

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
January 5, 2004

CALL to ORDER:

Chairman Commissioner Gene Carmody called the Special Meeting of January 5, 2004, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 9:07 a.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:

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 Hansen made a Motion to approve the Agenda as presented. Commissioner Wheeler 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 there was no response.

PURPOSE of the SPECIAL MEETING:

Chair Carmody stated the purpose of the Special Meeting is to (1) Review and/or Adjust CFO/District Secretary Obtinario's 2004 Salary and/or Employee Benefits; (2) Review and/or Adjust Chief Kier's 2004 Salary and/or Employee Benefits; and (3) Start with Policy No. 3400 in the Review/Edit/Adopt Process of Creating the New Policy Manual. Also, an Executive Session may be called for the purpose of reviewing the performance of public employees.

Obtinario 2004 Salary/Benefit Package

Chair Carmody called for an Executive Session to review the performance of Arlene Obtinario and Wayne Kier at 9:10 a.m. for 15 minutes. Commissioner Wheeler recommended the employee being reviewed be called into Executive Session.

Commissioner Pontius announced the Board would extend the Executive Session until 9:45 a.m. Commissioner Pontius called Arlene Obtinario into the Executive Session at 9:32 a.m. Obtinario left the Executive Session at 9:45 a.m.

Commissioner Pontius announced the Board would extend the Executive Session until 10:00 a.m. Commissioner Pontius called Wayne Kier into the Executive Session at 9:55 a.m. and Commissioner Pontius announced the Board would extend the Executive Session until 10:10

a.m. Commissioner Pontius announced the Board would extend the Executive Session until 10:23 a.m.

Call Back to Order:

Chair Carmody called the Regular Meeting back to Order at 10:23 a.m.

RECESS & Call Back to Order:

Chair Carmody called for a Recess of the Meeting at 10:23 a.m. for 7 minutes. Chair Carmody called the Special Meeting back to order at 10:30 a.m.

Announcement of Action:

Chair Carmody stated that Executive Session discussion resulted in the need for two Motions.

MOTION: Commissioner Wheeler moved to increase Arlene Obtinario's 2004 annual salary by \$1,000, retroactive to January 1, 2004; sick leave buy back will be addressed by the end of the year; and the health care benefits remain the same. Commissioner Pontius 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.

MOTION: Commissioner Wheeler moved to increase Wayne Kier's 2004 annual salary to \$72,000 as of January 1, 2004; \$2000.00 of the salary increase may be used as salary or benefits as the employee chooses; and the health care remains as the contract states. Commissioner Pontius 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.

Policy Review & Edit Process beginning with Policy No. 3400

At 10:36 a.m., Chair Carmody called on Chief Kier to conduct the policy workshop portion of the Special Meeting. During the workshop, Chief Kier informed the BOC that the 4000 series is operations. The Board agreed to review the 4000 series on an individual basis and to raise questions to Chief Kier for clarification.

Good of the Order; Questions and Answers:

- (1) Commissioner Wheeler stated there is a need to address Obtinario's work schedule since Amber Barney and Connie Howland are no longer available for part-time employment; Commissioner Wheeler raised the question about the possibility of sick leave being used to cover for a snow day if safety is an issue; Chief Kier replied that vacation or comp time would be used to cover a snow day; and Commissioner Pontius stated it is up to Arlene to keep the office open 5 days a week. Commissioner Wheeler asked his fellow Board members if they want to address the need to have the business office open on Fridays and the District Secretary was instructed to add the topic to the next Regular Meeting Agenda.
- (2) Commissioner Pontius shared information that the power company projects a 4.7% increase.

- (3) Commissioner Pontius reported the County Fire Chiefs Association has submitted a request to the County Commissioners to place the 1/10 of 1% sales tax for communications on the ballot. Chief Kier reported that he did not support the County Chiefs Association action and stated that, in his opinion, the request should have been submitted to JEFF COM.
- (4) Commissioner Pontius thanked Arlene for writing the article for THE LEADER on Wally and May Westergaard and the Jefferson County Fire Commissioners and Secretaries Association twenty year anniversary.
- (5) Chief Kier reported that 6 paramedics and 35 EMT's will take the written exam in the joint 1 & 3 hiring program. The Board reviewed the letter received from Local 3811 in response to the November 21, 2003 letter from the Joint Chiefs, as directed by the Joint 1 & 3 Board, asking for the current MEDIC13 employees to state their employer of choice prior to January 1, 2004. Chief Kier explained that District 1 is doing the actual hiring, so the 3 paramedics in the current MED13 program are legal employees of District 3 and any change in their employer status would be between District 1 and Local 3811.
- (6) CFO/DS Obtinario reported that Mike Porter is still the only applicant for the vacant BOC position.
- (7) Commissioner Hansen announced that he will be out-of-town from January 9 through the 20th, so he would miss the Regular Meeting, but be home in time to attend the next Joint BOC meeting.

ADJOURNMENT:

Chair Carmody called for Adjournment at 11:58 a.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed:

BY: *Eugene Carmody*
Commissioner Eugene Carmody, Chairman

BY: *David Wheeler*
Commissioner David Wheeler, Vice-Chairman

BY: *Robert Pontius*
Commissioner Robert Pontius

BY: *(out of town)*
Commissioner William Hansen

BY: _____ [vacant position] _____

ATTEST:

By: *Arlene F. Obtinario* Arlene F. Obtinario, District Secretary