

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**March 14, 2006**

### **CALL TO ORDER:**

Chairman Commissioner David Wheeler called the Regular Meeting of February 14, 2006 of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:04 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 Administrative Chief/District Secretary Arlene Obtinario.

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

Chair Wheeler led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

### **CALL for APPROVAL of the AGENDA:**

Chair Wheeler called for Approval of the Agenda. **MOTION:** Commissioner Porter moved to approve the Agenda as presented. Commissioner Pontius seconded the Motion. Chair Wheeler called for discussion of the Motion. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

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

Chair Wheeler called for the Approval of the February 14, 2006, Regular Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the February 14, 2006 Regular Meeting Minutes as presented. Commissioner Hansen seconded the Motion. Chair Wheeler called for discussion. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

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

Chair Wheeler called for Public Comment. Sandra Flaherty speaking on behalf of herself and Audrey Pederson shared concern from the newspaper article that stated Firefighters want to leave the District and voiced their appreciation for the job the Firefighters do.

### **FINANCIAL REPORTS:**

**Vouchers:** Commissioner Carmody reported reviewing the bills totaling \$110,810.22 (noting that figure includes the payroll). **MOTION:** Commissioner Carmody moved to approve payment of the vouchers totaling \$35,248.45 as presented. Commissioner Hansen seconded the motion. Chair Wheeler called for discussion and questions. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

**Payroll: MOTION:** Commissioner Pontius moved to approve the February payroll of \$86,266.87, paid on March 3. Commissioner Porter seconded the Motion. Chair Wheeler called for discussion and questions. There were no comments. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

Chair Wheeler reviewed the Financial Status Report and Tax Collection Tracking Sheet with the Board of Commissioners.

**Ambulance Transports Patient Accounts.** None Presented

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

FF/EMT Brandon Giger reported there was no report

**IAFF LOCAL 3811:**

Lt Wicus McGuffey reported there was no report.

**CHIEF'S REPORT:**

Chief Wilkerson presented a combined report for February and March.

Chair Wheeler called for Recess at 7:31

Chair Wheeler called the meeting back to order at 7:38.

**SUB-COMMITTEE REPORTS:**

**JEFFCOM**

Commissioner Pontius presented a copy of the Op Scan Interlocal Agreement for review; it includes Jefferson and Clallam Counties. The next JeffCom meeting is March 21, 2006 at which time the Agreement will be discussed. Commissioner Pontius encouraged the Board to review and share concerns with him. Discussion followed regarding vulnerabilities of JeffCom.

**UNFINISHED BUSINESS**

**Local 3811 Labor Agreement:**

Chair Wheeler reported the Board of Commissioners held an Executive Session during a Special Meeting earlier in the evening to review proposed changes to the Bargaining Unit Contract. **MOTION:** Commissioner Pontius moved to approve the 2005-2007 Contract between Port Ludlow Fire & Rescue and IAFF Local 3811. Commissioner Hansen seconded the motion. Chair Wheeler called for discussion and questions. There were no comments. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

**Policy Manual Re-Write:**

Chief Wilkerson reported that he turned the policy manual project over to Administrative Chief Obtinario. He will hold the 4000 series for revision. A policy workshop will be scheduled.

**Strategic Plan**

Chief Wilkerson will be setting up a meeting with the Strategic Planning Committee to begin working on the new strategic plan.

**WIFI**

Commissioner Porter reported the County Commissioners are in favor of WIFI. A study is taking place at the County level and funding will be an issue as equipment and technology changes rapidly.

**Chair Wheeler called for Other Unfinished Business.**

Chief Wilkerson reported the Qwest nationwide property tax settlement was issued and PLFR owes \$2,252.70.

**NEW BUSINESS****Seminars/Meetings:**

Chair Wheeler reviewed the Meetings and Seminars listed on the Agenda.

**Travel & Petty Cash Account Signers:**

Commissioner Hansen moved to have the names of Colette Campbell, Arlene Obtinario and Ed Wilkerson on the Advance Travel and Petty Cash accounts and to remove all other names on those accounts. Commissioner Carmody seconded the motion. Chair Wheeler called for discussion and questions. It was stated that the Advance Travel Account is set at \$5,000.00 and Petty Cash Account set at \$1,500.00. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

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

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

Chair Wheeler reported that the District received a letter from the County Treasurer regarding a Bank Account Form and waiver allowing one week to mail deposits.

Chair Wheeler circulated the invitation from Jefferson County Fire District #4. There will be a retirement reception for Zinka Herod's 30-years of service on March 24 at 7:30 PM.

Commissioner Porter announced that he is serving as President for the Trails Committee and plans to meet at Station 31 on the first Tuesday of the month at 10 AM.


**ADJOURNMENT:** There being no further business, Chair Wheeler called for adjournment at 8:12 p.m.


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

**SIGNED:**

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

**BY:**   
**Commissioner Bill Hansen, Vice Chairman**

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

**BY:**   
**Commissioner Gene Carmody**

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

**ATTEST:**

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

**Transcribing Secretary:**

**By:**   
Colette Campbell, Administrative Assistant