

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**a.k.a. Port Ludlow Fire and Rescue**  
**BOARD of COMMISSIONERS**  
**Special Meeting Minutes**  
**April 6, 2004**

**CALL to ORDER:**

Chairman Commissioner Gene Carmody called the Special Meeting of April 6, 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 7:00 p.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, Commissioner Bill Hansen, and Commissioner Mike Porter. 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 Porter 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) Conduct a financial strategy planning session; (2) conduct a brief insurance review update; (3) revise or replace Resolution No. 91-009 regarding the charge for public record copies; (4) update/revise Travel Expense Policy 2741; (5) update/revise Sick Leave Policy No. 2720; (6) determine which of the missed 2000 Series policies need to be rewritten in the new format; (7) review the DRAFT job description for an administrative support position; and (8) review, edit, and/or adopt Series 3000, 4000, and/or 5000 of the new policy manual. An Executive Session may be called for the purpose of reviewing the performance of a public employee.

**Insurance Review Update:**

Chair Carmody said that Karen Miltenberger of Nicholson Insurance had called him; has asked to offer a bid proposal for the district's insurance, but cannot attend the April Regular BOC meeting; it was agreed that she may attend the May Regular BOC meeting and it is understood that she plans to present a new insurance coverage in the State of Washington.

**Travel Expense Policy No. 2741:**

**MOTION:** Commissioner Wheeler made a Motion to adopt Policy 2741 as written in the new format to include the meal per diem set annually by the federal government and to include the current Training Division Education Request procedure form. Commissioner Porter seconded

the Motion. Chair Carmody called for discussion of the Motion. Chief Kier confirmed the need to abandon the old procedure form and to replace it with the Training Division Education Request form which is exactly the one that is being used by all district members. Commissioner Pontius asked if the new per diem method for meals would cost the district more and his question was answered in the affirmative since the per diem rates are based on geographic areas throughout the State of Washington and they vary from \$31 to \$51 for meal per day. Question was called. Chair Carmody called for a vote on the Motion. Commissioners Wheeler, Hansen, Porter and Carmody voted in favor of the Motion. Commissioner Pontius voted in opposition of the Motion. The Motion carried.

**Resolution No. 91-009 Charge for Public Record Copies:**

The Board agreed that staff should convert this resolution to the new policy and procedure format and that the new policy should be modified to read that there shall be a minimum charge of \$2.00 for public record copies up to a maximum of 8 copies and each copy over the base number of 8 shall be charged at .25 cents each.

**Sick Leave Policy No. 2720:**

Commissioner Wheeler offered some new options for sick leave accumulation and reimbursement and the Board agreed that anything new should be addressed during labor negotiations. CFO/DS Obtinario reiterated that she isn't asking for anything new, just consideration to receive the same sick leave benefits as the other district employees.

**Administrative Support Position DRAFT Job Description:**

There was discussion regarding full-time versus part-time; who should supervise; and how much would filling the position cost the district. Staff had presented a full-time position titled Administrative Clerk with Chief Kier as the supervisor. The BOC directed staff to prepare cost figures for the position.

**Series 2000 Policies that do NOT need to be rewritten in new format:**

The Board agreed to cancel the following policies/procedures/forms:

- Form 2741-A Fire Chief's Pre-Travel Expense Authorization Form
- Procedure 2840 Volunteers – Complaint Procedure
- Policy 2746 Staff Member Suggestion
- Policy 2741 Travel Expense
- Policy 2711 Pay Periods
- Policy 2712 Payroll Deductions
- Policy 2713 Tax Deferred Compensation
- Policy 2721 Family Care
- Policy 2723 Birth of a Child/Adoption Leave
- Policy 2725 Jury Duty and Subpoena Leave

**Financial Strategy Planning Discussion:**

Chair Carmody stated that lifting the lid in 2004 would result in an additional \$89,000+ in property tax revenue; Chief Kier recommended taking no action at this point in time; wait until after the vote on the initiative if it gets on the ballot and then explain to the voters what the impact will be; Commissioner Pontius recommended waiting; Commissioner Wheeler said that if the initiative passes, it would still need to go through the courts to determine validity; Chair Carmody said we know that the 1% cap is reality, so it is not too early to talk about

working on a lid lift; Chief Kier said sooner or later we'll either need to cut back or ask the public for more; Commissioner Pontius said we need to identify the needs, not the wants; Commissioner Hansen said we need to start soon to educate the public about the district's needs; and Commissioner Porter mentioned that the consolidation issue may help in the future. It was the general agreement to wait until after the initiative issue is resolved and to stay on track with all budgetary plans.

**Policy Project:**

Chief Kier reported that the 3000 series is ready for Chairman Carmody's signature and that he is working on the 4000 series.

**MOTION:** Commissioner Pontius made a Motion to exchange the sequential place of Agenda item XIV. with XV. 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.

**Good of the Order:**

1. Chief Kier asked if the Board would be okay with the North Kitsap Fire & Rescue BOC attending the April 20<sup>th</sup> Joint Board meeting for the purpose of the 3 boards reviewing the Chiefs' consolidation of services plan.
2. Chief Kier reported that he may need to have surgery done on both hands.

**Executive Session:**

Chair Carmody called for an Executive Session at 9:42 p.m. for approximately 15 minutes to review the performance of a public employee and asked Chief Kier and CFO/DS Obtinario to stay for the Executive Session.

**Call Back to Order:**

Chair Carmody called the Special Meeting back to order at 9:58 p.m. Chair Carmody announced that no action was required.

**Assignments:**

1. Commissioner Wheeler is to rewrite the Sick Leave Policy.
2. Commissioner Hansen reported that he is working on 3 articles about the district's 2 new hires; a compacted version for THE VOICE plus full pictures and story for THE LEADER and THE PENINSULA DAILY NEWS.
3. Chief Kier announced that the new employees are on a 24-hour orientation shift until May 1<sup>st</sup> and the Resident fire fighters are going through the recruit academy.

**ADJOURNMENT:**

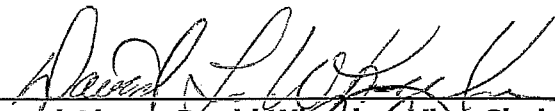
Chair Carmody called for Adjournment at 10:03 a.m.

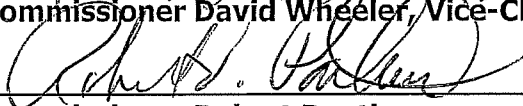
**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

Signed:

BY:

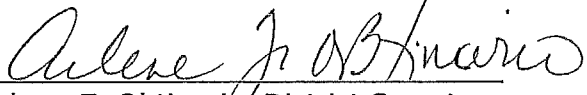
  
Commissioner Eugene Carmody, Chairman

BY:   
Commissioner David Wheeler, Vice-Chairman

BY:   
Commissioner Robert Pontius

BY:   
Commissioner William Hansen

BY:   
Commissioner Mike Porter

ATTEST:  
By:   
Arlene F. Obtinario, District Secretary