

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
October 10, 2006

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of October 10, 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 David Wheeler, Commissioner Bill Hansen, Commissioner Robert Pontius, and Commissioner Mike Porter. Also present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant/District Secretary Colette Campbell.

Commissioner Gene Carmody was not present and out-of-town on personal business.

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. Commissioner Hansen 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 August 23, 2006, Special Meeting Minutes. **MOTION:** Commissioner Hansen moved to approve the August 23, 2006 Special Meeting Minutes. Commissioner Porter 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 September 12, 2006, Regular Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the September 12, 2006 Regular Meeting Minutes. 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.

Consent Agenda:

MOTION: Commissioner Porter moved to approve the Consent Agenda. 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.

Ambulance Transport

MOTION: Commissioner Porter moved to deny Account 937 for charity of \$738.00. 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. **MOTION:** Commissioner Porter moved that Administrative Chief Obtinario outline a payment plan for total amount and submit the plan to the patient. 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.

CALL for PUBLIC COMMENT:

Chair Wheeler called for Public Comment. No responses.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Chief Wilkerson reported the Fire Fighters held a car wash, which was well attended. The Association made approximately \$1,200.00.

IAFF LOCAL 3811:

No report.

CHIEFS REPORT:

Chief Wilkerson gave an overview of his written report.

Chair Wheeler called the meeting into recess at 7:35 p.m.

Chair Wheeler called the meeting back to order at 7:40 p.m.

SUB-COMMITTEE REPORTS:

Chief Wilkerson reported that he asked that all the committees be listed on the agenda, just as a reminder.

JEFFCOM

Commissioner Pontius reported that at the JeffCom meeting there was discussion on the structure of JeffCom. He noted that the JeffCom Board voted to remove regionalization from the table; however, it was later decided to keep the idea on the side. Commissioner Wheeler requested minutes from the last JeffCom meetings, as there was confusion over statements made during the meeting. Commissioner Pontius reported that the decision was made to have JeffCom remain under the County umbrella with a goal to become as efficient as CenCom.

FINANCE

Commissioner Wheeler reported a committee workshop is scheduled for Oct 24.

FACILITIES

Commissioner Pontius reported that he and Lt. Soete need to schedule a time to meet.

SAFETY

Commissioner Porter reported the 3rd Quarter Safety Meeting would be held Oct 25 at 0830.

PUBLIC INFORMATION

Commissioner Hansen stated that Administrative Chief Obtinario is handling this area.

GRANTS

No report at this time.

LABOR MANAGEMENT

Commissioner Hansen reported that during the Labor Management meeting there was a review of the Strategic Plan. During the meeting, the Local 3811 Representatives expressed their surprise and disappointment that the Alternative Schedule was not approved. Commissioner Hansen reported that Staff Meetings were being scheduled monthly and the Stakeholders meeting would be quarterly.

STRATEGIC PLANNING

Commissioner Wheeler stated this topic would be discussed under Unfinished Business.

LOCAL BOARD FOR VOLUNTEERS

Commissioner Wheeler reported there was nothing to report.

UNFINISHED BUSINESS

NKFR Shop Agreement

Chief Wilkerson reported that the Maintenance Agreement with North Kitsap Fire & Rescue had been signed with the changes that were requested.

Strategic Plan

Chief Wilkerson submitted a spreadsheet that outlined the status of each area of the Strategic Plan.

Health Plan for Fire Groups

Chief Wilkerson reported that after further research into the KPS Health Plan, it was discovered that there must be 50 employees to be covered. The decision was made not pursue this health care plan.

Policy Project

Commissioner Hansen reported he and Administrative Chief Obtinario reviewed Policy 1120 and he spoke to the process of getting the document into a new draft format. **MOTION:** Commissioner Pontius moved to adopt Policy 1120 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.

Rotation Schedule will be set:

Wheeler	2006
Hansen	2007
Porter	2008

Carmody	2009
Pontius	2010
Wheeler	2011

DEFERRED COMPENSATION PROGRAM FOR VOLUNTEERS

Chief Wilkerson reported that Chair Wheeler had asked AA Campbell to prepare a Resolution to provide Deferred Compensation for Volunteers. Due to the wording in the RCW, Chief Wilkerson asked that this topic be tabled until November. This would be discussed at the WFCa Conference in SeaTac.

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

NEW BUSINESS

Chief Wilkerson submitted a 3rd Quarter Detailed Budget Status for review. Commissioner Hansen and Commissioner Porter thanked Chief Wilkerson for the spreadsheet and added they liked the report format.

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

Chair Wheeler stated during the discussion of JeffCom, his comments were his personal feelings and he will try to keep those outside the meeting. He apologized to Commissioner Pontius for cutting him short.

Commissioner Hansen noted topics at the WFCa Conference that should be covered. He recommended that each Commissioner look at the revised bylaws.

Chief Wilkerson expressed thanks to Administrative Chief Obtinario for her hard work in the community regarding prevention.

Chief Wilkerson expressed thanks for AA Campbell for working through the transition to District Secretary.

Chief Wilkerson noted that FF/EMT Lonnie Reynolds was a huge help in making the office transition happen.

Chief Wilkerson mentioned that he had not seen much of the Commissioners in the last month and that his door is open and the Board is welcome.

Commissioner Hansen commented that during Fun Fest, he received many comments on how great the PLFR Staff is.

Commissioner Porter stated that part of the strategic plan is making things happen in the community and he feels Chief Wilkerson is making that happen.

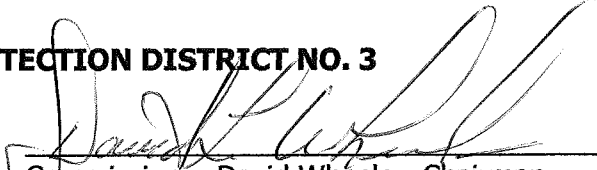
Commissioner Wheeler noted that the Teal Lake Association had a landscaper go around and clean the shrubs out around the fire hydrants last year. He expressed concern with the shrubs growing back and asked that everyone keep an eye on this in the community so that the hydrants are accessible. Chief Wilkerson reported that he and Lt. Soete have been working on a plan that every hydrant would be 'touched' each year.

ADJOURNMENT: There being no further business, Chair Wheeler called for adjournment at 9:00 p.m.

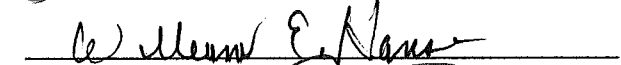
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

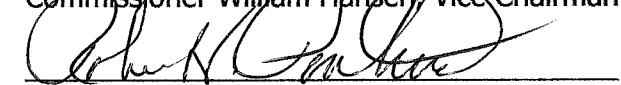
BY:


Commissioner David Wheeler, Chairman

BY:


Commissioner William Hansen, Vice Chairman

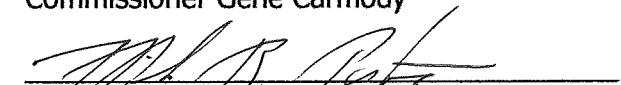
BY:


Commissioner Robert Pontius

BY:


_____ [not present] _____
Commissioner Gene Carmody

BY:


Commissioner Mike Porter

ATTEST:

By:


Colette Campbell, District Secretary