

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

October 9, 2007

CALL TO ORDER:

Vice-Chair Commissioner Robert Pontius called the Regular Meeting of October 9, 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 David Wheeler, Commissioner Robert Pontius, Commissioner Mike Porter and Commissioner Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant/District Secretary Colette Campbell.

Commissioner William Hansen was on an excused absence.

CALL for the FLAG SALUTE:

Vice-Chair Pontius led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

CALL for APPROVAL of the AGENDA:

Vice-Chair Pontius called for Approval of the Agenda. Commissioner Porter asked the agenda be amended to reflect that Vice-Chair Pontius would be leading the meeting. **MOTION:** Commissioner Porter moved to approve the agenda as amended. Commissioner Carmody seconded the Motion. Vice-Chair Pontius called for discussion. Vice-Chair Pontius called for a vote on the Motion. Motion carried unanimously.

BADGE PINNING CEREMONY:

Chief Wilkerson introduced Rodney Gregory and his family and spoke briefly of the pleasure of hiring a new employee in the department. A badge pinning was conducted with FF Gregory's spouse pinning his new Firefighter badge on.

CALL for APPROVAL of MINUTES:

Vice-Chair Pontius called for the Approval of the September 11, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the September 11, 2007 Regular Meeting Minutes. Commissioner Carmody seconded the Motion. Vice-Chair Pontius called for discussion. Question called. Vice-Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Vice-Chair Pontius called for the Approval of the September 24, 2007, Special Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the September 24, 2007 Special Meeting Minutes. Commissioner Porter seconded the Motion. Vice-Chair Hansen called for discussion. Vice-Chair Porter called for a vote on the Motion. The Motion carried [Pontius, Porter, Wheeler ayes/Carmody abstained because he was not in attendance].

CONSENT AGENDA:

Vice-Chair Pontius called for Approval of the Consent Agenda. **MOTION:** Commissioner Porter moved to approve the Consent Agenda. Commissioner Wheeler seconded the motion. Vice-Chair Pontius called for discussion. Commissioner Wheeler reported he audited the vouchers, petty cash & advance travel accounts. Vice-Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

SEMINARS:

Commissioner Wheeler requested to use the Staff Car for carpooling to the District Retreat, as well as to the WFCM Conference.

Vice-Chair Pontius reported three of the Commissioners attended a Board of County Commissioners meeting on October 1 to show support for the County Chiefs and a countywide Fire Marshal. Commissioner Wheeler reported he gave the District Report at the Village Council and stated the Commissioners support a countywide Fire Marshal.

Commissioner Porter requested to place the December Board Meeting on the November agenda to discuss a meeting time change.

AMBULANCE TRANSPORT:

Vice-Chair Pontius stated there was information for review on Ambulance Transports however no Ambulance Billing collection.

CALL for PUBLIC COMMENT:

Vice-Chair Pontius called for Public Comment; there was no reply.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Chief Wilkerson reported the Association will be voting on the final draft of the By-laws in November.

IAFF LOCAL 3811:

Lt. Reynolds reported the Union Members had a meeting and welcomed FF Rodney Gregory. Lt. Reynolds stated the negotiations are on-going.

CHIEFS REPORT:

Chief Wilkerson reviewed his written report, pointing out the highlights. He noted that were major problems with the bay doors at Station 31 and he would be collecting bids for the repairs as well as prices for annual maintenance. Chief Wilkerson reported he is also collecting bids for repairs on the Station 31 roof.

SUB-COMMITTEE REPORTS**Strategic Planning:**

Vice-Chair Pontius reported the Retreat would be held on October 16 & 17.

Finance:

Commissioner Wheeler reported the 3rd Quarter Detailed Report would be reviewed under New Business.

Safety:

Commissioner Porter reported the 3rd Quarter District Safety meeting is set for October 12.

Labor Management:

Chief Wilkerson reported the 3rd Quarter meeting was deferred for Negotiation Meetings.

Equipment & Facilities:

Commissioner Porter reported the Committee met and discussed the Station 31 Bay doors and roof leak as well as the District records archiving project.

Tech Committee:

Commissioner Porter stated there was nothing to report.

Grants:

Administrative Chief Obtinario reported that PLF&R received an Assistance to Firefighters Grant for \$13,000, to purchase 25 MSA Heads Up ~ voice amp units. The Districts share will be 5% of the cost. She added that there are two grants pending.

JeffCom:

Commissioner Pontius reported JeffCom has two new hires in the training process. Currently JeffCom is operating without Administrative Support Staff, so Loni Harbison, East Jefferson Fire ~ Rescue, is helping out.

UNFINISHED BUSINESS**Firefighter Trainee Hiring Process Update**

Chief Wilkerson reported he had interviewed two candidates for the vacant Firefighter Trainee position and asked the Board to authorize him to make an offer of temporary employment to Ross Anderson. **MOTION:** Commissioner Carmody moved that the Board authorize the Chief to make an offer of temporary employment as a Firefighter Trainee to Ross Anderson. Commissioner Wheeler seconded the Motion. Vice-Chair Pontius called for discussion. Discussion took place. Vice-Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Board Retreat Update

Chief Wilkerson stated the Retreat is scheduled for October 16 & 17 at the Alderbrook Resort. The two days will be broken up into work sessions covering Current Status; 2008 Budget; Contract and Staff Issues; Capital Planning and Strategic Planning. Discussion on format took place.

LOCAL Resolution 2007-08 & LOCAL Resolution 2007-09

Chief Wilkerson reviewed the items to be purchased with the LOCAL loan (computers, mezzanine project, and command vehicle). **MOTION:** Commissioner Porter moved to adopt Resolution 2007-08 Form of Reimbursement Resolution. Commissioner Wheeler seconded the Motion. Vice-Chair Pontius called for discussion. Vice-Chair Pontius called for a vote on the Motion. The Motion carried unanimously. **MOTION:** Commissioner Porter moved to adopt Resolution 2007-09 Form of Authorizing Resolution. Vice-Chair Pontius called for discussion. Vice-Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Vice-Chair Pontius called for Other **Unfinished Business**. Hearing none, Vice-Chair Pontius called for New Business.

NEW BUSINESS

DNR Forestland Fire Response Agreement

Chief Wilkerson reported the agreement was information for the Board to review at the November meeting.

3rd Quarter Detailed Budget Review

Chief Wilkerson reviewed the 3rd Quarter Budget status.

2008 Budget Process

Chief Wilkerson reported the 2008 Budget Process was well on its way and circulated a draft revenue spreadsheet.

Good of the Order

Commissioner Wheeler asked the Board if attending the Port Ludlow Village Council to give a District Report was a chargeable meeting. General Consensus was yes.

Vice-Chair Pontius called for a 5-minute recess to be followed by a 30-minute Executive Session to review Contract Negotiations. 8:15 p.m.

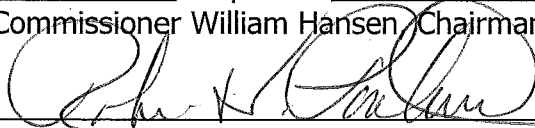
Vice-Chair Pontius extended the session for 50-minutes.


Vice-Chair Pontius called the meeting back to order at 9:35 p.m. and reported no action would be taken.

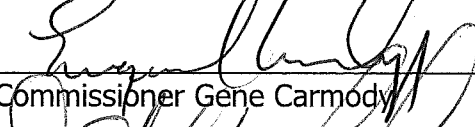
ADJOURNMENT: There being no further business, Vice-Chair Pontius called for adjournment.

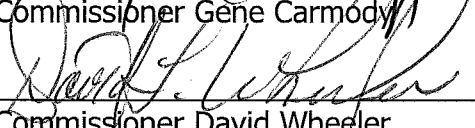
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

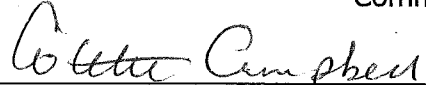
SIGNED: BY: not present
 Commissioner William Hansen, Chairman

BY: 
 Commissioner Robert Pontius, Vice Chairman

BY: 
 Commissioner Mike Porter

BY: 
 Commissioner Gene Carmody

BY: 
 Commissioner David Wheeler

ATTEST:
 By: 
 Colette Campbell, District Secretary