

JEFFERSON COUNTY FIRE DISTRICT NO. 3

PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

December 9, 2008

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of December 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 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 asked if item B (Apparatus Bond) under Unfinished Business could be moved and discussed after item E. Porter moved to approve the Agenda as amended. Hansen seconded the Motion. Motion carried.

CALL for APPROVAL of MINUTES:

Pontius called for the approval of the November 12, 2008 Public Hearing 2009 Budget Minutes. **MOTION:** Porter moved to approve the November 12, 2008 Public Hearing 2009 Budget Minutes. Hansen seconded the Motion. Motion carried. Pontius called for approval of the November 12, 2008 Regular Board Meeting Minutes. **MOTION:** Hansen moved to approve the November 12, 2008 Regular Board Meeting Minutes. Carmody seconded the Motion. Motion Carried.

Call for APPROVAL of FINANCIAL REPORTS:

Pontius called for approval of the Consent Agenda including the November 11th & 17th vouchers totaling \$28,565.55 as well as the November Payroll totaling \$168,119.07. **MOTION:** Wheeler moved to approve the Consent Agenda. Porter seconded the Motion. Motion carried.

CORRESPONDENCE:

11-26-08 Memo from Chief Wilkerson re Pontius Per-Diem Overpayment

12-03-08 Memo form County Auditor re 2009 Election Dates and Validation Requirements.

SEMINARS / MEETINGS:

The Jefferson County Commissioners & Secretaries Meeting will be held December 11, 2008 at the Timberhouse Restaurant at 6:00pm

Snure Seminar – Employment Law

Spokane January 31, 2009

Ocean Shores February 7, 2009

Lynnwood February 21, 2009

WFC and WFA Legislative Day in Olympia will be March 9, 2009

WFA Saturday Seminar:

Ocean Shores March 21, 2009

Chelan May 30, 2009

WFA Annual Conference will be in Spokane October 22-24, 2009.

Carmody reported that he attended the WFA Healthcare meeting and he will be the Region #9 Alternate for Mick McKinley.

AMBULANCE TRANSPORT Patient Accounts

None.

CALL for PUBLIC COMMENT:

Raelene Rossart asked Pontius if the nominations for the Board Chair position are held in December or January. He stated that they occur in January per the RCW. Rossart also mentioned that she spoke with Pontius after the last Board of Commissioners meeting regarding having a public comment period later in the meeting to address any issues brought up after the designated public comment period. Pontius stated that he would allow for a later public comment when appropriate at the Chair's discretion.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

FF/EMT Justin Slye reported that they would be swearing in the newly elected officers at their next meeting.

IAFF LOCAL 3811:

No report.

CHIEF'S REPORT:

Wilkerson requested that Lt. McGuffey introduce the PLF&R members who were in attendance and may not be familiar to the Commissioners. Lt. McGuffey introduced Pat French, a volunteer who frequently joins the shifts in his time off, Curtis Lightner a resident volunteer, who is now back at station #31 from #33, FF/PM Matt Schmitz, a new SAFER Grant hire now stationed at #33 and FF/PM Scott Wilson, a resident volunteer who the newest member at PLF&R.

Full Chief's Report is attached.

Call for Recess

Pontius called for a five minute recess at 7:30 p.m.

Call Back to Order

Pontius called the meeting back to order at 7:35 p.m.

SUB-COMMITTEE REPORTS**Strategic Planning:**

To be discussed under unfinished business item C.

Finance:

To be discussed under unfinished business item B.

Safety:

Next meeting scheduled for December 12, 2008.

Labor Management:

The next meeting is scheduled for December 15th.

Equipment & Facilities:

No report.

Tech Committee:

No report.

Grants:

We have not yet heard the disposition of our 2008 SAFER Grant application which provides for Volunteer Recruitment and Retention.

JeffCom:

No report.

UNFINISHED BUSINESS**Assistant Chief Recruitment (progress update)**

Wilkerson stated that we are still in the application phase, and we have received two applications back. He has had five conversations with interested parties. The job closes on December 19th.

ESCI Master Plan and Internal Survey Update

Wilkerson reported that the internal survey has been completed and submitted. The Board of Commissioners and the Lieutenants have received copies. They will discuss and prioritize at the next Labor Management meeting.

Dedication Plaque

Plaque is complete and Lieutenant McGuffey will look into getting it mounted soon.

Volunteer Participation Guidance (progress update)

Wilkerson reported that he and Lt. Reynolds are looking to develop a policy and guide that will clearly stipulate guidelines for training, response, etc.

Apparatus Bond

Porter asked the Board of Commissioners to schedule a Special Meeting because he was not ready to vote. The Board discussed and scheduled a Special Meeting for December 12th at 1:00pm.

NEW BUSINESS

Administrative Staff Wage & Benefit Recommendation

Wilkerson proposed that Administrative Assistant receive a wage increase from \$16.50 per hour to \$17.00 per hour as well as an increase in Deferred Comp from \$125.00 per month to \$150.00 per month. These increases are in line with what our represented employees will receive as of January 1st 2009. **MOTION:** Pontius moved to accept the wage and deferred comp increase as recommended by Wilkerson, effective January 1, 2009. Hansen seconded. Motion carried.

Pope /DNR Land Swap

Wilkerson made the Board aware of a possible land swap between the DNR and Pope Resources. A public hearing for any public remarks will be scheduled for early 2009.

Review JCFD # 4 ALS Mutual Aid Agreement

Wilkerson stated that PLF&R is responding more frequently to District No. 4 (Brinnon) and the current agreement needs to be reviewed. One of the issues is that even when PLF&R responds all the way into Brinnon, if we do not transport, there is no payment for our time and expense. Wilkerson reported that he and Chief Herbst will be looking at the agreement and hope to have a proposal for the individual Boards in the near future.

Good of the Order; Questions & Answers

Carmody asked how our mutual aid to other Fire Districts was working out. Wilkerson replied that it is going well. In November there were 11 EMS calls to Districts 2 & 5. He indicated that we will continue to monitor the additional work load and its impact on service levels within PLF&R.

Lt. McGuffey is working with the Hood Canal Bridge Contractor and Poulsbo Fire to conduct confined space training in February or March, 2009.

Wheeler noted that an article about FF/EMT VanNess being a Big Brother was very nice to see.

Wilkerson asked everyone to keep Chief Wilson in their thoughts, he has completed a round of extensive treatment.

Wilkerson reported that East Jefferson Fire Rescue has hired Chuck Tandy as their new Fire Chief and that he will begin on January 5, 2009.

Wilkerson stated that this meeting is the last Regular Board Meeting of the year and wished everyone Happy Holiday's


Adjournment:

There being no further business Pontius called for adjournment at 8:34 pm.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3


SIGNED:

BY:




Commissioner Robert Pontius, Chairman

BY:



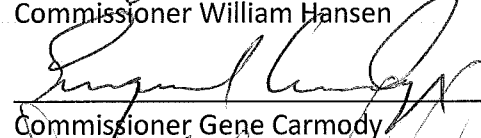
Commissioner Mike Porter, Vice Chairman

BY:



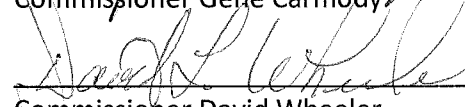
Commissioner William Hansen

BY:



Commissioner Gene Carmody

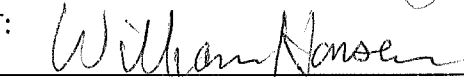
BY:



Commissioner David Wheeler

ATTEST:

By:



William Hansen, District Secretary

RECORDING SECRETARY:

By:



Tanya Arey, Administrative Assistant