

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

October 11, 2005

CALL TO ORDER:

Chairman Commissioner Gene Carmody called the Regular Meeting of October 11, 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, and Commissioner Robert Pontius. Also present were Interim Chief Ed Wilkerson and CFO/District Secretary Arlene Obtinario.

NOT PRESENT: Commissioner Bill Hansen and Commissioner Porter – both out-of-town. Chief Wayne Kier on vacation through October 31, 2005.

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 Pontius seconded the Motion. Chair Carmody called for discussion of the Motion. Question 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 September 13, 2005 Regular Meeting Minutes **MOTION:** Commissioner Wheeler moved to approve the September 13, 2005 Regular Meeting Minutes as presented. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion. Question 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 \$30,215.87. **MOTION:** Commissioner Wheeler moved to approve payment of the vouchers totaling \$30,215.87 as presented. Commissioner Pontius seconded the motion. Chair Carmody called for discussion and questions. CFO Obtinario reported that I. Chief Wilkerson had questioned a \$632.05 bill for a cook stove and pulled it for review. Commissioner Wheeler amended his motion of approval to exclude the \$632.05 invoice. Commissioner Pontius seconded the amendment. Question called.

Chair Carmody called for a vote on the Amendment. The vote carried unanimously. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Payroll: MOTION: Commissioner Pontius moved to approve the September payroll of \$79,315.46 paid on October 5. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion and questions. There were no comments. Question 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 September 30. During the review of the General Fund [Fire] financial summary, CFO Obtinario informed the BOC that the State Auditor had informed her that the Am. Marine Bank C.D. is included in the total funds of the General Fund, not held outside the General Fund as Obtinario had been reporting. Obtinario pointed out the revision to the Cash on Hand section of the GF [Fire] financial summary noting the C.D. is listed but included in the General Fund total of \$434,407.63.

Ambulance Transport Patient Accounts Status:

MOTION: Commissioner Wheeler moved to write off \$20.00 on patient account number 732. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion and questions. There were no comments. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to turn \$780.00 to collections on patient account number 588. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion and questions. There were no comments. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to turn \$223.50 to collections on patient account number 740. Commissioner Pontius seconded the Motion. Chair Carmody called for discussion and questions. There were no comments. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

President Beth Bishop reported that the PLFF Association's annual banquet is set for December 3rd at Nemo's; Santa will have gifts for the kids at 6:00 p.m. and dinner is at 7:00 p.m. Beth stated that the ticket to get in the door is a canned or dried food donation for the local food bank.

IAFF LOCAL 3811:

[no one present to report]

CHIEF'S REPORT:

I. Chief Wilkerson reviewed his written report [included with these minutes]. He added that last Sunday, the Port Ludlow Community Church had presented a plaque to the PLFR emergency responders.

SUB-COMMITTEE REPORTS:**ALS Update:**

Chair Carmody noted the next Joint Board [Medic 13] Meeting is scheduled for December 20th at Station 11.

I. Chief Wilkerson reported that he and EJFR Chief Mike Mingee met regarding ALS mutual aid with MED13 disbanding and that he and Chief Boggs met regarding the disposition of the assets. Chief Wilkerson reported that Colette has done a terrific job in cross-referencing the asset list with invoices and/or Joint Board meeting minutes.

JEFFCOM

Commissioner Pontius reported that the last meeting was cancelled when two voting members were out-of-town. The reason for the cancellation is being questioned because the JEFFCOM Board had a quorum without the two out-of-towners.

UNFINISHED BUSINESS**Local 3811 Labor Agreement:**

I. Chief Wilkerson asked the Chairman to call an Executive Session [E.S.] at the end of the meeting to discuss negotiations strategies. The BOC agreed to call the E.S. at the end of the meeting. Commissioner Wheeler reported that some of the fire fighters are angry and/or confused on where the BOC stands on consolidation. He went on to state that this Board agreed to move forward, but the North Kitsap Board pulled out. Commissioner Wheeler suggested a question and answer period with the PLFR members either written or verbal. Commissioner Pontius stated that it is public knowledge that he voted no because the plan was not shared with the public; that North Kitsap went into an Executive Session and at the "eleventh hour" pulled out; and Port Ludlow was just as surprised as everyone else.

Policy Manual Re-Write:

Chief Wilkerson led the review:

MOTION: Commissioner Pontius moved to adopt Policy & Procedure No. 2744 as presented. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Pontius moved to adopt Policy No. 2745 as presented. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Pontius moved to adopt Policy No. 2750 as presented. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Pontius moved to adopt Policy No. 2861 as presented and to eliminate Procedure No. 2861. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

DNR Contract

I.Chief Wilkerson said there is nothing new to report, but the County Chiefs plan to continue pursuit for completion.

Jefferson County Outdoor Burning Policy

I.Chief Wilkerson circulated copies of the Jefferson County Department of Community Development Discussion Guide: Proposed Jefferson County Open Burning Regulatory Program to the BOC for information and review. He reported that the County Chiefs President, Chief Wilson, has a meeting set with the County on October 21st.

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. It was noted that the BOC's 2006 budget workshop would be held on the same day as the district-wide anti-harassment class set for October 27th.

Finance Committee Meeting: [to be set when staff is ready]

Special Budget Workshop Meeting: The BOC agreed to hold a Special Budget Workshop Meeting on Thursday, October 27th at 4:30 p.m. at Station No. 31.

Clallam/Jefferson Mutual Aid Agreement: I.Chief Wilkerson circulated a DRAFT of the Master Mutual Aid Agreement for Clallam & Jefferson Fire Services; stated that it would be discussed at the JCFC&S Association meeting on Thursday night; and that this is the plan that Chief Kier referred to as "deep mutual aid".

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

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

[1] Chair Carmody thanked Arlene & Colette for the Kier reception and Bill Jerrell for the video.

[2] Commissioner Wheeler asked the District Secretary to write a thank you letter to JCFPD#2 Chief Bob Wilson for his successful efforts in obtaining a rescue tool for PLFR.

Chair Carmody called for a Recess at 8:41 p.m.

Chair Carmody called the Open Public Meeting back to Order at 9:01 p.m.

Executive Session: Chair Carmody called for an Executive Session to discuss labor agreement issues for 20 minutes at 9:02 p.m.

At 9:22 p.m., the BOC extended the Executive Session for 25 minutes.

Chair Carmody called the Regular Meeting to Order at 9:47 p.m.

Chair Carmody reported the BOC had discussion regarding contract issues with no action taken.

ADJOURNMENT: There being no further business, 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: _____ **NOT PRESENT**
Commissioner William Hansen

BY: _____ **NOT PRESENT**
Commissioner Mike Porter

ATTEST:
By: 
Arlene F. Obtinario, District Secretary