

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

July 17, 2007

CALL TO ORDER:

Chair Commissioner William Hansen called the Regular Meeting of July 17, 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.

Chair Hansen welcomed everyone and called for introductions.

CALL for APPROVAL of the AGENDA:

Chair Hansen called for Approval of the Agenda and asked to modify the agenda by holding an Executive Session before Unfinished Business. **MOTION:** Commissioner Wheeler moved to approve the agenda as modified. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Commissioner Porter asked that the sub-committee reports be eliminated from the agenda for the current meeting. Chair Hansen called for a vote on the Motion. Motion carried with both modifications.

CALL for APPROVAL of MINUTES:

Chair Hansen called for the Approval of the June 12, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the June 12, 2007 Regular 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 June 26, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the June 26, 2007 Special Meeting Minutes. Commissioner Porter seconded the Motion. Commissioner Pontius asked that a notation be made on the minutes that Commissioner Carmody was excused from the Special Meeting. 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 Wheeler reported he audited the vouchers, payroll, Petty Cash & Advance Travel Accounts. **MOTION:** Commissioner Hansen moved to approve the Consent Agenda. Commissioner Porter seconded the motion. Chair Hansen called for discussion and

questions. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Guests

Chair Hansen welcomed Roger Zegers and Lisa Rogalsky from Systems Design NW and briefly reviewed the information that was discussed at a previous meeting. Roger Zegers introduced himself and gave a little background history for Systems Design NW.

Rogalsky and Zegers discussed with the Board establishing a Non Resident Rate. Lisa also recommended considering an annual cost of living increase on the billing rates.

Chair Hansen recapped the topics Non-Resident Rates; Industry Standard for Rates; and Annual Rate increases. Chair Hansen tabled further discussion until the August meeting. Chief Wilkerson suggested that a special workshop may be needed. Commissioner Pontius stated he would be interested in reviewing the Resident vs. Non-Resident numbers for our transports.

Seminars

Administrative Chief Obtinario reported PLF&R Accident Free Challenge BBQ and Pool Party would be held July 22 from 1 to 6.

Commissioner Wheeler stated a head count would be needed for the August Fire Commissioners & Secretaries Association Meeting in District 2, for those that would be attending the dinner portion.

Chief Wilkerson opened the discussion on the need for a Stakeholders meeting in September. Discussion took place. Chair Hansen requested that Chief Wilkerson work with the staff on a recommendation.

AMBULANCE BILLING

Chair Hansen called for review of Account #123. Chief Wilkerson reviewed history and recommended the Account be sent to collections. **MOTION:** Commissioner Pontius moved to follow the Chiefs recommendation. Commissioner Porter seconded the Motion. Chief Wilkerson stated he would like a consistent approach to charity and write offs. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Administrative Chief Obtinario reported the Board had asked her to set up a payment plan for Account #404. An anonymous person is requesting the Board accept a payment of \$400 and write off the balance (\$398). **MOTION:** Commissioner Porter moved to accept the payment of \$400 and write off, as charity, the remainder. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried.

Chair Hansen called for review of Account #598. **MOTION:** Commissioner Porter moved to send Account #598 to collections. Commissioner Porter seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Administrative Chief Obtinario circulated a spreadsheet to review the Ambulance Billing Audit that took place and reported for 2005 & 2006 the Audit Process was complete.

Administrative Chief Obtinario reviewed the Account Disposition spreadsheet and stated it was based on a random selection of Accounts. Chief Wilkerson stated he will ask Administrative Chief Obtinario to update this spreadsheet and keep it in a book for future reference.

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. President Rodney Gregory reported the Association had voted:

- ✓ to accept new Resident Firefighters Adam Hubbard, Tim Marion, Kurt VanNess and Curtis Lightner
- ✓ to spend up to \$750 for new kitchen equipment
- ✓ to hold a quarterly drawing for \$100 as an on going Accident Free Incentive ~ the drawing will rotate between Volunteer & Career Members

Discussion took place at the Association meeting on selling hats or t-shirts to the public with PLF&R Supporter printed on them. President Gregory reported the by-laws are still in the process of being updated. Chief Wilkerson reported that there was good activity in the Association.

IAFF Local 3811

Chair Hansen called for a report from IAFF Local 3811. President McGuffey reported that Local 3811 submitted a letter of intent to negotiate and will have a meeting with Chief Wilkerson on July 23 to set ground rules. President McGuffey stated that he feels the monthly staff meetings have improved communications within the District. He added that the Stakeholders meetings are more towards the volunteers. The staff still needs communication regarding where the District is heading. Chair Hansen agreed that an information forum is good for conversation.

CHIEFS REPORT:

Chief Wilkerson reported he submitted the Statistics for June under Tab 8. He pointed out a few July birthdays and service anniversaries. Chief Wilkerson reported that with the signing of the Interlocal Agreement with NKFR, 2 PLF&R crews have attended a Multi Company Drill at Station 81 with more drills to come.

Chief Wilkerson reported there had been a Regional Drill on July 7th in Port Ludlow with over 30 participants from DNR, US Forest, District 2, EJFR and PLF&R and gave a brief overview of the drill.

Chief Wilkerson stated he attended the State Chiefs Conference. As always, the presenters were good and there was a lot of information. He added that Administrative Chief Obtinario would be attending the National Fire Academy for her fourth year of the EFO program.

Chief Wilkerson reported the heating/cooking system at Station 31 underwent some repairs and during the process, it was reported that the system was designed for a residential building not commercial. That paired with a lack of maintenance, more repairs

will be needed. Chief Wilkerson added he will also be looking into annual maintenance agreements for all three fire stations.

Chief Wilkerson circulated the 2nd Quarter Detailed Budget Status for review. Chair Hansen asked that this be added to the August Agenda for discussion.

Chair Hansen called for a 30-minute Executive Session to review Personnel and Upcoming Negotiations at 8:00 p.m.

Chair Hansen extended the Executive Session for 20 minutes.

Chair Hansen extended the Executive Session for 10 minutes.

Chair Hansen called the meeting back to order at 9:00 p.m.

UNFINISHED BUSINESS

Fire Fighter Trainee Testing Update

Chair Hansen reported the Board reviewed the Chiefs recommendation for 3 temporary Fire Fighter Trainee positions. Chief Wilkerson reported on the FF Trainee positions and stated it was a collaboration between Local 3811 and PLF&R. The Lieutenants did the testing on June 27 and Chief Wilkerson completed the Chief's Interview on June 29. Chief Wilkerson recommended that Justin Slye, Rodney Gregory and Brandon Giger be hired as temporary Fire Fighter Trainees. **MOTION:** Commissioner Carmody moved to accept Justin Slye, Rodney Gregory and Brandon Giger as Fire Fighter Trainees. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for the vote on the Motion. The Motion carried. Chief Wilkerson stated he would meet with the FF Trainees to sign agreements, set start dates and issue shift assignments.

Volunteer Recruit Academy Update

Chief Wilkerson reported the Volunteer Recruit Academy Orientation was on July 16. The Academy will be held on Thursday evenings and Saturday for 10 weeks. Currently there are three new volunteers and one returning volunteer currently signed up to attend from PLF&R. Chief Wilkerson reported that he will be interviewing another volunteer candidate July 18.

LOCAL Loan Funding Update

Chief Wilkerson requested the Board table their decision until September for the October 1 cutoff date, as currently the Tahoe is not a part of the state bid however it will be later this year. There will be computer presentation in August however he asked for Board approval to move forward with the mezzanine project and then create a reimbursement resolution in the Fall.

Board and Staff Retreat Proposal

Administrative Assistant Campbell circulated information regarding retreat locations for the Board & Staff Retreat Proposal for review and recommended the Board consider Alberbrook Resort. **MOTION:** Commissioner Porter moved to accept the Alderbrook proposal for the Board & Staff Retreat on October 16 & 17. Commissioner Hansen seconded

the Motion. Chief Wilkerson wanted to confirm with the Board that this retreat was for Board Members, Administrative Staff as well as a Representative of the Local 3811 and Firefighters Association. Chair Hansen called for a vote on the Motion. The Motion carried.

Administrative Staff Annual Evaluations

Chief Wilkerson reported he completed Administrative Chief Obtinario and Administrative Assistant Campbell's evaluations, revised both employment agreements and recommended the Board approve the agreements. **MOTION:** Commissioner Carmody moved to sign employment agreements for Administrative Chief Obtinario and Administrative Assistant Campbell. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried.

MOTION: Commissioner Wheeler moved to increase Chief Wilkerson salary so it is 25% above top step Lieutenant, effective July 1 2007. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried.

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

NEW BUSINESS

Lt Brian Soete Resignation

Chief Wilkerson reported that Lt. Brian Soete submitted his letter of resignation, effective July 31 2007 and noted that Lt Soete has accepted a Captain position with Mason County FD #2 (Belfair). Chief Wilkerson stated Lt Soete has provided leadership as well as mentorship and is sorry to see him leave although happy that he has this opportunity.

MOTION: Commissioner Carmody moved to accept Lt Brian Soete's resignation. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion passed.

Left Turn Lane

Commissioner Pontius expressed his concern over the intersection at HWY 19 and Oak Bay Road and would like to see a left turn left created. Discussion took place. Chief Wilkerson suggested a letter be written after Staff has had an opportunity to do some research from the last 5 years. Chair Hansen asked to have this topic on the August Agenda.

Good of the Order

Commissioner Porter requested a Special Meeting be set to review the 2nd Quarter Detailed Budget and Ambulance Billing Rates. Commissioner Wheeler noted that a Special Workshop will also be needed to set Volunteer Standards and review the Policy.

Chair Hansen asked for dates for a Special Meeting. It was decided to have a Special Board meeting on Tuesday, July 24 at 9 a.m. to review the 2nd Quarter Detailed Budget Status, Ambulance Billing Rates and Upcoming Contract Negotiations.

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

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

BY:

William E. Hansen
Commissioner William Hansen, Chairman

BY:

Robert N. 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