

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
December 9, 2003

- I. **Call to Order Regular Meeting** Chair Carmody 7:00 p.m.
- II. **Flag Salute**
- III. **Approval of the Agenda**
- IV. **Call for Approval of Minutes** TAB 1
 - A. **November 10, 2003, Regular 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** 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: Dec 16th 7:00 pm Station #31**
 - 2. **Operations**
 - 3. **Other ALS topics?**
 - B. **Jeff Com Board – E911** Commissioner Pontius
 - C. **Strategic Plan Review Committee** Commissioner Carmody
 - D. **CONSOLIDATION** Chief Kier
 - 1. **Stakeholders Meeting Update**

**E. Policy Manual Review Edit Adopt: Start with Policy No. 2710
December 15, 2003, 5:00 p.m. Station No. 31**

XI. Unfinished Business

- A. Commissioner Orientation Program [in progress]
- B. County Fire Marshal
- C. Annual Performance Evaluations: Chief Kier & CFO/DS Obtinario
- D. Other Unfinished Business?

XII. New Business

- A. Seminars/Meetings
 - 1. WFCA/WSAFC Legislative Day in Olympia Jan. 20th
 - 2. RE-SCHEDULE Joint BOC Meeting to Jan. 21st
 - 3. Other Seminars? Meetings?
- B. Accept Howard Morse's Letter of Resignation from BOC
- C. Announce Board Vacancy
- D. County EMS Training Coordinator Stipend Increase
- E. Issue Commissioner Hansen's Oath of Office
- F. Motion to Surplus Xerox Desktop Copy Machine; Set \$ Value; Authorize Disposal
- G. Motion to Surplus Old Radio Equipment
- H. Training Room Use by Political Parties
- I. 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**

Merry Christmas + Happy New Year!!! Be Safe! Be Kind! Be Joyfull!

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

December 9, 2003

CALL TO ORDER:

Chairman Commissioner Gene Carmody called the Regular Meeting of December 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 Eugene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius, and Commissioner Bill Hansen. Also present were Chief Kier and CFO/ District Secretary Arlene Obtinario.

CALL for the FLAG SALUTE:

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

CALL for APPROVAL of the AGENDA:

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

CALL for APPROVAL of MINUTES:

Chair Carmody called for the Approval of the November 10th, 2003 Regular Meeting Minutes **MOTION:** Commissioner Wheeler moved to approve the November 10th, 2003 Regular Meeting Minutes as presented. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

CALL for PUBLIC COMMENT:

Chair Carmody called for Public Comment. There was no response.

FINANCIAL REPORTS:

Vouchers: Commissioner Wheeler reported that he and Commissioner Carmody had reviewed the bills; the vouchers total \$21,042.48. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers as presented. Commissioner Hansen seconded the motion. Chair Carmody called for discussion and questions. Commissioner Wheeler asked the Board to consider raising the Chief's District credit card from a \$2,000 limit to a \$5,000 limit and the Board agreed. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Payroll: Chair Carmody called for approval of the November payroll expenditures totaling \$46,595.89. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Financial Reports: Chair Carmody conducted the review of the November 30, 2003 Monthly Account Updates and the November 30, 2003 Fire & EMS Financial Summaries for information only; during the review, Commissioner Pontius brought up the fact that as the legal employer of the MED13 personnel, Fire #3 would be required to list the full vacation and sick leave liability and Fire #1 would share one-half the liability in a "deal" through the Interlocal, so he requested the full MED13 liability be noted on the EMS Financial Summary and on the Monthly Account Updates report. Chair Carmody asked for any questions on the Capital Replacement Plan and there was no discussion. Chair Carmody reviewed the Tax Collection Tracking sheet and stated no need to transfer any funds.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

President FF/EMT Steve McKim stated no report.

LOCAL 3811:

Lt. Brian Soete, Local 3811 member, stated no report.

CHIEF'S REPORT:

Chief Kier reviewed his written report (included with these Minutes). Chief Kier also reported that FF/Paramedic Debbie Randall resigned from the District the end of November, so the CPAT did not happen; this resignation opens 2 positions for the hiring process; the 1997 ambulance transmission failed and required a rebuild; and the December 13 Firewise course in Timberton will be an actual walk-through to point out potential wildfire hazards. Commissioner Pontius encouraged district-wide media coverage when appropriate.

SUB-COMMITTEE REPORTS:

ALS Update:

Chair Carmody stated the Regular Joint BOC Meeting is Tuesday, December 16th; 7:00 p.m. at Station No. 31.

Commissioner Pontius reiterated the need to show Fire #3 as liable for 100% MED13 sick leave and vacation liabilities on Fire #3 paperwork since Fire #3 is the legal, named employer of the MED13 personnel.

Jeff Com Board - E911 Updates:

Commissioner Pontius reported that the E911 system still has 7 dispatchers plus 2 positions and the County will fund 2 – 3 more dispatch positions to reach the maximum of 11; and the 1/10 of 1% sales tax ballot measure will be a JEFF COM taxing issue.

Chief Kier circulated a news release from the State of WA. Military DEM regarding the practice of "local number portability" whereby a wireless phone user disconnects their home wireline phone after transferring their number to their wireless phone and the risks of unreliability are involved when 911 is contacted.

Chief Kier reported he has been working on a County 911 locator system committee that has recommended to the County Commissioners to stay with the existing rural addressing system with the addition of the formation of a quarter section fire management system.

Chair Carmody called for a RECESS of the OPM at 8:20 p.m.

Chair Carmody called the Regular Meeting back to Order at 8:29 p.m.

Strategic Plan Review Committee:

Chair Carmody announced that a Committee meeting will be scheduled after the holidays and once the review has been completed, the BOC will adopt their 2004 goals in accordance with the Strategic Plan.

Consolidation:

Chief Kier reported that Obtinario presented financial comparisons between District 1 and District 3 General and EMS Funds at the December 4th Stakeholders Meeting; one alternate to the Stakeholders group stated that his personal feelings were that the financial numbers don't matter and that only the levy rate does; Chief Kier said he stated his feeling that if the two districts are not planning to merge, then everyone is wasting their time; Commissioner Hansen complimented the District Secretaries for their work and presentation of the 1 & 3 financial documents; Chief Kier said there are only a few things left to consolidate, but it would mean firing 1 fire chief; firing 1 district secretary; and sharing 1 ladder truck which would cost \$600,000 and would not benefit the citizens without the correct number of personnel to outfit the truck. Chief Kier went on to say that the question was asked of each District as to their immediate needs, and District 1 needs an earthquake-proof fire station and District 3 needs more personnel to serve the needs of the citizens; it was noted that District 1 is predominantly a volunteer department and District 3 is a combination department, so there is a difference in manning and philosophy; and when the Stakeholders meet in January, there will be a review of the September 17, 2002 Joint BOC Minutes consolidated services list to determine if more items may be added.

During general discussion, Chair Carmody suggested the two districts suspend the concept until District 1 resolves their levy issue; and Commissioner Hansen stated that his feeling is that the Stakeholders Committee should continue to meet to complete the assignment of coming up with a recommendation to the Joint BOC.

Policy Manual Review Edit Adopt:

Chair Carmody reminded the attendees of the upcoming Special Meeting set for Monday, December 15th, at 5:00 p.m. at Station No. 31 to continue working on the new Policy Manual project.

UNFINISHED BUSINESS

Commissioner Orientation program:

Formation is in progress.

County Fire Marshal:

Commissioner Pontius reported that the Jefferson County Fire Commissioners & Secretaries Association 2004 President-elect District 5 Commissioner Bev Horan would have information on the requirements and a job description at the February Association meeting.

Annual Performance Evaluations: Chief Kier & CFO/DS Obtinario

Chair Carmody stated this Agenda item would be handled during Executive Session.

Chair Carmody called for Other Unfinished Business. There were no additional topics introduced.

NEW BUSINESS

Seminars/Meetings:

Chair Carmody reviewed the Meetings and Seminars listed on the Agenda.

Accept Howard Morse's Letter of Resignation from BOC:

MOTION: Commissioner Wheeler moved to accept Howard Morse's letter of resignation from the Commission. Commissioner Pontius seconded the Motion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Announce Board Vacancy:

Chair Carmody directed the District Secretary to announce the Board vacancy in the help wanted section of the newspaper asking for interested citizens to apply for the vacancy. Chair Carmody stated that Mr. Mike Porter's letter of interest shall be held for the interview/selection process set for the January 13 Regular BOC Meeting.

County EMS Training Coordinator Stipend Increase

Chief Kier reported at a recent EMS Council Meeting, that District 2 Chief Bob Wilson had recommended a \$50 per month raise for the County EMS Training Coordinator position held by Rolf Schumann; there would be no additional expense to the fire districts because Indian Island has recently paid the \$600 EMS Coordinator fee into the system; Commissioner Pontius reported there has been no raise since the EMS Training Coordinator position had been established through the EMS Special Agency Fund; and Chief Kier reported there have been many complaints on past performance of the individual holding this position, but no changes were ever made as a result of the complaints, so he saw no reason to hold back support. **MOTION:** Commissioner Hansen moved to authorize approval of an increase in the Training Coordinator's monthly stipend by \$50 per month payable through the EMS Special Agency Fund. Commissioner Wheeler seconded the Motion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Commissioner Pontius reported that a question was raised at the EMS Council meeting regarding billing a private interfacility transport unit for the EMS Training Coordinator fee; he noted 3 of his concerns: (1) emergency versus non-emergency; (2) government versus private agencies; and (3) questioned liability exposure. Chief Kier reported that private agencies sit on the Kitsap & Clallam County EMS councils; the privates pay their fair share; and he said he is not too concerned about liability exposure because the lessons and licenses all come from the State Department of Health. **It was the consensus of the BOC to support the private entity paying for the EMS training through the EMS Special Agency Fund.**

Issue Commissioner Hansen's Oath of Office:

District Secretary Obtinario issued Commissioner Hansen's Oath of Office to Commissioner Position Number 5, 6 year term, 2004 – 2009.

Motion to Surplus Xerox Desktop Copy Machine; Set \$ Value; Authorize Disposal:

CFO/DS Obtinario informed the BOC that the Brinnon Post Office has been using the Xerox Desktop copy machine on a trial basis; the power cord was missing, so she had no way of checking to see if the unit was still operable; the unit is basically designed for home use or for a really low-volume copying business office; the toner cartridges are cost prohibitive for the fire district's current use; the unit had been purchased as a temporary fix for copying needs while the new fire station was being built; and the Brinnon Post Office has need of the unit and has purchased a power cord for the unit in order to determine operability. **MOTION:** Commissioner Pontius moved to surplus the Xerox Desktop Copy Machine. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion on the Motion. **Amended MOTION:** Commissioner Pontius amended his Motion to include the words: "setting the value at zero and to authorize the disposal of the unit". Commissioner Hansen seconded the Amendment to the Motion. Chair Carmody called for discussion on the Amended

Motion. Commissioner Wheeler suggested the surplus purchase amount be set at \$200; Commissioner Pontius said there was no available power cord, so basically the unit was non-functioning; and Chair Carmody stated that the Brinnon Post Office is considered a governmental agency, so the unit may be passed from one government agency to another. Question was called. Chair Carmody called for a vote on the Amendment to the Main Motion. The Amendment carried. Chair Carmody called for a vote on the Main Motion. The Main Motion carried.

Motion to Surplus Old Radio Equipment:

Chief Kier circulated a list of portable radio and charger equipment (attached to these minutes for reference) that cannot be used by the District and recommended the BOC make a Motion to surplus. **MOTION:** Commissioner Pontius moved to surplus the listed radio equipment and to direct the Chief to dispose of as he sees fit. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Mr. Stan Thalberg raised concerns that the two surplus motions seemed contradictory. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Training Room Use by Political Parties:

Chief Kier reported that he has been approached by the Democratic party asking to use the training room for a caucus; he suggested, that if the Board agrees to this type of use, there be a set use limit of ½ day for presidential elections only; Commissioner Wheeler stated he is against this type of use and stated that all use should be non-partisan; Commissioner Pontius stated the fire district is non-partisan and questioned how many people might attend; Chief replied that he was told approximately 40 people; and the consensus of the Board was for the Chief to stick with the existing list/policy on use of the training room.

Other NEW BUSINESS:

Chair Carmody called for Other New Business.

- (1) Chief Kier reported that he had just finished tallying the annual volunteer points for payment; he asked to form a committee which could include the Volunteer Association President, the Chief, and a Commissioner plus any others to determine if the current monetary value of a point reflects the economic reality. Commissioner Wheeler said that he wants to cover this at the Special Meeting and wants to consider a mileage reimbursement program so volunteers don't have to pay income tax on their point money.
- (2) CFO/DS Obtinario reported the ambulance transport billing contractor, Systems Design, has requested an increase from \$19.50 to \$20.00 for each billing. **MOTION:** Commissioner Pontius moved to approve the increase from \$19.50 to \$20.00 effective January 1, 2004. Commissioner Wheeler seconded the Motion. Chair Carmody

called for discussion of the Motion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

The Commissioners thanked and commended Chief Kier and CFO Obtinario for their well-executed budget scenarios and hard work on the 2004 budget process.

EXECUTIVE SESSION:

Chair Carmody called for an Executive Session at 8:40 p.m. for about 15 minutes to review the performance of a public employee and asked Chief Kier to stay for the Session.

CALL BACK to ORDER:

Chair Carmody called the Regular Meeting back to order at 9:00 p.m. Chair Carmody stated the Board would take no action.

ASSIGNMENTS:

Chair Carmody asked the Commissioners to complete their performance evaluations of the Chief and the CFO/District Secretary and submit them to him on or before December 9th.

ADJOURNMENT: There being no further business, Chair Carmody called for adjournment at 9:02 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: (out of town)
Commissioner William Hansen

BY: [vacant]

ATTEST: By:  Arlene F. Obtinario, CFO/District Secretary