

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

February 10, 2004

CALL TO ORDER:

Chairman Commissioner Gene Carmody called the Regular Meeting of February 10, 2004, 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.

Commissioner Mike Porter was on a vacation that had been pre-planned prior to his appointment to the Board so he was not present.

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 Hansen moved to approve the Agenda as presented. 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.

CALL for APPROVAL of MINUTES:

Chair Carmody called for the Approval of the January 13, 2004 Regular Meeting Minutes **MOTION:** Commissioner Pontius moved to approve the January 13, 2004 Regular Meeting Minutes as presented. Commissioner Wheeler 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 Carmody reported that he had reviewed the bills; that the audit process of the vouchers had been changed; at present he will review the bills prior to the board meeting and Commissioner Wheeler will audit them again once they've been processed for payment through the County Auditor's staff; Commissioner Carmody said he noticed that commissioner mileage expense

reimbursements are sometimes very small dollar amounts when processed on a monthly basis; CFO/DS Obtinario offered to hold the monthly records for mileage reimbursement and process them on a 3-or-4-month basis or when the amount is more substantial and the Board generally agreed to this process; Commissioner Carmody also quoted from a letter from Brigette Smith of the Board for Volunteer Fire Fighters & Reserve Officers authorizing 1991 credit for service for a previous volunteer fire fighter as stated; ***"One of the guidelines that the board uses to determine whether or not a firefighter is considered "active" is to look at the activity level of the other firefighters in the department. Firefighters should be required to put forth like effort to the other firefighters in the department."*** **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers totaling \$56,563.12 as presented. Commissioner Hansen seconded the motion. Chair Carmody called for discussion and questions. Commissioner Pontius questioned whether or not public funds could be used to pay the \$101.60 for the 1991 year of volunteer service plus the penalties for Walt Hardin; CFO/DS Obtinario explained that the fire district does pay the total annual payment for the volunteers as a volunteer benefit; and that she thoroughly researched the incident and was able to easily gather statistical information that justified this year of service because of Connie Howland's professional organization and archiving of all the district records. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried.

Payroll: Chair Carmody called for approval of the January payroll expenditures totaling \$39,399.00 plus the employer payroll expenses. **MOTION:** Commissioner Pontius 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 called on CFO Obtinario & Chief Kier to review the 2003 budget year end statistics and the capital replacement plan; Obtinario explained that between the General Fund and EMS Fund excess revenue and the year end Chief's operations budgets, the district realized an excess of \$53,883.23; Chief Kier reviewed the changes to the Capital Replacement plan and explained that the majority of the capital money not spent by 2003 year end was reallocated to 2004 or later years; Commissioner Carmody reported that the Finance Committee had met and agreed to ask the Board to add \$96,116.77 to the \$53,883.23 for a total of a \$150,000 allocation to the Early Bond Payoff Contingency Fund (EBPC Fund).

MOTION: Commissioner Pontius made a Motion to transfer \$150,000 to the EBPC Fund. 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.

Chair Carmody continued on to conduct the review of the January 31, 2004 Monthly Account Updates and the January 31, 2004 Fire & EMS Financial Summaries for information only. 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 the Annual Vacation & Sick Leave Liabilities Detailed Report.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

No one in attendance to report.

LOCAL 3811:

No one in attendance to report.

CHIEF'S REPORT:

Chief Kier reviewed his written report (included with these Minutes). During the Chief's report, Commissioner Hansen asked if the new counter log being completed at Station No. 31 could also be done at Station No. 33, and Chief Kier replied yes.

Probationary Lt. During Chief Kier's report, he recommended to the Board that Wicus McGuffey be promoted to Lieutenant effective March 1, 2004. He stated that Lt. McGuffey has more than successfully passed his probationary period and that he is well-deserving of the promotion.

MOTION: Commissioner Wheeler moved to accept Chief Kier's recommendation to promote Wicus McGuffey to Lieutenant. 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.

RECESS: Chair Carmody called for a Recess of the OPM at 8:06 p.m.

CALL BACK to ORDER: Chair Carmody called the Regular Meeting back to order at 8:10 p.m.

SUB-COMMITTEE REPORTS:

ALS Update:

Chair Carmody stated the Regular Joint BOC Meeting is Tuesday, February 17th; 7:00 p.m. at Station No. 11. Chief Kier stated no report with reference to the ALS operations. Chair Carmody stated a need for clarification on District 1's plan to hire two [2] fire fighter/paramedics and District 3's plan to hire [2] fire fighter/EMT's from the joint eligibility list; discussion followed regarding the need to take formal action at the February Joint BOC meeting to clearly identify each district's intent, namely that District #1 would hire a minimum of 2 fire fighter/paramedics; District #3 would fund the employment of 2 fire fighter/paramedics and Districts #1 & #3 would share the cost of funding the 3rd fire fighter/paramedic with a total of five [5] fire fighter paramedics employed between the two fire districts. During discussion, it was noted that the three

existing MED13 fire fighter/paramedics would have a choice as to which district would be his employer.

Jeff Com Board - E911 Updates:

Commissioner Pontius reported that the county has received a FEMA grant; that he questioned the tech committee on their consideration of removing the car-to-car feature based on his concern for safety reasons; Goldsmith and the County Commissioners saved \$60,000 on non-working items; and JEFF COM Director Tracy Stringer would be contacting each fire district requesting support of the 1/10 of 1% sales tax ballot measure. Obtinario stated that Stringer had contacted the District Secretaries by email and the topic is listed under New Business.

Strategic Plan Review Committee:

Chair Carmody announced that a Committee meeting is set for February 12th, 10:00 a.m. at Station No. 31 and Commissioners Wheeler and Carmody, Chief Kier, Lt. Brian Soete, and CFO Obtinario are the current committee members.

Consolidation:

Joint 1 & 3 Paramedic/EMT Hiring Program Update Covered previously.

Other? Commissioner Hansen expressed his appreciation for the letter that was sent to all the 1 & 3 members explaining the results of the Stakeholders Committee work and thanking the Stakeholders for their participation. Chair Carmody acknowledged Obtinario's work and thanked her for completing the assignment.

Policy Manual Review Edit Adopt:

1. **Series 4000**
2. **Series 5000**
3. **Series 6000**

MOTION: Commissioner Pontius made a Motion to reposition the Agenda topic Policy Manual Review Edit Adopt to become item L. under New Business. 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.

UNFINISHED BUSINESS

Commissioner Orientation program:

Formation is in progress.

County Fire Marshal:

Jefferson County Fire Commissioners & Secretaries Association topic.

Chief Kier's Employment Contract:

Chair Carmody stated that he will meet with the Chief to review the Chief's employment contract and Chair Carmody reported the need for the Board and the Chief to sign the salary amendment to Chief's contract.

Non-Bargaining/Non-Contracted Employee(s) Sick Leave Buy Out:

Commissioner Wheeler presented his recommendation for revision (attached is a DRAFT dated 02/10/04 for reference). Commissioner Pontius raised the question that perhaps there is no sick leave benefit for a non-bargaining/non-contracted employee because Policy No. 2720 was not adopted in the first policy review and edit session for the 2000 series. Obtinario explained that some other 'old' policies also have not been re-written in the new format; that she hadn't had time to double check to see how many 'old' policies had been missed but believed that she still had time to follow up before the whole update/review/edit/adopt process had been completed. Commissioner Hansen commented that because the policy had been missed during the first review that did not eliminate the policy from existence. The Board requested that Policy No. 2720 be re-typed in the new format.

Board of Commissioners 2004 Goals & Objectives:

Chair Carmody stated this topic will remain on the Agenda until the review of the Strategic plan has been completed and the plan has been formally updated.

Station No. 33 Business hours & Administrative Assistant Vacancy

Obtinario reported that she had contacted the lady who had expressed her desire to Chief Kier to volunteer answering phones; the lady only wants to volunteer at Station No. 31 because it is near her home, for 4 to 5 hours a week, and she does not have time to volunteer at this time. Obtinario went on to say that Amber Barney is still waiting to know if she receives a promotion, but in the meantime is in charge of the Marrowstone Island post office, so she is not available for part-time work at this time. Obtinario said that, to date, she has not received a proposal from District #1 District Secretary Denise Manly regarding the sharing of District 1's Administrative Assistant Crystal Tuson, so she asked the part-time Jefferson County Fire District Secretaries if interested, and District #5 Secretary Colette Campbell is not interested in committing to a specific day of the week, but would be willing to help out as needed. Commissioner Pontius stated that Chief Kier is the CEO of the District and should take care of the situation and that he is not interested in borrowing from another district; Chief Kier explained that when he was hired he was told by that Board of Commissioners that he had no authority over the Office Manager/District Secretary and he stated that also he does not have the authority to hire or fire. Commissioner Hansen raised the question for clarification, "What are the needs? Keep the office open or hire part-time help?"

MOTION: Commissioner Pontius made a Motion to hire a part-time person. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Hansen said that if the district is moving down the track to

growth and new programs, there is a need to hire more administrative help. Commissioner Wheeler said it is too early to decide because the work load and tasks need to be identified; and Commissioner Pontius stated that he believes the office should be open 5 days a week and there is a need for a part-time person.

MOTION: Commissioner Hansen made a Motion to postpone the Motion until the next meeting. Commissioner Wheeler seconded the Motion. Chair Carmody called for a vote on the Motion. The Motion carried with 3 aye votes.

One Tenth of 1% Sales Tax Ballot Measure:

Commissioner Pontius read aloud JEFF COM Director Tracy Stringer's email requesting united fire service support for the one tenth of 1% sales tax levy. Commissioner Wheeler, Commissioner Carmody and Commissioner Hansen expressed positive support. Commissioner Pontius made no comment.

Other Unfinished Business. There were no additional topics introduced.

NEW BUSINESS

Seminars/Meetings:

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

Public Disclosure Commission Elected Officials Report due 4/15:

Chair Carmody reminded the fire commissioners of this annual requirement.

WA Surveying & Rating Bureau:

Chief Kier reported that 2 years ago he completed the WS&RB's Community Upgrade Program (CUP); our district was just re-rated; went from a low 6 to a high 6, but could not make a 5 because of the non-existence of fire prevention and annual county inspection & enforcement programs; Chief went on to say that 400 deficit points could be wiped out in a 5-year program by hiring a certified life safety contractor for 2 – 4 weeks a year to conduct the inspections and enforce the codes in the small commercial section of the district which could result in a Class 5. Chair Carmody mentioned that Tony Hernandez is the new code enforcement officer for the county.

Lt. Wicus McGuffey Promotion:

Board action taken during the Chief's Report.

Burn Ban:

Chief Kier suggested the BOC rescind the January & February residential burn ban since ORCAA is issuing land clearing burn permits. **MOTION:** Commissioner Pontius made a Motion to allow issuance of permits for the remaining days in February in accordance with the regular residential outdoor burning rules and to include allowable burning in January and February of 2005. 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.

Date for District Insurance Review Meeting in May:

The Board agreed to conduct the June 2004 – June 2005 district insurance policy/premium at their May 11th Regular Meeting.

VEBA Presentation set for April 13th BOC Meeting:

Chief Kier reported the VEBA representative is available to give a presentation on the program at the April 13th Regular BOC Meeting and the Board agreed to this date.

Delinquent Ambulance Transport Bills:

CFO Obtinario reported none for consideration.

Provisional Services to Meet Immediate Training Needs:

Chief Kier circulated a Decision Package endorsing the use of a contractor instructor concept to meet the district's immediate training needs; Chief Kier stated the cost would be covered in his training budget; and the Board gave their agreement that Chief Kier may proceed with the formulation of this contract for training/instructing services.

North Kitsap Fire & Rescue Joint Management Proposal:

Chief Kier reported that the NKF&R fire chiefs have approached him to discuss a joint management proposal; the fire chiefs have a desire for the two Boards to meet and to decide if the fire chiefs may continue on the project to DRAFT a joint management proposal for the 2 Boards to consider; the desire is to do a 1-year contract with a 60-day bail out if the plan is not working and to build in language that would allow edits along the way; and Chief Kier said the NKF&R Board meets on February 23rd and supports the PLF&R Board attendance. Chair Carmody said he would contact NKF&R's Chairman to confirm our Board's attendance and instructed the District Secretary to set up a Special Meeting.

MOTION: Commissioner Hansen made a Motion to postpone the remainder of the Agenda until the next meeting [specifically the remainder includes]:

Other **NEW BUSINESS**

Policy Manual Review/Edit/Adopt: Series 4000; 5000; 6000

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

Executive Session:

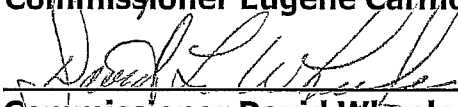
ASSIGNMENTS:

Commissioner Pontius 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.

ADJOURNMENT: There being no further business, Chair Carmody called for adjournment at 10:45 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Eugene Carmody, Chairman

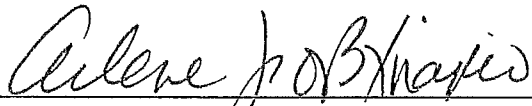
BY: 
Commissioner David Wheeler, Vice Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

BY: [not present]
Commissioner Mike Porter

ATTEST:

By: 
Arlene F. Obtinario, District Secretary