

JEFFERSON COUNTY FIRE DISTRICT NO. 3
a.k.a. PORT LUDLOW FIRE & RESCUE
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
May 30, 2006

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Special Meeting of May 30, 2006 of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 10:00 a.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, Administrative Chief/District Secretary Arlene Obtinario and Administrative Assistant Colette Campbell.

Chair Wheeler read the Special Meeting Notice [*The Board of Commissioners of Jefferson County Fire Protection District No. 3 will hold a Special Meeting at 10:00 a.m. on Tuesday, May 30, 2006, at Station No. 31 located at 7650 Oak Bay Road, Port Ludlow, WA . for the purpose of*

1. *Budget Review*
2. *Review Fire Chief's proposed non-represented staff salary and benefit adjustment for period July 1, 2006 to June 30, 2007.*
3. *Fire Chief's performance evaluation for period November 1, 2005 to present.*
4. *Use of Consent Agenda for mundane and non-controversial board action.*
5. *Board of Commissioner Meeting Schedule.*

Monthly meeting vs. twice monthly or special meetings

Board action may be taken should the Board of Commissioners deem action to be appropriate at this Special Meeting.]

Chair Wheeler called for approval of the Special Meeting Agenda. MOTION Commissioner Hansen moved to accept the agenda as presented. Commissioner Porter 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.

Budget Review

Chief Wilkerson reviewed the changes that had been worked on, over several weeks, to prepare the 2006 Budget to move forward into 2007. Chief Wilkerson noted that the 2005 wage & benefit increases were absorbed by the 2006 Budget. Chief Wilkerson expressed his feeling that the budget review has presented a clearer picture of the possibility of expenditures exceeding revenue in 2007. Discussion took place on funding sources and the need for the BOC to explore options for dealing with potential revenue shortfalls prior to 2007.

Review Fire Chief's proposed non-represented staff salary and benefit adjustment for period July 1, 2006 to June 30, 2006

Chief Wilkerson submitted a Memorandum for review regarding Staff Salary & Benefit Proposal. Chair Wheeler called the meeting into executive session at 10:30 a.m. to review the performance of public employees for 15 minutes. At this time, Administrative Chief Obtinario and Administrative Assistant Campbell excused themselves from the room.

10:45 Chair Wheeler announced the executive session would be extended for 15 more minutes.

11:00 Commissioner Pontius announced the executive session would be extended for 15 more minutes.

11:05 Chief Wilkerson excused himself from the session at his time.

11:15 Commissioner Pontius announced the executive session would be extended for 15 more minutes.

11:30 Chair Wheeler announced the executive session had ended and reported the Staff Salary & Benefit Proposal had been discussed, as well as the Chief's Evaluation. Action would be taken during the meeting. Chair Wheeler called for a brief 5-minute recess.

Chair Wheeler called the meeting back to order. MOTION Commissioner Pontius moved to accept the Staff Salary & Benefit Proposal made by Chief Wilkerson, effective July 1, 2006 [Chief Wilkerson's salary would be \$7,060. with an additional \$350 per month in deferred compensation; Admin Chief Obtinario's salary would be \$5,188. with an additional \$125 per month in deferred compensation; and Admin Assistant Campbell's hourly rate would be \$15.26 with an additional \$125 per month in deferred compensation]. Commissioner Hansen seconded the motion. Chair Wheeler called for discussion of the Motion. Chief Wilkerson requested that his Memorandum for review regarding Staff Salary & Benefit Proposal be attached to these minutes for future reference. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

Fire Chief's performance evaluation for period November 1, 2005 to present

Chair Wheeler stated that he will compile the individual board member's evaluation and present it to the Chief at a later date.

Use of Consent Agenda for mundane and non-controversial board action

Chair Wheeler spoke to the benefits of using a consent agenda. MOTION Commissioner Porter moved to use a Consent Agenda for non-controversial item. Commissioner Hansen seconded. Chair Wheeler called for discussion on the motion. Discussion took place. Question called. Chair Wheeler called for a vote on the Motion. The Motion carried unanimously.

Board of Commissioner Meeting Schedule *Monthly meeting vs. twice monthly or special meetings*

Chair Wheeler opened discussion on whether the meeting schedule should remain as is with one regularly scheduled meeting each month or if the BOC should consider moving to two regularly scheduled meetings each month.

After discussion, it was decided to stay with one meeting per month, using the consent agenda, limited comment time and calling for a special meeting if there is unfinished business needing board action, after three hours of a regularly schedule meeting.

ADJOURNMENT: There being no further business, Chair Porter moved to adjourn. Commissioner Pontius seconded the motion. The Motion carried unanimously.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

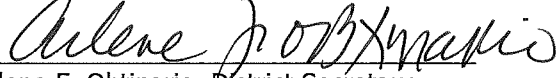
BY: 
Commissioner David Wheeler, Chairman

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

Recording Secretary:
By: 
Colette Campbell, Administrative Assistant