

Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS REGULAR MEETING A G E N D A
February 10, 2009

Call to Order Regular Meeting Chair Pontius 7:00 p.m.

Flag Salute Chair Pontius

Call for Approval of the Agenda

Call for Approval of Minutes

- A. January 13, 2009 Regular Board Meeting Minutes TAB 1
- B. February 2, 2009 Special Board Meeting Minutes

Consent Agenda: Motion to Approve *(items may be pulled by Board Member Request for discussion if needed)*

Financial Reports

- A. Vouchers: No Vouchers Paid in January 2009 \$ TAB 2
- B. Payroll:
 - January 08 Payroll paid February 5, 2009 \$116,609.86 TAB 3
- C. Tax Collection Tracking Sheet TAB 4
- D. 1/31/09 Detailed Financial Report TAB 5

Correspondence: TAB 6

- 01-30-09 Letter from K. Cartmel (Auditor Office) re Annual Personal Financial Affairs Statements
- 02-06-09 Memo from D. Hamlin (JeffCom) re Legislative Support for S-0466 and HB2029

Seminars/Meetings

- A. Northwest Leadership, Portland, OR March 4 – 6, 2009
- B. WFC and WFCOA Legislative Day, Olympia March 9, 2009
- C. Snure Seminar-Employment Law:
Lynnwood April 18, 2009
- D. WFCOA Saturday Seminar:
Ocean Shores March 21, 2009
Chelan May 30, 2009
- E. WFC Conference, Spokane May 27 -30
- F. WFCOA Annual Conference, Spokane October 22-24, 2009

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts:

TAB 7

Patient Account 1004
Patient Account 1137
Patient Account 1188
Patient Account 1210

Public Comment

Port Ludlow Fire Fighters Association
IAFF Local 3811
Chief's Report

TAB 8

CALL for Recess. Conduct Local Board for Volunteers Meeting

TAB 9

2009 Committee Assignments and Sub-Committee Reports

- A. Strategic Planning (Comm. Pontius, Comm. Hansen)
- B. Finance (Comm. Wheeler, Comm. Carmody)
- C. Safety (Comm. Porter)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Tech Committee (Comm. Porter)
- G. Grants (Comm. Hansen)
- H. JEFFCOM (Comm. Pontius)

Unfinished Business

- A. Consideration of Fire Chief Recommendation for Assistant Fire Chief Hiring
- B. ESCI Master Plan and Internal Survey (Final Report to be presented Feb 17 @ 6PM)
- C. Volunteer Participation Guidance (progress update)
- D. JCFD # 4 ALS Mutual Aid Agreement (update)
- E. EMS Special Agency Fund (update)

New Business

- A. Health Force Wellness Exam Proposal
- B. Final 2008 Budget Review
- C. SAFER Grant Award Notification for Volunteer Recruitment/Retention

Public Comment (for new business items only)

Good of the Order; Questions & Answers

Adjournment

**** An Executive Session may be called at anytime that the Board of Fire Commissioners deem it appropriate under RCW 42.30.110**

JEFFERSON COUNTY FIRE DISTRICT NO. 3

PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

February 10, 2009

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of February 10, 2009 Board of Commissioners for Port Ludlow Fire & 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, Bill Hansen, Mike Porter, David Wheeler, 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:** Wheeler moved to approve the agenda as written, Hansen seconded. Motion carried.

CALL for APPROVAL of MINUTES:

Pontius called for the approval of the January 13, 2009 Regular Board Meeting Minutes. **MOTION:** Hansen moved to approve the January 13, 2009 Regular Board Meeting Minutes. Carmody seconded the Motion. Motion carried. Pontius called for approval of the February 2, 2009 Special Board Meeting Minutes. **MOTION:** Carmody moved to approve the February 2, 2009 Special Board Meeting Minutes. Pontius seconded the Motion. Motion Carried.

Call for APPROVAL of FINANCIAL REPORTS:

Pontius called for approval of the Consent Agenda including the January Payroll totaling \$116,609.86. **MOTION:** Carmody moved to approve the Consent Agenda. Hansen seconded the Motion. Discussion: Wheeler noted that the payroll was larger than normal due to paid leave buyouts. Motion carried.

CORRESPONDENCE:

01-30-09 Letter from K. Cartmel (Auditor Office) re Annual Personal Financial Affairs Statements

02-06-09 Memo from D. Hamlin (JeffCom) re Legislative Support for S-0466 and HB2029

SEMINARS / MEETINGS:

Pontius noted upcoming seminars and meetings of interest to the Board and staff.

AMBULANCE TRANSPORT Patient Accounts

Patient Account 1004 - No action taken, Board recommends sending a certified letter to notify patient of collection process if no payment is received.

Patient Account 1137 - Hansen moved for a charity write-off in the amount of \$21.75. Carmody seconded. Motion carried.

Patient Account 1188 - No action taken, Board recommends sending a certified letter to notify patient of collection process if no payment is received.

Patient Account 1210 - Porter moved to send account to collections in the amount of \$1123.00. Hansen seconded. Motion carried.

CALL for PUBLIC COMMENT:

Ron Helmonds thanked the Board of Commissioners for the chance to be a part of the interview panel for the Assistant Chief process. He noted that he was very impressed by all three candidates and they were top notch.

Raelene Rossart, asked if all of the candidates for the Assistant Chief position visited Station 31 prior to the application process. Wilkerson responded that of the ten candidates that applied, at least four to his knowledge spent time visiting with district staff and touring the fire district.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Association President, Kurt VanNess reported that the PLFR FF Association was purchasing GPS navigation units for the ambulances. They also were purchasing some small tools for Engine 31, 33, and 34, and the Association would be holding a Pancake Feed and Bingo night in Paradise Bay on March 14, 2009.

IAFF LOCAL 3811:

No report.

CHIEF'S REPORT:

Wilkerson reported that we had a successful Assistant Chief Selection process. He thanked all involved and noted that he received positive comments from all three candidates. Wilkerson also reported that the Insurance claim for damages due to the power surge should be wrapped up in March and most of the equipment has been replaced. Wilkerson stated that we will be receiving a new Ricoh copy machine to replace the machine that is currently in use. This is due to an oversight with the leasing agent, who failed to charge us for the machine for over a year. Ricoh will not be charging us at all for the use of that machine, and we will start fresh with a new machine and lease. Wilkerson also mentioned that the State Auditor is currently conducting an audit for 2005-2007. An apparatus and facilities report from Lt. Lueders noted that U.S. Fire Equipment has conducted the first round of maintenance.

SUB-COMMITTEE REPORTS

Strategic Planning:

See Unfinished Business.

Finance:

The new Financial Format is now in use, commissioners received the first monthly report of the year.

Safety:

No report.

Labor Management:

Next meeting scheduled for March 3, 2009 at 8:30am.

Equipment & Facilities:

Pontius, Wilkerson, Lt. Lueders, FF/PM Binder, and FF/PM Manly all visited Braun NW and toured the facility. Manly and Binder are currently working on specs for an ambulance.

Tech Committee:

Wilkerson reported on a presentation he gave to the Port Ludlow Computer Club regarding the use of technology in the fire service. There were 20 -30 people in attendance and the information was well received.

Grants:

Commissioner Hansen mentioned that we are entering "Grant Season" he urged people to be creative and come up with ideas for grants that would focus on community development with the fire service at the center.

JeffCom:

Pontius reported that the next meeting is March 13, 2009, and they would be discussing the new infrastructure with the contractor. GPS mapping of the county is currently underway.

Call for Recess:

Pontius called for a 5 minute recess at 8:00pm.

Call Back to Order:

Pontius called the meeting back to order at 8:07pm.

Call for Executive Session:

Pontius called for a 25 minute executive session to discuss the qualifications of an applicant for public employment and to review the performance of a public employee.

At 8:35pm Pontius extended the Executive Session for 10 minutes.

At 8:45pm Pontius extended the Executive Session for 10 minutes.

At 8:55 Pontius extended the Executive Session for 15 minutes.

Call Back to Order:

Pontius called the meeting back to order at 9:15pm noting that no action had been taken while in executive session.

UNFINISHED BUSINESS

Consideration of Fire Chief Recommendation for Assistant Fire Chief Hiring

Wilkerson noted that the recruitment for the Assistant Chief position was extensive and according to all that were involved with the interview process, each of the candidates were extremely qualified. Wilkerson stated that it was his recommendation that the Board authorize him to negotiate an employment contract with Mr. Randy Coggan and then bring that draft employment agreement back to the Board for their consideration at a special Board meeting to be held on February 17, 2009. **MOTION:** Porter moved to authorize Wilkerson to negotiate a contract with Mr. Coggan and bring it back to a Special Board Meeting on February 17, 2009. Hansen seconded. Motion carried.

ESCI Master Plan and Internal Survey (Final Report)

Wilkerson reported that ESCI would be on site to give a final presentation of the Master Plan to the Board of Fire Commissioners on February 17, 2009 and an additional presentation on February 18, 2009.

Volunteer Participation Guidance (progress update)

Nothing new to report.

JCFD # 4 ALS Mutual Aid Agreement (update)

No progress has been made. Wilkerson hopes to have it completed by March.

EMS Special Agency Fund (update)

Next meeting will be on February 19, 2009.

NEW BUSINESS

Healthforce Wellness Exam Proposal

Wilkerson informed the Board that he has been working with Healthforce Partners to conduct our annual wellness exams as well as entry level exams. A proposal has been made that will allow us to stay within our budget forecast for wellness and still bring a significant improvement to our wellness program.

Final 2008 Budget Review

Wilkerson presented the final 2008 budget review.

Porter discussed his concerns with the current economic crisis in our country and how he felt the district might be affected after the 2012 property value reassessment.

Public Comment

Raelene Rossart asked about what happens to the annual roll-over from the previous year's budget. Wilkerson stated that as this was a time for public comment that comments rather than questions are appropriate. Wilkerson also stated that Rossart is always welcome to bring her questions to him as has been offered several times to her. Wilkerson went on to say that he is always happy to take the time meet with members of the public and to answer questions that they have about their fire district.

Good of the Order; Questions & Answers

Carmody noted that at the Exit Interview with the Stated Auditor, commissioners could rotate two at a time if they would like to speak to her.

Wilkerson reported that Chief Wilson is now back to work part time.

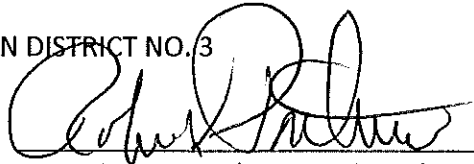
Adjournment:

There being no further business Pontius called for adjournment at 9:55 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

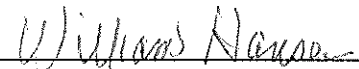
SIGNED:

BY:



Commissioner Robert Pontius, Chairman

BY:



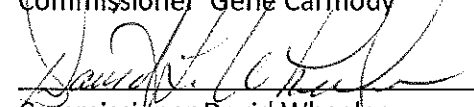
Commissioner William Hansen, Vice Chairman

BY:



Commissioner Gene Carmody

BY:




Commissioner David Wheeler

BY:

Commissioner Mike Porter

Minutes Taken and Prepared by:



Tanya Arey, Administrative Assistant

ATTEST:

By: 

William Hansen, Commissioner, District Secretary