

# JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

## BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

September 14, 2004

### CALL TO ORDER:

Chairman Commissioner Gene Carmody called the Regular Meeting of September 14, 2004, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:01 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 Mike Porter. Also present were Chief Wayne Kier and CFO/District Secretary Arlene Obtinario.

Not Present: Commissioner Bill Hansen, out-of-town on vacation.

### 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 Wheeler moved to approve the Agenda as presented. 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.

### VFIS Accident & Sickness Policy Renewal Presentation: Mr. Dick Fournier

Chair Carmody called on Dick Fournier, the District's insurance broker, for a presentation on the renewal of the VFIS Accident & Sickness Policy to cover September 2004 – September 2005. It was noted that Fire #3 paid \$2,749 for the last renewal and the cost of this renewal, without making any changes to coverage, is \$3,125, an increase of \$376 for the year.

Chair Carmody thanked Dick for his presentation and stated that the Board would make their decision regarding renewal under New Business.

### CALL for APPROVAL of MINUTES:

Chair Carmody called for the Approval of the August 10, 2004 Regular Meeting Minutes **MOTION:** Commissioner Wheeler moved to approve the August 10, 2004 Regular Meeting Minutes as presented. Commissioner Porter seconded the Motion. Chair Carmody called for discussion. Commissioner Pontius asked to amend the Motion to include the words "Commissioner Pontius asked who audits the payroll and Chief Kier answered that he does" inserted in the Payroll Motion section of the Minutes during the discussion, located on page 2. There were no objections to Commissioner Pontius' edit. Question was called. Chair Carmody called for a vote on the amended Motion. The amended 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 \$22,612.50. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers totaling \$22,612.50 as presented. Commissioner Porter seconded the motion. Chair Carmody called for discussion and questions. Chief Kier reported that the pumper windshield repair work is being negotiated with Fred Hill's insurance company. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

**Payroll: MOTION:** Commissioner Porter moved to approve the August payroll of \$73,922.51 paid on September 3. 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 unanimously.

Chair Carmody reviewed the Financial Status Reports and the Tax Collection Tracking Sheet dated August 31.

Chair Carmody called for the Ambulance Transport Collections Referrals. **MOTION:** Commissioner Porter moved to turn Account # 567 in the amount of \$450.00 to collections; to turn Account # 583 in the amount of \$755.00 to collections; to turn Account # 588 in the amount of \$780.00 to collections; to turn Account # 591 in the amount of \$741.00 to collections; to turn Account # 592 in the amount of \$755.00 to collections; and to write off \$112.00 owed by patient account #630 as a charity; and it was noted that Account # 586 had filed for chapter 7 bankruptcy in the amount of \$580.00. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion and questions. Commissioner Wheeler questioned whether or not the fire district must write off the bankruptcy claim; if there is a way to still retrieve the owed debt; and he was assigned to review the paperwork that had been sent to Fire #3 regarding Account # 586 and to follow any necessary steps to ensure collection. [Note: the bankruptcy paperwork states there is to be no attempt to collect] Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

Chief Kier announced that the fire fighters had been invited to attend services at the Port Ludlow Church in recognition of their service to the community; there were 12 attendees and all were presented with New Testaments. He also announced there is a car wash scheduled for September 25.

### **LOCAL 3811:**

IAFF Local 3811 member Lt. Wes Lueders said he defers any comments until the Agenda item on the IAFF and IAFC Wellness & Fitness Initiative is addressed under New Business.

Commissioner Wheeler commented that he supports signing a letter of agreement with the Local to work under the same contract until full consolidation takes place and he further expressed his opinion that he supports retroactive wage increases.

### **CHIEF'S REPORT:**

Chief Kier reviewed his written report. Chief Kier specifically pointed out that Station No. 31 and Architect Frank Lawhead are the recipients of an award from *Fire Chief Magazine* and that one of the things that impressed the panel of judges is how much fire station we got with the money spent. Chief went on to report that there is an awards ceremony in North Carolina in November.

**CALL for RECESS:** Chair Carmody called for a Recess of the Open Public Meeting at 8:23 p.m.

**CALL BACK to ORDER:** Chair Carmody called the Regular Meeting back to order at 8:33 p.m.

### **SUB-COMMITTEE REPORTS:**

#### **ALS Update:**

Chair Carmody stated the Regular Joint BOC Meeting is Tuesday, September 21; 7:00 p.m. at Station No. 11.

#### **Consolidation:**

Commissioner Porter reported on the Scoping Committee meeting; defined how all 3 districts would conduct business; agreed to rotate meetings; set a timeframe that consolidates the Chiefs and Administration on January 1, 2005 and goes to full consolidation of the bargaining units as soon as District 1 is successful in lifting the lid. Commissioner Carmody reported that Commissioner Bondurant said District 1 has started the levy lid lift program.

Commissioner Pontius said that he does not support a consolidated board meeting with no individual district meeting and stated his belief that everyone is "putting the cart before the horse".

Commissioner Wheeler stated that it is important to start working as a team and Commissioner Pontius asked what's wrong with the way we're doing it now, using the MED13 meeting for everyone.

Chief Kier responded that if the consolidated board meeting is first and everyone hears all the issues/comments/questions & answers at the same time, then the whole communication process would be more effective and efficient. He went on to say that if needed, individual districts could then call Special Meetings or workshops to work on individual business. Chief Kier said it is frustrating when the information comes after the rumors and the media's perceptions.

Commissioners Pontius and Carmody expressed their support for two meetings.

Commissioner Wheeler said he has some concerns; he said he disagrees with the new ambulance billing position and needs to be shown how it would be beneficial; and he said that he believes the one chief's position for facilities and apparatus needs to be justified.

Commissioner Wheeler recommended forming a special fund for paying off the station bond debt and using the \$250,000 dedicated emergency reserves from the General Fund plus the \$150,000 dedicated emergency reserves from the EMS Fund plus the \$100,000 + interest CD plus \$150,000 (\$75,000 from each the General Fund and the EMS Fund) for the early bond payoff contingency fund which equals a grand total of \$656,067, which would more than cover the early bond payoff amount on June 1, 2009. Commissioner Wheeler went on to say that he further recommends that the process is then started over to set aside dedicated emergency reserve dollars thus ensuring that the fire station bond can be paid off early. The Board took no official action; Commissioner Pontius said an item of this magnitude should be on the Agenda; and the Board agreed to discuss Commissioner Wheeler's recommendation at another meeting.

### **Policy Manual Update Project & Commissioner Goals:**

The Board moved to Unfinished Business and did not address this Agenda item in this sequence.

### **UNFINISHED BUSINESS**

**Motion Tabled at August 10 Regular BOC Meeting:** BOC Chair Length of Term

**MOTION:** Commissioner Wheeler made a Motion to take the original Motion off the table as stated in the August 10 Regular BOC Meeting as follows: **MOTION: Commissioner Hansen moved to authorize Commissioner Carmody to serve a second term as Board Chairman for continuity. Commissioner Wheeler seconded the Motion.** Commissioner Porter seconded the Motion to take the original Motion off the table. 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 restated the Motion and called for discussion of the Motion "to authorize Commissioner Carmody to serve a second term as Board Chairman for continuity". Commissioner Pontius said that except for Commissioner Porter everyone on this Board has been a Chair and the Chair has no more authority. Commissioner Wheeler said to forget all of his other comments and stated that he supports Commissioner Hansen's original Motion. Commissioner Carmody said that it is not a question of authority, but rather maintaining the continuity of the intra-personal relations of the present 3 Chairs of NKFR, District 1 and PLFR. Question was called.

**CALL for RECESS:** Chair Carmody called for a Recess of the Open Public Meeting at 9:23 p.m. in order to obtain a copy of Policy No. 1120.

**CALL BACK to ORDER:** Chair Carmody called the Regular Meeting back to order at 9:29 p.m.

Chair Carmody called for a vote on the Motion. The Motion carried.

**MOTION:** Commissioner Wheeler made a Motion to one (1) time forego Section 3.1 referencing the rotation of the chairmanship in Policy No. 1120. 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. Commissioners Wheeler, Porter, and Carmody voted in favor of the Motion. Commissioner Pontius voted no. The Motion carried.

Chair Carmody returned to Agenda item **Policy Manual Update Project & Commissioner Goals** and set a meeting date for a Special BOC workshop meeting on Monday, October 11<sup>th</sup>, 7:00 p.m. at Station No. 31.

**Other Unfinished Business:**

Chair Carmody called for additional Unfinished Business and there were no responses.

**NEW BUSINESS**

**Seminars/Meetings:**

Chair Carmody reviewed the Meetings and Seminars listed on the Agenda and added the National Association of Fire Officials Annual Meeting on October 1 & 2 and instructed the District Secretary to register him for such.

**VFIS Accident & Sickness Renewal Decision:**

**MOTION:** Commissioner Pontius made a Motion to renew the VFIS Accident & Sickness policy with the same benefits. 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.

**Surplus 10 KW Generator:**

Chief Kier reported that the surplus 10KW generator is stored at Station No. 32; he hasn't found a way to use it in District 3, but District 2 has a need for it at Station No. 22. **MOTION:** Commissioner Pontius made a Motion to loan the generator to District 2. Commissioner Porter seconded the Motion. Chair Carmody called for discussion of the Motion. Chief Kier mentioned that District 2 has a backup antenna that may be of benefit to District 3, so this loan is a good thing. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

**Jefferson County Natural Hazards Mitigation Plan Resolution:**

Chief Kier reported that the need for adopting this resolution was discussed at the Jefferson County Fire Commissioners & Secretaries Association meeting in Brinnon; he stated that the resolution doesn't cause us to do anything different than we are now, but the district needs to be a member of this county plan if in the future the need should arise. **MOTION:** Commissioner Wheeler made a Motion to sign the Jefferson County Natural Hazards Mitigation Plan. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Pontius asked Chief Kier if he's ever read the Disaster Mitigation Act of 2000 and Chief replied no. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

### **Systems Analyst Request:**

**MOTION:** Commissioner Wheeler made a Motion to authorize the proportional cost for District 3 as a JEFF COM user. 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.

### **Local 3811/Wellness & Fitness Initiative Request:**

Commissioner Wheeler stated that he is satisfied that the majority of the members of Local 3811 are in favor of the program. Chief Kier reported that an estimate of the on-going cost for 2005 is \$1550 for career [a portion can be deferred to the medical portion of the employee's health care insurance] and \$3905 for 100% of the volunteers which would more than likely be 30%. He reminded the BOC that 2004 costs are covered by the FEMA grant, and the 2006 costs would be \$1605 for career and \$1775 for the volunteers. Commissioner Pontius said that since there is a cost it should be a negotiated item. Commissioner Wheeler said the \$400 - \$500 physical can be paid through the medical insurance that is already provided by the District. Chief Kier said the District can't negotiate with volunteers. Commissioner Pontius asked what happens if an employee doesn't qualify and Chief Kier said there would be other assignments if an employee doesn't follow the criteria. Lt. Lueders commented that peer pressure also becomes a factor for compliance. Commissioner Pontius asked about handicaps and injuries. Chief Kier explained that the rehabilitation component in this program gets employees back to work. Commissioner Pontius asked if a sunset is included. Chief Kier said he recommends a letter of understanding that would include a review of the program and hold harmless agreements if outside agencies' personnel want to use the equipment. Commissioner Wheeler said the grant will run out, so the Board needs to take action. **It was the consensus of the Board to support implementation.**

### **Systems Design NW, Inc. 2005 Transport Billing Rate:**

The BOC decided to wait on the renewal of this contract until a later meeting.

### **Other NEW BUSINESS:**

Chair Carmody called for other New Business. [1] Chief Kier reported that the "File of Life" material has arrived and once he has time to study the material, the program will be set into place. Discussion followed on various ways to get the information out to the public and Commissioner Wheeler said he would like to see the program go statewide. Chief Kier complimented Colette Campbell for coordinating the research of, purchase of and distribution of the program for Jefferson County.

[2] Commissioner Wheeler reminded the Board that a promise was made to make a decision on sick leave before the end of the year and Commissioner Carmody said that anything related monetarily needs to be addressed.

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

[1] Commissioner Pontius mentioned to the Chief that the DOT needs to stripe the dip in the road by the visitor center and the 40 MPH speed sign down by the bridge needs to be moved back up the hill where it was before. [2] The 1/10<sup>th</sup> of 1% sales tax will be on the November ballot.

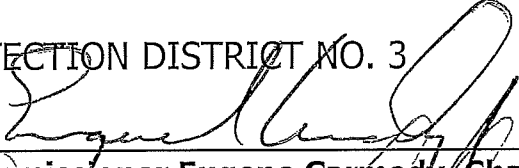
**Executive Session:**

Chair Carmody called for no Executive Session.

**ADJOURNMENT:** There being no further business, Chair Carmody called for adjournment at 10:38 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

**SIGNED:**

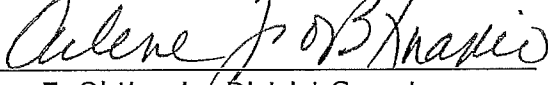
BY:   
Commissioner Eugene Carmody, Chairman

BY:   
Commissioner David Wheeler, Vice Chairman.

BY: \_\_\_\_\_  
Commissioner Robert Pontius

BY: \_\_\_\_\_ [not present]  
Commissioner William Hansen

BY:   
Commissioner Mike Porter

ATTEST:  
By:   
Arlene F. Obtinario, District Secretary