

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
October 11, 2004

CALL to ORDER:

Chairman Commissioner Gene Carmody called the Special Meeting of October 11, 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, and Commissioner Bill Hansen. Also present was Fire Chief Wayne Kier, CFO/District Secretary Arlene Obtinario, and Jefferson #1 Commissioner Ed Davis. NOT Present: Commissioner Mike Porter – out-of-town.

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 Approval of the Agenda. **MOTION:** Commissioner Wheeler moved to approve the Agenda as presented. 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 unanimously.

PUBLIC COMMENT:

Chair Carmody called for Public Comment. There were no comments.

PURPOSE of the SPECIAL MEETING:

Chair Carmody stated the purpose of the Special Meeting was to take action, if necessary, on the following topics of business (1) 2005 Systems Design contract for ambulance transport billing; (2) WFCA silent Auction to benefit the burn center; (3) NAFO annual meeting report; (4) Fire District #3 Board meetings; (5) 1 & 3 (MEDIC 13) ALS Interlocal Agreement; (6) Scoping Committee Report; (7) Policies; (8) 2005 Budget; and (9) Special Bond Payoff Account/Fund. The Board of Commissioners may call for an Executive Session if needed.

2005 Systems Design Contract:

Chair Carmody said there could be a value to doing the ambulance transport billing together, even if there isn't a consolidation, so he recommends a comparison of billing services. Commissioner Hansen noted that if District 3 decides to renew the contract with Systems Design that the contract needs to be rewritten because the standing contract language is about initial set up. Commissioner Pontius suggested that maybe Systems Design would be willing to include similar enclosures like Advanced Billing Services does. General consensus of the Board was to wait to discuss the topic at the Consolidation Board meeting on October 12.

WFCA Silent Auction:

D.S. Obtinario reported that the WFCA Silent Auction is an agenda item for the JCFC&S Association meeting, so Chair Carmody, with the Board's approval, deferred this topic to the upcoming Jefferson County Fire Commissioners & Secretaries Association meeting on October 14.

NAFO Annual Meeting:

Chair Carmody reported on his attendance to the National Association of Fire Officials (NAFO) annual meeting; stated that this type association has been in the talking phase for approximately ten years; would be beneficial for addressing common issues and enhancing cooperative efforts; in 1998 – 1999 the idea to form was rekindled; everyone else has a national voice, i.e., fire chiefs, fire fighters, fire marshals, but not the elected officials. Commissioner Carmody reported that Commissioner Joan Miller, current WFCOA President, is the NAFO President; the Vice President is the Oregon Director's Association President, and Commissioner Leon Thomas got elected as the third Executive Board member. He went on to say that Ronny Coleman was brought in to be the facilitator and there were 22 attendees who worked on this organizational project.

1 & 3 (MEDIC 13) ALS Interlocal Agreement:

Chair Carmody reviewed District 1's September 29, 2004, letter of notice to cancel the ALS Interlocal Agreement; stated that the current Agreement requires 90 days to dissolve; Commissioner Hansen said he missed the last Joint BOC meeting because he was out-of-town and asked what was the discussion that led up to this notice of cancellation; Chair Carmody replied there was no discussion at the Joint BOC meeting, however Jess and Ed had each contacted him privately. Chief Kier recommended to his Board that no action be taken at this time; stated the contract goes until the end of the year; and encouraged dialog with District 1. Commissioner Pontius stated that District 3 should formally accept the letter and stated there would be a need to address the joint-owned equipment, joint funds, and joint-liability issues.

Scoping Committee Report:

Chief Kier reported in Commissioner Porter's absence; stated there has been contract discussion; the Scoping Committee has made contact with Attorney Clark Snure; he's provided a laundry list of items that need to be included in the interlocal agreement; there has been discussion about the quorum and voting procedure; and Clark Snure will attend the next Scoping Committee meeting to assist with the interlocal consolidation agreement. Commissioner Hansen reported that he has volunteered to go through the policies to compare and identify the most appropriate; said there is a need to be concerned with the laws, WAC's, and policies and especially the personnel policies; he plans to report his findings to the next Scoping Committee meeting; stated that District 3 has the most complete set; NKFR's are more operations; and District #1 has the most current, so he's incorporating all 3 sets for his report.

Chair Carmody asked Commissioner Wheeler if he's attended a finance committee meeting as yet and Chief Kier reported there have been no meetings to date, but will ramp up now that the fire districts are in the budget process. Commissioner Pontius said that even though he is not in favor of the consolidation, he will not shirk his responsibilities to District 3 and he would support good business actions.

2005 Budget:

Chief Kier reviewed 4 operations budget scenarios with the BOC: Budget scenario #1 = \$1,349,000 – full consolidation with NKFR which would include access to a training officer, an increase in Chief officers, a division and reassignment of duplicated tasks in administration, and an increase in emergency responders. Budget scenario #2 = \$1,336,000 – not consolidating with NKFR & hiring own training officer. Budget scenario #3 = \$1,329,000 – not consolidating with NKFR and not hiring a training officer, but hiring the 3rd fire fighter/paramedic. And Budget scenario #4 = \$1,229,000 - where everything stays status quo. Chief Kier explained that all 4 scenarios reflect the addition of 3 more Resident fire fighters.

Commissioner Hansen said the scenarios show that it is not about the money for District 3 [Port Ludlow], but rather the proposed consolidation is about service. Commissioners Wheeler

and Carmody indicated that the District 3 Finance Committee would meet one more time. Commissioner Pontius said there is a need to look at NKFR and District 1 numbers as well to ensure that no district buys into hidden liability.

Special Bond Payoff Account/Fund:

Commissioner Wheeler stated that the anticipated early bond payoff date is June 1, 2009; the early payoff would result in a savings in interest of nearly \$100,000; the \$100,000 CD will reap \$116,500 at full maturity; and he said the total early bond payoff needed would be \$540,241.25. **MOTION:** Commissioner Wheeler moved to establish an early bond payoff fund with the County Treasurer from these listed Funds: General Fund \$175,000 from the dedicated reserves of \$250,000; EMS Fund \$100,000 from the dedicated reserves of \$150,000; General Fund \$75,000 previously dedicated to the early bond payoff contingency allocation; EMS Fund \$75,000 previously dedicated to the early bond payoff contingency allocation; and the matured CD of \$116,500 to total \$541,500. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion of the Motion. Chair Carmody asked for confirmation that the Board would not need to re-work the Motion establishing the \$250,000 and \$150,000 as dedicated reserves in the General and EMS Funds respectively. It was the consensus of the Board that the previous intent remains and the original Motion stands. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Fire District #3 BOC Meetings:

Chief Kier stated that it is much easier to call for a Special Meeting then to cancel a Regular Meeting if not needed, because the Regular Meetings, by law, are required to be pre-set. Discussion followed regarding the pros and cons of special versus regular board meetings. After discussion, the Board agreed to see what special meeting need(s) may arise after the October 12 Regular Consolidation Board meeting.

Policies:

Chief Kier reported that the Board has received all the policies that have been completed in the new format.

Executive Session:

Chair Carmody called for an Executive Session for the purpose of discussing personnel issues related to labor negotiations at 9:13 p.m. for approximately 30 minutes. Chair Carmody asked Chief Kier and D.S. Obtinario to stay for the Executive Session.

Call back to Order:

Chair Carmody called the Special Meeting back to order at 9:46 p.m. Commissioner Wheeler and Commissioner Pontius, the Labor Committee members, asked Chief Kier to reschedule the Labor/Management Committee meeting with Local 3811 representatives because Commissioner Pontius would be out-of-town attending the Washington Fire Commissioners Association (WFCA) conference.

Good of the Order:

Commissioner Wheeler reported that he had been asked by the WFCA to serve on the Budget Committee and there were no objections to his committing to this service.

Commissioner Carmody reported that he had been asked by Commissioner Leon Thomas to serve on the WFCA Nominating Committee which consisted of his involvement in a 15-minute conference call.

Commissioner Pontius thanked Chief Kier for contacting the Department of Transportation (DOT) requesting the speed limit sign be moved back up the hill.


ADJOURNMENT:

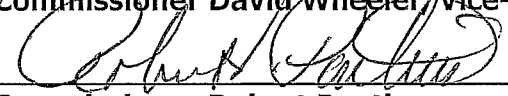
Chair Carmody called for Adjournment at 9:50 p.m.

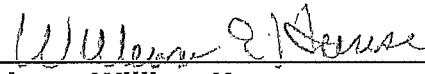
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed:

BY: 
Commissioner Eugene Carmody, Chairman

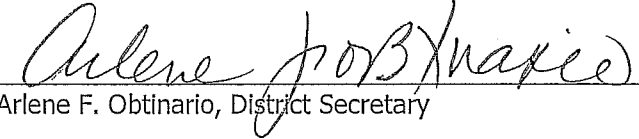
BY: 
Commissioner David Wheeler, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

BY: [not present]
Commissioner Mike Porter

ATTEST:

By: 
Arlene F. Obtinario, District Secretary