

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

a.k.a. PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**June 10, 2008**

### **CALL TO ORDER:**

Board Chair Commissioner Robert Pontius called the Regular Meeting of June 10, 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 Board Chair Robert Pontius, Mike Porter, David Wheeler, and Gene Carmody. Commissioner Bill Hansen was absent. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant Tanya Arey.

### **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:** Porter moved to approve the Agenda as edited. Wheeler seconded the Motion. Motion carried.

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

Pontius called for the approval of the May 13, 2008 Regular Meeting Minutes. **MOTION:** Wheeler moved to approve the May 13, 2008 Minutes. Carmody seconded the Motion. Motion carried.

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

Pontius called for approval of the Consent Agenda including the May 12 and May 19 vouchers totaling \$28,127.60, as well as the May Payroll totaling \$123,940.16. **MOTION:** Wheeler moved to approve the Consent Agenda. Carmody seconded the Motion. Motion carried.

### **CORRESPONDENCE:**

Port Ludlow Fire & Rescue received a letter from the Jefferson County Treasurer that stated the District may be eligible to receive a refund of \$34.80 for assessments of unimproved land. Wilkerson stated that he would take care of it.

### **SEMINARS / MEETINGS:**

Upcoming meetings include the JCFC&S meeting in June, the WA State Fire Chiefs Conference in July, and the WFCFA Annual conference in October.

### **AMBULANCE TRANSPORT:**

The Systems Design report is attached.

### **CALL for PUBLIC COMMENT:**

No comments.

### **PORT LUDLOW FIREFIGHTERS ASSOCIATION:**

No report.

**IAFF LOCAL 3811:**

No report.

**CHIEF'S REPORT:**

Attached.

**CALL FOR RECESS:**

Chair Pontius called for a five minute recess at 7:17 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 7:22 p.m.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

No report

**Finance:**

It was noted that the LTGO Bond has been paid off as of June 1, 2008.

**Safety:**

The second quarter 2008 District Safety meeting will be held July 15 at 9:00 a.m.

**Labor Management:**

The second quarter 2008 Labor Management Meeting is to be announced.

**Equipment & Facilities:**

Apparatus committee is meeting on a regular basis.

**Tech Committee:**

No report.

**Grants:**

SAFER Grant: Volunteer Recruitment and Retention is due June 27, 2008. This grant will require no matching funds from the district if successful.

**JeffCom:**

Pontius reported on current issues.

**UNFINISHED BUSINESS**

**Hiring Recommendation For Vacant FF/PM Position**

Wilkerson recommended FF/PM Rod Branson to fill the vacancy. This recommendation is contingent upon passing the District provided medical and psychological exams as well as an extensive background check. In addition, FF/PM Branson will be required to take and pass the Jefferson County Paramedic test, CPAT and FIRETEAM tests through National Testing Network and meet with Dr. Smith-Poling for MPD approval. **Motion:** Porter moved to approve the recommendation made by Wilkerson. Carmody seconded. Motion carried.

### **Hiring Recommendation For Three SAFER Positions**

Wilkerson recommended Firefighter Trainee Justin Slye, Firefighter Trainee Kurt VanNess, and FF/PM Christopher Mathis to fill the three SAFER positions. These recommendations are contingent upon passing the District provided medical and psychological exams as well as an extensive background check. **Motion:** Carmody moved to accept the recommendations made by Wilkerson, Wheeler seconded. Motion passed.

### **Assistant Fire Chief Hiring Process**

Wilkerson reported that the process of defining staff recommended qualifications has been conducted with all shifts.

### **Mitigation Waiver Policy (Draft Policy 6112)**

Policy states that Port Ludlow Fire & Rescue reserves the right to review development conditions on a case- by- case basis and approve or disapprove requests for fee waivers. **Motion:** Porter moved to accept the Mitigation Fee Waiver Policy No. 6112, Wheeler seconded. Motion carried.

### **ESCI Master Plan and Internal Survey Update**

Wilkerson reported that the contract has been signed and the process will begin as soon as possible. The first meeting will happen in early July, and a finished product is expected in late October.

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

Wilkerson recommended that the Board of Commissioners sign the Mutual Aid Agreement that was reviewed at the last Board Meeting. **Motion:** Wheeler moved to sign the agreement, Carmody seconded. Motion carried

### **Annual Fire Chief Performance Review**

Packets were handed out to Commissioners for return to the Chair by June 20, 2008.

### **Dedication Plaque**

Mock up has been sent to Port Townsend Foundry and a final product is expected in July.

### **New Logo Design for PLF&R**

The Board was shown the logo that was recommended by the staff. **Motion:** Wheeler moved to accept the logo as the Official Logo of Port Ludlow Fire & Rescue, Porter seconded. Motion carried.

## **NEW BUSINESS**

### **Capital Equipment Funding**

The Apparatus Committee is prepared to make a recommendation to the Board. Wilkerson recommended that the Board establish a workshop to assess the needs for the next 2-3 years. A workshop has been set for July 1<sup>st</sup> at 3:00 p.m. at Station #31.

### **RECESS**

Pontius called for a five minute recess at 8:10 p.m.

### **CALL BACK TO ORDER**

Meeting was called back to order at 8:15 p.m.

**GOOD OF THE ORDER**

No reports.

**EXECUTIVE SESSION**

Pontius called for and Executive Session at 8:15 p.m. for 30 minutes to discuss the performance of a public employee. Chief Wilkerson remained with the Board. Arey and Obtinario were excused for the rest of the meeting. Pontius announced at 8:45 p.m. that the Executive Session would be extended for an additional 30 minutes. Pontius announced at 9:15 p.m. that the Executive Session would be extended for an additional 15 minutes. At 9:30 p.m. Pontius called the Regular Meeting back to order and announced that no action was taken in the Executive Session.

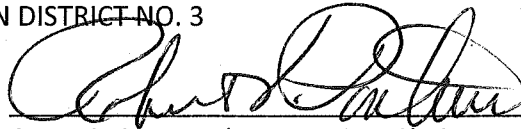
**ADJOURNMENT:**

Pontius called for adjournment. Hearing no objection the meeting was adjourned at 9:35 p.m.


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

SIGNED:

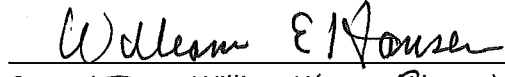
BY:

  
Commissioner Robert Pontius, Chairman


BY:

  
Commissioner Mike Porter, Vice Chairman

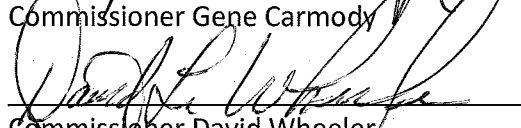
BY:

  
Commissioner William Hansen (Absent)

BY:

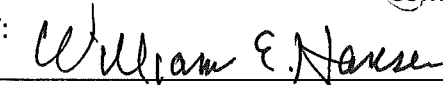
  
Commissioner Gene Carmody

BY:

  
Commissioner David Wheeler

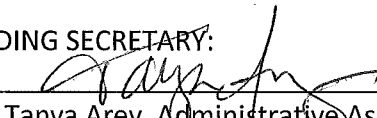
ATTEST:

By:

  
William Hansen, District Secretary

RECORDING SECRETARY:

By:

  
Tanya Arey, Administrative Assistant