

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
September 9, 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. **August 12, 2003, Regular Meeting Minutes**
 - B. **August 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: None required**
- VII. **Port Ludlow Fire Fighters Association**
- VIII. **IAFF Local 3811**
- IX. **Chief's Report** Chief Wayne Kier TAB 6
- X. **Sub-Committee Reports**
 - A. **ALS Update – MEDIC 13**
 - 1. **REGULAR MEETING: Sep 16th 7:00 pm Station #11**
 - 2. **Operations**
 - 3. **Other ALS topics?**
 - B. **Jeff Com Board – E911** Commissioner Pontius
 - C. **Strategic Plan Review Committee** Commissioner Morse
 - D. **Fire Investigation Interlocal Agreement** Chief Kier
(held by City of Pt. Townsend P.A.)
 - E.
 - F. **CONSOLIDATION** Chief Kier

**G. Policy Manual Review Edit Adopt: Start with Policy No. 2710
Chair Morse**

XI. Unfinished Business

- A. District 3 Hiring**
- B. Other Unfinished Business?**

XII. New Business

- A. Seminars/Meetings**
 - 1. Leadership NW/Bellingham 10/4
 - 2. Jeff Co Fire Comm & Sec Assn. Meeting/Dist #6 10/16
 - 3. Snure Legislative Seminar/Spokane 10/22
 - 4. WFCA Annual Conference/Spokane 10/23 – 10/25
 - 5. Labor/Management Committee Meeting 11/6
 - 6. 2004 Budget due date to Co Auditor 11/14
 - 7. JCFC&S Assn Ann'l banquet Dec.1, 8 or 15?? –host Dist #2
 - 8. Other Seminars? Meetings?
- B. 2004 Budget**
 - 1. Co Assessor's Revenue Predictions
 - 2. Finance Committee Meeting
 - 3. Special BOC Budget Workshop Meeting
- C. 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

JEFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

September 9, 2003

CALL TO ORDER:

Chairman Commissioner Howard Morse called the Regular Meeting of September 9, 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 Bill Hansen. Also present were Chief Kier and COF/ District Secretary Arlene Obtinario.

CALL for the FLAG SALUTE:

Chair Morse 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 Pontius moved to approve the Agenda as presented. 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.

CALL for APPROVAL of MINUTES:

Chair Morse called for the Approval of the August 12, 2003 Regular Meeting Minutes **MOTION:** Commissioner Hansen moved to approve the August 12, 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.

Chair Morse called for the approval of the August 29, 2003 Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to have a correction on page two (2) to name Steve Steele instead of Steve McKim and to approve the August 29, 2003 Special Meeting Minutes as corrected. 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 were no comments.

FINANCIAL REPORTS:

Vouchers: Commissioner Wheeler reported that he and Commissioner Carmody had reviewed the bills; they are correct, in order, and appropriate for payment; the vouchers total \$24,318.42. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers as presented. Commissioner Carmody 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. Commissioner Wheeler stated that \$2,312.01 was the cost to have fire district personnel drive the new trucks from the manufacturer to Port Ludlow. Chief Kier said that the manufacturer would have charged us nearly \$2000 per truck for them to drive out, so the District saved money by having our own personnel do the job.

Payroll: Chair Morse called for approval of August payroll expenditures totaling \$46,515.10. **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.

Financial Reports: Chair Morse conducted the review of the August 31, 2003 Monthly Account Updates and the August 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).

Transfer of Funds: There were no transfers.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

FF Brandon Giger said there was nothing to report.

LOCAL 3811:

There were no reports.

CHIEF'S REPORT:

Chief Kier reviewed his written report (included with these Minutes), Chief also stated that hose, ladders, SCBA, and safety equipment are the abbreviated basic FF fundamentals for recruit school and the countywide training will be to FFI in order to recoup the State Fire Marshal's training money.

SUB-COMMITTEE REPORTS:

ALS Update:

Chair Morse stated the Regular Joint BOC Meeting is Tuesday, September 16th, 7:00 p.m. at Station No. 11.

Chief announced that he had sent out the letters to Districts 2, 5, & 6 regarding the proposed paramedic evaluation fee. He went on to say that Fire District #2 is

responding to FD#4, picking up District #4 patients and then calling MED13 for paramedic service to Brinnon. Chief stated that since District #4 does not have an ALS Agreement with MED13, the contractual language may need to be tightened to define district boundaries.

Commissioner Hansen reported that discussion at the Jefferson County Fire Commissioners & Secretaries Association's August meeting revealed that District #1 is preparing to sign an automatic fire response agreement with District #6, which might involve MED13 personnel, and there was also talk about response to the Port Townsend Mill for commercial fires. Chief Kier said that previously, 4 fire departments met with Mill personnel and Chief Edwards of the City of Port Townsend signed to provide EMS response and District #1 signed on to respond. He went on to state that he does not support Fire #3 responding to the Mill because the Mill won't allow him to do pre-fire plans and the local fire service has no authority to inspect the premises. Commissioner Pontius stated that he does not want District #3 fire fighters to go to the Mill under these circumstances. Chief commented that all the other businesses in the County pay their taxes and the Mill isn't in the City or in a Fire District so does not pay taxes. Commissioner Wheeler stated that, for the most part, the medics are not sent to outside districts as fire fighters. Commissioner Pontius stated that subsequent contracts would not obligate either side and asked if District #3 has any contracts that would obligate District #1. Chief Kier answered in the affirmative and stated that District 3 has a mutual aid agreement with Kitsap County fire departments.

Jeff Com Board - E911 Updates:

Commissioner Pontius reported there may be 2 new dispatchers joining JEFF COM with 1 more coming from the City of Lynnwood E911 system; and a Search & Rescue short wave tower has been offered to JEFF COM and it will be checked out before an acceptance decision is made.

Strategic Plan Review Committee:

Committee meetings on hold at present.

Fire Investigation Interlocal Agreement:

Chief Kier stated the fire investigation force is functioning well under the old agreement, but the new one is still being held up by the City of Pt. Townsend legal division.

Consolidation:

Chief Kier reported that he had an impromptu meeting with Fire #1 BOC Chairman Commissioner Jess Bondurant; stated the meeting started with the email Chief Kier had sent to Chief Boggs regarding 2004 budget dollars for a training officer and his statement that there should be 1 boss, 1 training officer with the other district paying for time and materials. Chief said that he told Commissioner Bondurant that he does not believe in a countywide training officer and that there needs to be 1 boss, 1

training officer with payment for time and materials by the other agency. Chief went on to report that he suggested to Commissioner Bondurant that MED13 needs to be looked at and possibly needs to be rearranged; that the 2 Boards have made resolutions to consolidate services; that he will do what the Boards desire, but he personally is not in favor of consolidation at this time and Chief Kier reported that Commissioner Bondurant said he is not really in favor of consolidation either. Chief Kier went on to state that if the Board would ask him today who is more important, a chief or a training officer, he would say a training officer. Commissioner Hansen stated that the 2 fire districts should follow the plan and continue with the stakeholders meeting and work through the process of evaluating the pros and cons of consolidation. Chief Kier stated that he plans to include a training officer position in his 2004 operations budget.

Policy Manual Review Edit Adopt:

Postponed.

UNFINISHED BUSINESS:

District 3 Hiring:

Chief Kier stated the District 3 hiring is on hold until the 2004 budget is complete.

RECESS & CALL BACK to ORDER:

Chair Morse called for a recess at 9:05 p.m. Chair Morse called the Regular Meeting back to order at 9:11 p.m.

NEW BUSINESS:

Seminars/Meetings:

Chair Morse reviewed the meeting and seminars listed on the Agenda.

2004 Budget:

Chair Morse stated the Finance Committee plans to meet on September 18th at 1:00 p.m.; Obtinario reported the District Secretaries are meeting with the County Assessor the morning of September 18th in order to obtain the 2004 revenue predictions. The Board agreed to set a Special BOC Budget workshop Meeting on October 2nd, 1:00 p.m. at Station #31.

Other **NEW BUSINESS:**

Chief reported Debbie Randall's re-hire date as September 13th and circulated a copy of the CPAT test to the Board; Chief stated that Lt. Seeley has set up a basic CPAT for Randall's practice and Pt. Townsend Police Chief Kristen Anderson has agreed to help Randall prepare for the CPAT. Chief circulated an anonymous letter, written about Randall that had been mailed to Denise Manly, Secretary of JCFC&S Assn. and Chief Boggs, President of the Jefferson County Chiefs (which is included as reference). Chief read the letter aloud and pointed out the truths and untruths to the Board as he read each sentence. Chief stated that the person would need to put a name to the letter in

order to receive any response from District #3. After completing the process of reading the letter word-for-word, Chief Kier turned to Jefferson Fire #3 FF/EMT Brandon Giger and asked him if he was given a second chance by Fire #3 to complete the FFIT Program and asked him if he is a man. FF/EMT Brandon Giger answered "Yes". Commissioner Pontius stated that our district is concerned about all our fire district employees and suggested that all future contacts regarding the anonymous letter be passed onto the Chair. Commissioner Wheeler asked that the Chair conference with the Chief and then phone the other Commissioners to advise. The Chair confirmed that the Commission agreed to handle this situation as discussed.

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

(1) Chair Morse announced that he has sold his home; that Mrs. Morse needs to live in a single-story house and he does not know where it will take them. (2) Commissioner Carmody reported the Village Council is sponsoring 'County Commissioners on the Road' on September 11th at the Beach Club. (3) Commissioner Hanson stated that he is self-conscious when saying the Pledge of Allegiance because he says "one nation under God" with no comma after "one nation" and expressed sincerely that he isn't reciting in that manner to be different, that's just how he learned the Pledge. (4) Chief announced that as of last Friday he has a new grandson.

EXECUTIVE SESSION: Chair Morse called for no Executive Session.

ADJOURNMENT: There being no further business, Chair Morse called for adjournment at 9:54 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 Arlene F. Obtinario, District Secretary