

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

June 12, 2007

CALL TO ORDER:

Chair Commissioner William Hansen called the Regular Meeting of June 12, 2007 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. Hearing no corrections or additions, Chair Hansen declared the Agenda Approved by General Consent.

CALL for APPROVAL of MINUTES:

Chair Hansen called for the Approval of the May 8, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the May 8, 2007 Regular Meeting Minutes. Commissioner Hansen seconded the Motion. Commissioner Carmody stated that he found a typo. Question called. Chair Hansen called for a vote on the Motion. The Motion carried (with correction) unanimously.

Chair Hansen called for the Approval of the May 22, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the May 22, 2007 Special Meeting Minutes. Commissioner Porter seconded the Motion. 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 he and Commissioner Wheeler audited the vouchers and payroll. **MOTION:** Commissioner Porter moved to approve the Consent Agenda. Commissioner Carmody seconded the motion. Chair Hansen called for discussion and questions. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Seminars

Commissioner Wheeler reported that WFCOA President Joe Dawson would be attending the JC Fire Commissioners & Secretaries meeting on June 21 at Station 31. He suggested that District provide refreshments. Discussion took place. Chief Wilkerson noted that he would be out of town that week.

Chief Wilkerson reported that the Quarterly Stakeholders meeting, scheduled for June 21, would be rescheduled to a later date.

Chair Hansen stated there was a Special Meeting scheduled for June 26 at 9 a.m. Commissioner Carmody noted that he would be out of town. Commissioner Pontius stated that he would like to see evening meetings. Discussion took place. Chair Hansen stated the Special Meeting would remain at 9 a.m. and may be changed to 7 p.m. later.

Chair Hansen reported that Chief Wilkerson would be at the State Chiefs Conference during the Regular July Board Meeting and asked to reschedule to July 17 at 7:00 p.m.

Commissioner Carmody noted that he would be attending a Healthcare Committee meeting on June 22 to begin the process for developing premiums for 2008. Chair Hansen added that he would be at a WFCA By-law Committee meeting on June 22 and July 7.

Commissioner Carmody reported on the Saturday Seminar in Chelan.

AMBULANCE BILLING

Chair Hansen called for review of Account #123. Administrative Chief Obtinario reviewed the history. Discussion took place. Chief Wilkerson requested the decision be tabled until July so he and Administrative Chief Obtinario could have time to discuss this account.

Chair Hansen called for review of Account #404. **MOTION:** Commissioner Wheeler moved for the Board to direct Administrative Chief Obtinario to contact the patient and work out a low payment plan. Commissioner Porter seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried.

Chief Wilkerson suggested an Ambulance Billing Decision Report be established for history and consistency.

Chair Hansen called for review of Account #953. **MOTION:** Commissioner Hansen moved to send Account #953 to collections. Commissioner Pontius seconded the Motion. Chair Hansen for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for a review of Account #980. **MOTION:** Commissioner Wheeler moved to send Account #980 to collections. Commissioner Hansen seconded the Motion. Chair Hansen called for discussion on the Motion. The Motion carried unanimously.

Chair Hansen called for a review of Account #986. **MOTION:** Commissioner Wheeler moved to write off Account #986. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion on the Motion. The Motion carried unanimously.

Chief Wilkerson reported that a presentation on documentation was provided by Systems Design. During the presentation, audit procedures were discussed. Administrative Chief Obtinario stated that when the State Auditor was here, she encouraged auditing the Ambulance Billing. Administrative Chief Obtinario reported that she and AA Campbell spent half a day at the Systems Design office auditing the years 2005 & 2006 as the first step in

the audit. The second step will be to follow up reviewing the records and deposits at PLF&R.

CALL for PUBLIC COMMENT:

Chair Hansen called for Public Comment.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Chair Hansen called for a report from the Port Ludlow Fire Fighters Association.

IAFF Local 3811

Chair Hansen called for a report from IAFF Local 3811. Lt McGuffey stated there was nothing to report at this time.

CHIEFS REPORT:

Chief Wilkerson reviewed his written report and reported that he had put copies of the 2-1-1 information in the Commissioners boxes, as requested. Commissioner Pontius reported that the JeffCom Board has not signed the MOU with 2-1-1. Chief Wilkerson reported that he asked AA Campbell and PM Jerrell to put together a PO system to help track and authorize purchases. Chief Wilkerson noted that the Finance Committee will begin to audit the Petty Cash and Advance Travel accounts, as a third step in the process. Chief Wilkerson asked AA Campbell to clean up the recordkeeping and archive record prior to 2005. Administrative Chief Obtinario will continue to audit these accounts as well. Chief Wilkerson reported that the Credit Card statements will go directly to him and he will open and review them. Then he will submit the statements to AA Campbell for payment.

Chair Hansen called for a 5-minute break for the Local Board of Volunteers to meet.

Chair Hansen called the meeting back to order and asked for Sub-Committee reports.

SUB-COMMITTEE REPORTS:

STRATEGIC PLANNING

Commissioner Hansen stated there was nothing to report.

FINANCE

Commissioner Wheeler stressed the importance of Commissioners turning timesheets in monthly with mileage recorded.

SAFETY

Commissioner Porter reported that in 18 more days PLF&R will have completed 9 months without any accidents. Chief Wilkerson added that not only has safety been brought forward but the crews are also talking about near misses.

LABOR MANAGEMENT

Chief Wilkerson reported there would be a meeting in July.

EQUIPMENT & FACILITIES

Commissioner Porter reported station inspection sheets were reviewed during the recent meeting and there are problems that will need to be addressed. He suggested Chief Wilkerson create a long-term capital expense plan in the next couple of months for the Commissioners to review.

TECH

Commissioner Porter reported there is a need to upgrade the equipment, part of LOCAL loan will be used to replace the server, which is crucial. He added that PLF&R might be at the point in which outside professional help needs to be hired. Commissioner Porter asked the Board to extend an invitation to Dave Brader for the July meeting. Discussion took place.

GRANTS

Administrative Chief Obtinario reported there are four grants pending, three of those are federal and the fourth is to the National Fire Fighters Fund for a Life Pac 12.

JEFFCOM

Commissioner Pontius reviewed the latest JeffCom minutes and stated multiple contracts have been signed. He noted the June meeting has been rescheduled to June 21. Commissioner Pontius reported after reading the newspaper article regarding JeffCom, he will be attending the Port Townsend City Council.

UNFINISHED BUSINESS**Fire Fighter Trainee Testing Update**

Chair Hansen called for the review of the FF Trainee Job Description. **MOTION:** Commissioner Porter moved to approve Policy 2430 as presented. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for the review of the FF Trainee Employment Agreement. **MOTION:** Commissioner Hansen moved to approve the FF Trainee Employment Agreement as presented. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

PLF&R - NKFR Training Program Interlocal Agreement

Chair Hansen called for a review of the Fire Training Coordination and asked if there were any questions. Chief Wilkerson reviewed the rates and recordkeeping. **MOTION:** Commissioner Porter moved to approve the Training Interlocal Agreement with NKFR. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion on the Motion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

LOCAL Loan Funding Update

Administrative Chief Obtinario reported the paperwork has been submitted for review by the State Treasurer's Department, which included a credit application with financial information from the last 5 years. Chief Wilkerson anticipates approval from the Treasurer and noted the Board would need to approve or not approve before August 1.

Volunteer Recruit Academy Update

Chief Wilkerson reported that two PLF&R volunteer candidates are moving forward in the process. PLF&R sponsored someone for the EMT course and she may work on fire training. Chief Wilkerson noted that Quilcene has two volunteers that they would like to have attend the Academy.

Board and Staff Retreat Proposal

AA Campbell requested the Board to set a date for the Retreat so she could get quotes on what the cost would be. Discussion took place. October 16 and 17 was agreed upon for the Retreat.

Administrative Staff Annual Evaluations

Chief Wilkerson asked that this topic be moved to the end of the agenda.

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

NEW BUSINESS**Ambulance Billing Rates**

Chief Wilkerson circulated a spreadsheet from Systems Design, listing rates from their clients and suggested that Lisa from Systems Design be invited to attend the July meeting. Discussion took place.

Board for Volunteers Letter

Commissioner Wheeler asked if the Board would support writing a letter to the Board for Volunteer Fire Fighters supporting lowering the volunteer retirement age. **MOTION:** Commissioner Wheeler moved to send a letter of support to the Board for Volunteer Fire Fighters for lowering the retirement age for volunteers from 65 to 60. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried.

Chair Hansen called for a 5-minute recess to be followed by a 45-minute Executive Session to review the Annual Staff Evaluations. (8:45 p.m.)

Chair Hansen extended the Executive Session for 30 minutes at 9:35 p.m.

Chair Hansen extended the Executive Session for 25 minutes at 10:05 p.m.

Chair Hansen called the meeting back to order at 10:30 p.m., announced that the Board had discussed personnel and contract issues, and took no action. **MOTION:** Commissioner Wheeler moved to direct the Chief to move forward and complete Administrative Staff evaluations and contract revisions. Commissioner Carmody seconded the Motion. Chair Hansen called for a vote on the Motion. The Motion carried.

ADJOURNMENT: There being no further business, Chair Hansen called for adjournment.

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