

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

a.k.a. PORT LUDLOW FIRE & RESCUE

### **BOARD OF COMMISSIONERS REGULAR MEETING MINUTES**

**March 9, 2004**

#### **CALL TO ORDER:**

Chairman Commissioner Gene Carmody called the Regular Meeting of March 9, 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, Commissioner Bill Hansen, and Commissioner Mike Porter. Also present was CFO/ District Secretary Arlene Obtinario.

Chief Wayne Kier was at the National Fire Academy so he was not present.

**Chair Carmody Called for a Moment of Silence in Memory of Wally Westergaard.** It was announced that a memorial service for past District #1 Commissioner Wally Westergaard would be conducted at the Port Hadlock United Methodist Church on March 21<sup>st</sup> at 2:00 p.m. with a potluck dinner following at Station No. 11.

#### **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 Porter 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 February 10, 2004 Regular Meeting Minutes **MOTION:** Commissioner Wheeler moved to approve the February 10, 2004 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.

Chair Carmody called for the Approval of the February 23, 2004 Special Meeting Minutes **MOTION:** Commissioner Porter moved to approve the February 23, 2004 Special 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 and they total \$26,584.78. **MOTION:** Commissioner Hansen moved to approve payment of the vouchers totaling \$26,584.78 as presented. Commissioner Wheeler seconded the motion. Chair Carmody called for discussion and questions. There were no comments. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried.

**Payroll:** Chair Carmody called for approval of the February payroll expenditures totaling \$42,586.75 which includes the employer payroll expenses. **MOTION:** Commissioner Porter moved to approve the payroll expense. 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.

**Financial Reports:** Chair Carmody conducted a brief review of the Monthly Accounts Update; the Fire & EMS Financial Summaries; the Capital Replacement Plan; and the Tax Collection Tracking Sheet.

**MOTION:** Commissioner Wheeler made a Motion to transfer \$11.32 from the Project Fund No. 659-003-050 (grant fund) to the General Fund No. 659-003-010 for the purpose of clearing the grant fund of any residual balance in preparation of using this fund for the FEMA grant. 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.

**Ambulance Transport Collections Referral:** CFO Obtinario presented a recommendation to turn Patient Account # 527 in the amount of \$467.00 to collections; stated that Systems Design had exhausted all attempts to collect payment from the 35 year old male patient who had been in and out of jail and rumored to have left the state. **MOTION:** Commissioner Wheeler made a Motion to turn Patient Account # 527 to the collections agency in the amount of \$467.00. Commissioner Porter 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.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

President Steve McKim stated no report.

CFO/DS Obtinario presented Stan Thalberg's letter of resignation as a volunteer to the Commission. Chair Carmody read Stan's letter to the Board and meeting attendees; Chair Carmody thanked Stan for his outstanding service as a volunteer and stated that Stan is to be highly commended for his personal contributions; Commissioner Wheeler expressed his appreciation for Stan's dedicated support and for "always being there"; and Stan was thanked by a round of applause.

**LOCAL 3811:**

President Lt. Wes Lueders stated no report.

**CHIEF'S REPORT:**

Chair Carmody announced that Chief Kier was attending the NFA; that Chief Kier had circulated his written report (included with these Minutes) prior to his departure and that if anyone had any questions, to please contact the Chief upon his return.

**SUB-COMMITTEE REPORTS:**

**ALS Update:**

Chair Carmody stated the Regular Joint BOC Meeting is Tuesday, March 16<sup>th</sup>; 7:00 p.m. at Station No. 11. There was no operations report since Chief Kier was not present.

**Jeff Com Board - E911 Updates:**

Commissioner Pontius reported that JEFF COM is asking the County Commissioners to put the 1/10<sup>th</sup> of 1% sales tax for E911 on the ballot; Tracy Stringer is asking for a loan from the County of \$150,000 for a new console to be installed in the new building; currently there is a full staff; and 2 are in training to total 11. Questions and discussion followed regarding the 1/10<sup>th</sup> of 1% ballot issue; Commissioner Porter expressed concern that there is no sunset clause and generally, Commissioners Porter, Hansen, Wheeler and Carmody expressed support of the concept, but exhibited frustration with many unanswered questions, and Commissioner Hansen raised the question of who and how the \$150,000 loan would be paid back to the County should the 1/10<sup>th</sup> of 1% sales tax ballot measure fail. Commissioner Pontius indicated that answers to questions would be forthcoming.

**Strategic Plan Review Committee:**

Chair Carmody reported that the Committee has met; the review process is approximately 90% complete; and the project will be scheduled for completion once Chief Kier is back from the NFA and meets his jury duty call obligations.

**Consolidation:**

**Joint 1 & 3 Paramedic/EMT Hiring Program Update** In Chief Kier's absence, CFO Obtinario referred the Commission to Chief Kier's written report and recommendations for hire, pointing out the Chief's recommendation to hire Alex

Kosiuga and Joel Stack as Fire Fighter/EMT's for District #3 and that the Joint Chiefs would be making their recommendations for hiring paramedics at the March 16 Joint BOC meeting. Obtinario introduced applicant Joel Stack to the Commission. **MOTION:** Commissioner Porter made a Motion to approve the offer of employment to Alex Kosiuga and Joel Stack as probationary Fire Fighter/EMT's in accordance with Chief Kier's recommendation which is contingent upon successful passing of their medical exams and their background checks. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Wheeler asked who would be assigned to fill the vacant position and who would be assigned to the daytime fire fighter position and Obtinario replied that Chief Kier would more than likely be making those assignments after their initial training. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried with 4 votes in favor of the Motion and Commissioner Pontius abstaining.

**Other?** Chair Carmody said that a couple weeks ago there was a nice article in THE LEADER regarding District 1's contributions of surplus equipment to a needy agency; he said that District 3 "was a footnote in the article" which has caused him concern about whether or not District 3 is getting enough public relations exposure; he went on to say that he isn't certain if it is our failure to submit articles or if there is a breakdown in the consolidated effort to share District 1's PIO. Commissioner Pontius mentioned that an article on the burn ban didn't reflect the consolidated information. Commissioner Porter asked if the articles are reviewed before publication; Commissioner Hansen said quality needs to be assured; and Chair Carmody said we should write our own articles and send them to the PIO for publication. After more discussion and the Board's general consensus, Chair Carmody assigned Commissioner Hansen to work with Chief Kier on writing articles, not only for THE VOICE, but also for a wider span of publication.

**Policy Manual Review Edit Adopt:** [The Commission agreed to set a Special Meeting.]

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

### **UNFINISHED BUSINESS**

#### **Commissioner Orientation program:**

Formation is in progress.

#### **County Fire Marshal:**

Jefferson County Fire Commissioners & Secretaries Association topic and the Commission agreed to delete this topic from the Agenda.

**Chief Kier's Employment Contract:**

Chair Carmody stated that he still plans to meet with the Chief to review the Chief's employment contract.

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

Tagged as an Agenda item for the next Special Meeting.

**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.

**One Tenth of 1% Sales Tax Ballot Measure:**

Commission agreed to remove this topic from the Agenda since it is the County Commissioners' project.

**MOTION "to hire part-time person" Carried Forward from Feb 10 Regular Meeting:**

Commissioner Pontius said he recalls that Chief and Arlene were asked to prepare a clerk position job description; Chair Carmody said the Chief is having to do enormous amounts of clerical work and needs relief from all the typing; and the Board agreed that they would need a job description and a recommendation from staff regarding clerical assistant needs. **MOTION: Commissioner Hansen made a Motion to table this Motion. Commissioner Wheeler seconded the Motion.** Chair Carmody called for discussion of the Motion. Commissioner Hansen explained that the Motion can be taken from the table when the Board has more information. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried. The Commission agreed to remove this topic from the Agenda.

**Labor/Management Committee meeting report:**

The next meeting is May 27<sup>th</sup> at 9:00 a.m.

**Provisional Services to Meet Immediate Training Needs:**

Chair Carmody stated that Chief Kier would be making this presentation at a later date.

**Other Unfinished Business.** There were no additional topics introduced.

**NEW BUSINESS**

**Seminars/Meetings:**

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

**District Insurance Policy Review Meeting May 11<sup>th</sup>:**

Chair Carmody asked if the Board should invite other insurance quotes in addition to VFIS and the Board asked the District Secretary to check with Fournier

Insurance to see if they could meet with the Board on April 13<sup>th</sup> instead of May 11<sup>th</sup> to allow the Commission to gather other quotes.

**CFO/DS Jury Duty:**

Obtinario reported that she had been called for jury duty in Tacoma for the last 2 weeks of March; that she would not know if she actually needs to report until the evening of March 19<sup>th</sup>; would plan to work on the weekend should she have to report to Tacoma on Monday the 22<sup>nd</sup>; and has made arrangements with Jefferson #5 District Secretary Colette Campbell to finish the March payroll if needed.

**Station No. 31 Siren:**

Chair Carmody explained that a representative of the Emergency Disaster Services/CERT Organization is requesting the old siren be mounted on Station No. 31 to be used in the event of a major catastrophe as a means to alert everyone with portable radios to turn them on for procedure information; he said it is reported that an individual has offered to pay to have the siren installed, so there would be no installation expense to the fire district. Commissioner Wheeler said it is a great idea, but he has some questions, namely, (1) is a permit required? (2) does the decimal rate create a situation of possible ear damage? (3) how would the siren be tested and maintained? (4) since the requesting agency is a local organization, under whose authority would this action be taken? Lt. Lueders said the siren is owned by the volunteer association and there may be some pieces missing. There was no further discussion.

**Designated Water Source Corner Lot Walker Way/Puget Loop:**

Chair Carmody reported that he had been approached by Dick Smith, Beach Club Director, about a corner lot on Walker Way & Puget Loop that had apparently been designated in some comprehensive water plan for the fire department's water tower site, but nothing showed up in the title search, and Smith just wanted the fire district to be advised. CFO/DS Obtinario indicated that she would look back in old records to see if the fire district holds any such documentation.

Other **NEW BUSINESS:**

Chair Carmody called for other New Business and there were no responses.

**GOOD OF THE ORDER; QUESTIONS & ANSWERS:**

1. Obtinario reported that she had attended the Port Ludlow Chamber luncheon meeting on March 3<sup>rd</sup>; County Administrator David Goldsmith was the guest speaker and showed his Power Point presentation depicting the county's financial straits; and Obtinario stated the County is using a 4% rate of increase in expenses as compared to Fire #3 using a 4.5% rate for future budgetary projections.

2. Commissioner Hansen presented the Board with a complete Roberts Rules of Order reference book and the Board enthusiastically thanked Mr. Parliamentarian Commissioner William Hansen for his gift.
3. Commissioner Pontius reported there is a court decision that an employee who is injured while covered by the personal comfort doctrine can have coverage for injuries while on breaks.

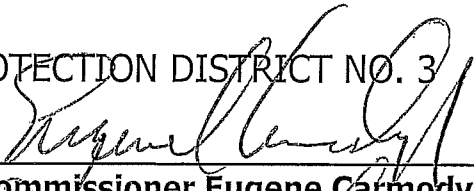
**Executive Session:** Not required.

**ASSIGNMENTS:** As indicated throughout the Minutes.

**ADJOURNMENT:** There being no further business, Chair Carmody called for adjournment at 9:18 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

**SIGNED: BY:**

  
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**Commissioner Eugene Carmody, Chairman**


**BY:**

  
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**Commissioner David Wheeler, Vice Chairman**

**BY:**

  
\_\_\_\_\_  
**Commissioner Robert Pontius**

**BY:**

  
\_\_\_\_\_  
**Commissioner William Hansen**

**BY:**

  
\_\_\_\_\_  
**Commissioner Mike Porter**

**ATTEST:**

By:

  
Arlene F. Obtinario, District Secretary