

JEFFERSON COUNTY FIRE DISTRICT NO. 3**a.k.a. PORT LUDLOW FIRE & RESCUE
BOARD OF COMMISSIONERS
SPECIAL RETREAT WORKSHOP MINUTES
October 16 & 17, 2007****CALL TO ORDER:**

Chair Commissioner William Hansen called the Special Retreat Workshop of October 16 & 17, 2007 Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 9:00 a.m. at the Alderbrook Resort at 7101 East State Route 106, Union WA 98592.

Commissioners present were Commissioner Bill Hansen, Commissioner David Wheeler, Commissioner Robert Pontius, Commissioner Gene Carmody and Commissioner Mike Porter. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant & District Secretary Colette Campbell. Also present were IAFF Local 3811 President Wicus McGuffey and Port Ludlow Firefighters Association President Rodney Gregory.

Call for Approval of the Agenda

Chair Hansen reported the Agenda for the Workshop Sessions will include, but not be limited to, discussion on:

- ❖ Current District Status
- ❖ 2008 Budget Draft
- ❖ Contract & Staffing Issues
- ❖ Capital Planning
- ❖ Strategic Planning
- ❖ District Policy

Chair Hansen stated, as a reminder, that during the Retreat no action would be taken by the Board. The Retreat is an opportunity to gather information, identify issues and have free & open discussion. Chief Wilkerson stated he would be striving for a relaxed atmosphere that would welcome open discussion.

Tuesday, October 16, 2007

Current District Status

Chief Wilkerson conducted a SWOT (Strengthens, Weakness, Opportunity, Threats) exercise after a review of Port Ludlow Fire & Rescue past, present and future status.

2008 Budget Draft

Chief Wilkerson reviewed the 2008 – 2014 7-year Budget forecast.

Contract & Staffing Issues

Chief Wilkerson reviewed a 2008 draft Staffing Model.

Wednesday, October 17, 2007

Chief Wilkerson recapped Tuesday's sessions. Chair Hansen stated he felt there was a positive tone on Tuesday and left the sessions feeling that a lot was accomplished.

Capital Planning/Equipment

Chief Wilkerson reviewed a model for apparatus replacement.

Capital Planning/Facilities

The Equipment & Facilities Committee will meet and present a recommendation to the Board regarding Facility Updates.

Commissioners

The Board reviewed Policy #1120, RCW 52.14.070 and Policy #1130.

Strategic Planning

Chief Wilkerson reviewed the 2006 – 2007 Strategic Plan.

ADJOURNMENT: Chair Hansen hearing no further business adjourned the meeting.

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