

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
a.k.a. Port Ludlow Fire and Rescue
BOARD of COMMISSIONERS
Special Meeting Minutes
December 21, 2005

CALL to ORDER:

Chairman Commissioner Gene Carmody called the Special Meeting of December 21, 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 4:00 p.m. at Station 31 located at 7650 Oak Bay Road in Port Ludlow, Washington.

Commissioners present were Commissioner Gene Carmody, Commissioner David Wheeler, Commissioner Robert Pontius [entered the meeting at 4:04 p.m.], Commissioner Bill Hansen and Commissioner Mike Porter. Also present were Fire Chief Ed Wilkerson, and CFO/District Secretary Arlene Obtinario. IAFF Local 3811 President Lt. Wicus McGuffey 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 Porter 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.

PURPOSE of the SPECIAL MEETING:

Chair Carmody stated the purpose of the Special Meeting was (1) to review specific proposals related to the Board's December 13 approval of Chief Wilkerson's Administrative Division reorganization plan and (2) to sign an electronic transfer of funds letter to authorize the Jefferson County Treasurer to electronically wire money from the General Fund and the EMS Fund to the new Bank of America payroll account in order to cover the December payroll which shall be paid on January 5 through ADP. Chair Carmody stated the Board may take action on all topics related to the Administrative Division reorganization plan and the Board of Commissioners may call for Executive Sessions as needed.

Motion to Sign the Electronic Transfer of Funds Authorization:

MOTION: Commissioner Porter moved to authorize the transfer of \$58,000 from the General Fund and \$50,000 from the EMS Fund to the new payroll account at Bank of America. Commissioner Wheeler seconded the Motion. Chair Carmody called for discussion of the Motion. Question called. Chair Carmody called for a vote on the Motion. Commissioners Carmody, Wheeler, Hansen and Porter voted in favor of the Motion. [Commissioner Pontius was not in attendance at the time the Motion was made.] The Motion carried.

Commissioner Pontius entered the Meeting at 4:04 p.m.

Administrative Division Reorganization:

Chief Wilkerson presented draft job descriptions and personal service contracts for the full-time position of Administrative Assistant and the new position of Administrative Chief to the Board for review and editing.

MOTION: Commissioner Wheeler moved to accept the full-time Administrative Assistant job description, Policy No. 2430AAFT and the Employment Agreement with Colette Campbell as presented with the exclusion of the \$250 clothing allowance. Commissioner Porter seconded the Motion. Chair Carmody called for discussion of the Motion. Discussion followed. Commissioner Pontius stated that in Policy No. 2733, for employees hired after 12/15/2003, the vacation hours are listed. Commissioner Hansen stated that he would like the policies in front of him. Chief Wilkerson explained that there is not a significant difference, but there are four (4) different types of employment contracts; the bargaining unit, the Chief, the Assistant Chief, and the Chief Financial Officer by District policy; and they all have different benefit packages. He said that he wants all employees to have the same benefit packages and the Administrative Assistant and Administrative Chief agreements contain the same language as the bargaining unit and the District Fire Chief. Commissioner Carmody said to pull all policies that pertain. Commissioner Porter said that the Chief has presented a concept that will save nearly \$100,000 and everyone is discussing nickels and dimes. **MOTION:** Commissioner Porter moved to table the Motion. The Motion to table died for lack of a second. Discussion continued. Question called. Chair Carmody called for a vote on the Motion. Commissioners Wheeler, Carmody, Hansen, and Porter voted in favor of the Motion. Commissioner Pontius voted against the Motion. The Motion carried.

Commissioner Hansen left the meeting at 5:35 p.m. to attend a previously scheduled social engagement.

Chief Wilkerson continued with the review of the draft job description and Employment Agreement with Arlene Obtinario for the Administrative Chief position.

MOTION: Commissioner Pontius moved to accept the job description, Policy No. 2430 ADC, as presented. 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.

Executive Session:

Chair Carmody called for an Executive Session at 5:42 p.m. for 10 minutes for the purpose of reviewing the performance of a public employee. Chief Wilkerson was invited to attend the Executive Session.

Call back to Order:

Chair Carmody called the Special Meeting back to order at 5:57 p.m. Chair Carmody announced no Board action as a result of the Executive Session.

Chief Wilkerson continued to conduct the review of the proposed Administrative Chief Employment Agreement.

MOTION: Commissioner Porter moved to approve the Administrative Chief Employment Agreement with Arlene Obtinario with the revision to 5.d to read that the District shall provide a Class A uniform and replace it as needed and to exclude the annual \$500 clothing allowance. 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.

Good of the Order:

[1] Commissioner Pontius presented a letter from PERC that was addressed to him; after four phone calls and talking with the mediator, it has been determined that this letter has

nothing to do with Jefferson County Fire District No. 3's current mediation case, and that it is a mistake on the part of PERC

[2] Commissioner Wheeler circulated the January 24th WFCALegislative Day registration form.

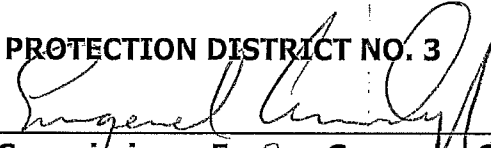
[3] Chief Wilkerson confirmed that Arlene's start date as the Administrative Chief would be January 1 and Colette needs to give notice to District 5, so her start date will be later in the month.

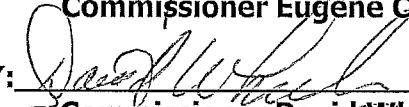
ADJOURNMENT:

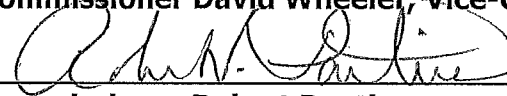
Chair Carmody called for Adjournment at 6:12 p.m.

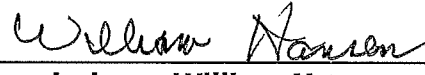
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

Signed:

BY: 
Commissioner Eugene Carmody, Chairman

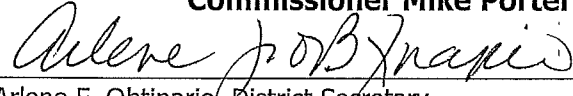
BY: 
Commissioner David Wheeler, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner William Hansen

BY: 
Commissioner Mike Porter

ATTEST:

By: 
Arlene F. Obtinario, District Secretary