

**Jefferson County Fire Protection District No. 3**  
**Board of Commissioners**  
**SPECIAL MEETING**  
**November 5, 2003**  
**A G E N D A**

- I. Call to Order Chairman Carmody 9:30 a.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) Conduct a 2004 Budget Review; (2) Review and Act on MEDIC13 organizational structure modifications; (3) Review and Edit the DRAFT of, and adopting portions of, or complete sets of Series 2000, 3000, and/or 4000 of the new policy manual. Also, an Executive Session may be called for the purpose of reviewing the performance of a public employee.
- VI. Conduct a Review of the 2004 Budget
- VII. Review the MEDIC13 Organizational Structure and Take Action on Modifications as Needed
- VIII. Adopt Revised Policies as Presented by Chief Kier
- IX. Begin Policy Review & Edit Process with Policy No. 2710
- X. Call for Executive Session [if needed to Review the Performance of a Public Employee(s)]
- XI. Good of the Order; Questions and Answers
- XII. Assignments
- XIII. Call for Adjournment

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**a.k.a. Port Ludlow Fire and Rescue**  
**BOARD of COMMISSIONERS**  
**Special Meeting Minutes**  
**November 5, 2003**

**CALL to ORDER:**

Chairman Commissioner Gene Carmody called the Special Meeting of November 5, 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 9:31 a.m. at Station 31 located at 7650 Oak Bay Road in Port Ludlow, Washington.

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

Commissioner Robert Pontius was unable to attend due to employment commitments.

**FLAG SALUTE:**

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

**AGENDA APPROVAL:**

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

**PUBLIC COMMENT:**

Chair Carmody called for public comment and Jefferson County Fire Protection District No. 1 Chairman, Commissioner Jess Bondurant, Jr. commented that it is cold outside.

**PURPOSE of the SPECIAL MEETING:**

Chair Carmody stated the purpose of the Special Meeting is to (1) Conduct a 2004 Budget Review; (2) Review and Act on MEDIC13 organizational structure modifications; (3) Review and Edit the DRAFT of, and adopting portions of, or complete sets of Series 2000, 3000, and/or 4000 of the new policy manual. Also, an Executive Session may be called for the purpose of reviewing the performance of a public employee.

**Conduct a Review of the 2004 Budget:**

Chair Carmody called on Chief Financial Officer Obtinario to brief the Commission on the financial packet and Obtinario explained that she and Chief Kier had worked up some additional budgeting scenarios all based on District #1 and District #3 changing their business approach to operating the MEDIC13 program and the scenarios ranged in expense numbers from District #3 absorbing two thirds of the existing expense of the MED13 program including the hire of a training officer and 1 or 2 daytime fire fighters. During discussion of the various budgeting scenarios, Commissioner Hansen expressed his support of the importance of manning Station #33; Commissioner Wheeler said that combining the positions of Chief and Training Officer could mean passing off administrative duties from the Chief position to the CFO position; and it

was noted that a budget package that included all the hiring possibilities would reflect negative numbers as early as year 2006. Chief Kier said that it is his opinion that the MED13 program needs to be restructured because he is worried about one paramedic per shift traveling over 80 square miles in emergency response to a District #1 and District #3 combined call volume of 1400 calls. Chief Kier stated that the present system is setting up the medics for disaster and there is a need to put more paramedics on the street to relieve this pressure of response. Commissioner Hansen stated that he sees the need for increased administrative duties, increased training duties, increased regulations, along with increasing the number of personnel, and all of this responsibility is being pushed onto the Chief and that he believes there is a need to hire a training officer in order to relieve the Chief of some of these duties. Chief Kier stated that the worst scenario is to stay status quo with one medic covering 80 square miles. Fire #1 Commissioner Jess Bondurant, Jr. reported that his BOC has planned in their 2004 budget to hire 2 paramedics with the intent to share a third medic with District #3, and because District #1 has determined that hiring a training officer is not affordable at this time, the District #1 fire fighters have come up with a plan to create a training division which they will administer in-house. Lt. Wicus McGuffey, Vice President of IAFF Local 3811, stated that the Union prefers that District #3 commit to maintenance of the three MED13 paramedics since they are legally named as District #3 employees and the hiring of a Training Officer as additions to District #3's current staffing. McGuffey went on to say that the Training Officer would be here for Chief to mentor prior to Chief Kier's retirement. Chief Kier mentioned the need to be aware of paramedic skill degradation. District #3 employee, Lt. Brian Soete, asked if management has already talked with the three existing medics who are currently District #3 employees about anyone hiring on with District #1 and no one indicated that this had been done, so Lt. Soete re-stated that the three MED13 medics are employees of District #3 and the Union supports them as such.

**MOTION:** Commissioner Hansen made a Motion to acknowledge the three paramedics currently in the MEDIC 13 program as District #3 employees and to budget for the hire of a training officer and one daytime fire fighter. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion on the Motion. General discussion followed. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Chair Carmody asked CFO Obtinario to re-work the 2004 budget numbers for the November 10<sup>th</sup> Public Hearing and final adoption.

**Review the MEDIC13 Organizational Structure and Take Action on Modifications as Needed:**

Chair Carmody stated that this Agenda topic has been folded into the 2004 Budget review and discussion.

**RECESS & Call Back to Order:**

Chair Carmody called for a Recess of the Meeting at 10:44 a.m. Chair Carmody called the Special Meeting back to order at 11:00 a.m.

**Adopt Revised Policies as Presented by Chief Kier:**

Chief Kier conducted a review of revisions made to Policies No. 2000 – 2444 at previous workshops and noted additional edits as the review progressed.

**RECESS & Call Back to Order:**

Chair Carmody called for a Recess of the Meeting at 12:08 p.m. Chair Carmody called the Special Meeting back to order at 1:23 p.m.

The policy review continued and during review and discussion of Policy No. 2300, it was decided to set the Chief's annual performance review and salary review prior to July 1 instead of December 1 so any wage increases could be reflected in the budget process for the upcoming year. It was noted that this policy change would also cause the need for a change in the Chief's Employment Agreement.

**RECESS & Call Back to Order:**

Chair Carmody called for a Recess of the Meeting at 2:51 p.m. Chair Carmody called the Special Meeting back to order at 2:55 p.m.

The policy review continued and stopped at Policy No. 2444 and it was noted that the next policy workshop would start with Policy No. 2710.

Chief Kier left the meeting at 3:30 p.m.

**Executive Session:**

Chair Carmody called for an Executive Session at 3:30 p.m. for a minimum of 15 minutes for the purpose of reviewing the performance of two public employees.

**Call Back to Order:**

Chair Carmody called the Special Meeting back to order at 3:47 p.m. and asked Obtinario to provide each Commissioner copies of the performance evaluation form for their evaluations on Chief Kier and CFO/DS Obtinario.

**Good of the Order; Questions and Answers:**

- (1) Commissioner Hansen reported that the Stakeholders for the #1 & #3 Consolidation of services study met; the meetings will be held alternately at Station #31 and #11 and the host district will provide the chair of the meeting and a recording secretary; the District Secretaries were tasked with providing financial information on the two districts; and the next meeting is set for December 4<sup>th</sup> at Station #11.

**ADJOURNMENT:**

Chair Carmody called for Adjournment at 3:51 p.m.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

Signed:

BY:   
Commissioner Eugene Carmody, Chairman

BY:   
Commissioner David Wheeler, Vice-Chairman

BY: \_\_\_\_\_ [not present] \_\_\_\_\_  
Commissioner Robert Pontius

BY: \_\_\_\_\_ *William E. Hansen* \_\_\_\_\_  
Commissioner William Hansen

BY: \_\_\_\_\_ [vacant position] \_\_\_\_\_

ATTEST:  
By: \_\_\_\_\_ *Arlene F. Obtinario* \_\_\_\_\_  
Arlene F. Obtinario, District Secretary