

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
August 12, 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. July 8, 2003, Regular Meeting Minutes
 - B. July 15, 2003, Special Meeting Minutes
- V. Public Comment**
- ✓ Receive and Review Recommendation for Administrative Assistant Hire of Ms. Amber Barney
 - ✓ Call for Executive Session to Review the Applicant's Qualifications
 - ✓ Call Regular Meeting Back to Order
 - ✓ Announce Board Decision
- 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
 - F. Semi-Annual Unused Personnel Benefits Liability Report TAB 7
- VII. Port Ludlow Fire Fighters Association**
- VIII. IAFF Local 3811**
- IX. Chief's Report Chief Wayne Kier TAB 8**
- X. Sub-Committee Reports**
- A. ALS Update – MEDIC 13
 - 1. REGULAR MEETING: Aug 19th 7:00 pm Station #31
 - 2. Operations
 - 3. Other ALS topics?

- B. **Jeff Com Board - E911 Update** **Commissioner Pontius**
- C. **Labor Management Committee** **Commissioner Carmody**
- D. **Strategic Plan Review Committee** **Commissioner Morse**

- E. **Fire Investigation Interlocal Agreement** (held by City of Pt. Townsend P.A.)
Chief Kier
- F. **CONSOLIDATION** **Chief Kier**
- G. **Policy Manual Review Edit Adopt: Start with Policy No. 2710**
Chair Morse

XI. Unfinished Business

- A. **JCFC&S Assn. 20 Year Anniversary – JEFF COM 1 Year**
- B. **Pumper/Tender & New Ambulance Press Release**
- C. **District 3 Hiring**
- D. **Other Unfinished Business?**

XII. New Business

- A. **Seminars/Meetings**
 - 1. **Jefferson Co Fire Comm. & Sec. Assn. Aug 21st Fire #3**
 - 2. **Other Seminars? Meetings?**

- B. **Provident Group Life Insurance Proposal, Nicholson & Associates**
- C. **Provident Accident/Disability/Sickness Proposal**
- D. **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
August 12, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of August 12, 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 Bill Hanson. Commissioner Robert Pontius arrived at 7:04 pm. Also present were CFO/District Secretary Arlene Obtinario. Not present was Chief Kier.

CALL for the FLAG SALUTE:

Chair Morse called on Commissioner Bill Hansen 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 approval of the Agenda. **Motion:** Commissioner Hansen moved to approve the Agenda as presented. Commissioner Carmody seconded the motions. Chair Morse called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

CALL for APPROVAL of MINUTES:

Chair called for the approval of the July 8, 2003 Regular Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the July 8, 2003 Regular 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. Chair Morse called for the approval of the July 15, 2003 Special Meeting Minutes. **MOTION:** Commissioner Hansen moved to approve the July 15, 2003 Special 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.

CALL for PUBLIC COMMENT:

Chair Morse called for Public Comment. There was no comment.

Receive and Review Recommendation for Administrative Assistant Hire of Ms. Amber Barney. Chair Morse called for an Executive Session to Review the applicant's qualifications at 7:08 pm. Chair called the Regular Meeting back to order at 7:21 pm. Chair Morse announced the hire of Ms. Amber Barney. Chair Morse called for approval of the temporary hire. **MOTION:** Commissioner Wheeler moved the approval. Commissioner Carmody seconded. The Motion carried unanimously.

Chair Morse called for a recess at 7:22 pm. Chair called the Regular Meeting back to order at 7:32 pm.

FINANCIAL REPORTS:

Commissioner Wheeler reported that he and Commissioner Carmody had reviewed the bills; they are correct, in order, and appropriate for payment; the vouchers total \$146,560.24. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers as presented. 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 July payroll expenditures totaling \$44,963.22. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. 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.

Chair Morse conducted the review of the July 31, 2003 Monthly Account Updates and the July 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). Commissioner Carmody stated that if we stay on course of setting \$100,000 aside each year we would start to go into negatives soon and that he is in favor of a review at the end of the budget year to determine the actual amount to set aside for the early fire station bond payoff. Commissioner Wheeler stated that at the end of the year there should be a determined excess and then set some aside for the purpose to pay off the bond early so the future BOC could follow the plan. Commissioner Hansen stated that legally the present BOC cannot obligate a future board and that a public financial agency must operate within the budget at hand. Commissioner Pontius stated that \$100,000 is a goal that would support a plan to pay off the station bond early; that citizens were told that they would get a new fire station and new equipment and the Board should have the goal to set aside the \$100,000 so the BOC would be more reluctant to use it for other things. Commissioner Wheeler stated that at the end of the budget year the BOC could review the finances and decide the actual amount with the intent to accomplish an early payoff of the station bond.

TRANSFER OF FUNDS

MOTION: Commissioner Wheeler made a Motion to transfer the amount of \$44,981.00 from the EMS fund to the General Fund. Commissioner Hanson 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 made a Motion to transfer the amount of \$18,000 from the Mitigation fund to the General Fund. Commissioner Hanson 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. FF/EMT Steve McKim reported that the carwash proceeds enabled the purchase of the wildland equipment bags.

Chair Morse called for input from **LOCAL 3811**. Lt. Wicus McGuffey thanked the Fire Fighters Association for the wildland bags and stated that they are very helpful and that they would definitely be used.

Chair Morse called on Lt. Wicus McGuffey for the **CHIEF'S REPORT**. Lt. McGuffey gave a verbal overview of Chiefs report. (included with these Minutes)

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

ALS Update Chair Morse stated the Regular Joint Board meeting is at 7 p.m. on August 19th at Station #31. It was noted that Draft #4 of the revised ALS Outside Districts Agreement has been circulated.

Jeff Com Board - E911 Updates

Commissioner Pontius reported that Jeff Com has worked on the 2004 budget; the budget is up \$55,000; payroll, personnel benefits, and teletype are the reasons for a \$10,000 increase over 2003. Also stated that as of June 30, Jeff Com has used 39% of this year's budget. Going to be holding \$90,000 that has not been paid to the Phone Company for unsatisfactory work and Jeff Com has been turned to collections. Port Townsend is going to change the call signs of their units; narrowband is coming; and the new road identifications project has been taken over by Jeff Com to include establishment of the requirements for addressing, giving new road names, and setting the new criteria.

Labor Management Committee – met on August 1st CFO/ District Secretary Arlene Obtinario discussed the health care topic. Lt. McGuffey stated that per Local 3811 contract, there must be an annual review of health care and the Local is in the evaluation stage and looking for a mutually beneficial program.

Strategic Plan Review Committee Chair Morse stated the plan is on hold.

Fire Investigation Interlocal Agreement Chair Morse asked to carry to next agenda.

Consolidation will be discussed at the Joint Board meeting.

Policy Manual Review Edit Adopt BOC will set a meeting in September.

Chair Mores called for **NEW BUSINESS**

Seminars/Meetings Chair Morse reviewed the meeting and seminars; stated the Jefferson Co Fire Commissioners and Secutary Association 20th Anniversary meeting and reception will be held on August 21st at station 31. Commissioner Carmody said he would be attending the WFCA conference.

Provident Group Life Insurance Proposal, Nicholson & Associates

Provident Accident/Disability/Sickness Proposal Nicholson Insurance Agent Karen Miltenberger submitted 2 proposals for BOC consideration and the Board agreed that no changes would be made this year; asked the District Secretary to write a letter thanking Ms. Miltenberger for her interest and to contact the BOC next year when the VFIS 3-year Accident & Sickness policy expires to offer a competitive bid.

Chair Morse called for Other New Business. Commissioner Wheeler reported that he has been appointed to serve on the State Fire Marshal's Fire Fighter I training reimbursement review committee; he attended a meeting on August 14th and there will be at least one follow up committee meeting in November. **MOTION:** Commissioner Hanson moved to approve the standard commissioner service rate for Commissioner Wheeler's involvement. Commissioner Pontius seconded the motion. The motion carried unanimously.

Chair Morse called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.** (1) Commissioner Pontius stated the he is signing the payroll for the MPD, EMS Council Secretary, and EMS Coordinator paid out of the EMS Special Agency Fund. (2) Commissioner Pontius reported as President of the JCFC&S Association he has received a letter regarding the grant awards in Washington State. (3) Commissioner Wheeler recommended utilizing the staff administration car for District business to help lower the cost of mileage refunds, and he said that Commissioners need to get approval to attend special functions. (4) Commissioner Carmody thanked Arlene for the effort to change the long distance carrier in an effort to lower the long distance expense for the district.

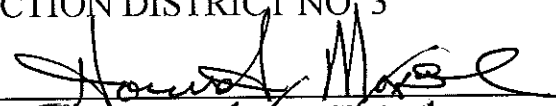
EXECUTIVE SESSION: Chair Morse called for no Executive Session.

ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 8:56 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

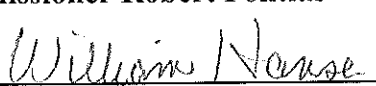
BY:


Commissioner David Wheeler

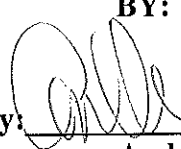
BY:


Commissioner Robert Pontius

BY:


Commissioner William Hansen

Recording Secretary:


Amber Barney, Administrative Assistant

ATTEST:

By:  Arlene F. Obtinario, District Secretary

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO.3
BOARD of COMMISSIONERS
APPROVAL SUMMARY

We, the Undersigned Board of Fire Commissioners of Jefferson County Fire Protection District No.3, Jefferson County, do hereby certify that services rendered, hereinafter specified, have been received and are approved for payment.

SIGNED:

By: [Signature]
Commissioner

By: [Signature]
Commissioner

By: [Signature]
Commissioner

By: [Signature]
Commissioner

By: [Signature]
Commissioner

ATTEST:

By: [Signature]
District Secretary

Date: 08-20-03

\$ 2,312.01

Date: 09-09-03

\$ 22,006.41

TOTAL \$ 24,318.42