

## JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

December 4, 2007

### CALL TO ORDER:

Chair Commissioner William Hansen called the Special Meeting of December 4, 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 Bill Hansen, Commissioner David Wheeler, Commissioner Gene Carmody, Commissioner Robert Pontius and Commissioner Mike Porter. Administrative Staff present was Fire Chief Ed Wilkerson.

### 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 reported the Agenda had been established & published and stated the topics were:

To discuss personnel issues and to review the performance of a public employee

**MOTION:** Commissioner Wheeler moved to approve the agenda. Commissioner Hansen seconded the Motion. Chair Hansen called for a vote on the Motion. Motion carried unanimously.

Chair Hansen called for a 45-minute Executive Session to discuss personnel issues and to review the performance of a public employee.

At 7:50 p.m., the executive session was extended for an additional 30 minutes.

At 8:20 p.m., the executive session was extended for an additional 20 minutes.

At 8:40 p.m., Chair Hansen called the meeting back to order. **MOTION:** Commissioner Carmody moved to accept the resignation of Administrative Assistant and District Secretary Colette Campbell. Commissioner Porter seconded the Motion. Chair Hansen called for discussion on the Motion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Wheeler moved to authorize the Fire Chief to move forward to hire a temporary employee to fill the Administrative Secretary position and to advertise for a full time replacement. Commissioner Carmody seconded the Motion. Chair Hansen called for discussion on the Motion. Question called. Chair Hansen called for a vote on the Motion. The Motion carried unanimously.

**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

Minutes Taken and Prepared by:

Ed Wilkerson  
Ed Wilkerson, Fire Chief

ATTEST:  
By: Colette Campbell  
Colette Campbell, District Secretary