. (13). Commissioner Bangle seconded the Motion. Chair Morse called for discussion on the Motion. Commissioner Carmody commented on the term highly desirable on xv. (15) and xvi. (16). Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, Pontius and Bangle voted in favor of the Motion. Commissioner Wheeler abstained from voting on the Motion. The Motion carried.

Chair Morse called for a Recess at 10:02 a.m. Chair Morse called the Special Meeting back to order at 10:06 a.m.

MOTION: Commissioner Pontius moved, with reference to Policy No. 2430AC/TO/HSO, to replace the words "after one (1) year" on page 5. **Education. Candidates must have:** item xiii. (13) with the words **within two (2) years** and replace the word "desirable" in items xviii (18) and xix (19) with the word **required** and in Section G. **Minimum Requirements. All candidates for employment must:** item vi. (6) replace the words "or obtain" with the words **and maintain** and **eliminate item viii. (8)**. Commissioner Bangle seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, Pontius and Bangle voted in favor of the Motion. Commissioner Wheeler abstained from voting on the Motion. The Motion carried.

MOTION: Commissioner Carmody moved to refer Policy No. 2430OM to committee (that being Commissioner Morse and Commissioner Carmody). Commissioner Morse seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, and Wheeler voted in favor of the Motion. Commissioner Pontius voted against the Motion. Commissioner Bangle abstained from voting. The Motion carried.

MOTION: Commissioner Carmody moved to refer Policy No. 2430FC to committee and to bring back recommended revisions to the full Board. Commissioner Morse seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, Wheeler, and Bangle voted in favor of the Motion. Commissioner Pontius abstained from voting. The Motion carried.

MOTION: Commissioner Wheeler moved to accept Policy No. 2432 Compensatory Time with 3.9 (B.) replacement language of "**A part-time employee shall not be compensated at an overtime pay rate until 40 hours are exceeded in one work week. Part-time employees shall not be permitted to accumulate compensatory time.**" Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a show of hands voting in favor of the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to accept Policy No. 2440 Code of Conduct as written. Commissioner Morse seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, and Wheeler voted in favor of the Motion. Commissioners Bangle and Pontius voted against the Motion. The Motion carried.

MOTION: Commissioner Wheeler moved to accept Policy No. 2442 Dress Code to include the replacement language to 3.7 (B.) vi. (6) **The Quarter Master will replace uniforms as needed** and to include the insertion of the word **approved** between the words "following protective" in 3.8 (B.). Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Commissioner Carmody asked Chief Kier about Haz Mat and Chief Kier stated that the fire fighters are trained to operations level B in Haz Mat. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to accept Appendix #: 2442A Uniform Standard with the changes of "metal badge" to **cloth** and "coat" to **jacket** throughout the whole document. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion.

Question was called. Chair Morse called for the vote on the Motion. The Motion carried unanimously.

Chair Morse called for a Recess at 10:59 a.m. Chair Morse called the Special Meeting back to order at 11:08 a.m.

MOTION: Commissioner Wheeler moved to accept Appendix #: 2442B Uniform Standard once Chief Kier has submitted the Appendix with corrections. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Question was called. The Motion carried.

During the initial review of Policy No. 2444 Drugs and Alcohol in the Workplace, Chief Kier was assigned to obtain the law specific to blood alcohol level and to determine the meaning of NIDA. Chair Morse stated the review will continue after completion of these assignments.

Chair Morse called for a Recess at 11:30 a.m. Chair Morse called the Special Meeting back to order at 11:42 a.m.

Chair Morse called for **Good of the Order; Questions and Answers** and there were no responses.

Executive Session Chair Morse called for an Executive Session at 11:42 a.m. for 20 minutes for the purpose of reviewing the performance of one or more public employees. Chief Kier and District Secretary Obtinario were excused from the Executive Session.

Chair Morse called the Special Meeting back to Order at 12:08 p.m. and stated the Board would take no action at this time.

ADJOURNMENT:

Chair Morse called for adjournment at 12:08 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 Robert Pontius

BY:


Commissioner Timothy Bangle

ATTEST: By:

 Arlene F. Obtinario, District Secretary