

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

March 12, 2007

CALL TO ORDER:

Chairman Commissioner William Hansen called the Regular Meeting of March 12, 2007 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 William Hansen, Commissioner David Wheeler, Commissioner Robert Pontius, Commissioner Mike Porter, and Commissioner Gene Carmody. Also present were Chief Ed Wilkerson, and Administrative Assistant/District Secretary Colette Campbell.

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. Hearing no additions or changes, Chair Hansen noted the Agenda was approved by General Consent.

CALL for APPROVAL of MINUTES:

Chair Hansen called for the Approval of the February 13, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the February 13, 2007 Regular Meeting Minutes. Commissioner 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 February 22, 2007, Special Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the February 22, 2007 Special 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.

Consent Agenda:

Chair Hansen called for Approval of the Consent Agenda. **MOTION:** Commissioner Porter moved to approve the Consent Agenda. 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 unanimously.

Seminars

Commissioner Hansen asked the Board members to let AA Campbell know which seminars they would be attending. Chief Wilkerson announced there will be an Equipment Expo in May and suggested that the Equipment & Facilities Committee to attend, if possible.

Commissioner Carmody reported that he recently had an opportunity to speak with one of the volunteers. The volunteer reported that things were going good and noted that during the Strategic Planning the Board had stated individual commissioners would attend an occasional drill night and that had not been happening. Discussion took place. Chair Hansen asked AA Campbell to send out a sign up sheet. Commissioner Porter stated he would like to represent the Board in March during a Drill Night.

Ambulance Transport

No report

CALL for PUBLIC COMMENT:

Chair Hansen called for Public Comment. No responses.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Chief Wilkerson reported during the last meeting the Association By-laws were reviewed. Chair Hansen offered to help the Association with the By-Laws. Chief Wilkerson asked AA Campbell to get a copy to the Chairman.

IAFF LOCAL 3811:

No report

CHIEFS REPORT:

Chief Wilkerson gave an overview of his written report. Chief Wilkerson added that the Staff Captain Test was canceled after the three Lieutenants shared with him that there was no interest in accepting the position.

SUB-COMMITTEE REPORTS:**STRATEGIC PLANNING**

Commissioner Hansen stated the Committee needs to schedule a meeting.

FINANCE

Commissioner Wheeler reported there the committee reviewed the Districts finances and projected that there will not be sufficient funds to get the District through the first quarter of 2008 without 'borrowing' monies from the Bond Fund. Those monies would be put back in the Bond before the early bond payoff was due in June. Discussion took place. Chair Hansen noted that a Special Meeting would be scheduled for further discussion.

SAFETY

Commissioner Porter reported the next District Safety meeting would be held on April 10. For February, there are no accidents or injuries to report. Commissioner Porter added that he feels the monthly shift minutes have good information.

LABOR MANAGEMENT

No Report

EQUIPMENT & FACILITIES

Commissioner Pontius reported meetings have begun and will be held quarterly. Commissioner Porter reported that the Committee adopted a form to assist in evaluating the stations. On April 1, the District will start tracking fuel purchases on a monthly basis.

Comm. Porter noted that he really enjoys seeing the interaction between the Board, Chief and Staff Members.

TECH

Commissioner Porter reported that the management of all the computers is a humungous task. Meetings are being scheduled for no less than quarterly.

GRANTS

Chief Wilkerson reported the AFG has not opened yet. Chief Obtinario will be attending a workshop to review the application process. Chief Wilkerson noted that he would be working on a SAFER grant this spring.

JEFFCOM

Commissioner Pontius reviewed the minutes from the last JeffCom meeting and reported that the Board voted for a 5-million dollar bond to start phase one. Treasurer Judi Morris will be assisting in the process. Discussion took place. Commissioner Pontius noted that JeffCom would be meeting on March 13 to work on the interlocal agreement.

Chair Hansen called for a 5-minute recess (11:15)

Chair Hansen called the meeting back to order (11:20). Commissioner Porter suggested the Board go to two meetings per month for the next couple of months to be able to address all the issues. Chair Hansen asked to have this item added to new business.

UNFINISHED BUSINESS**Proposed Deferred Comp Matching Funds for Volunteers**

Chief Wilkerson reported he had contacted Brian Snure, as requested and discussed with him the issues of jeopardizing the volunteer/district relationship. Brian Snure did not see a problem with the practice of matching funds for volunteers and drafted a resolution for the Board to review. MOTION: Commissioner Hansen moved to adopt Resolution 2007-03. Commissioner Wheeler seconded the Motion. Discussion took place. Question called. Chair Hansen called for a vote on the Motion. The motion carried unanimously.

Governing Policies

Policy 2445 Tobacco Use

Chief Wilkerson spoke to the current policies concerning tobacco use. MOTION: Commissioner Porter moved to adopt Policy 2445 Tobacco Use. Commissioner Wheeler seconded the motion. Discussion took place. Question called. Commissioner Pontius moved to eliminate the words 'after January 1 2002' from 3.4 and delete 3.5 altogether. Chair Hansen called for a second. Hearing none the motion died. Chair Hansen called for a vote on the original Motion. Motion carried 4 yes/1 no.

Policy 1630 Fire Commissioner Compensation Guidelines

MOTION: Commissioner Porter moved to adopt Policy 1630 Fire Commissioner Compensation Guidelines. Commissioner Wheeler seconded the Motion. Discussion took place. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Revised Policy 2300 Fire Chief (purchasing authority)

Chief Wilkerson reported that in response to the Boards request for a recommendation on the Chief's Authorized Purchase limit, he proposed the following: Cancel Policy 1520, Procedure 1520A and Policy 6200 and Adopt Revised Policy 2300.

MOTION: Commissioner Porter moved to adopt Policy 2300. Commissioner Hansen seconded the Motion. Discussion took place. Question called. Chair Hansen called for a vote on the Motion. The Motion carried 4 yes/1 no. **MOTION:** Commissioner Porter moved to cancel Policy 1520, Procedure 1520A and Policy 6200. Commissioner Hansen seconded the Motion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Out of County Sales Tax Information

Chief Wilkerson circulated information packets for review. Discussion took place. Commissioner Pontius reported that he spoke with WFCA Executive Secretary Roger Ferris regarding this issue on a statewide level. Commissioner Pontius asked that the Staff wait for more information to become available before proceeding any further.

Respirator FIT Testing Service Interlocal Agreement

Chief Wilkerson reported the N95 Companion purchase was approved by the Board. This Interlocal Agreement with East Jefferson Fire ~ Rescue was a reviewed. **MOTION:** Commissioner Wheeler moved to accept the Respirator FIT Testing Service Interlocal Agreement. Commissioner Pontius seconded the Motion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for Other **Unfinished Business**. Hearing none, Chair Hansen called for New Business.

NEW BUSINESS

Resignation of Joel Stack

Chief Wilkerson asked the Board to formally accept the resignation of FF Joel Stack, as he has accepted employment with Central Kitsap Fire & Rescue. **MOTION:** Commissioner Wheeler moved to accept the resignation of FF Joel Stack. Commissioner Carmody seconded the Motion. Discussion took place. The Board would like to place a letter of appreciation in FF Stacks file. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously. Chief Wilkerson announced that there would be a farewell gathering on March 30 at 3:00 p.m. at Station 31.

Revised EMS Special Agency Fund Interlocal Agreement

Chief Wilkerson stated the Revised EMS Special Agency Fund Interlocal Agreement is for information. This topic will be discussed at the April Meeting of the Commissioners & Secretaries Association.

Bi-Monthly Meetings

Chair Hansen stated that the discussion on bi-monthly meetings would be tabled until the April meeting.

Chair Hansen called for any further **New Business**. Hearing none, Chair Hansen called for Good of the Order.

GOOD OF THE ORDER; QUESTIONS & ANSWERS:

Chair Hansen called for a report on Legislative Day. Commissioner Pontius stated the trip was good and representatives from Jefferson, Clallam and Mason counties were able to meet with Senator Hargrove and Representatives Lynn Kessler and Kevin Van De Wege.

Commissioner Porter reported that members of PLF&R participated in the Annual Stair Climb at the Columbia Tower. He suggested a Resolution of Appreciation be written. Chief Wilkerson stated a Resolution would be prepared for the April meeting.

Chair Hansen called the meeting into Executive Session for 20-minutes to discuss personnel issues and contact negotiations. [12:30 p.m.]

Chair Hansen called for a 10-minute extension at 12:50 p.m. and Chief Wilkerson was excused from the session at that time.

Chair Hansen called the meeting back to order at 1:00 p.m. and reported no action would be taken.

ADJOURNMENT: There being no further business, Chair Hansen called for adjournment at 1:01 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:

Mike Porter
Commissioner Mike Porter

BY:

Gene Carmody
Commissioner Gene Carmody

BY:

David Wheeler
Commissioner David Wheeler

ATTEST:

By:

Colette Campbell
Colette Campbell, District Secretary