

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

March 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. **February 11, 2003, Regular Meeting Minutes**
 - B. **February 19, 2003, 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 Benefits**
 - 2. **February 2003 Payroll & Benefits**
 - 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: March 18th 7:00 pm Station #11**
 - 2. **Operations**
 - 3. **Functional Consolidation**
 - 4. **Other ALS topics?**

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

March 11, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of March 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 7:00 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 and District Secretary Arlene Obtinario.

CALL for the FLAG SALUTE: Chair Morse asked Commissioner Pontius 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. Chair Morse announced that voting by the Commissioners would be by show-of-hand.

CALL for APPROVAL OF MINUTES:

Chair Morse called for the approval of the February 11, 2003 Regular Meeting Minutes.

MOTION: Commissioner Wheeler moved to approve the February 11, 2003 Regular Meeting Minutes as presented. Commissioner Bangle seconded the motion. Chair Morse called for discussion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for the approval of the February 19, 2003, Special Meeting Minutes.

MOTION: Commissioner Wheeler moved to approve the February 19, 2003 Special Meeting Minutes as presented. Commissioner Bangle seconded the motion. Chair Morse called for discussion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

CALL for PUBLIC COMMENT: Chair Morse called for Public Comment. Mr. David Gurnee' introduced himself and asked permission to offer public comment before the Board goes into closed session during the meeting. Chair Morse stated the Board would follow the Agenda through Unfinished Business and that he would call for Public Comment again at that time in the Meeting. Mr. Gurnee' thanked Chairman Morse.

FINANCIAL REPORTS:

Commissioner Wheeler reported that he and Commissioner Carmody had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$18,343.21. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers. Commissioner Bangle

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 January and February payroll expenditures totaling \$63,585.20 to include sick leave buyout for Lt. Andrews' termination of employment in accordance with IAFF Local 3811 Employment Agreement. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. 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. The Motion carried unanimously.

Chair Morse conducted the review of the February 28, 2003 Monthly Account Updates and the February 28, 2003 Fire & EMS Financial Summaries for information only.

Chair Morse noted the inclusion of Plan A and Plan B of the Capital Replacement Plan. District Secretary Obtinario explained that Plan A shows no planned annual savings dedicated to paying off the new fire station bond and Plan B shows the results if there is \$100,000 saved annually for an early bond payoff.

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

Chair Morse called for a Transfer of Funds. **MOTION:** Commissioner Wheeler moved to authorize a transfer of \$1,226.00 from State Grants Local Records #G-244 Fund No. 665-003-050 to the General Fund No. 665-003-010 for the purpose of paying for special binders for the fire proof file cabinets. 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 called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** report. Volunteer FF/EMT Brandon Giger stated "No report".

Chair Morse called for input from **LOCAL 3811**. Lt. Wicus McGuffey asked to reserve the right to delay comment until after Unfinished Business. Chair Morse granted Lt. McGuffey's request and stated that Local 3811 would be called upon first.

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 how the for-sale-ad for the ladder truck should read; highest bid or would the Board establish a minimum bid? After discussion, the Board agreed to establish a minimum bid of \$1,000 with the highest bidder to win the bid award.

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

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on March 18th at Station #11.

Station #31 Project Update

Chief Kier reported the heating contractor and engineer have finally talked; it has been determined that a large quantity of outside air was being drawn into the building based on code and number of people, and it was too much for our program; the continuous fan has been cut in the weight room, which made a significant improvement; and it has been recommended to add switches for the fans in the restrooms that could be incorporated into the light switches or set on timers so the fans shut off when not needed; at present those fans run continuously. It has been determined that the inclusion of a \$354 pressure reducer valve is needed to counteract the sprinkler system pressure spikes and Chief will pay for it out of his operations budget because it is so crucial. Pacific Office Equipment wants to replace the Station #31 phone system with an upgraded, more expensive, all digital system at no cost to the District and plans are to start the project next week. Chief contacted Jeff Miner, Lawhead Architects, regarding Primo Construction's retainage money and it has been decided to hold the retainage until the heating problem is fixed. Chief stated there are some small warranty items that have been passed onto Primo and all the proper warranty paperwork has been processed. Commissioner Bangle asked if there would be any downtime when POE does the telephone system change out. Chief responded yes, probably down to 1 line, but at this time he didn't have any projected timeframe from POE.

Jeff Com Board - E911 Updates

Commissioner Pontius reported meeting February 26th; the Board had 3 proposals to consider with regard to equipment and repairs; the Board agreed to adopt the proposal that JeffCom would make the initial payment and then bill all agencies equally for reimbursement back to JeffCom; the radio system with Jefferson & Clallam Transit is in discussion; reframing of radio bands will be underway; and Pt. Townsend and the Sheriff are looking at Fire Point and an analyst for such. Chief reported that Lt. Soete had the foresight to purchase radios years ago that can now accommodate reframing radio bands and his prior purchasing action will save our taxpayers a lot of money. Commissioner Pontius advised the meeting attendees of House Bill 1919 which would make county radio systems eligible for funding by both the county and E911 tax.

Pumper/Tender Project Update

Chief Kier stated progression is as expected to date and so far, the approved change orders have resulted in a small credit to the final billing amount.

Local Records Grant Project Update

D.S. Obtinario reported the majority of the special binders for the fire proof file cabinets have been received and the invoice was approved for payment earlier in the meeting. She stated the project is just waiting now for delivery of one or both of the fire proof files.

Chair Morse called for UNFINISHED BUSINESS

Fire Investigation Interlocal Agreement Chief Kier reported the Task Force met, but are working on other issues at this time.

Strategic Plan Review It was discussed that Commissioner Carmody, Commissioner Bangle, Chief Kier and staff are the designated SPR Committee and the Committee will set a schedule and begin working on the review project.

Annexation Project Update Chief Kier referred the attendees to the county map depicting fire district boundaries; showed where he had drawn in circles to meet NFPA 1710 deployment requirements; pointed out that Sections 13, 22, 27 and the lower point do not fall within a radius; and that Fire District 2's Dabob Station is the closest response source. Commissioner Bangle asked if there is State money for State highways; Chief Kier replied that his sources say no, there is none. Commissioner Wheeler reported that he has asked County Assessor Westerman for the cost to the property owner in taxation should their unprotected land become part of the fire district; Chief Kier said he is concerned about taking on a larger response area; and Commissioner Pontius recommended abandonment of the proposal and to suggest to the Assessor that Fire District 2 is more appropriate because of the 5-mile radius. Chief Kier said he would not be opposed to annexing in Sections along the highway; maybe 13, 14, 22 and some of 26. It was agreed that the Board would work toward a final decision at their April Regular Meeting.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board will continue to schedule Special workshop Meetings.

Chair Morse stated the following Agenda items would be topics for a Special Meeting: **Chief's Employment Agreement Review; Chief's Job Description Review; and Office Manager/District Secretary's Job Description Review** and the Board agreed to schedule a Special Meeting on Thursday, March 20th, from 9:00 a.m. until Noon.

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

Chair Morse called for **PUBLIC COMMENT**. Chair Morse called on Lt. Wicus McGuffey to speak for Local 3811. Lt. McGuffey introduced himself as the Vice President of Local 3811; that an event had been reported to him as the Bargaining Unit Vice President; the reporting party, whom Lt. McGuffey said he would not name, reported being a witness to a verbal threat made to Chief Kier by Commissioner Bangle; that Union members have experienced a problem with this particular Commissioner in the past; that this harassment should not happen to any member, not volunteer, bargaining unit, or staff; the harassment needs to be stopped; and the reported threat revolved around his, Lt. McGuffey's shift activities.

Chair Morse thanked Lt. McGuffey for his input. Chair Morse called on Mr. Dave Gurnee'. Mr. Gurnee' introduced himself as a volunteer for Port Ludlow since 1984, with a break in service when he went to paramedic school; currently he is a career fire fighter/medic with North Kitsap Fire & Rescue; works as a per diem with Medic 13; and volunteers on some of Port Ludlow's calls. Gurnee' stated that the current events are disturbing enough to him to cause him to speak to the Board of Commissioners. He went on to say that he is lucky to work with exemplary fire chiefs, namely, Chief Kier, Chief Nichols, and Chief Smith. Gurnee' stated that Chief Kier is a fire fighter's Chief; he is fair and gives everyone the opportunity to succeed. He stated that it would be detrimental to this department if pressure should be applied to Chief Kier, forcing him to leave before the Chief wants to retire. Gurnee' requested the Board identify the problem and a resolution with minimal damage to the fire district overall. He went on to state that while the Board attempts to deal with the issue, the chain of command, which is the public, the Commission, the Chief, and all who work for the Chief, in that order, must be maintained.

Gurnee' stated that if there is another trend that causes problems, the Board needs to protect, encourage, and nurture rather than be divisive and negative. He suggested the Board have a session to strongly enforce proper action. Commissioner Wheeler asked Gurnee' if he is speaking for himself or for all the volunteers. Dave Gurnee' turned to the audience and asked if any volunteer disagreed with his comments; there was an audible "no" in response; and Mr. Gurnee' turned back to the Commission and stated that he had initially come to speak for himself, but was, indeed, speaking for all the volunteers in attendance.

Chair Morse thanked Dave Gurnee' and called for additional Public Comment. Mr. Don Cooper stood to address the Board; stated that he is the President of the North Bay Condo II Association; that he supports Chief Kier who is a real asset to the community; that he has enjoyed working with Chief Kier on community projects, i.e., Ludlow Days; and that Chief Kier has given the North Bay Condo residents many valuable safety issues to work on.

Chair Morse thanked Mr. Cooper and called for additional Public Comment. Ms. Marie Lytal stood to address the Board; stated that she is a member of the LMC (Ludlow Maintenance Commission) and the Village Council; and that she lends her support to everyone.

Chair Morse called for additional Public Comment and there were no further responses.

EXECUTIVE SESSION Chair Morse called for Executive Session at 8:14 p.m. for 20 minutes. Lt. McGuffey asked Chairman Morse the purpose for the Executive Session and Chair Morse stated the Executive Session was for the purpose of discussing the performance of a public employee. Commissioner Bangle addressed Chief Kier and said he wanted the Chief to attend the Executive Session. Chief Kier said he did not want to attend the Executive Session. The Board members only attended the Executive Session.

Chair Morse called the Regular Meeting back to Order at 8:41 p.m. after waiting for all members of the public to return to their seats.

Chair Morse made the following statements of action by the Board of Commissioners:

1. Chief Kier is the operational commander and under his direction, can place personnel and apparatus where he deems necessary.
2. Once a person assumes the position of public official that person must be very careful what is said and to whom it is said. And, fire fighters also must be careful what is said and to whom it is said.
3. All fire commissioners are to go through the Board of Commissioners; the Commission will act as a unit; no commissioner can act on his own.

Lt. McGuffey asked to address the Chair and when recognized by Chair Morse, asked what the Board decided to do about the harassment.

Chair Morse said that the Board did not specifically want to deal with harassment, that has not been charged, and that the Board feels that by lining out the responsibilities of each, so called harassment should go away. He went on to state that any Commissioner needs to go to the Board

or the Board Chairman. Commissioner Carmody stated that the Board also agreed to discuss and clarify the roles of Commissioners, the Chief, and all members at the next Special Meeting.

Chair Morse asked if anyone is dissatisfied with the outcome that was stated and he asked the Public, the Fire Chief, and the Board of Commissioners, and there were no responses to the question. Chair Morse continued with the Agenda.

Chair Morse called for **NEW BUSINESS**.

Seminars/Meetings Chair Morse reviewed the functions listed on the Agenda. It was noted that no one is attending the March 15th or March 29th 2003 Snure Seminars; that Commissioner Wheeler and D.S. Obtinario plan to attend the March 18th WFC Health Care HIPPA workshop; and that Obtinario will be attending the National Fire Academy March 23rd through April 4th. Chair Morse called for Other Seminars and Meetings. Commissioner Wheeler stated the WFC Health Care Region 9 Spring Workshop is set for April 5th in Hoodport. Commissioners Wheeler, Carmody and Bangle stated they would be attending.

WFC Health Care Program – Commissioner Participation D.S. Obtinario reported that Commissioner Pontius is the first fire commissioner to personally join and personally pay into the employee health care plan in accordance with the WFC Health Care program membership requirements.

Washington State Auditor Exit Interview Schedule Commissioners Wheeler and Carmody stated they would meet with the State Auditor on Thursday, March 13th at 9:00 a.m. for the 1999, 2000, 2001 Exit Interview. It was noted that Chief Kier and D.S. Obtinario would also attend.

Ambulance Transport Collections Referral (1) The Board agreed to send client number 372 to collections in the amount of \$455. (2) The Board requested a registered letter be sent to client number 257 owing \$394 requesting response for payment.

VFIS Terrorism Insurance Coverage MOTION: Commissioner Wheeler moved to sent VFIS a letter accepting this insurance as stipulated in the VFIS announcement. 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.

Administrative Assistant 2002 Performance Evaluation D.S. Obtinario reported that she had completed Connie Howland's performance evaluation and had circulated a copy to the Board.

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

Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS**. There were no responses, however, Chair Morse asked if he could speak with Chief Kier and Lt. McGuffey in Chief Kier's office after adjournment of the meeting and he stated "not for discipline".


ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 9:00 p.m.

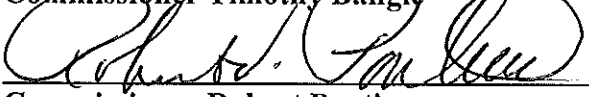
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

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