

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

May 13, 2008

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of May 13, 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, William 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. Pontius asked to add Item E to Seminars / Meetings to report on a meeting with East Jefferson Fire & Rescue. Pontius also asked that an executive session be added to the agenda prior to Unfinished Business. **MOTION:** Porter moved to approve the Agenda as edited. Hansen seconded the Motion. Motion carried.

CALL for APPROVAL of MINUTES:

Pontius called for the approval of the April 8, 2008 Regular Meeting Minutes. **MOTION:** Porter moved to approve the April 8, 2008 Minutes. Carmody seconded the Motion. Motion carried.

Pontius called for the approval of the April 22, 2008 Special Meeting Minutes. **MOTION:** Hansen moved to approve the April 22, 2008 minutes. Porter seconded the Motion. Motion carried.

Call for APPROVAL of FINANCIAL REPORTS:

Pontius called for approval of the Consent Agenda including the April 14 and April 21 vouchers totaling \$74,423.85, as well as the April Payroll totaling \$126,429.04. **MOTION:** Wheeler moved to approve the Consent Agenda. Porter seconded the Motion. Motion carried.

CORRESPONDENCE:

An announcement from Snure Law Office was received on May 6, 2008 stating that effective May 1, 2008 Snure Law Office, PSC will be associating their practice with Joseph F. Quinn P.S.

SEMINARS / MEETINGS:

Hansen, Pontius, and Carmody stated that they would be attending the WFCAs Saturday Seminar in Chelan, May 31. Chief Wilkerson will be attending the WA Fire Chiefs Conference in Pasco, July 8-11, and all five commissioners are attending the WFCAs Annual conference October 23-25.

Pontius reported on a meeting he attended with Chief Wilkerson and Commissioner Staph of East Jefferson Fire & Rescue, which focused on district collaboration. It was decided that further

discussion was needed and lead to a meeting regarding EMS issues attended by Commissioner Pontius, Commissioner Carmody, Chief Wilkerson, Chief Boggs, Commissioner Staph, FF/PM Steve Steele, and the local union presidents, Lt. Wicus McGuffey, and Lt. Jason MacDonald.

AMBULANCE TRANSPORT:

The Systems Design report is attached.

CALL for PUBLIC COMMENT:

No comments.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Wilkerson reported that Dave Neault has resigned as Treasurer, and no replacement has been named yet.

IAFF LOCAL 3811:

No report.

CHIEF'S REPORT:

Attached.

CALL FOR RECESS:

Chair Pontius called for a five minute recess at 7:24 p.m. during which time the Local Board for Volunteers conducted a meeting. **MOTION:** Hansen called for a motion to approve membership of volunteer Firefighter/EMT Curtis Sanders and volunteer Firefighter/EMT Trevor Bergen. Porter moved for approval, Wilkerson seconded, the motion carried.

CALL REGULAR MEETING BACK TO ORDER:

Chair Pontius called the Regular Meeting back to order at 7:29 p.m.

SUB-COMMITTEE REPORTS

Strategic Planning:

No report

Finance:

Wheeler noted that overtime was rather high, and Wilkerson suggested we would also see a spike in overtime during the summer months to cover vacations.

Safety:

The second quarter 2008 District Safety meeting will be held in June.

Labor Management:

The second quarter 2008 Labor Management Meeting will be held in June.

Equipment & Facilities:

Apparatus committee is meeting on a regular basis.

Tech Committee:

Three new workstations and a server have been purchased and new software is ordered.

Grants:

Refer to Unfinished Business.

JeffCom:

No report.

CALL for EXECUTIVE SESSION:

Pontius called for an Executive Session at 7:36 p.m. for 20 min to discuss the performance of a public employee. Wilkerson remained with the BOC in the Executive Session. The session was extended at 7:56 p.m. until 8:00 p.m.

CALL REGULAR MEETING BACK TO ORDER:

Pontius called the Regular Meeting back to order at 8:00 p.m. Pontius reported no action required.

CALL FOR RECESS:

Chair Pontius called for a five minute recess at 8:00 p.m.

CALL REGULAR MEETING BACK TO ORDER:

Chair Pontius called the Regular Meeting back to order at 8:05 p.m.

UNFINISHED BUSINESS

Medical Service Officer Recommendation:

Wilkerson made his recommendation of Firefighter/Paramedic Tim Manly to the position of Medical Service Officer, effective June 1, 2008. (MSO Manly will serve a one year probation)

MOTION: Hansen moved that Tim Manly be appointed the new Medical Service Officer as per Wilkerson's recommendation. Carmody seconded. Motion carried.

FF/PM Vacancy (Recruitment Process)

Wilkerson reported that four candidates participated in an assessment process. No recommendations have been made. Wilkerson said he would be scheduling additional interviews with two candidates.

Assistant Fire Chief Hiring Process

Chief Wilkerson reported that the process of defining staff recommended qualifications for an Assistant Chief is underway.

J. Thompson Request To Waive Mitigation Fee

Wilkerson spoke to Attorney Brian Snure who advised that the Board had the authority to waive mitigation fees. He also recommended the development of a policy dealing with waivers of mitigation fees. **Motion:** Carmody moved that a policy be developed regarding waivers of mitigation fees. The item was referred to Wilkerson. Hansen seconded. Discussion followed. Motion carried.

District Wide Assessment and Facilities Planning

Wilkerson announced the cost of the Master Planning Process to be \$19,206.00 and the survey to be \$3,507.00, which stayed below the \$25,000.00 limit. The project is anticipated to be completed in September.

SAFER Grant

Wilkerson reported on the specifics of the SAFER Grant which requires the hiring of three suppression personnel by the deadline of November 22, 2008. Discussion included the potential impact, given federal requirements for the fire district match. **Motion:** Porter moved to accept the Safer Grant, Wheeler seconded. Roll Call Motion: all Commissioners voting yes.

Mutual Aid Discussion with Kitsap #18 (Poulsbo Fire)

No Action.

Dedication Plaque

No Action.

New Logo Design for PLF&R

The board looked at the logo with both red and white backing to show how it would look on the apparatus. This is an ongoing project, no action was taken.

NEW BUSINESS

Resolution 2008-02

Resolution to list the positions of Board Chair, District Secretary, Fire Chief and Administrative Assistant as investment officers for the Fire District. **Motion:** Porter moved to pass Resolution 2008-02, Wheeler seconded. Motion carried.

Resolution 2008-03

Resolution establishes that while Volunteers are not employees of the Fire District, all fees paid are subject to FICA Tax withholding. **Motion:** Wheeler moved to pass Resolution 2008-03, Hansen seconded. Motion carried.

Emergency Medical Services Agreement with Jefferson County Fire District # 2

Wilkerson brought the previously accepted agreement before the board because it had never been signed. **Motion:** Hansen moved to sign the EMS Agreement, Wheeler seconded. Motion carried.

ESIP Insurance Renewal

The current insurance policy will expire on May 31, 2008. Wilkerson explained that there is a 4.6% increase over last year including the addition of the 2008 Tahoe. The total cost of the policy is \$20,252.00. This is a continuation of services from ESIP. **Motion:** Hansen moved to accept the proposed insurance policy, Wheeler seconded. Motion carried.

Kosiuga Request for Early Sick Leave Cash Out

Firefighter Kosiuga has requested to cash out his pre-2008 sick leave balance. Wilkerson stated that an MOU between Port Ludlow Fire & Rescue and the Union will address the conditions

of the early cash-out. **Motion:** Pontius motioned to authorize Wilkerson to enter into a MOU with the union, Hansen seconded. Motion carried.

Sensitivity Training

Wilkerson discussed the need to be aware of our behavior while at work and to remind all of the no tolerance policy for harassment of any kind.

Annual Fire Chief Performance Review

Deadline for evaluation is July 1, 2008.

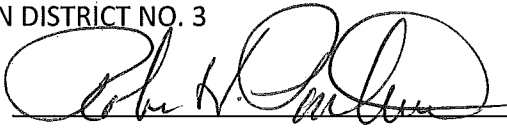
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Commissioner Hansen reported that he would be absent at the June BOC Meeting.

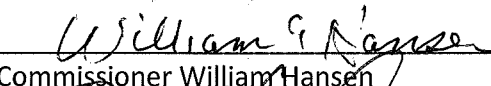
Adjournment:

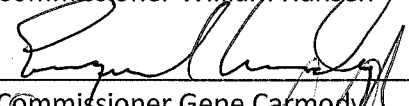
There being no further business, Pontius called for adjournment at 9:20 p.m.

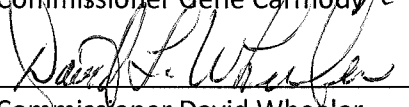
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Robert Pontius, Chairman

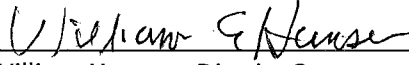
BY: 
Commissioner Mike Porter, Vice Chairman

BY: 
Commissioner William Hansen

BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

ATTEST:

By: 
William Hansen, District Secretary

RECORDING SECRETARY:

By: 
Tanya Arey, Administrative Assistant

ORIGINAL