

REGULAR MEETING MINUTES
of the
CONSOLIDATION BOARD OF COMMISSIONERS
of
NORTH KITSAP FIRE & RESCUE
JEFFERSON COUNTY FIRE DISTRICT No. 3 [a.k.a. Port Ludlow Fire & Rescue]
JEFFERSON COUNTY FIRE DISTRICT NO. 1

October 12, 2004

Commissioners Present:

North Kitsap Fire & Rescue

L.V. "Red" Denson, Chairman of the Board
Gillian Gregory, Vice Chair **entered meeting at 8:16 p.m.**
Fernando Espinosa
Leon Thomas
Will Stewart

Jefferson County Fire Protection District No. 3

Gene Carmody, Chairman of the Board
David Wheeler, Vice Chair
Robert Pontius
Bill Hansen
Mike Porter

Jefferson County Fire Protection District No. 1

Jess Bondurant, Jr., Chairman of the Board
Edward L. Davis, Vice Chair
Terry Heineman

Also Present:

Paul Nichol, Chief, NKFR
Wayne Kier, Chief, Fire District No. 3
Chuck Boggs, Chief, Fire District No. 1
Dan Smith, Assistant Chief, NKFR
Mike Zehren, Assistant Chief, Fire District No. 1
Michele Laboda, Public Information Officer, NKFR Community Services
Cindy Moran, Administrative Assistant/Dist. Secretary, NKFR
Arlene Obtinario, CFO/District Secretary, Fire District No. 3 &
Fire District No. 1 District Secretary
Crystal Tuson, Administrative Assistant, Fire District No. 1

CALL TO ORDER

North Kitsap Fire & Rescue Chairman, Red Denson, called the Regular Meeting of the Consolidation Board of Commissioners to order on Tuesday, October 12, 2004, at 7:30 p.m., at Station 81, located at 26642 Miller Bay Road, Kingston, Washington.

FLAG SALUTE:

Chairman Denson requested the meeting attendees stand and recite the Pledge of Allegiance to the Flag.

AGENDA APPROVAL: Chairman Denson called for approval of the Agenda. **MOTION:** Commissioner Stewart moved to approve the agenda as presented. Commissioner Bondurant seconded the motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried.

APPROVAL of MINUTES:

Chairman Denson called for additions or corrections to the September 13, 2004 NKFR Regular Meeting Minutes. **MOTION:** Commissioner Thomas moved to approve the Minutes as presented. Commissioner Stewart seconded the motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

Chairman Denson called for additions or corrections to the August 24, 2004 NKFR Special Meeting Minutes. **MOTION:** Commissioner Thomas moved to approve the Minutes as presented. Commissioner Espinosa seconded the motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

Chairman Carmody called for additions or corrections to the September 14, 2004 Jefferson 3 Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the Minutes as presented. Commissioner Hansen seconded the motion. Chairman Carmody called for discussion of the Motion. Question was called. Chairman Carmody called for a vote on the Motion. The Motion carried unanimously.

Chairman Bondurant called for additions or corrections to the September 28, 2004 Jefferson 1 Regular Meeting Minutes. **MOTION:** Commissioner Davis moved to approve the Minutes as presented. Commissioner Heineman seconded the motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

Chairman Bondurant called for additions or corrections to the September 21, 2004 1 & 3 Joint BOC Regular Meeting Minutes & the NKFR Special BOC Meeting which resulted in no quorum of the NKFR Board and served as an informational meeting only. **MOTION:** Commissioner Davis moved to approve the Minutes as presented. Commissioner Wheeler seconded the motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

Chair Denson thanked all attendees for their participation and called for introductions of all attendees.

APPROVAL of VOUCHERS & PAYROLL:

NKFR Chair Denson reported to his Board that he had conducted previous reviews of the voucher batches and recommended approval of the vouchers as presented. **MOTION:**

Commissioner Denson moved to approve Blanket Voucher Approval Batch No. 258263 in the amount of \$47,956.70. Commissioner Stewart seconded the Motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

MOTION: NKFR Commissioner Thomas moved to approve Blanket Voucher Approval Batch No. 259636 in the amount of \$69,371. Commissioner Espinosa seconded the Motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

NKFR Chair Denson called for approval of the payroll. Administrative Assistant Moran explained that the payroll included a one time per year payout of holiday and longevity pay.

MOTION: NKFR Commissioner Thomas moved to adopt Resolution 2004-08 to increase to the 100% Top Step FF for Abirgo, Gear, Trueblood & Upton. Commissioner Stewart seconded the Motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

The NKFR BOC requested time to review the payroll, so Chair Denson deferred to Jefferson 1 Chair Bondurant for District 1's voucher and payroll approval action.

MOTION: Jefferson 1 Commissioner Davis moved to approve the September payroll in the amount of \$36,433.18. Commissioner Heineman seconded the Motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

MOTION: Jefferson 1 Commissioner Davis moved to approve the vouchers in the amount of \$32,126.27. Commissioner Heineman seconded the Motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

MOTION: Jefferson 3 Commissioner Hansen moved to approve the September payroll in the amount of \$64,872.28. Commissioner Porter seconded the Motion. Chairman Carmody called for discussion of the Motion. Question was called. Chairman Carmody called for a vote on the Motion. The Motion carried unanimously.

Chairman Carmody reported that he had reviewed the 10/06 voucher batch in the amount of \$12,762.21 and the 10/12 voucher batch in the amount of \$16,028.92 totaling \$28,791.13 and recommended approval for payment. **MOTION:** Jefferson 3 Commissioner Hansen moved to approve the vouchers in the amount of \$28,791.13. Commissioner Porter seconded the Motion. Chairman Carmody called for discussion of the Motion. Question was called. Chairman Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Jefferson 1 Commissioner Davis moved to approve District 1's share of the MEDIC13 vouchers in the amount of \$408.61. Commissioner Heineman seconded the Motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

MOTION: Jefferson 3 Commissioner Hansen moved to approve District 3's share of the MEDIC13 vouchers in the amount of \$389.06. Commissioner Porter seconded the Motion. Chairman Carmody called for discussion of the Motion. Question was called. Chairman Carmody called for a vote on the Motion. The Motion carried unanimously.

[District Secretary note: A formal Motion by the 1 & 3 Joint BOC for the approval of the MEDIC13 vouchers was not made during the OPM, but let these Minutes reflect the overall approval of the MEDIC13 vouchers in the amount of \$797.66 by nature of the individual 1 & 3 Board approvals for their respective shares totaling \$797.66.]

MOTION: NKFR Commissioner Thomas moved to approve the payroll of \$251,938.18. Commissioner Espinosa seconded the Motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

MOTION: NKFR Commissioner Espinosa moved to approve the payroll adjustment of \$5.04 to cover the out-of-class pay reporting error. Commissioner Thomas seconded the Motion. Chairman Denson called for discussion of the Motion. Question was called. Chairman Denson called for a vote on the Motion. The Motion carried unanimously.

FINANCIAL REPORTS:

Commissioner Carmody clarified that each BOC is in receipt of their individual district financial reports in writing and should contact staff with any questions or concerns.

PUBLIC PARTICIPATION/COMMENTS:

Chair Denson called for public comment and received no response.

CHIEF REPORTS:

Chair Denson clarified that each District Chief would submit a Chief's Report in writing for review and in an effort to more effectively utilize Board meeting time, the Chiefs could be contacted personally with questions and for clarification of information shared via their written reports. It was agreed that each Commissioner would be provided with all Chief reports. Jefferson 1 Chief Boggs announced that a meeting is set to meet with Jefferson 6 regarding the property tax receipts for Jefferson 1's jurisdictional boundary that includes half of the Port Townsend airport.

DIVISION REPORTS:

Chair Denson asked for an explanation of this Agenda item. District Secretary Obtinario explained that this category would be all inclusive of all formal groups within the individual and/or consolidated fire districts desiring to address the Board, i.e., the bargaining units and the volunteer associations. Obtinario explained that the Jefferson County Agendas had specifically listed each entity, but in an attempt to compact the Agenda, she and A.A. Moran had agreed that an entity could request to be on the Agenda as needed.

UNFINISHED BUSINESS:

Consolidated District

Chair Denson confirmed the circulation of the Notification of Regular Open Public Meeting Schedule for the Consolidation BOC and verified that the host meeting rotation would be Station 81, Station 11, and Station 31 respectively.

Chair Denson stated the Consolidation Interlocal Agreement will be drafted by Attorney Clark Snure.

NKFR

No Unfinished Business to be addressed.

Jefferson #1

Chair Bondurant reported that the District 1 BOC has not signed the 2005 Systems Design Ambulance Transport Billing Contract until there is a discussion regarding consolidation and the possible effect of consolidation on this contract.

Jefferson #3

Chair Carmody reported that District 3 BOC had discussed signing the 2005 Systems Design Ambulance Transport Billing Contract at a Special Meeting on October 11th; suggested that a committee be formed to explore the cost effectiveness of 3 districts using 1 agency; Chief Smith agreed there is a need to do a comparison report; stated that NKFR owns the ambulance billing software and is in the process of establishing software that is more HIPAA compliant with a reduction of duplication in data entry for reporting requirements; and things like the actual BLS and ALS charges, collections processes, and write-off policies need to be compared. It was the general consensus of the Consolidation BOC that staff would be assigned to present a report at the next BOC meeting.

NKFR Commissioner Gregory entered the meeting at 8:16 p.m.

MOTION: Jefferson 3 Commissioner Wheeler moved to adopt Resolution No. 2004-02 [District Secretary's note: Resolution Number corrected in the Minutes. Typographical error on the Agenda.] NEWBORN CHILDREN. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Porter asked Chief Kier if the other districts needed to adopt this resolution, and Chief Kier explained that District 3 has been operating by a procedure; this is a formality that needed to be addressed by District 3; and the other districts have already adopted their resolutions. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

1 & 3 ALS

Chief Boggs reported that the City of Port Townsend Fire Department has signed the Emergency ALS Mutual Assistance Agreement.

NEW BUSINESS:

Chair Denson called for New Business for the Consolidated District. [1] Michele Laboda circulated a request from *THE LEADER* regarding specific questions raised about the 3-district

consolidation and included Chief Smith's formal response to the questions (included with these Minutes for reference).

[2] Chair Denson stated that the NKFR BOC has approved their share for legal counsel in the amount of \$10,000 and hoped that Districts 1 & 3 would vote to contribute \$1,700 and \$2,400, which is 17% and 24% respectively. Chair Denson reported that Attorney Clark Snure is scheduled to attend the October 18th Scoping Committee meeting and would begin working on the first draft of the consolidation interlocal agreement.

[3] Staff circulated a written report from Commissioner Denson on the October 12th Scoping Committee Meeting which included information on 5 key consolidation topics; [1] NKFR as the lead agency; [2] adoption of an organizational chart and personnel assignments; [3] consolidation of the financial and budgetary operations; [4] voting quorum; and [5] an interlocal agreement.

During review of Commissioner Denson's Scoping Committee report, the following comments were noted: Chief Nichol said don't get excited about the name, West Sound Fire & Rescue (WSFR), but the Boards may want to do business as WSFR or something similar. Commissioner Gregory asked if all 5 administrative personnel report directly to the Chief, and Chief Nichol said that at the start that could be possible. Commissioner Wheeler asked for clarification that the 3 Shift Captains with Duty Lieutenants would be at staffed, active stations. Commissioner Carmody asked where fire prevention is placed and Chief Nichol replied under the Community Services Division. Chief Nichol mentioned that joint hiring for inspections might be possible. Commissioner Hansen asked about the Safety Officer. Chief Nichol replied that Tim Gates is currently the Medical and Safety Officer and if he is not available, the duty paramedic serves in that capacity. Commissioner Carmody asked what Bureau Support is and it was noted that the position is a fix-it person. Commissioner Bondurant asked about the no-named administrative support specialist for the Bureau of Technical Services. Chief Nichol said there may be a need to fill that position in 6 months or so. Chief Nichol explained that District 1 needs to lift the lid before the fire fighters consolidate. Commissioner Porter said he visioned the Support Specialists would report to Cindy and Arlene. Chief Nichol said he would probably need to re-address the placement of the Support Specialists. Commissioner Porter stated that Chief Kier currently has part-time help and he would not be supportive of waiting 6 months into the program before continuing that help. Chief Nichol said that Cindy has part-time help until January. Commissioner Porter referred to the timeframe of January 1 for consolidation of the Chiefs and Administration. Chief Nichol said that he sees the Scoping Committee stepping up their pace and the establishment of 2 staff meetings per month. Commissioner Pontius said that, in his opinion, it looks like an acquisition instead of a consolidation and that he is not going to give up Port Ludlow's policies and procedures and he expressed concern that he believes the people don't know what's going on. Chief Nichol replied that the people are being advised through the process of submitting consolidation information to the press. Chief Nichol went on to state that 3 reporters were invited from 3 different papers to attend this meeting, but they chose not to attend. Commissioner Hansen said he believes that Chief Nichol should be present and visible in the Port Ludlow community.

Chair Denson requested a motion to adopt the organizational chart. **MOTION: Jefferson #1** Commissioner Davis moved to appoint Chief Paul Nichol as the Chief for the consolidation. Commissioner Heineman seconded the Motion. Chairman Bondurant called for discussion of the Motion. Question was called. Chairman Bondurant called for a vote on the Motion. The Motion carried unanimously.

MOTION: Jefferson #3 Commissioner Porter moved to appoint Chief Paul Nichol for the proposed consolidated district and to give Chief Nichol the authority to appoint subsequent people. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. Commissioner Hansen asked, what is the implication? Commissioner Porter responded by saying that in order for the consolidation to move forward, Chief Nichol needs to have authority to act as the Chief and he needs to know he's the leader. Commissioner Pontius said that in District 3, the Chief makes recommendations and the BOC approves the Chief's recommendations. Question was called. Chair Carmody called for a vote on the Motion. Commissioners Porter, Wheeler, Hansen, and Carmody voted in favor of the Motion. Commissioner Pontius did not vote. The Motion carried.

MOTION: NKFR Commissioner Gregory moved to approve appointment of Chief Paul Nichol as Chief of the proposed consolidated district. Commissioner Thomas seconded the Motion. Chair Denson called for discussion of the Motion. Chair Denson asked if the proposed organizational chart reflects Chief Nichol's choices and Chief Nichol answered in the affirmative. Chair Denson asked Commissioner Porter if the organizational chart should be adopted, and Commissioner Porter said yes, but in a second Motion. Chief Nichol stated that the organizational chart would be reworked and re-submitted at the November meeting. Question was called. Chair Denson called for a vote on the Motion. The Motion carried unanimously.

Commissioner Thomas stated that he likes the fact that everyone is doing a job they like. Commissioner Heineman stated that "getting more boots on the ground" is his main focus. Commissioner Espinosa expressed satisfaction that all the same people are still in the system and there did not have to be new hires in administration. Commissioner Carmody asked for job descriptions for all the consolidated positions. And, it was noted that the lead agency would be established by recommendation to the Consolidation Board after the Scoping Committee meets with Attorney Snure.

Chief Nichol reported that each district needs to complete their own formal budget and then the consolidation plan would include a line-by-line consolidated budget review.

Chair Denson called for New Business for NKFR, Jefferson #1, and Jefferson #3, and the commissioners had no new business, however, Local 3811 President Wicus McGuffey asked to address the Chairman. McGuffey apologized for the interruption and asked for labor to be added to the Scoping Committee. Commissioner Gregory stated that the Scoping Committee would probably and eventually phase out, but agreed that participation from labor needs to be addressed. Chief Nichol stated that participation of the volunteers also needs to be addressed. It is noted that labor and the volunteers were invited to attend the next Scoping Committee meeting.

1 & 3 ALS New Business

Chair Carmody reported that District 3 received a letter from District 1 notifying PLFR that the 1 & 3 ALS agreement would be terminated. He further reported that he, as District 3 Chairman, had signed a letter acknowledging receipt of the District 1 letter. Chief Nichol stated that as of January 1, 2005, all agreements would need to be rewritten, but services would not change. Commissioner Wheeler specifically stated that mutual aid agreements and service contracts are different and 1 & 3 have service contracts with Jefferson 2, 5, and 6 and he requested there be a review of how to handle these existing service contracts. Chief Nichol assured Commissioner Wheeler that the Chiefs would bring a recommendation to the November meeting.

EXECUTIVE SESSION: Chair Denson called for a 3-Board Executive Session to discuss the performance of a public employee at 9:45 p.m. for five minutes. NKFR Michele Laboda was invited to remain in attendance. The Executive Session was extended for 2 minutes at 9:45 p.m. The Executive Session was extended for 10 minutes at 9:47 p.m. Chief Nichol was called into Executive Session at approximately 9:47 p.m. Chair Denson and Commissioner Thomas excused themselves from the Executive Session at 9:50 p.m.

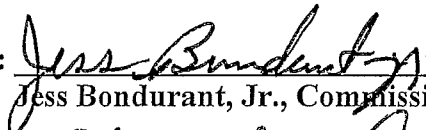
CALL BACK TO ORDER: Vice Chair Gregory called the Regular Meeting back to Order at 9:57 p.m.

ANNOUNCEMENT of ACTION to be TAKEN:

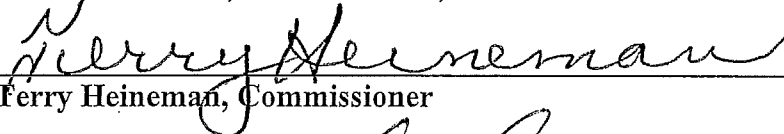
Vice Chair Gregory announced that she presided over the meeting during Executive Session when Chair Denson had to leave the meeting; and she reported that no action was taken as a result of the Executive Session.

ADJOURNMENT: Vice Chair Gregory called for adjournment of the meeting at 10:00 p.m.

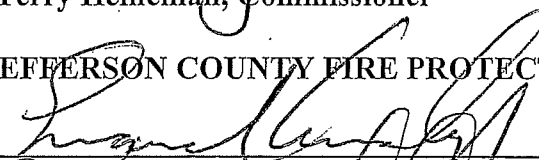
SIGNED: JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

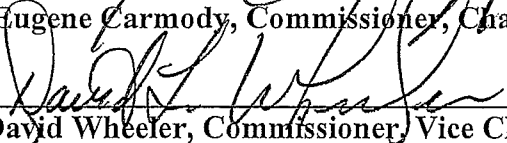
By: 
Jess Bondurant, Jr., Commissioner, Chairman of the Board


By: 
Edward L. Davis, Commissioner, Vice Chair


By: 
Terry Heineman, Commissioner

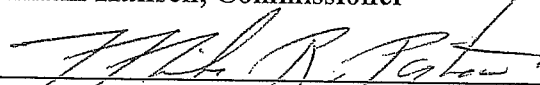
SIGNED: JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Eugene Carmody, Commissioner, Chairman of the Board

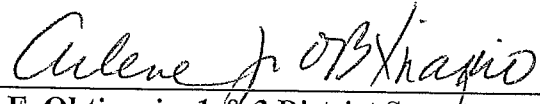
By: 
David Wheeler, Commissioner, Vice Chair

By: 
Robert Pontius, Commissioner

By: 
William Hansen, Commissioner

By: 
Mike Porter, Commissioner

ATTEST:

By: 
Arlene F. Obtinario, 1 & 3 District Secretary

SIGNED: NORTH KITSAP FIRE & RESCUE

By: _____
L. V. "Red" Denson, Commissioner, Chairman of the Board

By: _____
Gillian Gregory, Commissioner, Vice Chair of the Board

By: _____
Fernando Espinosa, Commissioner

By: _____
Leon Thomas, Commissioner

By: _____
Will Stewart, Commissioner

ATTEST:

By: _____
Cindy Moran, District Secretary