

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

March 19, 2008

Call To Order

Chair Commissioner Bob Pontius called the Special Meeting of March 19, 2008 Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue to order at 6:00 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington. Chair Pontius called a twenty minute recess awaiting the arrival of commissioners. The meeting was then recalled to order at 6:20 p.m.

Commissioners present were Robert Pontius, David Wheeler, William Hansen and Gene Carmody. Commissioner Porter was absent.

Administrative Staff present was Chief Ed Wilkerson

Call For The Flag Salute

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

Call For Approval of the Agenda

Carmody moved approval. Wheeler seconded. The agenda was approved

District Wide Assessment

Bruce Caldwell, Senior Vice President for Emergency Services Consulting, Inc (ESCI) from Wilsonville, Oregon was introduced. Caldwell described the services of his firm. ESCI does district wide evaluations of fire service organizations as part of its business. The products would include financial analysis, management evaluation, defining resource needs, plus strategies for financing if needed. They would, for example, conduct interviews and data collection to include district and county data plus interviews with stakeholder groups and neighboring jurisdictions. The 90 to 120 day study would result in a district wide assessment and master plan to serve as a guide for the future growth and development of PLFR. The anticipated cost would be no more than \$25,000. No action was taken.

Staffing for Adequate Fire and Emergency Response

Chief Wilkerson briefed the board on the status of the SAFER grant. He is recommending deferring any decision on implementation at this time and will ask that the topic be placed on the April agenda.

Firefighter Trainee Position Vacancy

Executive Session

Chair Pontius called for a five minute Executive Session to discuss the performance of a public employee at 7:16 p.m. The Chair resumed the regular session at 7:21 p.m.

Resuming the discussion on the firefighter trainee contract, Chief Wilkerson recommended the

hiring of Resident Firefighter Kurt Van Ness to fill the vacant position of fire fighter trainee.
MOTION: Carmody moved to accept the Chief's recommendation. Wheeler seconded. The Motion carried.

Department of Natural Resources (DNR) Contract

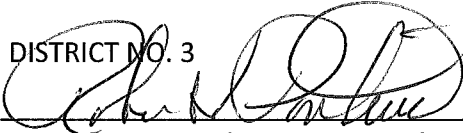
The Department of Natural Resources has submitted a revised contract with two addenda. Pontius reported that the issues of a single statewide contract has been resolved with the addition of two addenda. **MOTION:** Wheeler moved to approve the contract and addenda with the Chair authorized to sign on behalf of the Board. Carmody seconded. The Motion carried.

Computer Hardware and Security Upgrade

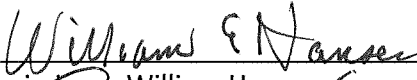
Chief Wilkerson described the difficulty in identifying a computer specialist to assist in the next phase of computer equipment and software acquisition as well as on-going maintenance. Chief Wilkerson recommended Dave Olsen of Berryhill Software to provide computer services on a fee basis at this time. Needed hardware and software may run up to \$10,000 for this fiscal year. **MOTION:** Carmody moved to authorize the Chief to spend up to \$10,000 to purchase necessary hardware and software out of reserve funds and to contract with Berry Hill Software to provide services to setup and maintain computer related equipment and services out of the budgeted 2008 funds for professional services. Wheeler seconded. The Motion carried.

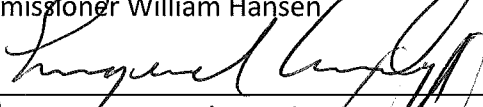
This being a Special Meeting called for a specified agenda, no further business was conducted. Pontius adjourned the meeting at 8:42 pm.

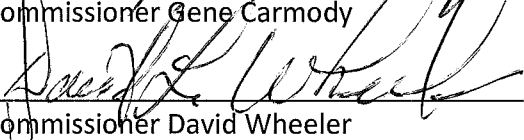
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Robert Pontius, Chairman

BY: Absent
Commissioner Mike Porter, Vice Chairman

BY: 
Commissioner William Hansen

BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

ATTEST:
By: 
William Hansen, District Secretary and Recording Secretary