

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

August 14, 2007

CALL TO ORDER:

Chair Commissioner William Hansen called the Regular Meeting of August 14, 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, and Commissioner Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant/District Secretary Colette Campbell.

Chair Hansen reported that Commissioner Mike Porter was on an excused absence.

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 Wheeler moved to approve the agenda. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. Motion carried unanimously.

CALL for APPROVAL of MINUTES:

Chair Hansen called for the Approval of the July 17, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Carmody moved to approve the July 17, 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 July 24, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the July 24, 2007 Special Meeting Minutes. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. 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 audited the vouchers and payroll. **MOTION:** Commissioner Carmody moved to approve the Consent Agenda. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Seminars

Chair Hansen reviewed the upcoming meetings and workshops.

Commissioner Pontius reported JeffCom approved a 2008 Budget and forwarded it to the County Board of Commissioners for review and approval.

Commissioner Carmody reported attending a Healthcare Committee meeting.

Chief Wilkerson reported he met with Deputy Chief O'Donahue, Poulsbo Fire Department, to discuss mutual response.

AMBULANCE BILLING

Chair Hansen reported there was billing statistical information for review in Commissioner Packets.

CALL for PUBLIC COMMENT:

Chair Hansen called for Public Comment. Hearing none, Chair Hansen called for the Chiefs Report.

CHIEFS REPORT:

Chief Wilkerson stated he had an abbreviated report and circulated alarm status for July 2007. Chief Wilkerson reported that although the Volunteer Recruit Academy started with 4 Volunteers, it may decrease to 3. Other than that, he is pleased with the progress. Chief Wilkerson reported there have been two negotiation meetings. One to cover the ground rules and one to sit down and TA (tentatively agree) Articles that do not need any changes or minor changes only.

Chair Hansen called for a 5-minute recess for the Local Board of Trustees.

SUB-COMMITTEE REPORTS

Strategic Planning

Commissioner Hansen reported planning the Retreat.

Finance

Commissioner Carmody reported listening for questions and concerns on the 2008 Tax Collection. Chief Wilkerson noted that residents want to know how the 1% limitation works and how the money is divided among the agencies.

Safety

Commissioner Pontius reported traveling on Beaver Valley Road when he observed a Fire Service vehicle drifting over the center line. He asked the Chief to caution drivers.

Labor Management

Commissioner Hansen reported a committee meeting scheduled for September 4th.

Equipment & Facilities

Commissioner Pontius stated there was nothing to report.

Tech Committee

Commissioner Hansen asked for a status on the Communication Area in the mezzanine. Chief Wilkerson reported the wall dividers had been ordered and he is hopeful the project will be completed by August 31.

Grants

AA Campbell reported the Fire Prevention grant had been denied and Administrative Chief Obtinario was working on a SAFER grant. Chief Wilkerson reported the SAFER was for funding positions through the federal government. The annual amount decreases over a period of 5 years. Chief Wilkerson also reported he submitted a WFCA facility survey.

JeffCom

Commissioner Pontius reported JeffCom is working on auditing the billing from Greentree for accuracy. Commissioner Pontius noted that the Port of Port Townsend approached JeffCom regarding dispatching services. The City of Port Townsend asked the JeffCom Board if they would be interested in purchasing the tower at Station 16 ~ this topic will be on the next agenda.

UNFINISHED BUSINESS**New Ambulance Billing Rates Effective Date**

Chair Hansen reported the Board did not set an effective date for the new Ambulance Billing Rates. **MOTION:** Commissioner Wheeler moved that the new Ambulance Billing Rates take effect October 1 2007. Commissioner Hansen seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried (Hansen, Wheeler, Carmody ayes/Pontius nay).

Left Turn Lane

Commissioner Pontius recapped his concerns and issues of needing a left turn lane on HWY 19 at Oak Bay Road. Chief Wilkerson circulated a breakdown of incidents at that intersection from 2003 to current. Commissioner Pontius proposed a Resolution supporting the creation of a left turn lane be written. Discussion took place. The Board directed Staff to draft a public safety resolution for their review at the September Board meeting.

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

NEW BUSINESS**NKFR/PLF&R Fire Apparatus Service ~ Interlocal Agreement**

Chair Hansen reported it was time to renew the Interlocal Agreement for Fire Apparatus Services with NKFR. **MOTION:** Commissioner Wheeler moved to authorize Chief Wilkerson to sign the 2008 Interlocal Agreement for Fire Apparatus Services with NKFR. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Lieutenant Vacancy

Chief Wilkerson reported that in the Collective Bargaining Agreement, the District has 30-days to fill a vacancy. Currently there is a Lieutenant Eligibility List in place with 4. Chief Wilkerson stated that with Board approval he would like to schedule Chiefs Interviews and report back to the Board with his recommendation at a Special Meeting on August 28.

Discussion took place. A Special Meeting was scheduled for August 28 at 4:00 to discuss Lieutenant Appointment Recommendation and Collective Bargaining Agreement status.

Fire Fighter Vacancy

Chief Wilkerson reported that with the resignation of Joel Stack, the decision was made to not fill that Bargaining Unit position in 2007. Now with the resignation of Brian Soete, it decreases the Bargaining Unit to 8. Chief Wilkerson recommended moving forward to fill the 9th position.

MOTION: Commissioner Wheeler moved to direct the Fire Chief to move forward with filling one FF/EMT position. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion on the Motion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Good of the Order

Chair Hansen announced that Administrative Chief Obtinario had completed her 4th year of EFO at the National Fire Academy, and will be working on her final paper. Administrative Chief Obtinario reported this years topic was Executive Leadership.

Commissioner Pontius asked why PLF&R would be filling a FF/EMT position and not a FF/PM position. Chief Wilkerson stated there are not enough ALS calls to warrant another paramedic at this time.

Commissioner Carmody reported that he will be out of town at a conference in Atlanta during the HealthCare Workshop.

Chair Hansen called for a 15-minute Executive Session to review Personnel and Negotiations at 8:23 p.m.


Chair Hansen called for a 15-minute extension at 8:38 p.m.


Chair Hansen called the meeting back to order at 8:52 p.m. and reported no action will be taken.

Commissioner Pontius requested Commissioner Liability Insurance be placed on the September Meeting Agenda.


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


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner William Hansen, Chairman

BY: 
Commissioner Robert Pontius, Vice Chairman

BY: Not Present
Commissioner Mike Porter

BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

ATTEST:
By: 
Colette Campbell, District Secretary