

SPECIAL 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 25, 2004

Commissioners Present:

North Kitsap Fire & Rescue

L.V. "Red" Denson, Chairman of the Board
Gillian Gregory, Vice Chair
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
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
Arlene Obtinario, CFO/District Secretary, Fire District No. 3 &
Fire District No. 1 District Secretary
Crystal Tuson, Administrative Assistant, Fire District No. 1

Not Present:

Fernando Espinosa, Commissioner, NKFR
Wayne Kier, Chief, Fire District No. 3
Cindy Moran, Administrative Assistant/Dist. Secretary, NKFR

CALL TO ORDER

North Kitsap Fire & Rescue Chairman, Red Denson, called the Special Meeting of the Consolidation Board of Commissioners to order on Tuesday, October 25, 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.

SPECIAL MEETING PURPOSE:

Chair Denson stated the purpose of the Special Meeting is for taking action, if necessary, on the following topics of business: (1) District 1 Hiring of Fire Fighters; (2) Districts 1 & 3 ALS Service; and (3) Consolidation Issues. Chair Denson said that any Board may call for an Executive Session if needed.

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.

JEFFERSON COUNTY FIRE DISTRICT NO. 1 HIRING OF FIRE FIGHTERS: Chair Denson called on Commissioner Bondurant; Commissioner Bondurant explained that District 1 is in need of help; stated that a 1-man engine does not cut it; would like to have a fire fighter and a medic on each shift. Chief Nichol said we have talked about it; the recommendation at the time was to go with 2 fire fighter/EMT positions; much discussion has passed and the recommendation is still the same to maintain the ALS agreement with PLFR and hire 2 fire fighters. Commissioner Porter asked what the consolidation would do for this situation. Chief Smith said he has 2 ff positions in the budget and when the levy passes, then 3 medic positions. Chief Smith said a minimum of 2 on each shift is needed and the lowest cost would be the hiring of 2 fire fighters. Chief Smith said NKFR does not staff each station with paramedics. Commissioner Bondurant said he used to respond; he hated being alone and first on scene; it felt awful and he knows how the current personnel feel. Chief Smith said there is a need to concentrate on the first response. Commissioner Davis expressed concern about the cost of paramedic overtime. Chief Smith said it is just the cost of running a 24-hour business. Commissioner Heineman asked are we just understaffed. Chief Smith replied the problem is twofold: limited resources plus need to staff. He went on to say that sometimes overtime is really less expensive than hiring full time personnel. Chief Nichol said there is always a need to backfill because we give 24 hour service; the fire fighters work 56-hour-work-weeks, so there is some overtime built into this service business. Commissioner Bondurant said he wants to hire fire fighter/EMT's and Commissioner Davis wants to hire paramedics. Commissioner Bondurant went on to say that they tried to hire paramedics in April and that didn't work out. He said he thought that if District 1 cancelled the MED13 agreement that District 1 could then hire per diem medics, but they've found there is no surplus of per diem medics either. Chief Smith said he takes the blame for some of that thought pattern, but he believes that full time employees are more productive employees. He said the future plan is to hire 3 medics, but at this time it is not known where they will be placed. Commissioner Davis said that per diem medics seemed like the best way to go, but he really wants to hire at least 1 person to help with vacation. Chief Nichol verified that District 1 would pay for November and December wages of the new hires and then the 2 employees would become part of the consolidation budget. Commissioner Heineman supports hiring fire fighters/EMT's to fill the gap. Commissioner Davis said he would like to eliminate the word IF consolidating so that he knows that District 1 is hiring the right

employees for the service needed. Commissioner Porter asked Chief Nichol what he would do to solve the problem. Chief Nichol said he would hire fire fighter/EMT's; however the consolidation agreement is not signed as yet, but assuming the consolidation is firm, then he would speed up the hiring process.

DISCUSSION REGARDING FULL CONSOLIDATION ON JAN 1, 2005:

Chief Nichol said that he understands there is a desire to do a full consolidation at Jan 1. Chief Nichol said he would like to see Nov 9th be the decision date; Commissioner Hansen said the full board would just be receiving the draft contract for the first time. Chief Nichol reminded the boards of the budget due date. Commissioner Pontius said he represents the people and does not plan to adopt a contract without looking at it. Chief Smith said that all staff needs to know is Jan 1 or Jul 1 as the timeline, because no matter what our timeline is, the Kitsap county budget deadline is Nov 15. Commissioner Thomas asked if the proposed contract could be circulated to the full board. Chief Nichol said Attorney Snure plans to have the draft contract ready by Nov 5th maybe as late as the 8th. The BOC then reviewed the proposed consolidation budget that reflects numbers for full consolidation as of Jan 1. It was noted that the Scoping committee meets on Nov 1.

Commissioner Davis said that if Dist 1 does a provisional hire, he requests the other districts to consider permanent hires should the consolidation not go through and the provisional hires need to be terminated. Chief Nichol said he knows the quality of at least 1 candidate and Commissioner Hansen said it would be up to Chief Nichol to decide on how to handle the provisionals. Commissioner Porter said talks started last February with the intent to fully consolidate on Jan 1; he felt that Dist 1 could not financially handle their involvement in the consolidation without the lid lift, but Attorney Snure made it very clear that the agreement can be written so that no one district affects the other with financial liability. Commissioner Wheeler said the budget will be adopted on Nov 9th, but he is used to being more involved. Chief Smith said there could be a finance committee review or a budget workshop so that everyone understands how the numbers are derived.

The discussion resulted in the following expectations: the Scoping Committee meets on Nov 1, 10 a.m.; consolidation plans will be submitted to Clark Snure by the 2nd but not later than the 3rd; with the request to Clark to supply the first draft of the interlocal agreement by the 5th; staff will circulate to the BOC on the 5th; Chief Nichol will email to all email addresses as soon as he is in receipt of the agreement from Clark and Clark Snure is to be invited to attend the BOC meeting on the 9th.

Discussion resulted in Commissioner Wheeler, Commissioner Thomas, Commissioner Heineman, Financial Officer Obtinario, Chief Kier, and Chief Smith setting a finance committee meeting on Thursday, November 4th, 4 p.m. at station 31.

It was noted that each district should hold a Revenue/budget Public Hearing prior to the adoption of the consolidation budget. Dist 3 is holding a special meeting on the 9th to approve the budget; Dist 1 will approve their budget at the regular consolidation meeting being hosted at Station 11; and NKFR will set their own special meeting to approve their budget.

Commissioner Porter moved to consolidate Jan 1 totally. Motion failed for lack of second.

Commissioner Porter stated that the timeline has never been formally adopted by the full board, and Attorney Clark Snure needs a timeline to build the contract on; Commissioner Wheeler said personally as long as the necessary information is brought forth, he supports going for Jan 1.

At 8:55 p.m., Chairman Denson left the meeting and turned the meeting over to Vice Chair Gregory.

Commissioner Pontius asked for clarification of merger and stated there are no contiguous borders, so there can't be a merger. Chief Smith replied that there were no presentations that included a merger; the presentations are all about consolidation. Chief Smith asked for direction from the Boards by board motion.

MOTION: Commissioner Wheeler moved that Dist 3 strives to accomplish full consolidation on Jan 1, 2005. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion of the Motion. During discussion, Commissioner Porter said the agreement needs to be based on a specific timeline. 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 voted no. The Motion carried.

MOTION: Commissioner Heineman moved that Dist 1 strives to accomplish full consolidation on Jan 1, 2005. Commissioner Davis seconded the Motion. Chair Bondurant called for discussion. Question was called. Chair Bondurant called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Thomas moved that NKFR strives to accomplish full consolidation on Jan 1, 2005. Commissioner Stewart seconded the Motion. Vice Chair Gregory called for discussion. Question was called. Vice Chair Gregory called for a vote on the Motion. The Motion carried unanimously.

Commissioner Hansen said he believes there should be some public meetings. Chief Nichol said that Michele is planning public hearings & town meetings in the 3 respective districts; and once the logistics are set, dates, times, and places, the Commissioners and staff will be notified.

MOTION: Commissioner Davis moved to hire two (2) provisional fire fighters as soon as possible and have Chief Nichol explain what provisional means to these new hires. Commissioner Heineman seconded the Motion. No discussion. Chair Bondurant stated the Motion carries unanimously.

1 & 3 ALS SERVICE:

Commissioner Bondurant stated that he wishes he had not terminated the ALS agreement with District 3. Commissioner Heineman stated that his intent was to notify in order to meet the contractual language and consolidation will make it a mute point. Commissioner Davis stated he agrees. The District 1 BOC agreed to write a letter to the Dist 3 BOC that rescinds their earlier action.

Commissioner Bondurant and Chief Smith reported that Dist 6 is working on consolidation with the City of Port Townsend; things are not going well; District 6 Chair Rich Stapf has approached Chief Smith, and Dist 6 may want to be part of this consolidation.

Commissioner Davis moved to allow Dist 6 into the consolidation as soon as possible. Vice Chair Gregory said that Clark Snure indicated that the agreement can include language for other entities to participate in and join into the consolidation at a later point in time. The Motion failed for lack of a second.

GOOD OF THE ORDER:

Commissioner Wheeler said consolidation is a hard process, but we all need to focus on the good that will come of consolidation and he supports language in the agreement that could include Dist 6.

Commissioner Thomas reported a tidbit from the WFCFA conference that was passed on by one of the presenters to assist in evaluating a project or process: What is our purpose? Where are we going? What do we value? He went on to state that he feels a lot better about things now than he did before.

EXECUTIVE SESSION:

Vice Chair Gregory called for an Executive Session of the Consolidation BOC at 8:15 p.m. for 15 minutes for the purpose of reviewing the performance of a public employee. Chief Nichol & Chief Smith were invited to stay for the Executive Session.

CALL BACK TO ORDER:

Vice Chair Gregory called the Special Meeting back to order 8:30 p.m. She announced that there would be no action taken as a result of the Executive Session.

ADJOURNMENT:

Vice Chair Gregory called for adjournment at 8:33 p.m.

SIGNED: JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 1

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

By: Edward L. Davis
Edward L. Davis, Commissioner, Vice Chair

By: Terry Heineman
Terry Heineman, Commissioner

SIGNED: JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

By: [Signature]

Eugene Carmody, Commissioner, Chairman of the Board

By: *David Wheeler*
David Wheeler, Commissioner, Vice Chair

By: *Robert H. Pontius*
Robert Pontius, Commissioner

By: *William Hansen*
William Hansen, Commissioner

By: *Mike Porter*
Mike Porter, Commissioner

ATTEST:

By: *Arlene F. Obtinario*
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: _____ [not present] _____
Fernando Espinosa, Commissioner

By: _____
Leon Thomas, Commissioner

By: _____
Will Stewart, Commissioner

ATTEST:

By: _____
Cindy Moran, District Secretary