

## JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

April 8, 2008

### CALL TO ORDER:

Chair Commissioner Robert Pontius called the Regular Meeting of April 8, 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 Commissioner Robert Pontius, Commissioner Mike Porter, Commissioner David Wheeler, and Commissioner Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Administrative Chief Arlene Obtinario and Administrative Assistant Tanya Arey.

Commissioner William Hansen, absent.

### CALL for the FLAG SALUTE:

The Pledge of Allegiance to the Flag of the United States of America was led by Pontius.

### APPROVAL of the AGENDA:

Pontius requested the addition of an agenda item regarding the EMS Special Agency Fund.

**MOTION:** Porter moved to approve the Agenda as edited. Carmody seconded the Motion. Motion carried.

### APPROVAL of MINUTES:

Pontius called for the Approval of the March 11, 2008 Regular Meeting Minutes. **MOTION:** Wheeler moved to approve the March 11, 2008 Regular Meeting Minutes. Porter seconded. The Motion carried.

Pontius called for the Approval of the March 19, 2008 Special Meeting Minutes. Wheeler requested an edit under the subject titled District Wide Assessment; last sentence to read "The anticipated cost would be no more than \$25,000." **MOTION:** Carmody moved to approve the March 19, 2008 Special Meeting Minutes as edited. Wheeler seconded. Motion carried.

### APPROVAL of CONSENT AGENDA:

Pontius called for Approval of the Consent Agenda: March 10 and March 17, 2008 Vouchers; the March payroll paid April 4; and the Tax Collection Tracking Sheet. **MOTION:** Carmody moved to approve the Consent Agenda which included the voucher total of \$39,776.22 and the payroll total of \$120,974.93. Wheeler seconded. The Motion carried.

**CORRESPONDENCE:**

Hansen's letter supporting "the need to begin a search for an Assistant Chief"

State Auditor's letter regarding taxation of volunteers. Wilkerson reported this topic would be included on the May BOC Agenda.

Chmelik Sitkin & Davis' correspondence regarding payments to volunteers

**SEMINARS / MEETINGS:**

Attended meetings were reviewed.

**AMBULANCE TRANSPORT Patient Accounts:**

Patient Acct # 1111. **Motion:** Wheeler moved to authorize a charity write-off in the amount of \$1042. Porter seconded. Motion carried with Pontius abstaining.

Patient Acct # 1130. **Motion:** Pontius moved to authorize a charity write-off in the amount of \$624. Wheeler seconded. Motion carried.

Patient Acct # 1135. **Motion:** Wheeler moved to authorize a charity write-off in the amount of \$736. Porter seconded. Motion carried.

Wilkerson reported that Systems Design has a charity write-off scale that may be helpful to the BOC. This information will be presented to the BOC in the future.

Patient Acct # 1142. **Motion:** Porter moved to turn the account to collections in the amount of \$927. Carmody seconded. Motion carried.

**EMS SPECIAL AGENCY FUND VOUCHER:**

March vouchers were signed by Pontius.

**CALL for PUBLIC COMMENT:**

No comments

**PORT LUDLOW FIREFIGHTERS ASSOCIATION:**

No report

**IAFF LOCAL 3811:**

No report

**CHIEF'S REPORT:**

Wilkerson provided an overview of the new Training Report provided by Lt. McGuffey. Other items reported on were: EJFR has received 33 applicants for the position of chief; Administrative Assistant Arey has completed the Jefferson County Treasurer's Cash Handling class with an upcoming meeting scheduled with the County Auditor and the County Treasurer. Wilkerson also reported that Medical Program director Smith-Poling has indicated her desire for creating the position of a countywide MSO.

## **SUB-COMMITTEE REPORTS**

**Strategic Planning:** District Wide Assessment and Facilities Planning was deferred to Unfinished Business.

**Finance:** Resolution 2008-01: Paying off S-31 LTGO Bond (\$612,183.75) was deferred to New Business.

**Safety:** The first quarter 2008 District Safety meeting was held April 4<sup>th</sup> with no accidents or injuries reported.

**Labor Management:** Addressed in April Chief's Report, attached. Carmody and Pontius reported: Meeting held March 26 as per contract negotiation timeline. Topics included 2008 meeting schedule, possibility of contracting with a third party to give all members intrapersonal training, and merger / partnership opportunities with contiguous fire agencies.

**Equipment & Facilities:** Included in April Chief's Report.

**Tech Committee:** As reported in the March 19 Special Meeting minutes, the BOC approved contracting with Dave Olson and addition of computers is underway.

**Grants:** Submission of two AFGs (Assistance to Firefighters Grants) for a Class-A pumper and training material has been made through FEMA.

**JeffCom:** Director Donna Hamlin and Pontius have met with Timmons, City of Port Townsend, regarding the purchase of a radio tower. Current activities show 11 dispatchers now on duty. The County Fire Chiefs are reviewing a draft radio agreement between JeffCom and Indian Island.

**CALL FOR RECESS:** Chair Pontius called for a five minute recess at 8:06 p.m.

**CALL BACK TO ORDER:** Chair Pontius called the Regular Meeting back to order at 8:11 p.m.

## **UNFINISHED BUSINESS**

### **District Wide Assessment and Facilities Planning**

**MOTION:** Porter moved to authorize Wilkerson to enter into a contract with Emergency Services Consulting Inc. for a district wide assessment and master plan with the cost not to exceed \$25,000. Wheeler seconded. Motion carried. Chief Wilkerson informed the Board that he would begin the scope of work process and establish timelines in the next couple of weeks.

**EXECUTIVE SESSION:** Pontius called for an Executive Session at 8:30 p.m. for 15 minutes for the purpose of discussing contract negotiations. Wilkerson remained.

**CALL BACK TO ORDER:** Pontius called the Regular Meeting back to order at 8:45 p.m. and stated no action taken.

### **SAFER Grant**

Wheeler recommended holding a Special Meeting on how to financially implement the SAFER Grant. The BOC authorized Wilkerson to continue meeting with the Bargaining Unit regarding implementation of the SAFER grant.

## **2007 4<sup>th</sup> Quarter Final Budget Report**

The 4<sup>th</sup> Quarter Final Budget report distributed in March was discussed. Porter commended the Chief, noting two consecutive years of good budget management.

### **FF/PM Vacancy (Recruitment Process)**

Wilkerson reported there are seven candidates for the position. Interviews for the MSO position are set for April 28, and interviews for Fire Fighter/Paramedic are set for April 29. The goal is to have recommendations for BOC consideration at the May 13 meeting for a hire date by July 1.

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

Wilkerson plans to meet with shifts to gather input regarding suggested qualities and qualifications of an AC by April 25 and to have the applicant packet designed by the first of May in time to report to the BOC at the May 13 meeting.

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

Wilkerson will outline preliminary plans at the May 13 meeting.

### **Dedication Plaque (progress update)**

Wilkerson circulated a draft idea for a 16 x 16 or 18 x 16 bronze Station No. 31 dedication plaque for placement near the front door of S-31.

## **NEW BUSINESS**

### **Resolution 2008-01: Paying off S-31 LTGO Bond (\$612,183.75)**

**MOTION:** Pontius moved to authorize the early bond Station No. 31 payoff of \$612,183.75 on June 1, 2008. Wheeler seconded. Motion carried.

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

Wilkerson presented a new PLF&R logo design for BOC review. Wilkerson stated that the existing patch would remain as a commemorative patch. Department members have approved of the proposed logo. Wheeler indicated a need to formally change the district name from Jefferson County Fire Protection District No. 3 to Port Ludlow Fire & Rescue. No action taken.

### **Need for Special BOC Meeting in April 2008**

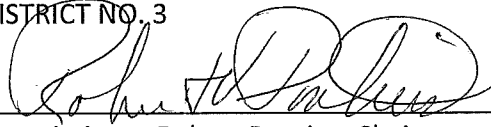
The BOC agreed to call a Special Meeting on April 22 at 7 p.m.

### **Good of the Order**

Wilkerson reported that Lynn Dumars last day is April 16. Wilkerson expressed appreciation for Lynn's work and dedication and encouraged the BOC to thank Lynn.

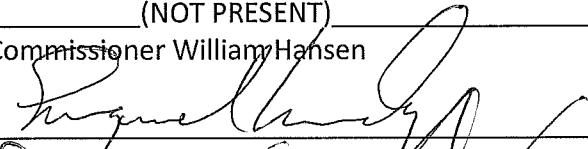
**ADJOURNMENT:** There being no further business, Pontius called for adjournment at 9:28 p.m.

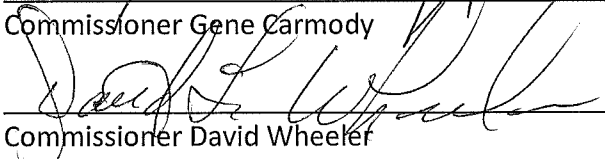
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

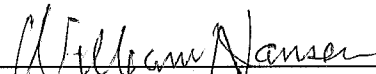
SIGNED: BY:   
Commissioner Robert Pontius, Chairman

BY:   
Commissioner Mike Porter, Vice Chairman

BY: \_\_\_\_\_ (NOT PRESENT)  
Commissioner William Hansen

BY:   
Commissioner Gene Carmody

BY:   
Commissioner David Wheeler

ATTEST:  
By:   
William Hansen, District Secretary

RECORDING SECRETARY:  
By:   
Arlene Obtinario, Administrative Chief