

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**SPECIAL MEETING MINUTES**

**APRIL 22, 2008**

### **CALL TO ORDER:**

Chair Commissioner Pontius called the special Meeting of April 22, 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 Robert Pontius, Mike Porter, David Wheeler, William Hansen and Gene Carmody. 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:**

Pontius called for Approval of the Agenda. **MOTION:** Hansen moved to approve the agenda as presented. Wheeler seconded. Motion carried.

### **REQUEST FROM MR. JAMES THOMPSON TO WAIVE MITIGATION FEES ON SHORT PLAT**

Mr. Thompson has requested a waiver on a proposed short plat of his property. Family members wish to have each of their four homes, now on a single parcel, platted as four individual properties. The matter was referred to the district's legal counsel for an opinion on whether the action is a legal or voluntary fire district decision.

### **SAFER GRANT AWARD AND BUDGET IMPLICATIONS**

Chief Wilkerson presented a fiscal analysis of the implication of Safer Grant funding which requires district matching funds over a five year period. The match requires increased district funding while the federal portion is reduced. Various options on staffing models were discussed with particular focus on how best to maximize suppression and emergency medical services staffing while providing necessary administrative and management structure. The Board indicated their desire to continue to move in a direction that would provide for an Assistant Fire Chief position that would assume training and operations responsibilities and provide duty chief coverage with the Fire Chief while still be able to bring on the SAFER positions to achieve four to five line personnel per shift. The board discussed the need to factor the proposed SAFER funds in relation to future fiscal needs and related funding ballot measures as well as related costs of wage and benefit expenses. The topic was deferred to the May BOC meeting for continued discussion.

### **EXECUTIVE SESSION**

Pontius called for a fifteen minute Executive Session to discuss the performance of a public employee. Meeting recessed at 8:05 pm and reconvened at 8:28 pm.

### **RECONVENED MEETING**

Pontius announced that no action was taken in the executive session.

**ASSISTANT CHIEF HIRING PROCESS**


Wilkerson reported on his meetings with the shifts to solicit input on desired qualifications and qualities of an Assistant chief. The item will be placed on the May agenda.


**FUTURE MEETINGS WITH JEFFERSON COUNTY FIRE DISTRICTS EXPLORING MUTUAL OPPORTUNITIES AND PARTNERSHIPS**

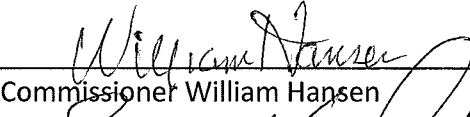
Chief Wilkerson led discussion on the intent to seek out interests of other fire districts for developing more formal relationships that would be beneficial to both PLF&R and the other districts. The matter was deferred to a workshop setting at a future date.

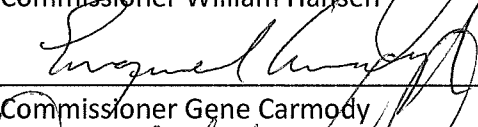
This being a Special Meeting called for a specified agenda, no further business was conducted. Pontius adjourned the meeting at 8:44 pm.

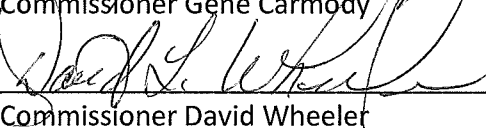
**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

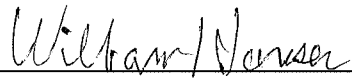
SIGNED: BY:   
 Commissioner Robert Pontius, Chairman

BY:   
 Commissioner Mike Porter, Vice Chairman

BY:   
 Commissioner William Hansen

BY:   
 Commissioner Gene Carmody

BY:   
 Commissioner David Wheeler

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