

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
January 26, 2005

CALL to ORDER:

Chairman Commissioner Gene Carmody called the Special Meeting of January 26, 2005, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 9:06 a.m. at Station 31 located at 7650 Oak Bay Road in Port Ludlow, Washington.

Commissioners present were Commissioner Gene Carmody, Commissioner David Wheeler [entered the meeting at 10:45 a.m.], Commissioner Robert Pontius, Commissioner Bill Hansen and Commissioner Mike Porter. Also present were Fire Chief Wayne Kier and CFO/District Secretary Arlene Obtinario. **NOTE THAT NO PUBLIC ATTENDED.**

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 Hansen 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 (1) to receive an introduction of the Summit Law Group for possible assistance during upcoming contract negotiations; and (2) to discuss and review strategic planning in order to establish short and long-term goals. Chair Carmody stated the Board may take action and the Board of Commissioners may call for an Executive Session, if needed.

Summit Law Group:

Chair Carmody welcomed and introduced Mr. Otto Klein, Attorney-at-Law, representing the Summit Law Group. Mr. Klein presented his credentials for BOC review, which was followed with a question and answer period. **MOTION:** Commissioner Pontius moved to retain Summit Law Group. Commissioner Hansen seconded the Motion. Question was called. Chair Carmody called for a vote on the Motion. Commissioners Carmody, Pontius, Hansen and Porter were in attendance for voting. The Motion carried unanimously.

Executive Session:

Chair Carmody called for an Executive Session at 9:33 a.m. until 10:00 a.m. [twenty-seven minutes] to discuss labor negotiations strategy. Chief Wayne Kier and Attorney Otto Klein were invited to attend Executive Session.

Chair Carmody called for a Recess at 10:00 a.m. Chair Carmody called the Special Meeting back to Order at 10:27 a.m. Attorney Klein did not return to the meeting.

Strategic Planning:

Chair Carmody called on Chief Kier; Chief Kier conducted a PowerPoint presentation titled "Needs Assessment 3 yrs. +" and "Now what do we do that we are no longer engaged in consolidation?"

Chief Kier presented six [6] areas requiring immediate attention: [1] a dedicated position for Operations/Training oversight; [2] elimination or reformulation of the MEDIC 13 program; [3] additional staffing at Station No. 33; [4] initiation of a Fire & Life Safety program; [5] establishing a strategic funding plan for 2005 and beyond; and [6] a cost containment review.

Chief Kier presented three [3] areas requiring future attention beyond three years in time: [1] replacement of the District Fire Chief due to probable retirement; [2] possible consolidation or merger opportunities; and [3] the long term viability as a "Stand Out" fire district.

Commissioner Wheeler entered the meeting at 10:45 a.m.

Chair Carmody called on Chief Financial Officer Obtinario for her presentation showing revenue and expense projections intended to assist in the strategic planning process. Obtinario noted 13 assumptions affecting the projected numbers to include the 1% cap on property tax revenue each year in accordance with Initiative 747 with an annual increase of 6% in expenses.

Chair Carmody thanked Chief Kier and Arlene for the presentations stating them to be extremely beneficial in assisting the Board in the operations and financial decision processes.

MOTION: Commissioner Hansen moved to accept the operations plan as presented to include two [2] additional positions, namely, one [1] chief officer and one [1] fire fighter/paramedic. 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.

The Board gave Chief Kier approval to advertise and/or invite candidates to apply for the two additional positions.

The Board asked Arlene to place the recommended 2005 Budget edits on the February 8th BOC Regular Meeting Agenda.

Commissioner Wheeler asked if there is a need to increase Chief's operations budget to include the refurbishing of the Station #33 living quarters and Chief Kier replied that he plans to absorb that cost in his existing OPS budget. Commissioner Hansen asked how contact is made with the citizens served by Station #33 and Chief replied that Thorndyke and Shine have water associations.

Good of the Order:

[1] Chief Kier reported the Health & Fitness Plan is working great; he has already realized personal weight loss success.

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Good of the Order:

[1] Chief Kier reported the Health & Fitness Plan is working great; he has already realized personal weight loss success.

[2] Chief Kier reported that he has submitted a claim totaling \$3,125.28 for extraordinary expenses incurred during the Admiralty Condo fire to the insurance adjustor handling all the claims.

[3] Chief Kier reported that his son is home from the Middle East after 47 hours of airplane "seat" travel and his family rejoices for his safe journeys.

[4] Chief Kier and the Board talked in general in a brief review of the Admiralty Condo fire operations and subsequent community meetings and public comments.

ADJOURNMENT:

Chair Carmody called for Adjournment at 12:29 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed:

BY: 
Commissioner Eugene Carmody, Chairman

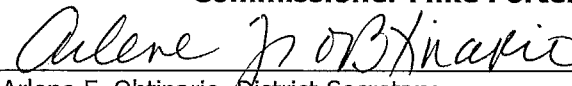
BY: 
Commissioner David Wheeler, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

BY: _____
Commissioner Mike Porter

ATTEST:

By: 
Arlene F. Obtinario, District Secretary