

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**April 11, 2006**

### **CALL TO ORDER:**

Chairman Commissioner David Wheeler called the Regular Meeting of April 11, 2006 of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:00 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 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 Hansen moved to approve the Agenda as presented. Commissioner Carmody 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 March 14, 2006, Regular Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the March 14, 2006 Regular Meeting Minutes as presented. Commissioner Carmody seconded the Motion. Chair Wheeler called for discussion. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

Chair Wheeler called for the Approval of the March 14, 2006, Special Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the March 14, 2006 Special 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. No responses.

### **FINANCIAL REPORTS:**

**Vouchers:** Commissioner Carmody reported reviewing the bills totaling \$209,677.42 (noting that figure includes the payroll). **MOTION:** Commissioner Porter moved to approve payment of the vouchers totaling \$110,260.61 as presented. Commissioner Carmody 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 Hansen moved to approve the March payroll of \$99,416.81, paid on April 5. Commissioner Carmody 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. MOTION:** Commissioner Pontius made a motion to write off Patient Account #839 for \$91.05 as a charity case. 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.

**MOTION:** Commissioner Hansen made a motion to send Patient Account #842 for \$390.00 to collections. 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.

**MOTION:** Commissioner Hansen made a motion to send Patient Account #305 for \$122.00 to collections. 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.

Administrative Chief Obtinario reported the Board received a letter requesting charity for Patient Account #876. The letter was reviewed. The Board of Fire Commissioners agreed that the staff needs to work out a payment plan with the patient.

#### **PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

Association President Beth Bishop opened discussion on Association Fundraising. She stated the Association will be holding a car wash although the date has not been set.

#### **IAFF LOCAL 3811:**

No Report

#### **CHIEF'S REPORT:**

Chief Wilkerson reviewed the Chief's Report. The Draft Safety Notes were reviewed at this time by the Board of Fire Commissioners. Commissioner Pontius suggested using Station 32 as a disaster shelter site. Chief Wilkerson remarked that he would be looking into all 3 stations.

Chair Wheeler called for Recess at 7:56

Chair Wheeler called the meeting back to order at 8:15.

#### **SUB-COMMITTEE REPORTS:**

##### **JEFFCOM**

Commissioner Pontius reported attending a meeting on April 6 where discussion took place on who could sign the JeffCom Contract. Commissioner Pontius noted that there

would be another meeting on April 13 and expressed his frustration with meeting dates and time changing.

Commissioner Wheeler expressed his concern regarding the recording of dispatch times. Chief Wilkerson stated the national acceptable time from the 911 call receipt to unit dispatch should be 1 minute or less. Discussion took place.

## **UNFINISHED BUSINESS**

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

Administrative Chief Obtinario reported Chief Wilkerson has some new material for consideration. Commissioner Wheeler has another district's policy info to share with Board and staff.

### **Strategic Plan**

Chief Wilkerson suggested the Board consider bringing in an outside consultant to assist with a process that would lay the groundwork for a 3-year strategic plan. Commissioner Pontius asked that the 2007 Budget be presented earlier than is traditional. MOTION: Commissioner Carmody moved to approve Chief Wilkerson's plan to pursue bringing in a facilitator. Commissioner Pontius 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 called for **Other Unfinished Business**.

Chair Wheeler referred the Board to the WFCR Region 9 Spring Workshop information under Tab 8.

Chair Wheeler reported he plans to talk with the WFCR Board on a deferred comp program for volunteers and the possibility of lowering the retirement age.

Chair Wheeler submitted a new fire chief's performance appraisal and asked the Board to offer input. The Board agreed to place the Fire Chief's Evaluation on the May Agenda.

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

## **NEW BUSINESS**

### **Seminars/Meetings:**

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

### **District Insurance Review by Fournier**

The Board of Fire Commissioners would like to have the insurance policy review during the May Board Meeting and have quotes from all insurance companies represented.

### **WFCR Region 9 Workshop**

Chair Wheeler reported 61 attendees at the workshop. He noted it was a good workshop however in the future they would probably only have two topics instead of three.

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

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

Chair Wheeler suggested the Chief look at the piercing nozzle that was demonstrated at the WFA Region 9 workshop.

Commissioner Porter noted reading an article in the paper regarding FF/EMT Reynolds getting married in June.

Chair Wheeler called for recess at 9:10 p.m.

Chair Wheeler called the meeting back to order at 9:20 p.m.

**EXECUTIVE SESSION:**

Chair Wheeler called for an executive session at 9:20 for 15 minutes to review the performance of a public employee.

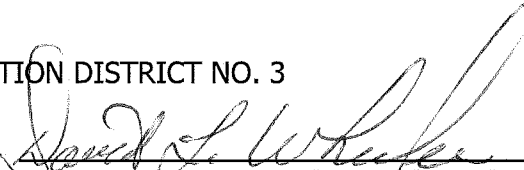
At 9:35 p.m. the executive session was extended for an additional 18 minutes.

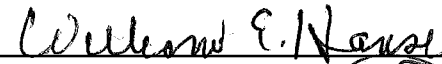
Chair Wheeler called the meeting back to order at 9:53 p.m. Chair Wheeler announced that no action would be taken.

**ADJOURNMENT:** There being no further business, Chair Wheeler called for adjournment at 9:54 p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

**SIGNED:**

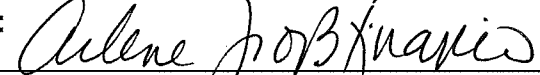
BY:   
Commissioner David Wheeler, Chairman

BY:   
Commissioner Bill Hansen, Vice Chairman

BY:   
Commissioner Robert Pontius

BY:   
Commissioner Gene Carmody

BY:   
Commissioner Mike Porter

ATTEST:  
By:   
Arlene F. Obtinatio, District Secretary

Transcribing Secretary:  
By:   
Colette Campbell, Administrative Assistant