

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
June 10, 2003

- I. Call to Order Regular Meeting Chair Morse 7:00 p.m.**
- II. Flag Salute**
- Call for Interview of Applicant(s) for Board Vacancy
 - Call for Executive Session to Review the Qualifications of Applicant(s)
 - Call Regular Meeting Back to Order
 - Announce Board Decision
 - District Secretary to Issue Oath of Office [if applicable]
- III. Approval of the Agenda**
- IV. Call for Approval of Minutes TAB 1**
- A. May 13, 2003, Regular Meeting Minutes
 - B. May 29, 2003, Special 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: June 17th 7:00 pm Station #31**
 - 2. Operations
 - 3. Functional Consolidation [July subject]
 - 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 – [re-schedule] Commissioner Carmody
- G. Strategic Plan Review Committee – June 12th Commissioner Morse

RECESS OPEN PUBLIC MEETING at or about 8:00 p.m. for a PUBLIC HEARING on the Annexation of 2 Sections of land owned exclusively by Pope Resources.

CALL REGULAR MEETING Back to Order

XI. Unfinished Business

- A. Fire Investigation Interlocal Agreement (in committee)
- B. New Policy Manual 2000 & 3000 Series **DRAFT**: Review, Edit, Adopt
- C. JCFC&S Assn. 20 Year Anniversary – **JEFF COM 1 Year**
- D. Other Unfinished Business?

XII. New Business

- A. Seminars/Meetings
 1. Jefferson Co Fire Comm. & Sec. Assn. June 19th Fire #4
 2. State Chief's Conference June 22 - 27
 3. Other Seminars? Meetings?
- B. Re-assignment of Committee Members
- C. Adopt Annexation Resolution TAB 8
- D. State Auditors Office – Filing Original Invoices
- E. Ambulance Transport Billing Collections Recommendation
- F. 1992 Ambulance Project – RFP Status
- G. Finance Committee Report/Recommendations for Hiring
- H. Other New Business?

XIII. Good of the Order; Questions & Answers

XIV. Executive Session to Review the Performance of Public Employee(s) [if needed]

XV. ASSIGNMENTS

XVI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

June 10, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of June 10, 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, and Commissioner Robert Pontius. Also present were Chief Wayne Kier and CFO/District Secretary Arlene Obtinario.

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

CALL for Interview of Applicant(s) for Board Vacancy CFO/D.S. Obtinario reported that originally Dr. Bill Hansen and Dr. Stan Thalberg had submitted letters of interest however Dr. Stan Thalberg had subsequently tendered his letter of withdrawal from the process. Chair Morse called on Dr. Bill Hansen; Dr. Hansen introduced himself to the Board; talked briefly about his fire commissioner experience in Clark County; said he is interested in policy and the laws dealing with open public meetings; has consolidation and merger experience; and is a registered voter. (Resume attached for detailed reference.)

Call for Executive Session to Review the Qualifications of Applicant Chair Morse called for an Executive Session for the purpose of reviewing the qualifications of Board applicant Dr. Bill Hansen at 7:07 p.m. for a 5-minute session.

Call Regular Meeting Back to Order Chair Morse called the Regular Meeting back to Order at 7:12 p.m.

Announce Board Decision Chair Morse announced a unanimous Board support for appointment of Dr. Bill Hansen to the Board.

District Secretary to Issue Oath of Office Chair Morse called on District Secretary Arlene Obtinario to issue Dr. Hansen his Oath of Office. **Upon completion of his Oath of Office, Commissioner Hansen took his seat at the Board table.**

CALL for APPROVAL of the AGENDA: Chair Morse called for approval of the Agenda. **MOTION:** Commissioner Wheeler moved to approve the Agenda as presented. 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 APPROVAL OF MINUTES:

Chair Morse called for the approval of the May 13, 2003 Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the May 13, 2003 Regular Meeting Minutes as presented. Commissioner Carmody 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 May 29, 2003 Special Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the May 29, 2003 Special Meeting Minutes as presented. Commissioner Hansen 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. 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 with the addition of \$20.00 on an invoice for the Bankcard Center vendor where an 8 was entered as a 6; the vouchers total \$35,620.47. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers as corrected. Commissioner Hansen 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 May payroll expenditures totaling \$41,774.24. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. Commissioner Hansen 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 May 31, 2003 Monthly Account Updates and the May 31, 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).

Chair Morse reported no need for a Transfer of Funds.

Chair Morse called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION** report. FF/EMT Brandon Giger reported the Association received a \$100 donation from a couple from Paradise Bay.

Chair Morse called for input from **LOCAL 3811**. Lt. Wicus McGuffey reported that Lt. Brian Soete is no longer the Union President; that McGuffey is the Acting President and the Vice President position is currently vacant; Acting President McGuffey congratulated Commissioner Hansen on his appointment to the Board; informed Commissioner Hansen that the Union had contacted his previous fire district in Clark County and received extremely favorable comments

on his behalf; and Acting President McGuffey presented a letter from Local 3811 to the Boards of Fire District #1 and #3 offering support toward consolidation efforts of Districts 1 and 3 and encouraging the continuation of the process.

Chair Morse called for the **CHIEF'S REPORT**. Chief Kier reviewed his written report (included with these Minutes). During his report, Chief Kier added that Lt. Seeley, Lt. McGuffey, and FF/EMT-P Randall received the required probationary evaluations; FF/EMT Lueders received his annual evaluation; and Chief has instituted the annual evaluations to be conducted on the employee's birthday so the evaluation process can be spread throughout the year. Chief also mentioned that he would be traveling to the factory sometime around July 21st to inspect the pumper/tenders before painting. Chief Kier offered these additions to Training: there is a need for live-fire training so it is the plan to do the fire blaster trailer and flammable liquids in July or August; there will be a Jefferson County Recruit Class; and there will be an IMS update class in the fall; plus June 18th the Chief will be working with the Village on FIREWISE; June 23rd he will be at the Fire Defense meeting in Pasco; and on June 24th - 27th he'll be at the WA State Chiefs Conference in Pasco; and he will be instructing at the State Academy on June 28th and 29th.

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

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on June 17th at Station #31.

Station #31 Project Update It was agreed to remove this report from the Agenda. **PROJECT SUCCESSFULLY COMPLETED.**

Jeff Com Board - E911 Updates

Commissioner Pontius reported that Jeff Com is holding the money to work on the Positron issues. Chief Kier reported attending a meeting that included representatives from County roads; Public Works; law enforcement, fire, and Jeff Com regarding the fire number issues. He stated that the committee agrees that a mathematical system in quadrants would be the ideal addressing system.

Chair Morse called for a Recess of the Open Public Meeting at 8:00 p.m. and called for a Public Hearing on the Annexation of 2 Sections of land owned exclusively by Pope Resources. THERE WERE NO COMMENTS FROM THE PUBLIC. Chair Morse called the Regular Meeting back to Order at 8:03 p.m.

Chair Morse asked the Board to continue with the Agenda. Commissioner Wheeler said he wants to pursue the 1/10 of 1% of sales tax to support the Jeff Com system. Commissioner Pontius said that no one on the Jeff Com Board has put forth this issue and Commissioner Pontius encouraged Commissioner Wheeler to bring the topic up at the Jefferson County Fire Commissioners and Secretaries Association Meeting. Chief Kier mentioned that because the local residents do a lot of spending in Clallam and Kitsap Counties, the tourists would be the ones doing the 'buying'. Commissioner Hansen stated that in his past experience, an E911 system can expect an 18% increase each year and he supports funding from the general public. Commissioner Pontius said that he represents the Jefferson County Fire Commissioners and Secretaries Association to the

Jeff Com Board and speaks for that body, and would willingly bring the topic to the Jeff Com Board as a united effort from the fire service. Commissioner Wheeler also mentioned that Kitsap, Clallam, and Mason Counties have or are pursuing the sales tax funding for their E911 systems. Commissioner Pontius asked Chief Kier to write about locking cell phones as an article for the Village Voice.

Pumper/Tender Project Update

Chief Kier reported the project is going well and he'll be setting up his inspection trip before pre-paint.

Local Records Grant Project Update

CFO/D.S. Obtinario reported the second fireproof filing cabinet has been delivered; the records are ready for the microfilm process and will be picked up this week; and the grant project ends June 30th.

Labor Management Committee – July 3rd 10:00 a.m. at Station No. 31 is the rescheduled meeting date and time.

Strategic Plan Review Committee Chief Kier reported that the Strategic Plan has been converted to WORD Microsoft and Commissioner Morse reported that the review committee is half way through the edit process.

Chair Morse called for **UNFINISHED BUSINESS**

Fire Investigation Interlocal Agreement Chief Kier reported the final document is being held up by the City of Port Townsend's prosecuting attorney, but the fire districts are proceeding to function as usual when fire investigation needs arise.

New Policy Manual 2000 & 3000 Series DRAFT: Review, Edit, Adopt The Board set a Special Meeting on June 16th from 9:00 a.m. to Noon to work on the new policies.

JCFC&S Assn. 20 Year Anniversary – JEFF COM 1 Year Anniversary Obtinario to work on the specifics as Fire #3 is the host district for the August meeting.

Other Unfinished Business 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.

Re-assignment of Committee Members Chair Morse assigned Commissioner Hansen to the Stations Committee, the Equipment Committee liaison, and the Quarterly Review of the Commissioner Goals and Objectives.

Adopt Annexation Resolution MOTION: Commissioner Hansen made a Motion to adopt Resolution No. 2003-01 for Annexation of Unprotected Land into the Fire District by Petition

Method – Pope Resources, Petitioner. 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.

State Auditors Office – Filing Original Invoices CFO/D.S. Obtinario explained that the State Auditor has announced that the local auditors will no longer audit the fire district vouchers and invoices at the County Courthouse; the original invoices and vouchers will be filed and audited at the fire district administrative offices; so the only thing the County Auditor needs from the BOC is their signed approval sheet. Obtinario stated that Jefferson County Auditor Donna Eldridge and her accounting staff has edited, endorsed, and circulated the internal audit procedure Obtinario designed, initiated and utilizes in Fire #3 as the accepted internal audit procedure for use by all 7 fire districts in Jefferson County.

Ambulance Transport Billing Collections Recommendation MOTION: Commissioner Wheeler made a Motion to refer patient account # 352 in the amount of \$88.73 to collections. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. CFO/D.S. Obtinario explained that the \$88.73 is the patient's owed deductible/co-pay after Medicare made final payment and there has been no response to Systems Design or to her collections letter and the date of transport was August 16, 2002. Commissioner Wheeler stated that if there is no response to the regular collection process, then the Board has no recourse but to turn these accounts to the collection agency, but these evaluations need to be on a case-by-case basis. General discussion followed regarding whether or not to send this account to collections. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

1992 Ambulance Project – RFP Status Chief Kier circulated the DRAFT Request for Product (RFP) to the Board for review.

Chair Morse called for a Recess of the Open Public Meeting at 8:45 p.m. Chair Morse called the Regular Meeting back to Order at 8:50 p.m.

The BOC reviewed the language of the DRAFT RFP and confirmed the need for a 'new' or 'demonstrator' ambulance.

Finance Committee Report/Recommendations for Hiring Commissioner Carmody reported that Chief Kier and CFO Obtinario had run 8 scenarios for hiring; the Finance Committee looked at the cost perspective if District #3 had to stand alone in providing ALS; had the discussion that paying off the fire station bond early would preclude doing any hiring; evaluated the best interest of the taxpayers in value and benefit in service level; agreed that the BOC needs to decide on the provision of service versus paying off the building bond early; there were 2 scenarios circulated at the May 29th Special Meeting for BOC review and the one to hire 2 entry level fire fighter/EMTs on January 1st, is based on the Chief continuing his dual role of District Chief and District Training Officer; the 2nd scenario shows hiring a Training Officer and 1 entry level fire fighter/EMT on January 1st. Commissioner Wheeler stated that he supports hiring the 2 FF/EMTs on 4 – tens, 5 – eights, or 4 – twelve's, whatever the Chief decides best fits the operational and service needs if the Chief is still comfortable handling the Training Officer position. Chief Kier

stated the district has 2 slots available but he strongly recommends hiring after January 1, 2004 in order to have more time to evaluate the TO/Chief position; it is cleaner to deal with the pay raises at the first of the year; and a consolidation meeting with District 1 is upcoming and it is important to know the outcome of that meeting. Chief Kier presented 3 possible plans to address the District 1 and 3 working relationship. Chief pointed out that plan A is the current way District 1 and 3 interact; Station 11 has 1 FF/EMT on duty; Station 31 has 2 FF/EMT's on duty and every 3rd rotation a FF/Medic is on duty; District 3 is ready to hire 2 FF/EMT's to cover Station 33; the cost of the Medic 13 program is shared 50/50, but, as an example, in a 12-month period, Dist. 1 responds to 700 calls and Dist. 3 responds to 400 calls, so the cost of a call to District 1 = \$155/call and the cost of a call to District 3 = \$295/call, so District 3 is subsidizing District 1 by \$145 per call which = \$101,500 per year; there is a risk management problem with the MED13 employees being out of the Employer's control since District 3 is the named employer; the Medic is used by District 1 on rotation to fill the gap for having only 1 FF/EMT on duty; and District 3's Medic on B-Shift is providing free ALS service through Mutual Aid to District 1 and the outside districts that are contracted for service with MED13, when MED13 is unavailable to respond because of multiple calls.

Chief Kier went on to share plan B as a new way to do business, namely to separate the MED13 program. He explained that each District 1 and 3 would take their \$150,000 paid toward the shared program, and then could fund their own paramedics separately. Chief said that in this scenario, District 3 could possibly hire 1 entry level FF/EMT. He noted that the risk management in plan B would be much better, each employee would have 1 boss to answer to; the financial aspects for each District 1 and 3 would be separated and cleaner; and then a true Mutual Aid could exist between District 1 and 3 since each District would be able to extend ALS backfill-coverage on duty days if either the District 1 or District 3 Medic was off, thus cutting way down on the overtime cost. Chief did raise one concern that the Medics would start to experience skill degradation if the districts did not participate in a mutual aid reciprocal program and the contract for ALS service with outside districts didn't stay intact.

Chief Kier then referred to plan C and stated that plan C would be a total commitment by Districts 1 and 3 to work on total consolidation and that "maybe it is time to hire a new fire chief to facilitate consolidation, someone who has no ties, no emotions, and can see what needs to be done". He went on to explain that each District 1 and District 3 would have to come up with \$50,000 for a \$100,000 chief in order to attract a good fire chief that could take over. He explained that he and Chief Boggs could become Assistant Chiefs to the new chief or even assigned to the duty crews, and if a new chief is hired for the consolidated program, then District 3 would have funds available to hire 1 additional FF/EMT.

Lt. Wicus McGuffey, Local 3811 Acting President, stated that the Union supports consolidation and the Local represents 2 bargaining units, that of District 1 and of District 3. He went on to say that he is speaking his own opinion, as a Lieutenant of District 3, since the union membership was not present to physically view the 3 plans and he does not have collective input regarding the specific plans presented by Chief Kier. Lt. McGuffey said he personally supports plan C of the 3 offered; that plan C could provide better working conditions for the District 1 union fire fighters and he could see the opportunity to hire more fire fighters in the future.

FF/EMT Brandon Giger addressed the Board as a volunteer of District 3 and stated that District 1 has several volunteers on the roster, but only a few are showing up for the calls, and he could see a benefit in plan C for the volunteer forces to work together in better working conditions.

Chair Morse called for a recess of the Open Public Meeting at 10:08 p.m. Chair Morse called the Regular Meeting back to order at 10:12 p.m.

Commissioner Carmody said that he supports paying off the bond early, but he prefers not having a set amount designated for saving each year, but rather, supports a plan to evaluate at year-end the ability to save and to determine at that time what saving amount is affordable.

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

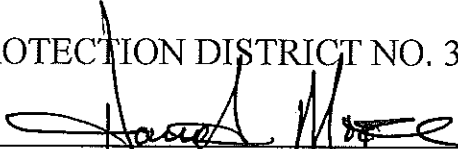
Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** There were no responses.

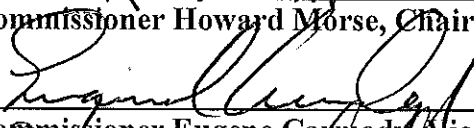
EXECUTIVE SESSION: Chair Morse called for no Executive Session.

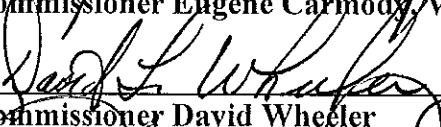
ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 10:32 p.m.

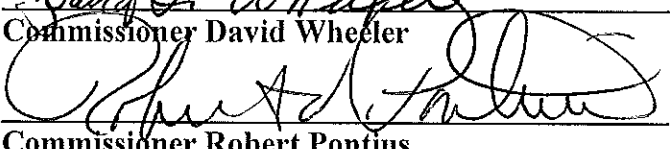
ASSIGNMENTS: No special assignments were noted.

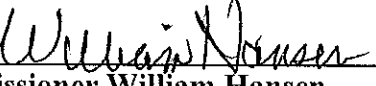
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Howard Morse, Chairman

BY: 
Commissioner Eugene Carmody, Vice Chairman

BY: 
Commissioner David Wheeler

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

ATTEST:
By:  Arlene F. Obtinario, District Secretary