

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

February 13, 2007

CALL TO ORDER:

Chairman Commissioner William Hansen called the Regular Meeting of February 13, 2007 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 William Hansen, Commissioner David Wheeler, Commissioner Robert Pontius, and Commissioner Gene Carmody. Also present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant/District Secretary Colette Campbell.

Commissioners absent were Commissioner Mike Porter.

CALL for the FLAG SALUTE:

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

CALL for APPROVAL of the AGENDA:

Chair Hansen called for Approval of the Agenda. Commissioner Wheeler asked that Timesheet Charges Policy be added to New Business. **MOTION:** Commissioner Pontius moved to approve the Agenda with changes. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion of the Motion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

CALL for APPROVAL of MINUTES:

Chair Hansen called for the Approval of the January 9, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the January 9, 2007 Special Meeting Minutes. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for the Approval of the January 9, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the January 9, 2007 Regular Meeting Minutes. Chair Hansen seconded the Motion. Chair Hansen called for discussion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for the Approval of the January 17, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the January 17, 2007 Special Meeting Minutes. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Consent Agenda:

Chair Hansen asked that the Seminars Section of the Consent Agenda be pulled for discussion, now and in the future.

MOTION: Commissioner Wheeler moved to approve the revised Consent Agenda. Commissioner Hansen seconded the motion. Chair Hansen called for discussion and questions. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Seminars

Commissioner Carmody reported that he will be attending the Seminar in Ocean Shores. Commissioners Hansen, Wheeler, Pontius, and Carmody along with Chief Wilkerson, Admin Chief Obtinario and AA Campbell will be attending the Legislative Day on March 5. Commissioner Pontius is registered for the Northwest Leadership Seminar in March. Chief Wilkerson reported that Commissioner Porter had voiced interest in attending the Collective Bargaining Conference in March; Commissioner Hansen would also like to attend that Conference.

Ambulance Transport

Chair Hansen reported the Ambulance Billing Statement was informational.

CALL for PUBLIC COMMENT:

Chair Hansen called for Public Comment. No responses.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Resident FF/EMT Brandon Giger stated he had nothing to report.

IAFF LOCAL 3811:

No report.

CHIEFS REPORT:

Chief Wilkerson gave an overview of his written report. Commissioner Pontius stated he would like to meet with Chief Wilkerson to discuss the On-the-Job Sick Leave Usage Policy. Commissioner Hansen stated he would like to amend the Chief's Report with a positive compliment from the Board in appreciation for everyone's work on the two Lid Lifts. Commissioner Wheeler added that he would like to see a Thank you notice get published.

Commissioner Wheeler stated that he would like to see a tobacco free policy be written for Volunteer and Resident members.

Chief Wilkerson announced that he would be out of the country from March 13 to 27 and asked if the Board wanted to move the meeting time or have Admin Chief Obtinario give the Chiefs Report.

Admin Chief Obtinario reported the Emergency Communication Forum had its second meeting and PLF&R has received a Ham Radio from the Dept of Emergency Management. Admin Chief Obtinario stated the Fall Prevention class went well and home evaluations have been requested. Admin Chief Obtinario has been asked to serve on the Port Ludlow Chamber of Commerce Board and to help coordinate a countywide Public Safety Day in September for the Fire Chiefs Association.

Chair Hansen called for a 5-minute recess for the Local Board to meet.

Chair Hansen called the meeting back to order.

SUB-COMMITTEE REPORTS:

JEFFCOM

Commissioner Pontius reported work was being done on communication towers and continuing Quality Assurance on work being done. Commissioner Pontius noted that multi-path recordkeeping was at the forefront. Chief Wilkerson reported that Board would be receiving an invoice from Greentree Communications for between \$400 and \$500 dollars for changes to the toning scheme. JeffCom has opted to stay out of this update and have the Fire Districts deal directly with independent contractors. Discussion took place. Chief Wilkerson stated the Ludlow Tower is dangerous and a contract has been signed to move the equipment to a CenCom tower. PLF&R should see improved communications.

FINANCE

Commissioner Wheeler reported there may not be enough funds to carry over into 2008 and there may be a need to use funds from the early Bond payoff fund until April. Commissioner Pontius stated that he would like to see how that would work and doesn't feel that the Bond Fund should be used. Discussion took place.

FACILITIES

Commissioner Pontius reported issues were covered in Chiefs Report.

SAFETY

Chief Wilkerson reported there were no accidents or injuries.

GRANTS

Chief Obtinario reported the Fire Prevention & Safety Grant was submitted and that with the help of Lt. McGuffey a grant was submitted to the DNR. The DNR was a long shot because PLF&R does not have a Mutual Aid Agreement with the Federal Government. Lt. McGuffey reported that the CEDAP Grant is still pending.

LABOR MANAGEMENT

Commissioner Carmody reported that during the Labor Management meeting he had asked how the Wellness Program was being measured and received a spreadsheet that showed results for the last two years. He stated that the program was obviously a benefit. During the Labor Management meeting discussion took place on physicals and maintenance on equipment in the future.

STRATEGIC PLANNING

Commissioner Wheeler stated this would be discussed under Unfinished Business.

UNFINISHED BUSINESS

Commissioner Committee Assignments

Chair Hansen stated that he would like to have a Special Workshop to review Committee Assignments, to have discussion on what does a day of service mean, where does responsibility start and end, and other Board of Commissioner operation policies. It was decided to hold a Workshop on Thursday, Feb 22 at 9 a.m.

Strategic Plan

Chief Wilkerson circulated the strategic plan spreadsheet for review.

Resolution 2006 -04 Deferred Comp Matching Funds

Commissioner Wheeler asked if Chief Wilkerson had obtained an opinion from Attorney Brian Snure. Chief Wilkerson had not. Topic tabled until March Regular Meeting.

Surplus Items

Chief Wilkerson reported that in January he submitted a surplus lists for review and now needed direction from the Board on how to proceed. **MOTION:** Commissioner Pontius moved to declare items on both lists as surplus. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion and questions. Commissioner Wheeler would like to send the lists out to Jefferson County Fire Districts first and then he would like to share the list with Fire Districts in Grays Harbor. Commissioner Pontius suggest that Grays Harbor Fire Districts should be included with the initial notice. Discussion on liability. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

MOTION: Chair Hansen moved to adopt Resolution 2007-01, 2007 Surplus Items. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion or question. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

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

NEW BUSINESS**Electric Proposal**

Chief Wilkerson submitted two proposals for electric work for review. Chief Wilkerson reported the first proposal was for the Emergency Generator System, where the generator would start up automatically and an additional panel would be added to the emergency power system. **MOTION:** Commissioner Carmody moved to approve the expenditure of \$2275.00. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion or questions. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

Chief Wilkerson reported the second proposal was for the Emergency Communication Center to be located in the mezzanine area of the apparatus bay. **MOTION:** Commissioner Pontius moved to approve the expenditure of \$2575.00. Commissioner Carmody seconded the motion. Chair Hansen called for discussion or questions. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

Fire Station Security

Chief Wilkerson reported he had sent out information regarding the District 4 Station being broken into. Commissioner Porter had met with Chief Wilkerson to discuss District 3 Station Security. Chief Wilkerson asked if the Board would like to enhance security. Discussion took place. No action recommended.

IRSRA Meeting Update

Commissioner Carmody reported that he attended the Committee Meeting and there will be a presentation at the Ocean Shores Seminar. There will be a meeting in July to announce the new rates for 2008, which will be followed by a healthcare workshop sometime in August.

Chair Hansen called for any further **New Business**.

Commissioner Pontius asked would Commissioner Wheeler as Region 9 Representative bring the issue of sales tax being issued to the County where the Fire District is located rather than where the work is being performed. Commissioner Wheeler stated he would bring up the issue at a meeting later in the month.

Commissioner Carmody announced there would be a Fire Expo on May 18 in Portland.

Chief Wilkerson reported that East Pierce has surplus MSA air pack units and bottles and would like to look into if they are compatible with what PLF&R currently uses. **MOTION:** Commissioner Pontius moved to allow Chief Wilkerson to explore the MSA equipment and if suitable expend up to \$4,000.00 for those items. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion and questions. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

Commissioner Carmody stated he would like to applaud the efforts of FF/EMT Lonnie Reynolds and his work with the Cub & Boy Scouts. Commissioner Carmody read an article in the Voice that highlighted the work that FF/EMT Reynolds is doing as a Scout leader.

Chair Hansen announced that the Public Disclosure Personal Financial Statement would be due for each Commissioner by April 16.

Commissioner Wheeler noted that the candidate filling week has been moved to June 4 – 8.

Chair Hansen thanked everyone on behalf of himself and Phyllis for the kind thoughts and well wishes and stated that Phyllis is doing well.

AA Campbell asked if the Board would like the District to continue membership with NAEFO, the cost being \$85 per year. **MOTION:** Commissioner Wheeler moved that the District become an Associate Member. Chair Hansen seconded the motion. Chair Hansen called for discussion and questions. Question called. Chair Hansen called for a vote on the Motion. The Motion carried.

Chair Hansen called the meeting into Executive Session for 30-minutes to discuss personnel performance issues and contact negotiations. [8:55 p.m.]

Chair Hansen called for a 5-minute break at 9:25 p.m.

Chair Hansen extended the executive session for 15-minutes.

Chair Hansen called the meeting back to order at 9:45 p.m. and reported no action would be taken.

ADJOURNMENT: There being no further business, Chair Hansen called for adjournment at 9:46 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: William Hansen
 Commissioner William Hansen, Chairman

BY: Robert Pontius
 Commissioner Robert Pontius, Vice Chairman

BY: not present
 Commissioner Mike Porter

BY: Gene Carmody
 Commissioner Gene Carmody

BY: David Wheeler
 Commissioner David Wheeler

ATTEST:
 By: Colette Campbell
 Colette Campbell, District Secretary