

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**May 8, 2007**

### **CALL TO ORDER:**

Chairman Commissioner William Hansen called the Regular Meeting of May 8, 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, Commissioner Mike Porter, and Commissioner Gene Carmody. Also present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario 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. **MOTION:** Commissioner Pontius moved to approve the Agenda as presented. Commissioner Porter seconded the Motion. 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 April 10, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the April 10, 2007 Regular Meeting Minutes. Commissioner Pontius seconded the Motion. District Secretary Campbell noted that Commissioner Pontius had contacted her with a correction, which had been corrected. 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. Commissioner Carmody reported that the County Treasurer had extended a loan to PLF&R towards the end of April to cover out-going Vouchers. Although the County has received tax revenue, the funds are not released to the Fire District until the last day of the month. The interest rate was 1%, which totaled to \$48.74 **MOTION:** Commissioner Pontius moved to approve the Consent Agenda. Commissioner Porter 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**

Chief Wilkerson reported that Commissioner Carmody, Commissioner Wheeler, Lt Wes Lueders and he would be attending the Equipment Expo on May 18.

Chair Hansen reviewed the upcoming Seminars & Meetings and called for any reports from currently attended seminars. Commissioner Porter noted that the topics in

Spokane were the same as those in Ocean Shores. Chair Hansen reported that the presentation covering the Board handling <sup>governance</sup> ~~governance~~ policy and not management was well done. Commissioner Carmody reported during the Healthcare Committee meeting they discussed providing more value with additional services. A newsletter will be established and mailed directly to the homes of participants.

**CALL for PUBLIC COMMENT:**

Chair Hansen called for Public Comment and introduced Michael Eastman from Brinnon. Mr. Eastman is considering running as a District 4 Fire Commissioner candidate.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

Association Treasurer Dave Neault reported that \$1500.00 had been budgeted to 'beef up' PLF&R wild land equipment. He noted that there was discussion on the Association purchasing gift cards/certificates for local restaurants as Accident Free Incentives and whether to separate Union & Association members into different months for the drawing.

Chief Wilkerson added that it was a productive meeting and everyone was pleased with the assistance Commissioner Hansen gave on the by-law review.

**CHIEFS REPORT:**

Chief Wilkerson gave a brief overview of his written report and mentioned there were two noteworthy items that didn't make it into his written report. FF Alex Kosiuga is the proud father of a baby boy and will be back to work on May 23. Resident FF Shane Reed has recovered from an off-duty work accident and will be returning to PLF&R on May 9.

SUB-COMMITTEE REPORTS:

**STRATEGIC PLANNING**

Commissioner Hansen stated there was nothing new to report. Chief Wilkerson mentioned that Local 3811 had requested that Lt Lueders and FF Seeley be added to the committee and that has been done.

**FINANCE**

Commissioner Carmody reported that later in the meeting a Resolution regarding the LTGO Bond Fund would be reviewed.

**SAFETY**

Commissioner Porter reported almost 8 months have gone by without any vehicle accidents. The Accident Free Challenge barbeque is tentatively scheduled for July 22 at The Beach Club from 1 p.m. to 6 p.m.

**LABOR MANAGEMENT**

Commissioner Hansen reported a good meeting. Chief Wilkerson added he is pleased with the Sick Leave numbers since changing to the 48/96 schedule.

**EQUIPMENT & FACILITES**

Commissioner Pontius reported there was no report. Commissioner Porter added that the next meeting would be June 6.

**TECH**

Commissioner Porter stated the next meeting needed to be scheduled and suggested June 6.

**GRANTS**

Administrative Chief Obtinario reported receiving the Dept of Health EMS Trauma Grant (\$1439.00). The Fire Prevention & Safety Grant and Assistance to Firefighters Grant are pending.

**JEFFCOM**

Commissioner Pontius reported normal housekeeping at the last JeffCom Board meeting. JeffCom received a Memorandum of Understanding from 2-1-1, which is funded by 9-1-1 funds. The MOU was not signed. Discussion took place. Commissioner Hansen would like more information on 2-1-1. Commissioner Carmody requested that he receive JeffCom minutes. Chief Wilkerson stated he would get the Board more information on 2-1-1 and he will forward the monthly JeffCom minutes to Colette for circulation.

**UNFINISHED BUSINESS****Fire Fighter Trainee Program Proposal Update**

Chief Wilkerson reported conceptually he and Local 3811 are together and are continuing to have discussion on details. Chief Wilkerson stated he would like to have the details along with a classification/job description to the Board at the June Meeting, if not at the May 22 Special Meeting.

**Training Program Proposal Update**

Chief Wilkerson reported he had not received a final MOU/Interlocal yet. He will get that information to the Board as soon as it is available.

**Bi-Monthly Meetings.**

Chair Hansen opened discussion on whether to set a schedule for a second meeting each month or to call Special Meetings as needed. By General Consensus, it was decided to call Special Meetings as needed. Chief Wilkerson suggested a second meeting be scheduled in June to discuss Contract Negotiation Issues. A meeting was scheduled for June 26 at 9:00 a.m.

**New Command Vehicle & Miscellaneous Capital Items Proposal**

Chair Hansen asked Chief Wilkerson to give a brief overview of the New Command Vehicle & Miscellaneous Capital Items Proposal that was presented at the April Meeting. Chief Wilkerson gave an overview and asked the Board to approve the Staff to move forward with the process and then in July a final package will be submitted to the Board.

**MOTION:** Commissioner Carmody moved to direct the Staff to submit a notice of intent to apply for a Washington State LOCAL loan based on the proposal with an aggregate total of \$50,000 and interest rate of approximately 4.25 to 4.6%. Wheeler seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. Motion carried 4 yes/1 no (Pontius).

Chair Hansen called for a 5-minute recess. 8:12 p.m.

Chair Hansen called the meeting back to order. 8:17 p.m.

**EMS Special Agency Interlocal Agreement**

Chief Wilkerson stated that the By-laws and Interlocal Agreement were out of sync and Chief Herbst (District 4) has worked to get all documents updated and in sync.

**MOTION:** Chair Hansen moved to approve and sign the EMS Special Agency Interlocal Agreement as presented. Commissioner Wheeler seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. Motion carried.

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

**NEW BUSINESS****2007-2009 Lieutenant Eligibility List Certification**

Chief Wilkerson reported Lieutenant Eligibility Testing was held on April 18. Six individuals applied, Joel Stack moved on to Central Kitsap and another dropped out. The four individuals are listed in rank of final score. Chief Wilkerson asked Board to certify the list for the contractual 2-year period. **MOTION:** Commissioner Porter moved to certify the list as presented. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion on the Motion. Chair Hansen called for a vote on the Motion. Motion carried.

**Administrative Staff Annual Evaluations**

Chair Hansen reported he and Chief Wilkerson had discussion on putting together packets for the Chiefs Evaluation. Chief Wilkerson will conduct Staff Evaluations. Chair Hansen requested that this topic be on the June Agenda and that the Commissioners get their evaluations to him by the first week in June.

**Adopt Resolution 2007-05 AFLAC Employee Voluntary Pre-Tax Deduction**

Chief Wilkerson reported that this Resolution is the result of a request by Local 3811 members for an employee funded pre-tax program, at no cost to the District. **MOTION:** Commissioner Pontius moved to adopted Resolution 2007-05 Aflac Employee Voluntary Pre-tax deduction. Commissioner Porter seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. Motion carried.

**Adopt Resolution 2007-06 Establishing a Capital Project Fund**

Chief Wilkerson gave a brief history on the LTGO fund and the funding shortfall in April and asked for discussion on these complex issues. Chief Wilkerson stated that with an LTGO fund, the funds are in a debt service fund. The bondholders have an interest in this fund, which is unlike all other funds. Chief Wilkerson stated the early bond payoff fund needs to be moved into a different category of funds. The LTGO fund will then be audited and repayment of any excess interest that was earned may need to be repaid. **MOTION:** Commissioner Porter moved to adopted Resolution 2007-06 Establishing a Capital Project Fund. Chair Hansen seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. Motion carried.

**Commissioner Compensation**

Chief Wilkerson reported the Commissioner Compensation increase has passed however has not been signed by the Governor. Commissioners can waive any part of the stipend by signing a waiver. This increase will take affect 90 days after the Governor signs the bill.

**Board and Staff Retreat**

Chair Hansen reported that during the Ocean Shores conference there was discussion on strategic planning during an informal retreat setting. Commissioner Carmody noted he thought it would be a worthwhile endeavor to have a retreat to work outside the normal atmosphere before the new revenue is received. Commissioner Pontius felt during budget time this would be a good tool. Commissioner Hansen suggested an outside facilitator and directed Chief Wilkerson to put together a proposal for the Board to review.

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

Commissioner Wheeler stated the Board for Volunteers would like letters supporting lowering the retirement age. Chair Hansen asked that this topic be put on the June Agenda.

Commissioner Carmody thanked Administrative Chief Obtinario for her presence at the homeowners' association meetings in the outlying areas of Port Ludlow.

Colette noted that candidate filling would be June 4 – 8 for those commissioners whose positions will be on the ballot this fall.

Chief Wilkerson reported that there had been a major event on Maple Lane, where a propane tank had the valve knocked off. A-Shift with Lt. McGuffey as the Incident Commander did an Excellent Job.

Chief Wilkerson noted that April 25 was Administrative Professional's Day ~ the day was celebrated with Chief taking Administrative Chief Obtinario and Colette out to lunch as well as the Duty Crew bringing them both flowers.

**ADJOURNMENT:** There being no further business, Chair Hansen called for adjournment at 9:09 p.m.

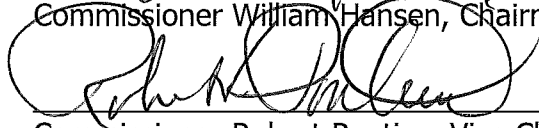
**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

SIGNED:

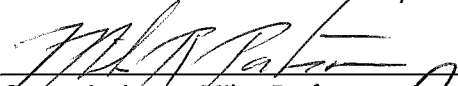
BY:

  
Commissioner William Hansen, Chairman

BY:

  
Commissioner Robert Pontius, Vice Chairman

BY:

  
Commissioner Mike Porter

BY:

  
Commissioner Gene Carmody

BY:

  
Commissioner David Wheeler

ATTEST:

By:

  
Colette Campbell, District Secretary