

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

PORT LUDLOW FIRE & RESCUE

**BOARD OF COMMISSIONERS**

**REGULAR MEETING MINUTES**

**October 14, 2008**

### **CALL TO ORDER:**

Board Chair Commissioner Robert Pontius called the regular Meeting of October 14, 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 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. Hansen seconded the Motion. Motion carried.

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

Pontius called for the approval of the September 9, 2008 Regular Meeting Minutes. **MOTION:** Hansen moved to approve the September 9, 2008 Minutes. Wheeler seconded the Motion. Motion carried. Pontius called for approval of the September 23, 2008 Special Meeting Minutes. **MOTION:** Wheeler moved to approve the Special Meeting Minutes of September 23, 2008. Carmody seconded the Motion. Motion Carried.

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

Pontius called for approval of the Consent Agenda including the September 15, September 22, and September 15 vouchers totaling \$22,358.09, as well as the September Payroll totaling \$125,805.22. **MOTION:** Carmody moved to approve the Consent Agenda. Porter seconded the Motion. Motion carried.

### **CORRESPONDENCE:**

- 09-11-08 Jack Westerman, Assessor re preliminary 2009 Levy Rates
- 09-08-08 State of WA, Office of Administrative Hearing re Peter Wickstrom
- 09-23-08 Wayne Kier Public Record Request
- 09-24-08 System Design re Contract Extension
- 10-03-08 Jim Thompson re request for refund of mitigation fee
- 10-03-08 Sandra Flaherty Public Record Request (EMAIL)
- 10-06-08 Jefferson County re Wayne Kier Public Record Request (EMAIL)
- 10-07-08 Raelene Rossart Public Record Request
- 10-09-08 Arlene Obtinario Public Record Request (EMAIL)

## **SEMINARS / MEETINGS:**

Pontius reported on a meeting with JeffCom regarding the ongoing discussion of purchasing a radio tower at Station 16.

### **AMBULANCE TRANSPORT Patient Accounts**

Patient Account # 827 – Hansen moved to turn the account to collections in the amount of \$992.00. Wheeler seconded. Motion carried.

Patient Account # 1194 – Porter moved to turn the account to collection in the amount of \$881.00. Carmody seconded. Motion carried.

Patient Account # 1088 – Wheeler moved to turn the account to collections in the amount of \$834.00. Hansen seconded. Motion carried.

Patient Account # 1180 – Hansen moved to turn the account to collections in the amount of \$783.00. Wheeler seconded. Motion carried.

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

Pat Lohrey, a Port Ludlow resident, spoke in support of Arlene Obtinario and suggested that the Board of Commissioners find some place for her in the fire service.

Raelene Rossart, a volunteer with Port Ludlow Fire & Rescue, raised several questions to the Board of Commissioners regarding the elimination of the Administrative Chief position, as well as the upcoming Loudermill meeting for Obtinario.

Sandra Flaherty, a Port Ludlow resident, questioned the Board of Commissioners on the need for an Assistant Chief, and why no position has been created for Obtinario.

Vickie Le Huray, a Port Ludlow resident, asked if an Assistant Chief has been chosen yet, and if Obtinario could apply for the position.

Pontius explained that two commissioners (appointed by the Board Chair) and the Chief would be present during the meeting with Obtinario and would then report back to the rest of the Board members. Pontius appointed himself and stated that he chose Hansen to attend the meeting because of his experience and his role as the District Secretary. The Loudermill meeting is an opportunity for Obtinario to be heard from her perspective on the matter and is not a disciplinary hearing. Pontius further mentioned that the decision has not yet been made regarding Obtinario's future employment with Port Ludlow Fire & Rescue.

Pontius also explained that the Assistant Chief position has been needed and discussed for the past six years. Budget restraints caused the Board create the position of Administrative Chief rather than hire a fully operational Assistant Chief at the beginning of 2006. The Administrative Chief position did not work out as the Board expected they have now made the decision to begin to look for an Assistant Chief. An Assistant Chief would be an asset to the Department in that the individual filling the position would be able to respond to calls, assist the Chief in operational and administrative matters, and if needed, step in to fill the Fire Chief role should that be necessary. Wheeler stated that Obtinario is welcome to apply for future positions.

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

No report.

### **IAFF LOCAL 3811:**

No report.

**CHIEF'S REPORT:**

Wilkerson noted that October 1<sup>st</sup> was the first day on the job for two new Fire Fighter/Paramedics. Chief's Report is attached.

**Call for Executive Session**

At 7:55pm Porter called for an Executive Session for 30 minutes, to discuss the performance of a public employee.

**Call Back To Order**

Pontius called the regular meeting back to order at 8:20pm and reported that no action had been taken.

**SUB-COMMITTEE REPORTS****Strategic Planning:**

Awaiting the master plan report from ESCI.

**Finance:**

Meeting on October 17<sup>th</sup>.

**Safety:**

No report.

**Labor Management:**

The next meeting is scheduled for December 15th.

**Equipment & Facilities:**

Vehicle for station #33 is on order and the committee is moving forward with the process of looking at a Class A Pumper and Transport Ambulance.

**Tech Committee:**

Porter reported that the Department has begun backing up the server on a weekly basis and storing the information in a fireproof box.

**Grants:**

Wilkerson noted that we received our first installment of the SAFER Grant money.

**JeffCom:**

Pontius reported on current dispatch staffing issues. Currently JeffCom is occasionally staffing dispatch with Sheriff's deputies.

**UNFINISHED BUSINESS****LTGO Bond**

Wilkerson reported that the Bond process is currently on hold until some stability moves into the market.

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

Wilkerson stated he received a status report from Bruce Caldwell of ESCI. The draft report is in final development with the outstanding issues being financial analysis and grafts. The complete report is still projected to be completed near the end of November or early December.

### **Dedication Plaque**

The plaque is completed though it has not been cast yet.

### **NEW BUSINESS**

#### **Permanent Status FF/EMT Rodney Gregory**

Wilkerson reported that he and Lt. Lueders recommend that Gregory be moved to permanent status. **MOTION:** Carmody moved to accept the recommendation and grant FF/EMT Gregory permanent status, Wheeler seconded. Motion carried.

#### **November 11 Regular Board Meeting (date change consideration)**

Wilkerson noted that the next scheduled Board Meeting falls on Veteran's Day and recommended to move the meeting to Wednesday, November 12, 2008. **MOTION:** Wheeler moved to change the meeting to November 12<sup>th</sup>. Porter seconded with the amendment that the December meeting also be moved from December 9<sup>th</sup> to the 10<sup>th</sup>. Pontius called all in favor of the amendment to the motion by a show of hands, Porter and Hansen were in favor, Pontius, Wheeler and Carmody were not in favor of the amendment. Amendment to motion failed. Pontius called all in favor of the original motion, Wheeler, Hansen, Pontius and Carmody voted yes, Porter voted no. Motion carried.

#### **2009 Budget Process**

Wilkerson stated that the revenue portion of the budget is nearly complete as well as the wage and benefit portion of the draft budget. He recommended that the Board hold a Budget Workshop on November 7<sup>th</sup> at 10:00am and that the Budget Hearing be set for 6:00pm on November 12<sup>th</sup> prior to the Regular Board Meeting.

#### **Jim Thompson Request for Mitigation Fee Refund**

Wilkerson recommended that the Board refund mitigation fees to Mr. Thompson in the amount of \$965.00, per policy #6112. **MOTION:** Wheeler moved to refund \$965.00 to Mr. Thompson, Pontius seconded. Motion carried.

#### **Resolution 2008-05 to Cancel Uncashed Warrants**

Wilkerson reported on a letter we received from the County Treasurer which listed three warrants that were over a year old and had not been cashed. The warrants can only be cancelled by resolution. **MOTION:** Porter moved to approve Resolution 2008-05 to cancel the uncashed warrants, Hansen seconded. Motion carried.

#### **Systems Design Contract Extension**

Wilkerson reported that has received the new contract from Systems Design, our transport billing agency, and notes that they have raised their rate by 2.3%. Wilkerson recommended the Board authorize him to sign the contract. Motion: Wheeler moved to authorize Wilkerson to sign the contract, Porter seconded. Motion carried.

**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

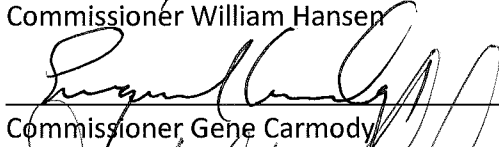
BY:

  
Commissioner Mike Porter, Vice Chairman

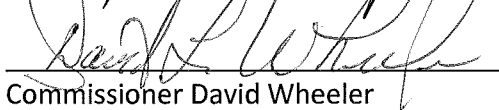
BY:

  
Commissioner William Hansen

BY:

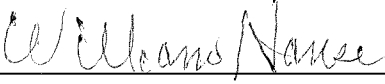
  
Commissioner Gene Carmody

BY:

  
Commissioner David Wheeler

ATTEST:

By:

  
William Hansen, District Secretary

RECORDING SECRETARY:

By:

  
Tanya Arey, Administrative Assistant