

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

December 13, 2005

CALL TO ORDER:

Chairman Commissioner Gene Carmody called the Regular Meeting of December 13, 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 Mike Porter. Also present were 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 Hansen moved to approve the Agenda 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.

CALL for APPROVAL of MINUTES:

Chair Carmody called for the Approval of the November 8, 2005 Regular Meeting Minutes **MOTION:** Commissioner Porter moved to approve the November 8, 2005 Regular Meeting Minutes as presented. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Chair Carmody called for the Approval of the November 22, 2005 Special Meeting Minutes **MOTION:** Commissioner Hansen moved to approve the November 22, 2005 Special Meeting Minutes as presented. Commissioner Wheeler 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 BIDS for 1981 Ford Ambulance; Open Bids; Announce Bids:

District Secretary Obtinario presented Chair Carmody with one (1) bid in the amount of \$651.00 from Mocha Medics. **MOTION:** Commissioner Wheeler moved to accept the bid of \$651.00 from Mocha Medics for the surplus 1981 Ford Ambulance. Commissioner Porter 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 \$54,004.00. **MOTION:** Commissioner Porter moved to approve payment of the vouchers totaling \$54,004.00 as presented. Commissioner Wheeler seconded the motion. Chair Carmody called for discussion and questions. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Payroll: MOTION: Commissioner Wheeler moved to approve the November payroll of \$68,964.77 and paid on December 5. Commissioner Porter 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 November 30.

Ambulance Transport Patient Accounts Status:

MOTION: Commissioner Wheeler moved to write off \$792.00 for Patient Account # 739 as a charity case. Commissioner Porter 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 refer \$478.00 to collections for Patient Account # 774. Commissioner Porter seconded the Motion. Chair Carmody called for discussion. Commissioner Pontius offered an amendment to the Motion to send the letter from the District requesting payment for the second time. The amendment died for lack of a second. Chair Carmody called for a vote on the Motion. Commissioners Carmody, Wheeler, Hansen and Porter voted in favor of the Motion. Commissioner Pontius voted against the Motion. The Motion carried.

MOTION: Commissioner Hansen moved to write off \$824.00 for Patient Account # 776 as a bankruptcy case. Commissioner Porter 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 write off \$606.00 for Patient Account # 797 as a charity case. Commissioner Porter seconded the Motion. Chair Carmody called for discussion and questions. Discussion followed regarding the pros and cons of writing this account off as charity. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Wheeler moved to refer \$894.00 to collections for Patient Account #817. Commissioner Hansen seconded the Motion. Chair Carmody called

for discussion and questions. It was noted that the patient's mother had indicated the patient is incarcerated in Oregon. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

President Beth Bishop reported the banquet had 99% attendance; had received many comments of enjoyment; and the local food bank was very appreciative of the food donations.

IAFF LOCAL 3811:

[no one present to report]

CHIEF'S REPORT:

Chief Wilkerson reviewed his written report [included with these minutes]. During his review, he circulated a fact sheet on Emergency Reporting.Com; a copy of his Memo regarding the Official Log along with a sample of the log; and a copy of his Memo on the Clean Air Act.

Chief Wilkerson talked about the problems that some members have duty-like coats while others do not and that there are varying degrees of workout attire and uniform attire, such as Class B attire and Union attire; and that on any given shift, a variety of uniforms may be seen. Chief Wilkerson stated that he is moving back to the language of the uniform policy to attain consistency and organizational discipline. He stated that he plans to include Port Ludlow shorts, sweatpants and a job shirt (with a zipper) to the uniform package. There is a need of an additional 14 duty coats and the total package should be approximately \$6,000.

Chair Carmody asked Chief Wilkerson to include a tentative schedule of events at the end of his report.

Chair Carmody called for a Recess of the Meeting at 8:22 p.m.

Chair Carmody called the Regular Meeting back to Order at 8:30 p.m.

SUB-COMMITTEE REPORTS:

ALS Update:

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

Chief Wilkerson circulated and reviewed a draft Memo regarding the recommendations for disposition of the Joint 1 & 3 assets for Board action at the December 20th meeting.

JEFFCOM

Chief Wilkerson reported that JEFFCOM met two times in November; dealt with infrastructure issues; discussed Green Tree Communications contract; reviewed and discussed the interlocal agreement to determine who has the ultimate authority over

JEFFCOM. Commissioner Pontius reported that he met with Dawson & Hatfield, the company hired to do a thorough evaluative report.

UNFINISHED BUSINESS

Local 3811 Labor Agreement:

Chief Wilkerson circulated the request for Mediation paperwork and it was noted that PERC would set the date.

Policy Manual Re-Write:

[on hold]

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. The Commissioners, Chief & District Secretary will plan to attend the January 24 Legislative day in Olympia and Commissioners Carmody, Porter, and Pontius plan to attend the N.W. Leadership Conference.

2006 Volunteer Point Value:

MOTION: Commissioner Wheeler moved to raise the volunteer point value from \$7.50 to \$8.00 as of January 1, 2006. Commissioner Porter 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.

ALS Service Agreement [Districts 2, 4, 5]:

Chief Wilkerson reported that Districts 2 and 5 currently have an ALS agreement with Medic 13; now desire to enter into an ALS agreement with District 3; and changes in the new agreement would include the elimination of the \$100 medic evaluation and two options for transport; a \$300 fee if our medic gets on board for their transport or District 3 transports and bills the patient. **MOTION:** Commissioner Hansen moved to approve the revised ALS service agreement with Jefferson County Fire Protection District No. 2 as presented. Commissioner Porter 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 Hansen moved to approve the revised ALS service agreement with Jefferson County Fire Protection District No. 5 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.

1 & 3 First Response Agreement:

Chief Wilkerson reported that the only change to the agreement is that all reference to Medic 13 has been eliminated and the revised agreement is of "like services", a straightforward mutual aid agreement. **MOTION:** Commissioner Porter moved to

accept the 1 & 3 First Response Agreement as revised. Commissioner Hansen 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.

2005 Goals & Objectives Review:

Chair Carmody conducted a general review of 2005 goals and objectives and Chief Wilkerson noted that some of the goals need to carry on to 2006. No formal action was taken.

Proposed Administrative Reorganization:

Chief Wilkerson stated the BOC had asked him to evaluate and forecast and with contractual unknowns and surrounding agencies going through significant changes, he sees the need to strengthen Port Ludlow Fire & Rescue's focus, accountability, and follow-through. He went on to explain that his proposed administrative reorganization has three pieces: [1] eliminate the traditional Assistant Chief position and the Chief Financial Officer position and promote Arlene Obtinario to the new position of Administrative Chief; [2] bring Colette Campbell on as the full-time Administrative Assistant in order to strengthen the front office presence; and [2] to establish a formal training program that utilizes neighboring agencies and our own members.

Executive Session: Chair Carmody called for an Executive Session at 10:02 p.m. to review the performance of a public employee for 26 minutes and Chief Wilkerson and CFO Obtinario were asked to remain for the Executive Session.

Call Back to Order: Chair Carmody called the Regular Meeting back to order at 10:28 p.m. No Board action was announced.

Executive Session: Chair Carmody immediately called for another Executive Session at 10:29 p.m. to review the performance of a public employee for 24 minutes and Chief Wilkerson was asked to remain for the Executive Session, and CFO Obtinario was dismissed.

Call Back to Order: Chair Carmody called the Regular Meeting back to order at 10:53 p.m.

MOTION: Commissioner Porter moved to promote Arlene Obtinario to Administrative Chief and Colette Campbell to full-time Administrative Assistant effective January 1, 2006. Commissioner Hansen seconded the Motion. Chair Carmody called for discussion. Discussion followed. **MOTION:** Commissioner Hansen moved to table the Motion. Commissioner Pontius seconded the Motion to table. Question called. Chair Carmody called for a vote on the Motion to table. The Motion to table carried unanimously.

MOTION: Commissioner Hansen moved for the Board of Commissioners to support the administrative reorganization proposal as presented by Chief Wilkerson with the understanding that the Chief would provide specific information to the Board regarding job descriptions and salaries in the immediate future. Commissioner Porter seconded

the Motion. Chair Carmody called for discussion. Discussion followed. Question called. Chair Carmody called for a vote on the Motion. The Motion carried unanimously.

Chair Carmody directed the District Secretary to set a Special Meeting for December 21 at 4:00 p.m.

OATHS of Office: Commissioner Robert Pontius, Commissioner Bill Hansen, and Commissioner Mike Porter.

District Secretary Obtinario issued Oaths of Office to the newly elected or re-elected Commissioners.

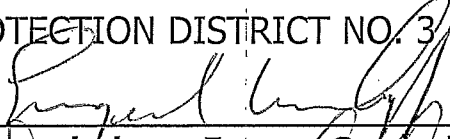
Other **NEW BUSINESS:** Chair Carmody called for other **New Business.** There were no additional topics introduced.

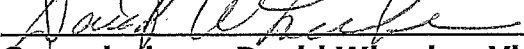
GOOD OF THE ORDER; QUESTIONS & ANSWERS: [none]

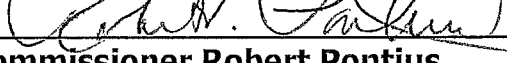
ADJOURNMENT: There being no further business, Chair Carmody called for adjournment at 11:24 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

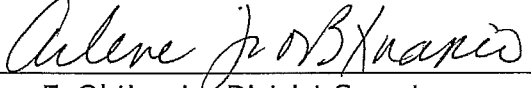
BY: 
Commissioner Eugene Carmody, Chairman

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