

## **JEFFERSON COUNTY FIRE DISTRICT NO. 3**

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**March 11, 2008**

### **CALL TO ORDER:**

Vice Chair Commissioner Mike Porter called the regular Meeting of March 11, 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 Mike Porter, Commissioner David Wheeler, Commissioner William Hansen and Commissioner Gene Carmody. Chair Commissioner Robert Pontius entered the meeting at 7:05 p.m. Administrative Staff present were Chief Ed Wilkerson and Administrative Chief Arlene Obtinario.

### **CALL for the FLAG SALUTE:**

The Pledge of Allegiance to the Flag of the United States of America was led by Porter.

### **CALL for APPROVAL of the AGENDA:**

Porter called for Approval of the Agenda. Wheeler asked to add Item D to Seminars / Meetings titled WFCA Region 9 Spring Workshop. **MOTION:** Hansen moved to approve the Agenda as edited. Wheeler seconded the Motion. Motion carried.

### **CALL for APPROVAL of MINUTES:**

Porter called for the Approval of the February 12, 2008 Regular Meeting Minutes. Hansen noted a typographical error on page 3: DNF to be corrected to read DNR. Porter asked to have the word sitting changed to the word seating under Good of the Order on page 4. **MOTION:** Hansen moved to approve the February 12, 2008 Regular Meeting Minutes with corrections. Carmody seconded the Motion. The Motion carried.

Porter called for the Approval of the March 3, 2008 Special Meeting Minutes. **MOTION:** Wheeler moved to approve the March 3, 2008 Special Meeting Minutes with corrections. Hansen seconded the Motion. The Motion carried.

### **Call for APPROVAL of FINANCIAL REPORTS:**

Porter called for Approval of the February 11 and February 18, 2008 Vouchers. **MOTION:** Wheeler moved to approve the voucher total of \$18,983.20. Carmody seconded the Motion. The Motion carried.

Porter called for Approval of the February 2008 Payroll totaling \$111,715.26 paid March 5, 2008. **MOTION:** Wheeler moved to approve the February 2008 Payroll in the amount of \$111,715.26 paid March 5, 2008. Hansen seconded the Motion. The Motion carried.

Robert Pontius entered the meeting at 7:05 p.m. and assumed the Chair.

Pontius called for review of the Financial Report and the Tax Collection Tracking Sheet. The County Treasurer has been notified of the Board's intent to complete the early bond payoff on June 1.

**SPECIAL INTRODUCTION:**

Chief Wilkerson introduced the new Administrative Assistant Tanya Arey to the Board and meeting stating that Arey is to begin her PLF&R employment on Monday, March 24.

**CORRESPONDENCE:**

North Kitsap Fire & Rescue March 5, 2008, 30-day, written notification of termination of the Interlocal Agreement for Fire Training Coordination citing "undergoing significant organizational changes" as the reason was received.

Washington State Patrol, State Fire Mobilization Reimbursement interagency agreement stipulating the Period of Performance as January 1, 2008 through December 31, 2013 was reviewed; Wilkerson is authorized to sign on behalf of the fire district.

**AMBULANCE TRANSPORT:**

The Systems Design report is attached.

**SEMINARS / MEETINGS:**

Pontius, Carmody and Wilkerson reported on their attendance at the N W Leadership Seminar in Oregon. Porter recommended that fire fighters be considered for participation in the future.

**CALL for PUBLIC COMMENT:**

No comments

**PORT LUDLOW FIREFIGHTERS ASSOCIATION:**

President Fire Fighter / EMT Rodney Gregory reported that two volunteer resignations resulted in Association officer changes of Kurt Van Ness replacing Brandon Giger as Secretary and Justin Slye replacing Steve McKim as Vice President.

**IAFF LOCAL 3811:**

President Lt. Wicus McGuffey welcomed Tanya Arey. He reported that PLF&R's Columbia Stair Climb 2008 team, consisting of Lt. Wicus McGuffey, Lt. Wes Lueders, FF Alex Kosiuga, FF Rodney Gregory, FF Trainee Justin Slye, FF Trainee Ross Anderson, Resident FF Kurt Van Ness, Resident FF Curtis Lightner, Resident FF Matt Hall, and Volunteer FF Patrick French, placed 23<sup>rd</sup> overall; Resident FF / EMT Kurt Van Ness won first place in the '19 and Under' division.

**CHIEF'S REPORT:**

Attached

**CALL FOR RECESS:** Chair Pontius called for a ten minute recess at 7:20 p.m. during which time the Local Board for Volunteers conducted a meeting.

**CALL REGULAR MEETING BACK TO ORDER:** Chair Pontius called the Regular Meeting back to order at 7:39 p.m.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

No report

**Finance:**

Refer to Unfinished Business.

**Safety:**

The first quarter 2008 District Safety meeting is scheduled for April 4.

**Labor Management:**

A meeting is set for March 26; 8:30 a.m.

**Equipment & Facilities:**

Lt. Lueders is heading up the Equipment Committee.

**Tech Committee:**

A meeting is set for Friday, March 14; 3:00 p.m.

**Grants:**

Refer to New Business.

**JeffCom:**

JeffCom has been requested to provide dispatch times; protocols; dispatch-to-service times, plus the times required for a dispatcher to question the caller. A meeting is scheduled with David Timmins, City Administrator, Port Townsend, regarding the purchase of the tower at Station 16.

**UNFINISHED BUSINESS**

**DNR Forestland Fire Response Agreement Update**

Wilkerson and Pontius met with DNR representatives. The State DNR Master Agreement will remain as presented, with addenda and signature page as added.

**District Wide Assessment and Facilities Planning**

Wilkerson recommends a Special Board Meeting/Workshop to include Bruce Caldwell from ESEI on the topic of a district wide assessment and facilities planning and for the BOC to determine the SAFER Grant proceedings. Meeting scheduled for March 19, 6:00 p.m.

**2007 4<sup>th</sup> Quarter Final Budget Report**

Wilkerson briefly reviewed the 2007 fire and EMS budget totals indicating this topic would be included on the April Agenda in order to give the BOC time to review the report. He encouraged the BOC to contact him in the interim with any questions on the final 2007 budget.

**CALL for EXECUTIVE SESSION:**

Pontius called for an Executive Session at 7:54 p.m. for 30 minutes for the purpose of discussing contracts and personnel issues. Wilkerson remained with the BOC in the Executive Session. The session was extended at 8:24 p.m. for 30 minutes. The session was extended 10 minutes at 8:54 p.m.

**CALL REGULAR MEETING BACK TO ORDER:**

Pontius called the Regular Meeting back to order at 9:04 p.m. Pontius reported no action taken during the Executive Session.

## **NEW BUSINESS**

### **SAFER Grant Award**

Wilkerson reported the federal SAFER (Staffing for Adequate Fire & Emergency Response) grant has been awarded to Port Ludlow Fire & Rescue in the amount of \$316,275. The grant will allow the hiring of three new career fire fighter positions. The grant will run over a five-year period. Chief Wilkerson briefed the Board on a proposed implementation.

### **FF/PM Vacancy (Recruitment Process)**

Wilkerson reported the recruitment is in process. March 14 is the closing date for applications, which may be extended if needed, while maintaining the goal of hiring May 1.

### **JCFC&S Association Request for Each District to pay \$100 toward hiring an attorney to write a letter to the County regarding County Fire Marshal**

**MOTION:** Wheeler moved to authorize a payment up to \$100 to the Jefferson County Fire Commissioners & Secretaries Association for the purpose of having an attorney write a letter to the County regarding the lack of a county fire marshal. Porter seconded the Motion. The Motion failed with Wheeler and Pontius voting yes; Hansen, Carmody and Porter voting no.

### **Mutual Aid Discussion with Kitsap # 18 (Poulsbo Fire)**

Wilkerson reported that Poulsbo Fire has opened Station 72 on Faulkner Road. The station is within the PLF&R 5-mile radius. The proximity of the station would allow Poulsbo to respond to South Point / Thorndyke area quicker than PLF&R could respond from Station 31 should Station 33 be out-of-quarters; Chief Shields and Chief Wilkerson have exchanged sample mutual aid agreements and a draft is forthcoming.

### **Additional New Business:**

#### **DUTY CHIEF ROTATION**

**MOTION:** Porter moved to terminate the Duty Chief Rotation with North Kitsap Fire & Rescue. Carmody seconded the Motion. The Motion carried.

#### **ASSISTANT CHIEF**

Pontius directed Wilkerson to proceed with the Assistant Chief hiring process for completion by mid-summer.

#### **STATION 31 PLAQUE**

Pontius suggested that a plaque be placed at Station 31 denoting the Commissioners, Chief, District Secretary, and Lieutenants active at the time of dedication of the new fire station. Wilkerson will handle this project.

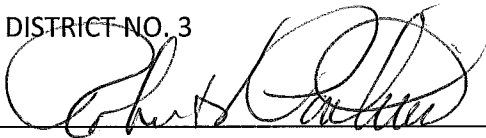
### **Good of the Order**


Notice was received that former East Jefferson Fire Rescue Commissioner Terry Heinemann died in his sleep March 10.

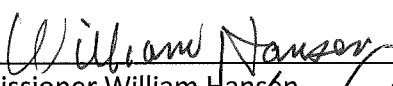
Wheeler reported there is a proposal via the Village Council for a community fireworks display. He mentioned that he has personally received a non-support letter of this proposal.

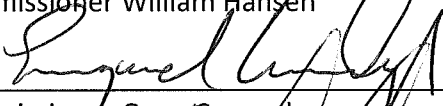
**ADJOURNMENT:** There being no further business, Pontius called for adjournment at 9:32 p.m.

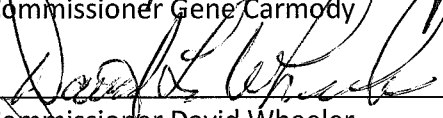
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

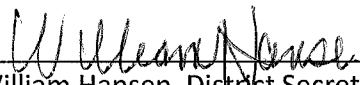
SIGNED: BY:   
Commissioner Robert Pontius, Chairman

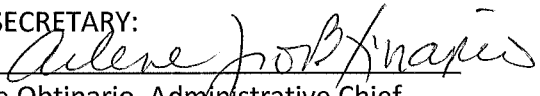
BY:   
Commissioner Mike Porter, Vice Chairman

BY:   
Commissioner William Hansen

BY:   
Commissioner Gene Carmody

BY:   
Commissioner David Wheeler

ATTEST:  
By:   
William Hansen, District Secretary

RECORDING SECRETARY:  
By:   
Arlene Obtinario, Administrative Chief