

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
May 13, 2003

- I. Call to Order Regular Meeting Chair Morse 7:00 p.m.**
- II. Flag Salute**
- Call for Bids and Bid Opening on Ladder Truck
 - District Secretary to Read Bids into Public Record
 - Close Bidding Process
 - Award Bid if applicable
- III. Approval of the Agenda**
- IV. Call for Approval of Minutes TAB 1**
- A. April 8, 2003, Regular Meeting Minutes
- V. Public Comment**
- VI. Financial Reports**
- A. Vouchers: Motion to Approve TAB 2
 - B. Payroll: Motion to Approve TAB 3

 - 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. Chief's Report Chief Wayne Kier TAB 7**
- X. Sub-Committee Reports**
- A. ALS Update – MEDIC 13
 - 1. REGULAR MEETING: May 20th 7:00 pm Station #11
 - 2. Operations
 - 3. Functional Consolidation
 - 4. Other ALS topics?

- B. Station #31 Project Update Chief Kier
- C. Jeff Com Board - E911 Update Commissioner Pontius
- D. Pumper/Tender Project Update Chief Kier
- E. Local Records Grant Project Update CFO/DS Obtinario
- F. Labor Management Committee - June 25th
Commissioner Carmody
- G. Strategic Plan Review Committee - May 27th
Commissioner Bangle

XI. Unfinished Business

- A. Fire Investigation Interlocal Agreement (in committee)
- B. Annexation Project Update Commissioner Wheeler
- C. New Policy Manual 2000 & 3000 Series DRAFT: Review, Edit, Adopt
- D. Chief's Employment Agreement
- E. Chief's Job Description
- F. Ambulance Transport Collections Referral – Registered Letter
- G. Other Unfinished Business?

XII. New Business

- A. Seminars/Meetings
 1. Special Meeting; May 29th; 9:00 a.m.
 2. WFCA Chelan Seminar; May 31st
 3. Jefferson Co Fire Comm. & Sec. Assn. June 19th Fire #4
 4. Other Seminars? Meetings?
- B. DNR Wildland Brush Truck Chief Kier
- C. Capital Plan – Modification – Aid Car Chief Kier
- D. Fire #3 HIPPA Program Chief Kier
- E. Dist. Ins. Policy Review Session – May 29th CFO/DS Obtinario
- F. Nat'l Fire Academy – Executive Fire Officer CFO/DS Obtinario
- G. Jefferson County Fire Commissioners & Secretaries Association
20 Year Anniversary – August 18th – Fire #3 is HOST on 8/21
CFO/DS Obtinario
- H. Other New Business?

XIII. Good of the Order; Questions & Answers

XIV. Executive Session to Review the Performance of Public Employee(s)

XV. ASSIGNMENTS

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

May 13, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of May 13, 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 CFO/District Secretary Arlene Obtinario.

CALL for the FLAG SALUTE: Chair Morse called on Chief Kier to lead the assembly in the Pledge of Allegiance to the Flag of the United States of America.

CALL for BIDS and BID OPENING on LADDER TRUCK Chair Morse called for the bids and bid opening on the surplus ladder truck at 7:01 p.m. District Secretary Obtinario opened and read two (2) bids: \$500 from Wicus McGuffey and \$1001 from The Pontius Company Inc. **MOTION:** Commissioner Bangle moved to close the bidding process. Commissioner Carmody seconded the Motion. Commissioner Pontius withdrew and abstained from all discussion. Chair Morse called for discussion on the Motion. The Board talked about whether or not it was okay for a fire commissioner to bid and it was agreed that, in light of the fact that several means to sell this surplus apparatus had been pursued, and that two (2) fire district members were the only bidders, that everything that could have been done, had been done properly in order to sell the unit. Question was called. Chair Morse called for a vote on the Motion. Commissioners Wheeler, Carmody, Bangle and Morse voted in favor of the Motion. Commissioner Pontius withdrew and abstained from voting. The Motion carried. **MOTION:** Commissioner Wheeler moved to award the bid to The Pontius Company Inc. for the amount of One Thousand One dollars (\$1001.00). Commissioner Carmody seconded the Motion. Commissioner Pontius withdrew and abstained from all discussion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Wheeler, Carmody, Morse and Bangle voted in favor of the Motion. Commissioner Pontius withdrew and abstained from voting on the Motion. The Motion carried.

CALL for APPROVAL of the AGENDA: Chair Morse called for approval of the Agenda. Chief Kier asked to add the approval of the January 31, 2003 Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the Agenda as modified. 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.

CALL for RECESS of the MEETING for the purpose of conducting the Volunteer Board for Pension & Relief Meeting at 7:09 p.m.

CALL the REGULAR MEETING Back to Order at 7:15 p.m.

CALL for APPROVAL OF MINUTES:

Chair Morse called for the approval of the April 8, 2003 Regular Meeting Minutes. **MOTION:** Commissioner Pontius moved to approve the April 8, 2003 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the motion. Chair Morse called for discussion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Bangle moved to open discussion of the January 31 Special Meeting Minutes. Commissioner Carmody seconded the Motion. Chair Morse called for discussion on the Motion. Chief Kier explained that Commissioner Bangle's Motion regarding FF/EMT Wes Lueders' eligibility for promotion to Lieutenant needed to be modified in order to be in accordance with IAFF Local 3811 Employment Agreement, Article 11. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to extend FF/EMT Wes Lueders' eligibility for promotion to Lieutenant from one (1) year to two (2) years in accordance with IAFF Local 3811's Employment contract, Article 11. Commissioner Pontius seconded the Motion. 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. There was no comment.

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 \$28,476.57. **MOTION:** Commissioner Pontius moved to approve payment of the vouchers. Commissioner Wheeler 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 April payroll expenditures totaling \$40,394.08. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. 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 April 30, 2003 Monthly Account Updates and the April 30, 2003 Fire & EMS Financial Summaries for information only; asked for any questions on the Capital Replacement Plans; and reviewed the Tax Collection Tracking Sheet (included as part of these Minutes).

BOND-2000 Fund No. 665-003-020 for the purpose of making the June 1 new fire station bond interest 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.

MOTION: Commissioner Wheeler moved to authorize a transfer of \$12,767.58 from the EMS Fund No. 665-003-100 to the LTG BOND-2000 Fund No. 665-003-020 for the purpose of making the June 1 new fire station bond interest 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.

Commissioners Pontius and Bangle questioned the banking fee charged by The Bank of N.Y.; CFO Obtinario explained that The Bank of New York charges a handling/processing fee; the bank has the ability to charge whatever fee they so desire; the fee keeps going up; Obtinario had expressed dissatisfaction with the escalating fee; Jefferson Co. Treasurer has confirmed a set amount for the remainder of 2003; and the transfer fee would not be reduced by eliminating one of our internal fund transfer steps.

Chair Morse called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** report. FF/EMT Brandon Giger invited the Commissioners and spouses and staff to the Association's July 2nd barbeque; 7:00 p.m. at the Bridgehaven picnic area.

Chair Morse called for input from **LOCAL 3811**. No one was in attendance, but Chief Kier reported that the Union and the FF Association are looking to put on an August golf tourney.

Chair Morse called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During his report, Chief Kier circulated a matrix supported by the County Fire Chiefs that reduces the Fire Fighter I hours from 200 hours down to 76 hours for basic interior fire fighting training. Chief Kier explained the intent is to get the new volunteers trained in the basic program so they are ready to respond safely. Chief Kier referenced the NFPA 1001 and the local jurisdiction using the NFPA 1001 to meet the local needs.

Chair Morse called for a Recess at 8:05 p.m. Chair Morse called the Regular Meeting Back to Order at 8:14 p.m.

Chief Kier announced that Mr. Ollie Gardner of the Village Council, has expressed a desire to promote Fire Wise through the Village Council, and Chief intends to be involved.

Chair Morse called for **SUB-COMMITTEE REPORTSALS Update** Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on May 20th at Station #11. Nothing was offered to add to that Agenda.

Station #31 Project Update

Chief Kier reported Primo's retainage has been released.

Jeff Com Board - E911 Updates

Commissioner Pontius reported that the recognition event for the communications officers went well. Commissioner Carmody asked if there are plans for cell phone education. Commissioner Pontius said there is a need to lock cell phones when they are not in use because bumping one (1) number sets off '911'.

Pumper/Tender Project Update

Chief Kier reported the units should be ready for pick-up in early August.

Local Records Grant Project Update

D.S. Obtinario reported one (1) fireproof filing cabinet has been delivered; the other one (1) is sitting in a warehouse waiting for delivery to the peninsula; and Connie has all the records ready for the microfilm process.

Labor Management Committee – June 25th It was noted that this meeting date would need to be changed since Chief Kier will be at the State Chiefs conference at this time.

Strategic Plan Review Committee – May 27th Commissioner Bangle said the meeting is set for the 27th at 9:00 a.m. and there probably will not be any major changes.

Chair Morse called for **UNFINISHED BUSINESS**

Fire Investigation Interlocal Agreement (in Committee)

Annexation Project Update Commissioner Wheeler reported that he and Chief Kier met with Pope Resource's representatives; the petition for annexation has been signed and is ready for the fire district to process.

New Policy Manual 2000 Series DRAFT: Review, Edit, Adopt The Board set a Special Meeting on May 29th.

Chair Morse called for the **Chief's Employment Agreement Review** The review was conducted paragraph by paragraph; the Committee, consisting of Chair Morse and Vice Chair Carmody, recommended the inclusion of the following language in: 2. "and on January 1, 2005 be extended to December 31, 2007" and 5.e: "The employee shall be allowed deminimus use of district property." and 7. a. "One hundred twenty (120)" and 10. "accrued vacation and sick leave". **MOTION:** Commissioner Carmody moved to approve the Chief's Employment Agreement with edits. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion of the Motion. Commissioners Pontius and Bangle raised discussion regarding their opinions that the inclusion of the language to 5.e is "understood" and that it is not necessary to specifically include the term deminimus use. Chair Morse re-stated the Committee recommends approval with the stated edits. Question was called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, and Wheeler voted in favor of the Motion. Commissioners Pontius and Bangle voted against the Motion. The Motion carried.

Chief's Job Description Chair Morse called for a review of the Chief's Job Description, paragraph by paragraph.

Chair Morse called for a Recess of the Regular Meeting at 9:19 p.m. Chair Morse called the Regular Meeting Back to Order at 9:21 p.m.

Chair Morse continued the review of the Chief's Job Description and concluded the process by requesting that Section F, on page 6, be reworked for submission at the 9:00 a.m. May 29th Special Meeting.

Ambulance Transport Collections Referral – Registered Letter Commissioner Wheeler said we have done everything possible to collect the debt of \$394.51 representing 5 transports which Medicare had already paid and have received no patient response regarding financial status.

MOTION: Commissioner Wheeler moved to refer the \$394.51 to collections. The Motion failed for lack of a second.

MOTION: Commissioner Pontius made a Motion to forgive the debt. Commissioner Morse seconded the Motion. Discussion followed regarding the fact that Medicare had paid. Question called. Chair Morse called for a vote on the Motion. Commissioners Morse, Carmody, and Pontius voted in favor of the Motion. Commissioner Wheeler voted against the Motion. Commissioner Bangle abstained from voting. The Motion carried.

Other Unfinished Business Chair Morse called for Other Unfinished Business. **Commissioner Bangle stated that he had Unfinished Business; handed a document to Chair Morse; and stated that he “resigned”.** Commissioner Bangle left the meeting at 9:48 p.m.

Chief Kier circulated the DRAFT 2002 Annual Report and asked the BOC to edit and return to him by May 29th.

Chair Morse called for **NEW BUSINESS.**

DNR Wildland Brush Truck Chief reported that he is in the process of rounding up a pump and that staff is currently working on putting the brush truck into service. Chief asked the Board's approval to accept the DNR wildland brush truck.

Chair Morse called for a Recess at 9:51 p.m. Chair Morse called the Regular Meeting Back to Order at 9:59 p.m.

Seminars/Meetings Chair Morse reviewed the functions listed on the Agenda and Commissioners Carmody, Pontius and Wheeler confirmed their attendance at the WFCM Chelan seminar on May 31st;

DNR Wildland Brush Truck Chief Kier asked to return to this Agenda topic; reiterated his request for Board approval to move forward on the DNR wildland brush rig; explained he may spend a maximum of \$1,000 in order to put it in service, but most of the work is “sweat equity”. **MOTION:** Commissioner Wheeler moved to accept and put the brush truck into working condition. Commissioner Pontius seconded the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chair Morse called for the inclusion of the New Business item of accepting the letter of resignation of Tim Bangle. **MOTION:** Commissioner Wheeler moved to accept Tim Bangle's letter of resignation. Commissioner Morse seconded the Motion. Question was called. Chair Morse called for a vote on the Motion. Commissioners Wheeler, Carmody, and Morse voted in favor of the Motion. Commissioner Pontius voted against the Motion. The Motion carried.

Capital Plan – Modification – Aid Car Chief Kier explained the need to modify the Capital Replacement Plan for the refurb of the 1992 ambulance and expressed an urgency to deal with the refurb or replacement now instead of in 2005 because the emergency lights are not functioning properly and several repair attempts have failed to make the needed correction. **MOTION:** Commissioner Wheeler moved to adjust the Capital Replacement Plan column F from 2005 to 2003 and use \$18,000 from the Mitigation Fund, \$7,000 from the Fire General Fund, and \$35,000 from the EMS Fund. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Chief Kier stated the use of Mitigation funds is a good idea; that EMS affects the district and is a defensible action for Mitigation dollars. Commissioner Pontius asked the Chief to obtain some quotes on a refurbish, used and new units. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

The Board indicated their desire for the Chief to bring several options for consideration, i.e., refurbish, used, new, leased. Chief said he may be able to lease an ambulance from District 1 or another fire department during the refurb project time. Chief Kier went on to say that he had made an inquiry on a 1998 with 30,000 miles and the warranty remaining on the module as well as another unit which is a 2001 with 14,000 miles for \$110,000. Commissioner Pontius asked if District 1 could rotate an ambulance through District 3; and Chief said the districts have done that through mutual aid for a short-term basis. It was agreed that Chief Kier would submit more detailed information to the Board for consideration at the May 29th Special Meeting.

Fire #3 HIPPA Program Chief Kier announced that he has completed the initial, compliant HIPPA program for our fire district and that he would be making necessary modifications as personnel work the steps of the program.

Dist. Ins. Policy Review Session – May 29th CFO/D.S. Obtinario announced that Chair Morse is calling a Special Meeting at 9:00 a.m. on May 29th at Station #31 for the purpose of reviewing the district's insurance policy and representatives from ESIP and VFIS will submit competitive bids for the June 1, 2003 – June 1, 2004 premium.

National Fire Academy – Executive Fire Officer Program CFO/D.S. Obtinario asked the Board's permission to apply for the NFA EFOP; she explained that it is a 4-year commitment of 2 weeks each year attendance at the National Fire Academy in Emmitsburg, Maryland; that an extensive paper is due for each course; the courses are Executive Development; Leading Community Risk Reduction; Executive Analysis of Fire Service Operations in Emergency Management; and Executive Leadership; and that competition to get accepted in the EFOP is extremely strong. **MOTION:** Commissioner Wheeler made a Motion to allow approval for Arlene to apply to the EFOP and if accepted, to allow participation. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Commissioner Wheeler

commented that if the District experiences financial difficulty in the future, the BOC may require Arlene to use vacation for the 2-week course(s); and Commissioner Pontius reminded the BOC of the current financial commitments of the district, i.e., the new fire station bond, the union contract, the ambulance needs, and potential hiring. Obtinario stated the cost of the program, other than her wages, is less than a \$300 impact on the district's budget since the NFA is a federal establishment and the lodging is supplied and the airfare is reimbursed by federal funds. Chief Kier said the courses are built to help individual fire departments with their own issues, so Arlene could actually bring back resolutions to local issues. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Jefferson County Fire Commissioners & Secretaries Association – 20 Year Anniversary – August 18th – Fire #3 is Host on 8/21 Commissioner Pontius, the current JCFC&S Assn. President, stated that JEFF COM has its' one year anniversary in August as well and that it might be nice to hold a dual celebration. Discussion followed regarding what Fire District #3 could do in the way of the host for the JCFC&S Assn. August meeting. Obtinario will report back at the June meeting with some ideas and costs involved.

Chair Morse called for **Other New Business** There were no further responses.


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


EXECUTIVE SESSION: Chair Morse called for an Executive Session at 10:54 p.m. for the purpose of reviewing the performance of a public employee. Chair Morse called the Regular Meeting back to order at 11:14 p.m. Chair Morse announced no decisions.

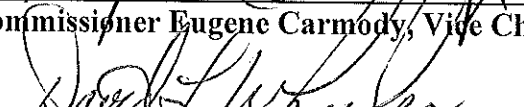
ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 11:15 p.m.

ASSIGNMENTS: No special assignments were noted.

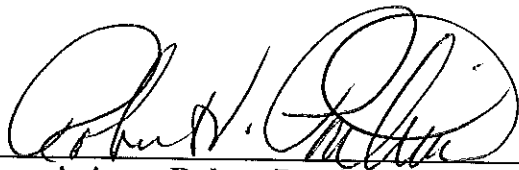
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Howard Morse, Chairman

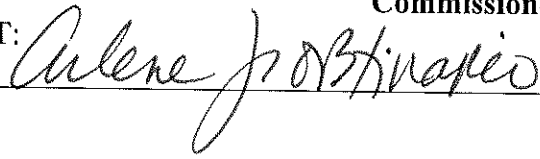
BY: 
Commissioner Eugene Carmody, Vice Chairman

BY: 
Commissioner David Wheeler

BY: RESIGNED_mid meeting
Commissioner Timothy Bangle

BY: 
Commissioner Robert Pontius

ATTEST:

By:  Arlene F. Obtinario, District Secretary