

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

February 12, 2008

CALL TO ORDER:

Chair Commissioner Robert Pontius called the regular Meeting of February 12, 2008 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 Robert Pontius, Commissioner David Wheeler, Commissioner William Hansen and Commissioner Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant Lynn DuMars.

Commissioner Mike Porter was on an excused absence.

CALL for the FLAG SALUTE:

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:

Chair Pontius called for Approval of the Agenda. **MOTION:** Commissioner Hansen moved to approve the Agenda. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion. Chair Pontius called for a vote on the Motion. Motion carried unanimously.

CALL for APPROVAL of MINUTES:

Chair Pontius called for the Approval of the January 8, 2008 Regular Meeting Minutes. **MOTION:** Commissioner Wheeler moved to approve the January 8, 2008 Regular Meeting Minutes. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Call for APPROVAL of FINANCIAL REPORTS:

Chair Pontius called for Approval of the 12/28/2008 Vouchers. **MOTION:** Commissioner Wheeler moved to approve the 12/28/2008 Vouchers. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Chair Pontius called for Approval of the January 2008 Payroll paid February 5, 2008. **MOTION:** Commissioner Hansen moved to approve the January 2008 Payroll paid February 5, 2008. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

SEMINARS:

Chair Pontius reviewed the upcoming meetings.

AMBULANCE TRANSPORT:

The Board reviewed a report provided by Administrative Chief Obtinario showing the breakdown of charity/collections/paid ambulance transport accounts 2001 – 2007.

CALL for PUBLIC COMMENT:

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

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Fire Fighter Alex Kosiuga reported that on March 2nd, 2008 the Association would be sponsoring ten PLF&R fire fighters for participation in the Annual Columbia Tower Stair Climb benefiting Leukemia research. Commissioner Wheeler promised a donation of \$100.00 in the name of the PLF&R Team. Chief Wilkerson promised to match that donation.

IAFF LOCAL 3811:

No report.

CHIEF'S REPORT:

Chief Wilkerson did not present a written Chief's Report but explained the reported statistics for the month of January.

LOCAL BOARD for VOLUNTEERS:

Chair Pontius confirmed the 2008 Local Board members to be BOC Chair Commissioner Robert Pontius; Chief Ed Wilkerson; Commissioner Mike Porter; District Secretary Commissioner Bill Hansen; and Port Ludlow Fire Fighters Association President FF/EMT Rodney Gregory.

SUB-COMMITTEE REPORTS

Strategic Planning:

Chair Pontius stated there was nothing new to report.

Finance:

Commissioner Wheeler stated there was nothing new to report.

Safety:

Commissioner Porter was not in attendance to report.

Labor Management:

Commissioner Hansen stated there was nothing new to report.

Equipment & Facilities:

Chief Wilkerson relayed a discussion that he had with Commissioner Porter regarding the property adjacent to Station 33.

Tech Committee:

Commissioner Porter was not in attendance to report.

Grants:

Commissioner Hansen reported that he and Chief Obtinario discussed the possibilities of exploring grants beyond those for Public Safety such as those for Structures or Organizations. Also

available are grants for outreach programs, education programs, community development, and rural development. He stated that all of these grants were possible but that serious dedication and belief in the project would be required.

JeffCom:

Commissioner Wheeler commented on current troubles with JeffCom and agreed to bring up the issues at the next county meeting.

UNFINISHED BUSINESS**DNR Forestland Fire Response Agreement Update**

Chief Wilkerson reported that a meeting has been scheduled for February 27th at 10:30 a.m. with Susan Trettevik and Bill Sanders from DNR to discuss the contract between DNR and PLF&R.

Command Vehicle Update

Chief Wilkerson presented the Board with bids on both a new and used vehicle provided by Joel Grey of Grey Chevrolet. The Board as well as Chief Wilkerson agreed that the new vehicle would be a better choice. Chief Wilkerson reported that he had spoken to Amy Khile from the State Auditors office explaining that PLF&R had in fact sent out a bid request in November and received only 1 bid in December, which did not meet the specifications; the Board later rejected the bid during the January Board meeting. Amy Khile confirmed that the guidelines had been met and saw no problem with the District moving forward to approve a purchase without going out to bid again. The Board reviewed the specifications provided for a 2008 Tahoe in the amount of \$30,570.06 plus applicable tax and license from Grey Chevrolet Inc. **MOTION:** Commissioner Hansen moved to approve the 2008 Tahoe bid in the amount of \$30,570.06 as described in the material provided by Chief Wilkerson. Commissioner Wheeler seconded the Motion. Chair Pontius called for discussion. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Administrative Assistant Replacement Update

Chief Wilkerson reported the response regarding the ad placement for Administrative Assistant was amazing. Approximately 110 applications went out with 70 of those being returned. Chief Wilkerson explained his screening process; twenty applicants to be called in for interviews on February 19th and 20th. From those candidates he would select three or four to be called back for further extensive interviews. By the March Board meeting Chief Wilkerson reported he would have a recommendation for hire.

NEW BUSINESS

FF/PM Vacancy (Recruitment Process)

Chief Wilkerson explained to the Board the established process for recruiting for this position and hoped to have a recommendation for hire by the May 1st Board meeting. Chief Wilkerson also reported that Fire Fighter Trainee Brandon Giger submitted his resignation letter and 30 day notice.

Good of the Order

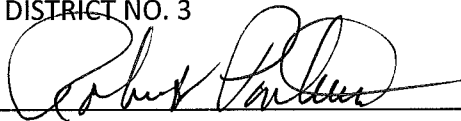
Commissioner Hansen discussed briefly his desire for a new sitting arrangement and the addition of a new clock that would be easier to see in the meeting room.

ADJOURNMENT: There being no further business, Chair Pontius called for adjournment at 8:48 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

BY:




Commissioner Robert Pontius, Chairman

BY:

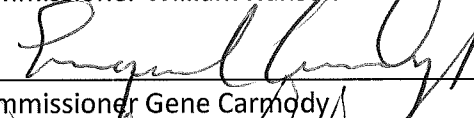
_____[not present]_____
Commissioner Mike Porter, Vice Chairman

BY:



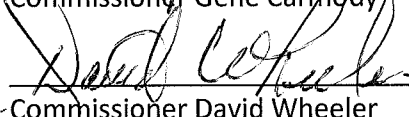
Commissioner William Hansen

BY:



Commissioner Gene Carmody

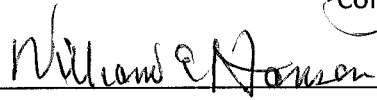
BY:



Commissioner David Wheeler

ATTEST:

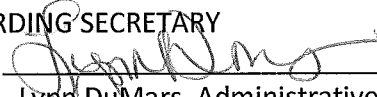
By:



William Hansen, District Secretary

RECORDING SECRETARY

By:



Lynn DuMars, Administrative Assistant - TEMP