

## **JEFFERSON COUNTY FIRE DISTRICT NO. 3**

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**August 9, 2005**

### **CALL TO ORDER:**

Chairman Commissioner Gene Carmody called the Regular Meeting of August 9, 2005, of the Board of Commissioners for Jefferson County Fire 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, Port Ludlow, Washington.

Commissioners present were Commissioner Eugene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius, Commissioner Bill Hansen, and Commissioner Porter. Also present were Chief Wayne Kier, Assistant Chief Ed Wilkerson, and CFO/District Secretary Arlene Obtinario.

### **CALL for the FLAG SALUTE:**

Chair Carmody led 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 Hansen 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.

### **CALL for APPROVAL of MINUTES:**

Chair Carmody called for the Approval of the July 12, 2005 Regular Meeting Minutes **MOTION:** Commissioner Porter moved to approve the July 12, 2005 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

### **CALL for PUBLIC COMMENT:**

Chair Carmody called for Public Comment. No responses.

### **FINANCIAL REPORTS:**

**Vouchers:** Commissioner Carmody reported that he had reviewed the bills totaling \$38,544.71. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers totaling \$38,544.71 as presented. Commissioner Hansen seconded the motion. Chair Carmody called for discussion and questions. Question was called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

**Payroll: MOTION:** Commissioner Wheeler moved to approve the July payroll of \$73,282.84 paid on August 5. Commissioner Hansen 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 including the Tax Collection Tracking Sheet dated July 31. Chief Kier reported that Trendwest had appealed the mitigation fee and the County ruled in favor of the fire district, so anticipated receipts should be approximately \$23,000. CFO Obtinario advised the BOC of the inclusion of the Biannual Vacation & Sick Leave Liability Report dated August 1, 2005.

**Ambulance Transport Patient Accounts Status:**

**MOTION:** Commissioner Pontius moved to turn Patient No. 179 in the amount of \$480.00 and Patient No. 653 in the amount of \$440.00 to collections. 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.

**MOTION:** Commissioner Hansen moved to turn Patient No. 747 in the amount of \$454.00 to collections. 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.

**MOTION:** Commissioner Hansen moved to turn Patient No. 748 in the amount of \$574.00 to collections. 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.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

No one present to report.

**IAFF LOCAL 3811:**

No one present to report.

**CHIEF'S REPORT:**

Chief Kier reviewed his written report and added the following comments: 2 engines and an ambulance were onsite for the ice cream social; \$21,500 was raised in the golf tourney benefiting the Mike Beery children college fund; the Admiralty Condo and the Beach Club fire scenes are being worked on; and our region is starting to send fire resources to the Schoolhouse fire in Pomeroy, WA.

A.C. Wilkerson gave a brief overview of his first days at PLFR.

**SUB-COMMITTEE REPORTS:**

**ALS Update:**

Chair Carmody noted the next Joint Board [Medic 13] Meeting is scheduled for September 20<sup>th</sup> at Station 31.

The BOC agreed to discuss a cancellation letter at the September BOC meeting with the intent to cancel the 1 & 3 ALS Interlocal on 12/31/2005 since Chief Kier's 2005 EMS budget is based on District 1's financial support of half of the third medic with inclusion of language that a new agreement be worked on between the new organization, East Jefferson Fire Rescue, and PLFR. Commissioner Hansen asked if 1 & 3 have "joint-owned equipment" and Chief Kier replied that there would be an inventory of such with new language regarding joint-ownership of the specific equipment.

**RECESS: Chair Carmody called for a Recess of the Open Public Meeting at 7:58 p.m. Chair Carmody called the Regular Meeting back to order at 8:01 p.m.**

### **JEFFCOM**

Chief Kier and Commissioner Pontius collectively reported that Tracy Stringer has resigned; there will be an interim director, Donna Hamlin, from Pen COM in Clallam County, on loan from Pen COM to Jeff COM starting on August 15<sup>th</sup>; dispatchers number 7 which includes two supervisors; September 6 may be the next dispatcher interview date; and the Jeff COM Board reviewed three budget options for 2006: [1] a 9-dispatcher budget; [2] a 10-dispatcher budget; and [3] an 11-dispatcher budget. Both Chief Kier and Commissioner Pontius reported voting in favor of the 11 dispatcher budget, which was approved by the Jeff COM Board as the 2006 budget. It was stated that this 2006 budget will affect the user fees; PLFR can expect an increase of \$2500; the Chiefs from Districts 2, 4 & 5 expressed their dissatisfaction of their proportional increases in the user fees to fund an 11-member dispatch team. Chief Kier reported that the South repeater has a loud hum that creates an inability for use in communications, so the Jeff COM Board authorized \$20,000 for repairs. He also reported that Chief Mingee has requested that the call for service fee be lowered and a committee has been formed in order to conduct this review.

### **UNFINISHED BUSINESS**

#### **Local 3811 Labor Agreement:**

Chief reported that the August meeting was cancelled by the Union; he was unable to get a hold of the attorney in time to advise him of the cancellation, so he spent worthwhile time with the attorney working on some of the key issues.

#### **Policy Manual Re-Write:**

**MOTION:** Commissioner Wheeler moved to adopt Policy No. 2730 Health Insurance 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.

A.C. Wilkerson informed the BOC that the Chiefs will devise a policy review schedule for the Board's review and subsequent approval.

The Chiefs will re-work Policy No. 4000 Controlled Substance.

**MOTION:** Commissioner Porter moved to adopt Policy No. 4207 Critical Incident Debriefing with the addition of 3.3 explaining how to make a request. 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.

**MOTION:** Commissioner Wheeler moved to adopt Policy No. 3900 Newborn Infant Transfer with the changes. 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.

### **County Payroll Service**

CFO Obtinario presented the BOC with information she and Colette Campbell had gathered from other fire departments and service providers regarding possible alternatives to the County Auditor's staff doing the fire districts' payroll. It was noted that the payroll subject would be on the August 18<sup>th</sup> JCFC&S Association agenda for discussion. Commissioner Pontius requested a report on the number of hours to process the payroll in-house and the cost of doing the whole payroll process in-house.

### **DNR Contract**

Chief reported that the Jefferson County Chiefs have worked on the proposed contract, line-by-line, and will meet with the Clallam County Chiefs on the 18<sup>th</sup> to attempt to have the same contractual language in both counties.

### **EJ County EMS Council By-Laws**

Chief reported that the proposed by-laws need three hearings before the Council; the second review was just accomplished; and he believes the revised by-laws will be adopted at the next EMS Council meeting.

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

### **NEW BUSINESS**

#### **Seminars/Meetings:**

Chair Carmody reviewed the Meetings and Seminars listed on the Agenda. Commissioner Hansen reported that he will be in the Burlington-Edison area on September 10<sup>th</sup> conducting a regional workshop on conducting a public meeting.

#### **Surplus Task Force Vehicle:**

Chief Kier reported that Fire #3 currently holds the title for the 1981 Ford Ambulance designated for use as the Fire Investigation unit. He stated that the vehicle has served its' purpose and needs to be offered as surplus. He went on to tell the BOC that the unit was a "gift", an "intergovernmental transfer" from the City of Port Townsend, and the City does not want the unit returned. **MOTION:** Commissioner Wheeler moved to authorize the 1981 Ford Ambulance [vin #: IFDKE30LXBHA51298] as surplus. 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.

**DRAFT Resolution 2005-01 NIMS:**

A.C. Wilkerson reported that he is the new Chairman of the Jefferson County Training Officers Association; the training officers have three main goals; [1] IS700 module; [2] mass destruction awareness; and [3] a master training calendar for general purposes. He and Chief Kier explained that the federal government will not award grant dollars to any fire agency that is not in NIMS [National Incident Management System], so the BOC needs to support NIMS by resolution. Chief Kier asked the BOC to review the DRAFT Resolution 2005-01 for adoption at the September BOC meeting.

Other **NEW BUSINESS:** Chair Carmody called for other New Business. There were no responses.

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

[1] Commissioner Wheeler suggested using the Mitigation fees to purchase cell phone speakers so personnel can take calls 'hands-free' thereby increasing safety while driving. No action was taken on this suggestion.

[2] Commissioner Carmody announced that he would be out-of-town until 8/17.

**Executive Session:** Chair Carmody called for no Executive Session.

**ADJOURNMENT:** There being no further business, Chair Carmody called for adjournment at 9:55 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

**SIGNED:**

**BY:** Eugene Carmody  
**Commissioner Eugene Carmody, Chairman**

**BY:** David Wheeler  
**Commissioner David Wheeler, Vice Chairman**

**BY:** Robert Pontius  
**Commissioner Robert Pontius**

**BY:** William Hansen  
**Commissioner William Hansen**

**BY:** Mike Porter  
**Commissioner Mike Porter**

**ATTEST:**  
**By:** Arlene F. Obtinario  
**Arlene F. Obtinario, District Secretary**