

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

November 13, 2007

CALL TO ORDER:

Chair Commissioner William Hansen called the Regular Meeting of November 13, 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. Administrative Staff 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. **MOTION:** Commissioner Porter moved to approve the agenda. Commissioner Wheeler 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 October 9, 2007, Regular Meeting Minutes. **MOTION:** Commissioner Pontius moved to approve the October 9, 2007 Regular Meeting Minutes. Commissioner Hansen 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 Approval of the October 15 & 16, 2007, Special Meeting Minutes. **MOTION:** Commissioner Porter moved to approve the October 15 & 16, 2007 Special Meeting Minutes. Commissioner Hansen 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. **MOTION:** Commissioner Porter moved to approve the Consent Agenda. Commissioner Wheeler seconded the motion. Chair Hansen called for discussion. Commissioner Carmody reported the Finance Committee audited the vouchers. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

SEMINARS:

Chair Hansen reviewed the upcoming meetings.

AMBULANCE TRANSPORT:

Chair Hansen called for review of Patient Account #985. Administrative Chief Obtinario recommended that Patient Account #985, totaling \$550, be sent to collections. **MOTION:** Commissioner Hansen moved to send Patient Account #985 to collections for \$550.00. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chair Hansen called for review of Patient Account #981. Administrative Chief Obtinario recommended that Patient Account #981, totaling \$850, be sent to collections. **MOTION:** Commissioner Wheeler moved to send Patient Account #981 to collections for \$850.00. Commissioner Porter seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

Chief Wilkerson reported that there were billing control sheets for the Board to review as information only. Chief Wilkerson added that Chair Hansen had suggested, previously, that it would be helpful to see a report that would show the breakdown of charity/collections/paid. Chief Wilkerson would like to do this semi-annually, with the first report being submitted to the Board in January.

CALL for PUBLIC COMMENT:

Chair Hansen called for Public Comment; there was no reply.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Lt Reynolds reported that during the November Association meeting, elections for Association Officers took place. Those Officers will be installed at the December Banquet.

IAFF LOCAL 3811:

Lt. Reynolds reported the negotiations are on-going.

CHIEFS REPORT:

Chief Wilkerson introduced Firefighter Trainee Ross Anderson to the Board. Chief Wilkerson reviewed his written report, pointing out the highlights. He noted Engine 31 continues to have issues with the transfer seal and will need to go to a transmission shop.

Chief Wilkerson reported that during the Retreat, he was instructed to make contact with facility planners and he has met with two companies. Chief Wilkerson stated the next step will be to meet with the Equipment and Facilities Committee to review the information and then bring a recommendation to the Board.

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

SUB-COMMITTEE REPORTS**Strategic Planning:**

Chair Hansen stated there was nothing to report.

Finance:

Commissioner Wheeler stated there would a report during Unfinished Business.

Safety:

Commissioner Porter reported the District is moving in a positive direction.

Labor Management:

Chair Hansen reported the 3rd Quarter meeting was deferred for Negotiation Meetings.

Equipment & Facilities:

Commissioner Pontius reported there was nothing to report.

Tech Committee:

Commissioner Porter reported the IT proposal would be reviewed later in the meeting.

JeffCom:

Commissioner Pontius reported JeffCom is working on retention issues.

UNFINISHED BUSINESS

Firefighter Trainee Hiring Process Update

Chief Wilkerson reported with the hiring of Ross Anderson, PLF&R is now back to three Firefighter Trainees. Chief Wilkerson commented that National Testing Network will continue to serve the District well as positions open.

DNR Forestland Fire Response Agreement

Chief Wilkerson reported the proposed Agreement will be reviewed during a meeting with Bill Sanders, DNR Manager. Chief Wilkerson does not have issues with the agreement. Commissioner Pontius requested a copy of the current, signed, agreement.

Transfer Funds from General/EMS Funds to Capital Project Fund

Chief reviewed the LTGO transfer of funds to the new Capital Project Fund and the transfer of funds (\$200,000) in September from the Capital Project Fund to the General and EMS Funds. Chief Wilkerson reported there are funds in the General and EMS Funds to transfer back to the Capital Project Fund however he projects that in January another transfer back will be needed. Chief Wilkerson stated he would like the Board to authorize him to leave the \$200,000 in the General and EMS Funds and transfer an additional \$100,000. In June of 2008, the Bond would be paid off early as planned. Tabled until New Business

2008 – 2010 Contract Negotiations Update

Chief Wilkerson reported Contract Negotiations are going well. The Board should be getting a copy to review and he would like to have the contract ratified at the Special Board meeting in late November.

LOCAL Option Loan/Command Vehicle

Chief Wilkerson reviewed the LOCAL loan process and reported that the Tahoe was not on the state bid list. He would like to work on this for the next cycle (Feb 1 2008). Chief Wilkerson requested the Board authorize him to call for bids on a 2007 or later model Tahoe and have the bid opening during the December meeting. **MOTION:** Commissioner Carmody moved to authorize the Chief to go out and seek bids for a 2007 or later model

Tahoe and set the bid opening for December 11 during the Board meeting. Commissioner Wheeler 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 Other **Unfinished Business**. Hearing none, Chair Hansen called for New Business.

NEW BUSINESS

December 11 Meeting

Commissioner Porter reported that he has a conflict on December 11 and requested the meeting time be changed. **MOTION:** Commissioner Porter moved to change the meeting on December 11 to 9 a.m. Commissioner Hansen seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for vote on the Motion. The Motion carried [Wheeler, Porter, Hansen ayes/Carmody, Pontius nay].

2008 Budget Review ~ Special Meeting November 27

Chief Wilkerson reviewed the 3rd Quarter Budget status.

Chief Wilkerson reported he met with the Finance Committee to review the draft 2008 Budget. Chief Wilkerson reviewed the 2008 Projected Revenue and Expenditures for the General and EMS Funds. **MOTION:** Commissioner Wheeler moved to authorize the Chief to transfer \$100,000 from the Capital Fund to the General Fund. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried [Porter, Carmody, Hansen, Wheeler ayes/Pontius nay].

Chair Hansen suggested a Special Meeting at 7:00 PM on November 27, 2007 and to have a Public Hearing that same evening at 6:30 PM. The topic of the Special Meeting will be the 2008 Budget Adoption and Contract Ratification. Agreed by general consent

Copier Lease Proposal

Chief Wilkerson reviewed his Memo on a 5-year lease for a Ricoh Copier and highlighted the specifications. **MOTION:** Commissioner Pontius moved to authorize the Chief to engage in a 5-year lease for a Ricoh Aficio MP C4500 SPF copier. Commissioner Porter 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 a 5-minute recess

IT Support Services Contract Proposal

Chief Wilkerson stated the proposed IT Support Services are timely and needed. FF/PM Jerrell has done a tremendous job for the Department. Chief Wilkerson requested the Board authorize him to enter into a contract with BraderComm Consulting. **MOTION:** Commissioner Pontius moved to authorize the Chief to enter into a contract with BraderComm Consulting, at \$1,041.67 per month. Commissioner Porter seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously. Chief Wilkerson will invite Dave Brader to attend the December meeting.

Board Policy #1120

Commissioner Wheeler reviewed the background on Policy #1120 and the revisions he is proposing to Section 3.1 and 3.2 C. **MOTION:** Commissioner Wheeler moved to adopt Policy #1120 with revisions to Section 3.1 and 3.2 C. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion was defeated [Wheeler aye/Pontius, Porter, Carmody nay/Hansen abstained].

Administrative Staff 2008 Employment Agreements

Chief Wilkerson requested an Executive Session to review the Administrative Staff 2008 Employment Agreements.

Chair Hansen called for a 15-minute Executive Session to review Non-Bargaining Contract Issues [9:15 PM]

Chair Hansen called the meeting back to order [9:30 PM].

Chief Wilkerson reported he had reviewed changes to the Agreement with Administrative Chief Obtinario and Administrative Assistant Campbell. **MOTION:** Commissioner Porter moved to approve the 2008 Employment Agreement for Administrative Chief Arlene Obtinario. Commissioner Pontius seconded the Motion. Chair Hansen called for discussion. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

MOTION: Commissioner Pontius moved to approve the 2008 Employment Agreement for Administrative Assistant Colette Campbell. 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 reported that under Reports he skipped Grants. There are two pending grants; SAFER and Engine 31 replacement. Work is currently being done on a Fire Prevention grant.

Good of the Order

Chief Wilkerson noted that the Jefferson County Fire Commissioners & Secretaries Association would need to hold Officer Elections at the December meeting. Discussion took place.

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: _____
Commissioner Mike Porter

BY: Gene Carmody
Commissioner Gene Carmody

BY: David Wheeler
Commissioner David Wheeler

ATTEST:
By: Colette Campbell
Colette Campbell, District Secretary