

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

September 9, 2008

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of September 9, 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, Bill Hansen, and Gene Carmody. 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. Wheeler seconded the Motion. Motion carried.

CALL for APPROVAL of MINUTES:

Pontius called for the approval of the August 18th, 2008 Regular Meeting Minutes. **MOTION:** Hansen moved to approve the August 18, 2008 Minutes. Carmody seconded the Motion. Motion carried.

Call for APPROVAL of FINANCIAL REPORTS:

Pontius called for approval of the Consent Agenda including the August 11 & August 18 vouchers totaling \$70,354.06, as well as the August Payroll totaling \$119,135.41. **MOTION:** Carmody moved to approve the Consent Agenda. Porter seconded the Motion. Motion carried.

CORRESPONDENCE:

None.

SEMINARS / MEETINGS:

The Commissioners reported they would all be in attendance at the WFCA Annual conference October 23-25. It was also noted that Hansen, Carmody, Wilkerson, and Arey would be attending the Snure Seminar on October 22nd.

Pontius announced that he would be attending the February, 2009 Commissioners and Secretaries Association Meeting with the County Auditor, County Treasurer, and County Assessor. Pontius asked that if anyone had any issues or questions they would like brought up at the meeting to put them in writing and he ask about them at the meeting.

AMBULANCE TRANSPORT Patient Accounts

None.

CALL for PUBLIC COMMENT:

Audrey Peterson commented on how pleased the public is with our responders and how professional they are. She asked about our current staffing and budget. Wilkerson responded to her questions by reporting that Port Ludlow Fire & Rescue currently has 3 administrative positions including himself, 10 career Firefighters, 3 Resident Firefighters and 6 volunteers. He also noted that he will be asking the Board of Commissioners later in the meeting to authorize him to make job offers to two potential employees, bringing the line staffing to 12.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Kurt VanNess reported that the association broke the \$1000 mark at their carwash held on September 6th. It was also noted that the Firefighters Association had nominated new officers and they would be installed at the Christmas Banquet.

IAFF LOCAL 3811:

Lt. Reynolds reported that the union is planning future events to include members of East Jefferson Fire & Rescue. He stated that this would help introduce the departments to the new members of each department as well as open lines of communication for possible Temporary Duty Assignments.

Obtinario thanked the union for their donations of prizes for the 2nd Annual Health & Safety Fair on September 13th.

CHIEF'S REPORT:

Wilkerson reported that the department had their annual hose and ladder testing done on September 8th with only one ladder failing. Wilkerson also noted that the department has engaged Roger's Machinery to do maintenance and repair work on our Emergency Generation System for Station 31.

With the recently approved Mutual Aid Agreement with Poulsbo Fire in place, multi company operation drills are being scheduled and will take place soon. These drills will occur on a quarterly basis at a minimum. Wilkerson also noted that the Temporary Duty Assignment agreement between EJFR and PLFR has been signed by Chief Boggs and Chief Wilkerson, and may start at any time.

SUB-COMMITTEE REPORTS**Strategic Planning:**

Awaiting the master plan report from ESCI.

Finance:

Wheeler stated that the work on the bond issue has been ongoing and he has asked that the process be sped up as much as possible due to possible rising interest rates. Wilkerson reported that he and Arey plan to meet with the Treasurer on September 11th to review the financial reporting project that they have been working on.

Safety:

No report.

Labor Management:

The next meeting is scheduled for September 22nd.

Equipment & Facilities:

Wilkerson noted that he is currently working on the bond with Jim Blumenthal of Martin Nelson & Co. The Apparatus committee is currently working on the specs for a pumper and ambulance.

Tech Committee:

No report.

Grants:

Wilkerson noted that we received a rejection letter for the 2007 Fire Act Grant.

JeffCom:

Pontius reported on current dispatch staffing issues. JeffCom has 6 dispatchers with 3 in training.

UNFINISHED BUSINESS**LTGO Bond**

Wilkerson discussed the tentative financing schedule from Martin Nelson & Company and proposed a Special BOC meeting for October 1st at 7:00pm, at which time they would present the Bond Resolution and adoption. The proposed Bond closing date is October 15th.

Apparatus Acquisition

Wilkerson reported that the work for a quick response vehicle for station 33 is finished and thanked Lt. Lueders and his committee for all their hard work. The contract was signed on September 3rd.

Fire Chief Staffing Recommendation

Wilkerson submitted a written staffing recommendation dated September 9, 2008 that is based on the desire of the Board of Commissioners to have a fully qualified Assistant Fire Chief, as well as a line staff of 12 career personnel. He recommended that the position of Administrative Chief be eliminated due to the fact that the position had not worked as expected, nor produced the results that were anticipated when the position was created. Wilkerson also expressed his opinion that a department this size cannot support three chief officers. He urged the Board to not take any action at this meeting, but to take the time to think the decision through and discuss it further at a Special BOC meeting. The meeting was scheduled for September 23rd at 6:00pm.

Interlocal Agreement with JCFD # 2 for ALS Service

Wilkerson reported that the draft ALS Service interlocal with District 2 and 5 has been finalized with input from the three governing bodies. The agreement would be provided at a fixed cost of \$30,000.00 per year effective September 1st and PLFR will bill and keep any transport revenue for patients that are transported by PLFR. The agreement has provisions that allow the parties to cancel or request changes to the agreement with 90 day notice. Wilkerson recommended that the Board adopt the agreement. **Motion:** Hansen moved to adopt the interlocal agreement, Porter seconded. Motion carried.

Wilkerson also recommended the Board authorize him to sign Exhibit A of the Agreement which would appoint the Fire Chief of Districts #2 & #5 as the Joint Volunteer Coordinator for Districts 2,3, & 5. **Motion:** Pontius moved to authorize the Chief to sign Exhibit A of the Interlocal Agreement, Porter seconded. Motion carried.

CALL FOR RECESS:

Chair Pontius called for a five minute recess at 8:15 p.m.

CALL REGULAR MEETING BACK TO ORDER:

Chair Pontius called the Regular Meeting back to order at 8:25 p.m.

Draft Policy Defining a Capital Expenditure

Wilkerson asked that this item be moved to the next Board of Commissioners meeting.

ESCI Master Plan and Internal Survey Update

Wilkerson reported that the internal survey is underway and nearing completion. He expects to have a preliminary draft on the Master Plan sometime in October.

Dedication Plaque

The Board was shown a mock up of what the final product would look like.

FF/PM Hiring Update

Ten candidates were tested and have been narrowed down to three finalists for two open positions – 1 SAFER firefighter/paramedic position and 1 probationary firefighter/paramedic position. Wilkerson asked that Board to authorize him to make the two conditional offers pending the outcome of the background checks, psych evaluations, and medical exams. **Motion:** Pontius moved to authorize the Chief to make the conditional offers, Wheeler seconded. Motion carried.

Apparatus Maintenance Agreement

Wilkerson reported that he has notified North Kitsap Fire & Rescue that effective January 1st the maintenance agreement is terminated. US Fire Equipment will be taking over maintenance needs effective January 1, 2009.

NEW BUSINESS

Permanent Status Lt. Lonnie Reynolds

Wilkerson reported that Probationary Lt. Lonnie Reynolds had completed his one year probation as a lieutenant and recommended the Board approve permanent status. **Motion:** Pontius moved that Lt. Reynolds be granted permanent status as a lieutenant, Porter seconded. Motion carried. Chair Pontius and Chief Wilkerson presented Lt. Reynolds with a permanent status certificate.

Interlocal Agreement with Skagit County Fire District # 5

Wilkerson reported that this agreement would allow the purchase of the Quick Response Vehicle utilizing the Interlocal Cooperation Act specified in RCW 39.34 saving the District approximately \$15,000. **Motion:** Carmody moved to enter into the Interlocal Agreement by signing Resolution 2008-04, Porter seconded. Motion carried. **Motion:** Carmody moved to then sign the Interlocal Agreement with Skagit 5, Pontius seconded. Motion carried.

Draft Fiscal Policy Statement:

Draft Policy was given to Board of Commissioners to look at but no action taken.

PLFR Seat Belt Pledge:

Wilkerson reported on a memo from Lt. Reynolds that stated all Port Ludlow Fire & Rescue firefighters are fully committed to the National Fire Service Seat Belt Pledge. Wilkerson also noted that the administrative personnel have signed the pledge as well and urged the commissioners to sign the pledge.

Good of the Order:

None.

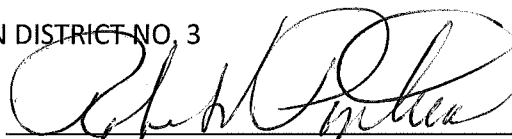
Adjournment:

There being no further business Pontius called for adjournment at 8:55 pm.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

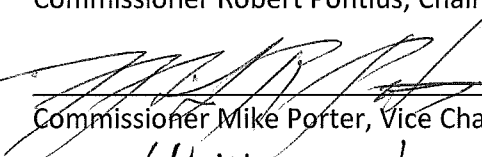
SIGNED:

BY:



Commissioner Robert Pontius, Chairman

BY:



Commissioner Mike Porter, Vice Chairman

BY:



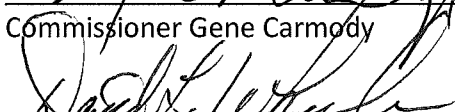
Commissioner William Hansen

BY:



Commissioner Gene Carmody

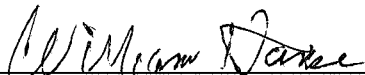
BY:



Commissioner David Wheeler

ATTEST:

By:



William Hansen, District Secretary

RECORDING SECRETARY:

By:



Tanya Arey, Administrative Assistant