

Ambulance Transport Patient Accounts: TAB 7
None – see Systems Design Report

Public Comment

Port Ludlow Fire Fighters Association

IAFF Local 3811

Chief's Report TAB 8

CALL for Recess. Conduct Local Board for Volunteers Meeting

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. Proposed Changes to Trauma and EMS Council Bylaws TAB 9
- B. Request to Rescind current policies regarding volunteer, resident and student firefighter (Pol 2801/App 2801. Pol 2803, App 2803A/B, Pol 2804, Pol 2805) TAB 10
- C. Proposed Volunteer Job Descriptions (Vol FF, EMS Only, Support and Resident FF) TAB 11
- D. Proposed New Policy 2801 regarding the Volunteer and Resident Program TAB 12
- E. Review Volunteer Program Document to include changes to points and stipends TAB 13

New Business

- A. Permanent Status Recommendation For SAFER FF's Slye and VanNess
- B. FPP Type 5 Engine Proposal
- C. Fire Chief's Performance Appraisal

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 FIRE COMMISSIONERS
REGULAR MEETING MINUTES
July 14, 2009**

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular meeting of July 14, 2009 Board of Fire Commissioners for 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, Bill Hansen, David Wheeler, Mike Porter and Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Assistant Chief Randy Coggan 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 any changes to the agenda. Wilkerson added item E to Unfinished Business: Extension of Lt. Eligibility to the August 11, 2009 Board Meeting. He also added item D to New Business: Schedule a 2nd Board Meeting on July 21st or July 27th. Porter moved to approve the agenda as amended, Hansen seconded. Motion carried.

New Volunteer and Resident Firefighter Introductions

Wilkerson and Coggan introduced the new Volunteers and Residents attending the meeting. Volunteer Gary Kavanagh, Residents: Eric Campbell, Jacob Hill, and Tony Bragg were in attendance. Volunteer Gary Zambor and EMS only Volunteer Kristin Madden were unable to attend.

CALL for APPROVAL of the CONSENT AGENDA:

Pontius called for the approval of the Consent Agenda which includes the June 9, 2009 Regular Board Meeting minutes, the June 2009 vouchers, and the June 2009 Payroll totaling \$129,625.04. Hansen moved to approve the Consent Agenda, Porter seconded. Discussion: Porter asked if the Finance Committee met to go over the Financial Report monthly, Wheeler stated that they did. Motion carried.

CORRESPONDENCE:

None.

SEMINARS / MEETINGS:

See attached.

AMBULANCE TRANSPORT Patient Accounts:

None – See Systems Design Report

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Association President FF/EMT Kurt VanNess reported that they held a car wash on June 27th and will be having one more at the end of summer. He noted that the Association would be receiving a substantial donation that will be used to purchase a LifePak 12. Wilkerson added that he was initially contacted by the individual who inquired about making a donation on behalf of her Family Foundation, to verify how the funds would be used.

VanNess also reported that Association is having a picture board built by Resident FF/EMT Peter Wickstrom that will hold pictures of all members and a staff photo.

IAFF LOCAL 3811:

Lt. Wicus McGuffey reported that the Annual Mike Beery Golf Tournament will be held at the Seven Cedars Golf Course on August 15th.

CHIEF'S REPORT:

Wilkerson noted that the 4th of July passed without any incidents involving fireworks. A full Chief's report is attached.

CALL for RECESS:

Pontius called for a five minute recess at 7:18 p.m.

CALL BACK to ORDER:

Pontius called the meeting back to order at 7:21 p.m.

SUB-COMMITTEE REPORTS**Strategic Planning:**

No report.

Finance:

Wheeler reported that the Finance Committee met on July 7th and discussed the budget and how the District is looking at the half-year mark. He noted that there are two areas which at the present rate will go over the set budget, commissioner per diems and overtime.

Commissioner per diems, though budgeted at less than the statutory maximum amount will likely exceed the budgeted amount. Wheeler suggested that rather than having two commissioners audit the vouchers, they take turns monthly. This would cut out twelve meetings per year. Wheeler stated that we need to look at staying within the budget. Wilkerson stated that our audit process is invaluable and Carmody suggested asking the State Auditor about this idea.

The overtime budget was set at \$120,000.00 and at the present rate will exceed that. Currently 70% of the overtime budget has been expended. Porter asked what the cause was. Wilkerson explained that part is due to a long term injury and part can be contributed to an MOU regarding the SAFER employees. While a SAFER employee is in their first year, three non-safer employees will also be on shift if possible. This will likely not be a problem in the future as two of the three SAFER employees are completing their first year today. Carmody noted that the overall budget is at 40% at the half-year mark. Wilkerson noted that while it is possible that some of the specific line item budget amounts would exceed the amount budgeted, the overall bottom line budgeted amount for 2009 is well within where he expects it to be.

Porter voiced his concerns regarding assessed property values and questioned where we would get revenues past 2011.

Safety:

The 3rd Quarter Safety Meeting is scheduled for August 3, 2009. Porter noted that the monthly safety reports are very well done.

Labor Management:

Committee will meet on July 15th.

Equipment & Facilities:

No meetings scheduled, Wheeler stated that inspections should be made within the next month to see what's needed at each station.

Tech Committee:

Met in June and the next meeting will be in September.

Grants:

Coggan gave an update on the grants in progress. The AFG Grant has not been awarded yet though letters of support have been sent to Senator Cantwell and Representative Dicks. The Fire Prevention Grant has not yet been awarded though letters of support have been received from 8-9 surrounding Fire Districts and School Districts. The Fire Fighter Property Grant will be discussed in New Business.

JeffCom:

Pontius reported that the Tower at Station 16 is close to becoming the property of JeffCom. Spillman is being held in abeyance due to technical issues but the tower work is going forward. JeffCom held a retreat at City Hall in Port Townsend. Gardiner, part of JCFD # 5 (Discovery Bay) is trying to become part of Clallam 3 though there are issues with funding for JeffCom.

UNFINISHED BUSINESS**Proposed Changes to Trauma and EMS Bylaws**

Porter moved to adopt the EMS agreement as amended, Hansen seconded. Discussion: Carmody questioned what exactly the language changes were. Wheeler noted that the contract is still being looked over by the attorney and asked if the Board should wait to adopt the agreement. Hansen noted that it has been three years already and Pontius agreed that it should be put to rest. Motion carried.

Request to Rescind Current Policies Regarding Volunteer, Resident, and Student Firefighter and Proposal of New Policies and Job Descriptions

Wilkerson stated that four new job descriptions have been created for four types of Volunteer positions in the new Volunteer Policy. In order to get the new policy adopted the old policies need to be rescinded. Wilkerson recommends the Board rescind Policy 2801 and Appendix 2801, Policy 2803 and Appendix 2803 A/B, Policy 2804, and Policy 2805. Hansen moved to approve Wilkerson's recommendation to rescind the four policies and associated appendices. Porter seconded, motion carried.

Wilkerson recommended approval of the new job descriptions for the four types of Volunteers which are: Volunteer Firefighter, EMS Only, Support, and Resident Firefighter. Porter moved to approve the proposed Volunteer job descriptions. Hansen seconded, motion carried.

Wilkerson recommended the approval of the new Volunteer Policy 2801 which will replace all the policies just rescinded. Carmody moved to approve Policy 2801, Wheeler seconded. Discussion: Hansen reminded the Board that two years ago they agreed to simplify the policies so they could be referred back to the WAC, approving this new policy supports that. Porter asked if the new policy will make all new volunteers eligible for a pension. Wilkerson replied that some will be eligible and some will not. Motion carried.

CALL for RECESS:

Pontius called for a five minute recess at 8:05 p.m.

CALL BACK to ORDER:

Pontius called the meeting back to order at 8:11 p.m.

Review Volunteer Program Document to include changes to points and stipends

Coggan reviewed the new Volunteer Program that incorporates all four types of volunteers and lays out exactly what they can expect from the application process through the training, participation standards, point system, shift stipends and the signed resident agreement. Porter asked how we would keep track of the points earned and participation of each volunteer. Wilkerson stated that we are already doing that with Emergency Reporting. Volunteers will be given a quarterly report of their participation and points. Porter also questioned how we would get money back from a member we have paid to put through the academy then they leave the district. Wilkerson stated that we would do all due diligence.

Wheeler asked how regular volunteers are notified of a call. Wilkerson stated that Volunteers would have radios and if they did not make it to the station in time to get on an apparatus they can call in to the Duty Crew and be recorded as being on the call. Carmody clarified that current volunteers would have to start to meet the standards of the new policy, but they would not have to start over.

Wilkerson presented a handout (attached) that outlined what the cost of a new volunteer actually is. He stated that the cap on the number of traditional volunteers will be 15. Wilkerson also noted that Volunteer Recruitment and Retention Grant will offset \$20,000-\$25,000 per year. In an effort to help offset expenses incurred for a twenty four hour shift, Wilkerson recommended that Resident Firefighters be given a \$90 stipend. Wheeler moved to approve the recommended \$90 shift stipend effective August 1, 2009. Porter seconded, motion carried.

Extension of Lieutenant Eligibility Test

Wilkerson asked the Board to approve an extension of the Lieutenant Eligibility List to August 11, 2009. Porter moved to approve the extension of the Eligibility List to August 11, 2009, Wheeler seconded. Motion carried.

NEW BUSINESS

Permanent Status Recommendation for SAFER FF's Slye and VanNess

Porter moved to approve permanent status for Firefighters' Slye and VanNess per Wilkerson's recommendation. Carmody seconded, motion carried.

FF Type 5 Engine Proposal

As part of the DNR Firefighter Property Grant, the district received an offer of a 1994 Ford F-700 chassis with a Cummins diesel engine with approximately 15,000 miles. With the mounting of a

refurbished wildland skidload, the completed vehicle would meet a type 5 engine classification. The costs associated with this project would be an estimated \$46,000. With the sale of Engine 31 the funds would likely be replaced. Once complete the vehicle would become a revenue source for the district at a base rate of an estimated \$60 per hour when mobilized. Hansen asked where the vehicle would be located. Wilkerson stated it would likely be kept at Station 32.

Wheeler moved to approve the use funds from the Capital Project Fund to pay for the project of a type 5 wildland engine at a cost not to exceed \$46,000. Porter seconded, motion carried. Wilkerson noted that the completed apparatus when completed would have a value in excess of \$90,000.

Fire Chief's Performance Appraisal

Due at the next regularly scheduled Board Meeting, August 11, 2009.

Schedule a 2nd Board Meeting this Month

Due to the large amount of information to be covered Wilkerson recommended adding a second Board Meeting in July, either on the 21st or the 27th. All commissioners were in agreement that the 21st would work best, and scheduled the meeting for 7:00 p.m. at Station 31.

Public Comment (for new business items only)

None.

Good of the Order; Questions & Answers

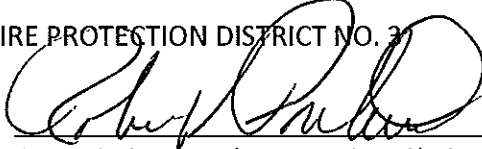
Pontius moved that the Board approve a Commissioners Award for the Staff at Applebee's of Fargo, North Dakota, for their excellent customer service. Wheeler seconded, motion carried.

Carmody commended Coggan for his work on the Volunteer Policy as well as the brush truck from DNR. Carmody also noted that the new paint in the Training Room looks great and recognized Sally Wilkerson for her efforts. Wheeler suggested the Board write her a letter of thanks and possibly take her out to lunch.

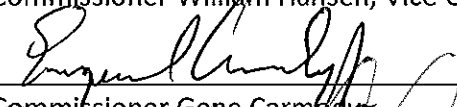
Adjournment:

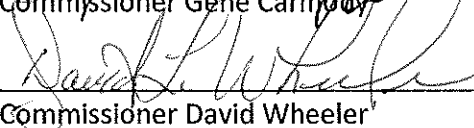
There being no further business, Pontius called for adjournment at 9:32 p.m.

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

ATTEST:

By: William Hansen
William Hansen, District Secretary

RECORDING SECRETARY:

By: Tanya Arey
Tanya Arey, Administrative Assistant