

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**April 13, 2004**

### **CALL TO ORDER:**

Chairman Commissioner Gene Carmody called the Regular Meeting of April 13, 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 were Chief Wayne 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 Pontius moved to approve the Agenda as presented provided Sick Leave Policy No. 2720 was just re-written in the new format. 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.

**VEBA Presentation:** Chair Carmody called on John W. Fulbright for the VEBA presentation; Mr. Fulbright explained the need for the formation of a 'group' in order to participate in the plan; discussion followed. Mr. Fulbright left the meeting at 7:38 p.m.

**VFIS/Fournier Insurance Group Presentation:** Chair Carmody called on Carolyn Evans of Fournier Insurance Group and John Cain of VFIS for a review of insurance coverage for the 2004/2005 policy; recommendation of district's insurance brokerage to continue coverage with VFIS; flood and earthquake coverage is included; and the proposed premium total for VFIS equals \$20,216. Ms. Evans and Mr. Cain left the meeting at 8:01 p.m.

### **CALL for APPROVAL of MINUTES:**

Chair Carmody called for the Approval of the March 9, 2004 Regular Meeting Minutes **MOTION:** Commissioner Porter moved to approve the March 9, 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 April 6, 2004 Special Meeting Minutes  
**MOTION:** Commissioner Hansen moved to approve the April 6, 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 \$23,612.23, but he wants to revise his expense request for his lodging bill at the WFCR Region 9 Spring workshop to equal the amount paid for the other board members, so the total vouchers would actually equal \$23,590.23. **MOTION:** Commissioner Porter moved to approve payment of the vouchers totaling \$23,612.23 as presented. Commissioner Hansen seconded the motion. Commissioner Wheeler offered an amendment to the Motion for the approved vouchers to equal \$23,590.23. Commissioner Pontius seconded the amendment to 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 amended Motion carried.

**Payroll:** Chair Carmody called for approval of the March payroll expenditures totaling \$43,333.71 which includes the employer payroll expenses. **MOTION:** Commissioner Wheeler moved to approve the payroll expense. 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.

**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. Chair Carmody stated that no transfers or collections referrals were required.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

No one present to report.

**LOCAL 3811:**

No one present to report.

**CHIEF'S REPORT:**

Chief Kier reviewed his written report with the Board (included with these Minutes).

**SUB-COMMITTEE REPORTS:**

**ALS Update:**

Chair Carmody stated the Regular Joint BOC Meeting is Tuesday, April 20th; 7:00 p.m. at Station No. 31; North Kitsap Fire & Rescue BOC would be in attendance; the

District 1, 3, & NKFR Chiefs would make their first DRAFT consolidation proposal to the three Commissions.

**JEFF Com Board - E911 Updates:**

Commissioner Pontius reported that the JEFF COM meeting is April 14<sup>th</sup>.

**Consolidation:**

NKFR, Districts 1 & 3 Boards of Commission to meet at the Joint BOC Meeting on April 20<sup>th</sup>.

**Recess:** Chair Carmody called for a recess of the Meeting at 9:16 p.m. Chair Carmody called the Regular Meeting back to order at 9:22 p.m.

**Policy Manual Review Edit Adopt:**

In progress.

**UNFINISHED BUSINESS**

**Commissioner Orientation program:**

In progress.

**Chief Kier's Employment Contract:**

Chair Carmody to set meeting with Chief Kier.

**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.

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

Chief Kier reported that he has partially accomplished this need by funding the recruit school through his training budget for guest instructors and would then bill for outside attendees to reimburse a portion of this training expense.

**Station No. 31 Siren:**

Chief Kier explained that remounting the old siren is complicated; the cost would be in excess of \$1,000; Commissioner Pontius asked if there would be grant money available for this project; and Chief Kier said not this round.

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

CFO/DS Obtinario reported that she found nothing in old fire district records about this subject and it was noted that nothing showed on the title search.

**MOU between Jefferson County & JEFF COM Member Agencies:**

**MOTION:** Commissioner Pontius made a Motion to sign the MOU. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion on the Motion. Commissioner Porter said there is still a need for a sunset clause and an explanation on what the money will be used for. After discussion, a preliminary vote on the Motion showed that Commissioners Wheeler, Hansen and Pontius favored and Commissioners

Porter and Carmody did not favor. **MOTION:** Commissioner Hansen moved to bring back the previous Motion. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion on the Motion. Question was called. Chair Carmody called for the vote on the Motion. The Motion carried. **MOTION:** Commissioner Porter made a Motion to approve the signing of the MOU with the attachment of the 3 payment sheets to include a cover letter explaining the Board's reasoning and the renumbering of the included pages from 3 to 5. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Question was called. Chair Carmody called for the vote on the Motion. The Motion carried unanimously.

### **Sick Leave Policy No. 2720:**

**MOTION:** Commissioner Porter made a Motion to approve DRAFT 4/13/04. Commissioner Hansen seconded the Motion. **MOTION:** Commissioner Hansen moved to amend the Motion to strike section 3.11. Commissioner Carmody seconded the Motion. Chair Carmody called for discussion on the Motion. Question was called. Chair Carmody called for a vote on the Motion. Commissioners Hansen, Pontius, and Carmody voted in favor of the Motion so the Motion carried.

**MOTION:** Commissioner Hansen made a Motion to amend the policy by adding section 3.11. Commissioner Porter seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Pontius stated that now is not the right time; that changes need to be done when the pay package is reviewed. Commissioner Wheeler reiterated that **only the old policy language has been approved in the new format.** Commissioners Hansen and Porter withdrew their motion and second respectively.

### **Financing of Administrative Clerk Position:**

Commissioner Hansen said he supports bringing on a temporary person and then evaluate the needs; Commissioner Wheeler stated there is a need for someone to do the Chief's typing, but not a full-time employee; Commissioner Porter said that he leans toward bringing on a full-time employee; Commissioner Pontius said the person should answer to the District Secretary; Chief Kier said that he could out-source the typing and then look at the hiring needs; and the Chief gave the scenario of filling 1 day at Station #33's business office with another day of training with Arlene for back up, plus 1 or 2 days to support him. **MOTION:** Commissioner Hansen made a Motion to authorize Chief Kier to advertise for and select a temporary, part-time administrative clerk. 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.

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

### **NEW BUSINESS**

#### **Seminars/Meetings:**

Chair Carmody reviewed the Meetings and Seminars listed on the Agenda and the BOC generally agreed that the CFO should plan to attend the financial planning course at the WFCA Chelan seminar in June.

**DNR Contract:**

Chief Kier circulated copies of the proposed DNR Contract for the Board's review and asked to add it as an Agenda item for the May meeting.

**Other NEW BUSINESS:**

Chair Carmody called for other New Business and reported that he is planning to attend the Dispatchers Appreciation dinner on the 16<sup>th</sup>; and Commissioner Hansen reported on the new hire newsletter and newspaper articles.

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

Commissioner Porter said that he has received input from grandparents telling him that their grandchildren have been treated great when they come to the station for a tour with the fire fighters.

**Executive Session:**

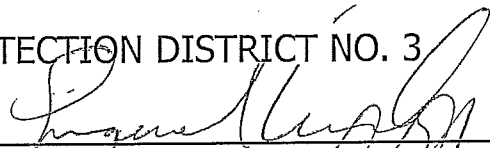
Chair Carmody called for Executive Session at 11:01 p.m. to discuss confidential items pertaining to the upcoming labor contract renewal for approximately 20 minutes. Chief Kier was invited to stay for the Executive Session. Chair Carmody called the Regular Meeting back to order at 11:22 p.m. Chair Carmody stated there was no action to report.

**ADJOURNMENT:** There being no further business, Chair Carmody called for adjournment at 11:23 p.m.

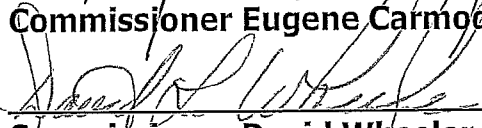
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

**SIGNED:**

**BY:**

  
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**Commissioner Eugene Carmody, Chairman**

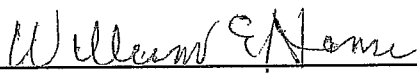
**BY:**

  
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**Commissioner David Wheeler, Vice Chairman**

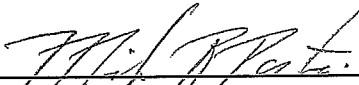
**BY:**

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**Commissioner Robert Pontius**

**BY:**

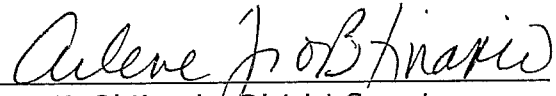
  
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**Commissioner William Hansen**

**BY:**

  
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**Commissioner Mike Porter**

**ATTEST:**

By:

  
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Arlene F. Obtinario, District Secretary