

Jefferson County Fire Protection District No. 3
Board of Commissioners
SPECIAL MEETING
October 2, 2003
A G E N D A

- I. Call to Order Vice Chair Carmody 1:00 p.m.
Station No. 31, 7650 Oak Bay Road, Port Ludlow, WA
- II. Flag Salute
- III. Approval of the Agenda
- IV. Public Comment
- V. State Purpose of the Special Meeting is to (1) Accept Commissioner Howard Morse's Letter of Resignation; (2) Decide on the Procedure for Filling the Board Vacancy; (3) Decide on the Procedure for Filling the Chairman of the Board Vacancy; (4) Set a Special Policy Workshop Meeting; and (5) Conduct the 2004 Budget Workshop.
- () I. Motion to Accept Commissioner Howard Morse's Letter of Resignation from the Board of Commission
- VII. Procedure for Filling the Board Vacancy
- VIII. Procedure for Filling the Chairman of the Board Vacancy
- IX. Set Special Policy Workshop Meeting
- X. Conduct 2004 Budget Workshop
- XI. Call for Executive Session [if needed to Review the Performance of a Public Employee(s)]
- XII. Good of the Order; Questions and Answers
- XIII. Assignments
- XIV. Call for Adjournment

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
October 2, 2003

CALL to ORDER:

Vice Chairman Commissioner Gene Carmody called the Special Meeting of October 2, 2003, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 1:00 p.m. at Station 31 located at 7650 Oak Bay Road in Port Ludlow, Washington.

Commissioners present were Commissioner Gene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius, and Commissioner Bill Hansen. Also present was Fire Chief Wayne Kier and CFO/District Secretary Arlene Obtinario.

FLAG SALUTE:

Vice Chair Carmody led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

AGENDA APPROVAL:

Vice Chair Carmody called for any changes to the Agenda. **MOTION:** Commissioner Pontius made a Motion to approve the Agenda as presented. Commissioner Hansen seconded the Motion. Vice Chair Carmody called for discussion on the Motion. Question was called. Vice Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

PUBLIC COMMENT:

Vice Chair Carmody called for public comment and received no response.

PURPOSE of the SPECIAL MEETING:

Vice Chair Carmody stated the purpose of the Special Meeting is to (1) Accept Commissioner Howard Morse's Letter of Resignation; (2) Decide on the Procedure for Filling the Board Vacancy; (3) Decide on the Procedure for Filling the Chairman of the Board Vacancy; (4) Set a Special Policy Workshop Meeting; and (5) Conduct the 2004 Budget Workshop.

Letter of Resignation Acceptance:

Vice Chair Carmody reported the District administration office had received Commissioner Howard Morse's letter of resignation on September 19th and submitted it to the Board for formal acceptance. **MOTION:** Commissioner Pontius made a Motion to accept Howard Morse's letter of resignation as a fire commissioner. Commissioner Wheeler seconded the Motion. Vice Chair Carmody called for discussion on the Motion. Question was called. Vice Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Procedure Decision for Filling the BOC Vacancy:

Vice Chair Carmody explained that Howard Morse's name stays on the ballot for the November 4 election and when Howard does not take his Oath of Office, the new term beginning on January 1 will be announced as a Board vacancy; Howard's current resignation from the Board creates a vacancy in the present term which officially ends December 31; so there are 2 Board vacancies to consider. Discussion followed. The BOC agreed that District

Secretary Obtinario would verify that the Board has 90 days to fill each vacancy and the present vacancy shall be counted from today's meeting date; and that the Board will (1) wait until the validation of the election results; (2) advertise the BOC vacancy for 2 weeks in accordance with the District's traditional practice of filling commission vacancies; and (3) plan to make the appointment in January, 2004, for the second vacancy, if no write-in becomes the winning candidate.

Procedure Decision for Filling the Chairman of the Board Vacancy:

MOTION: Commissioner Pontius made a Motion to elect Vice Chair Carmody as Chairman of the Board and to elect the next senior Board member, Commissioner Wheeler as Vice Chairman of the Board. Commissioner Hansen seconded the Motion. Vice Chair Carmody called for discussion on the Motion. Question was called. Vice Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Special Policy Workshop Meeting:

Newly elected **Chairman Carmody** expressed the need for the Commission to continue work on reviewing, editing and adopting the district policies in their new format. The Commissioners talked about ideas for the best approach to successful completion of this enormous task. It was agreed that Chief Kier will present the 2000 series policies that have been through the edit process in a ready format for Board adoption and District Secretary Obtinario was tasked with circulating the 4000 series to the Board. The Board agreed to set a Special Policy Workshop Meeting on Wednesday, November 5th, 9:30 a.m. at Station #31.

2004 Budget Workshop Session:

Chair Carmody called for the 2004 Budget workshop to begin. Chief Kier conducted a line-by-line review of his proposed 2004 Fire & EMS Operations Budgets and stated that he has included \$83,000 in his Fire OPS Budget as a hiring package for a Training Officer position in 2004.

RECESS & Call Back to Order:

Chair Carmody called for a Recess of the Meeting at 2:26 p.m. Chair Carmody called the Special Meeting back to order at 2:36 p.m.

Chair Carmody called for the 2004 Budget workshop to continue. CFO Obtinario presented the anticipated 2004 revenue numbers and all the expected and dedicated 2004 expenses and savings on the Budget Worksheet; and a revised Capital Replacement Plan to include specific identification of the station bond, sick leave, and vacation liabilities and the special designation of an "Early Bond Payoff Contingency Fund".

After Obtinario's review process, Chief Kier submitted 8 hiring scenarios that would affect the 2004 undesignated dollars with emphasis on the possibility of re-structuring the MEDIC 13 program (8 hiring scenarios attached). The Board and staff agreed there is a need to know how the District #1 BOC would prefer to proceed with regard to the MEDIC 13 structure in order for District #3 to identify which of the 8 scenarios best fits.

Good of the Order; Questions and Answers:

(1) D.S. Obtinario mentioned that she would plan to attend the WFCFA Annual Conference in Spokane. (2) Commissioner Hansen reported that he writes new apparatus, Fire

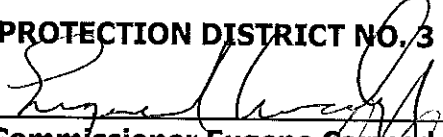
BLAST, loss of Chairman, Fire District #3 articles for THE VOICE and asked his fellow Commissioners for input if they see any sort of conflict of interest.

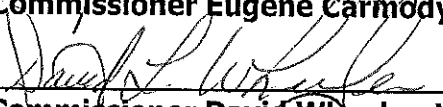
ADJOURNMENT:

Chair Carmody called for Adjournment at 4:05 p.m.

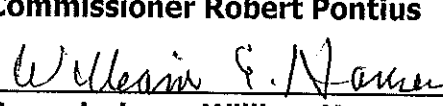
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed:

BY: 
Commissioner Eugene Carmody, Chairman


BY: 
Commissioner David Wheeler, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

BY: _____ [vacant position]

ATTEST:

By: 
Arlene F. Obtinario, District Secretary