

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

March 3, 2008

CALL TO ORDER:

Chair Commissioner Robert Pontius called the special Meeting of March 3, 2008 Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 3:02 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Robert Pontius, Commissioner Mike Porter, Commissioner Bill Hansen, Commissioner David Wheeler, and Commissioner Gene Carmody, Administrative Staff present was Fire Chief Ed Wilkerson and Administrative Chief Arlene Obtinario.

CALL for the FLAG SALUTE:

Chair Pontius led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

Call for Approval of the Agenda

Chair Pontius reported the Agenda had been established & published and stated the topics were:

- A. Chief's Recommendation for Administrative Assistant
- B. Transfer of Funds: \$30,000 from Fire to EMS Fund

Chair Pontius stated that an Executive Session may be called at anytime that the Board of Fire Commissioners deem it appropriate under RCW 42.30.110.

Chief's Recommendation for Administrative Assistant

Chief Wilkerson reported on his interview process; 110 application packets distributed; 71 returned; 20 invited to interview; 19 interviewed over two days; and three finalists selected for final interview. From the three finalists, Chief Wilkerson recommended the Board offer employment to Tanya Arey. Chief Wilkerson reported briefly on Ms. Arey's employment credentials.

Call for Executive Session

Chair Pontius called for an Executive Session to discuss contract issues as they pertain to the proposed Administrative Assistant Employment Contract at 3:10 p.m. for 15 minutes. Chief Wilkerson remained with the Board in Executive Session. The Executive Session was extended an additional 10 minutes at 3:25 p.m.

Call Special Meeting Back to Order

Chair Pontius called the Special Meeting back to order at 3:35 p.m. Chair Pontius announced no action taken during the Executive Session.

MOTION: Commissioner Hansen moved to accept Chief Wilkerson's recommendation to offer employment to Tanya Arey and to approve the Administrative Assistant Employment Agreement as presented. Commissioner Carmody seconded the Motion. Chair Pontius called for discussion on the Motion. Question called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

Transfer of Funds

Chief Wilkerson reported he transferred \$30,000 from the fire fund to the EMS fund to cover the shortfall created by the Jerrell Sick Leave cash out and the lack of property tax revenue until first half taxes.

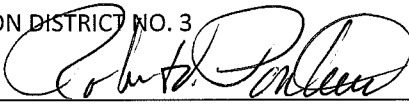
MOTION: Commissioner Porter moved to approve the \$30,000 transfer from the fire fund to the EMS fund. Commissioner Hansen seconded the Motion. Chair Pontius called for discussion on the Motion. Question called. Chair Pontius called for a vote on the Motion. The Motion carried unanimously.

ADJOURNMENT: Chair Pontius adjourned the meeting at 3:38 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED:

BY:



Commissioner Robert Pontius, Chairman

BY:



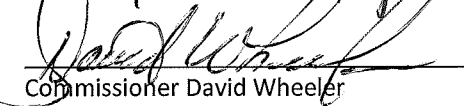
Commissioner Mike Porter, Vice Chairman

BY:



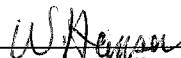
Commissioner Gene Carmody

BY:



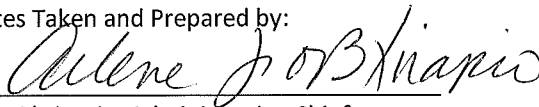
Commissioner David Wheeler

BY:



Commissioner William Hansen

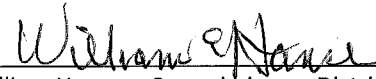
Minutes Taken and Prepared by:



Arlene Obtinario, Administrative Chief

ATTEST:

By:



William Hansen, Commissioner, District Secretary