

*Port Ludlow Fire & Rescue*  
 BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A  
 December 8, 2009

Call to Order Regular Meeting	Chair Pontius	7:00 p.m.
Flag Salute	Chair Pontius	
Call for Approval of the Agenda	Chair Pontius	
Presentation to Mike Porter for Service as a Fire Commissioner for Port Ludlow Fire & Rescue	Chair Pontius	

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

**Minutes**

November 10, 2009 Regular Commissioner Meeting Minutes	TAB 1
November 10, 2009 Public Hearing Minutes	
November 24, 2009 Special Meeting Minutes (Workshop)	

**Financial Reports**

A.	Vouchers: (November 9, 16 and 26)	\$ 44,322.00	TAB 2
B.	Payroll:		
	November Payroll paid December 4, 2009	\$180,954.12	TAB 3
C.	11/30/09 Detailed Financial Report		TAB 4

**Correspondence:** TAB 5

NONE

**Seminars/Meetings**

See Attached TAB 6

Report on Seminars/Meetings attended since last meeting

**Ambulance Transport Patient Accounts:** TAB 7

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. Helmonds)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Grants (Comm. Hansen)
- G. JEFFCOM (Comm. Pontius)

### **Unfinished Business**

- A. Commissioner Compensation Policy TAB 9
- B. Type 5 Wildland Engine Project (Update)

### **New Business**

- A. Fire Chief's Employment Agreement TAB 10
- B. 2010 Ambulance Billing Rate Review and Recommendation TAB 11
- C. Short Term 2009 Oath of Office for Commissioner Helmonds

### **Public Comment (for new business items only)**

#### **Good of the Order;**

- LODD Lakewood Police Officers
- Chief Moser Surgery on December 9,2009

### **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**

**December 8, 2009**

### **CALL TO ORDER:**

Board Chair Commissioner Robert Pontius called the regular meeting of December 8, 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, David Wheeler, Gene Carmody, Bill Hansen, and Ron Helmonds. Administrative Staff present were Chief Ed Wilkerson, Assistant Chief Randy Coggan and Administrative Assistant Tanya Cray.

### **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. Hansen moved to approve the agenda, Wheeler seconded. Motion Carried.

### **PRESENTATION to MIKE PORTER:**

Pontius presented a plaque with a mounted badge to Mike Porter to thank him for his years of service as a Port Ludlow Fire & Rescue Commissioner.

### **CALL for APPROVAL of the CONSENT AGENDA:**

Pontius called for the approval of the Consent Agenda which includes the November 10, 2009 Regular Board Meeting minutes, the November 10, 2009 Public Hearing minutes, the November 24, 2009 Special Meeting minutes, the November 2009 Payroll totaling \$180,954.12 and the monthly financial report. Helmonds moved to approve the Consent Agenda, Carmody seconded. Discussion: Carmody noted that the finance committee audited the vouchers and found them all to be in order; he also noted that the payroll was particularly high this month due to the sick leave buyouts. 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:**

Wilkerson mentioned that the association will be paying for the meals for the career staff and commissioners at the Holiday Banquet as well as paying for \$1000.00 of the new exercise equipment.

### **IAFF LOCAL 3811:**

None.

**CHIEF'S REPORT:**

Wilkerson noted that beginning this month he has added a section for Administrative Reports to his Chief's report. Wilkerson also reported that Chief Moe Moser of District #2 is going in for heart surgery and he asked that we assist when needed. Wilkerson also expressed to the Board his concern regarding the expectations of District 5 regarding Port Ludlow Fire & Rescue covering Duty Chief when their Chief Officers are working at their full time jobs and unable to respond. Wilkerson encouraged the Board to enter into dialogue with the District #5 Board of Commissioners concerning their needs and expectations of our district above and beyond normal mutual aid.

Wilkerson reported that after the Board approved a \$100.00 payment to the Fire Chiefs Association to have the County Master Mutual Aid plan reviewed by Brian Snure, Districts 4 & 5 voted against the expense. Discussion followed and the Board supports the Master Mutual Aid Plan and will work with the other Fire Districts that support it as well.

**CALL for RECESS**

Pontius called for a 5 minute recess at 8:05 p.m.

**CALL BACK To ORDER**

Pontius called the meeting back to order at 8:12 p.m.

**CALL for RECESS**

Pontius called for a brief recess at 8:12 p.m. to conduct the Local Board for Volunteer Fire Fighters Meeting.

**CALL BACK To ORDER**

Pontius called the meeting back to order at 8:21 p.m.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

None.

**Finance:**

Wheeler stated that we will end 2009 better off than anticipated.

**Safety:**

The 2009 4<sup>th</sup> QTR Safety Meeting will be held January 11<sup>th</sup>.

**Labor Management:**

Next meeting will be January 21<sup>st</sup>.

**Equipment & Facilities:**

There have been some change orders to the new Brush Rig but it is still within budget.

**Grants:**

None.

**JeffCom:**

None.

## **UNFINISHED BUSINESS**

### **Commissioner Compensation Policy**

Wilkerson presented the draft policy to the Board. Helmonds stated that he likes the policy. Hansen suggested that the Board approve the policy and make any amendments later. Hansen moved to approve the administrative policy regarding commissioner compensation as presented, Helmonds seconded. Motion carried.

### **Type 5 Wildland Engine Project (Update)**

Wilkerson reported on an inspection trip he and Coggan took to U.S. Fire. There were several recommended changes to the design and layout but it will be a very nice and functional apparatus that is still expected to come in at \$46,000 or under.

## **NEW BUSINESS**

### **Fire Chief's Employment Agreement**

Wilkerson presented the Board with some suggested changes to his employment agreement dated August 19<sup>th</sup>, 2008. In an effort to comply with the State Auditor's suggestions, an end date of December 31, 2015 was added so as to expire with the newest Board Member term expiration. The Board discussed the Chief's compensation and reiterated their desire to grant a 3% increase effective January 1, 2010. Finally Wilkerson requested that the Board approve a \$110.00 per month cell phone stipend for the purpose of obtaining a personal cell phone with internet connectivity and adequate service area coverage. This will alleviate the need for the district to provide a district phone for the Chief and will allow him to carry only one phone. Hansen moved to amend the agreement addendum including the compensation, contract end date, and cell phone stipend, Helmonds seconded. Motion carried.

### **2010 Ambulance Billing Rate Review and Recommendation**

Wilkerson presented the following recommendations to the Board:

- Increase BLS Rates to \$460 for residents and \$560 for non-residents.
- Leave ALS 1 Rates as is.
- Increase ALS 2 rates to \$785 for residents and \$885 for non-residents.

Wilkerson noted that the District has not raised ambulance billing rates since 2007. He also discussed the current allowable rates for Medicare and pointed out that our BLS and ALS2 rates are below Medicare allowables. Wilkerson then noted that our rates are competitive with or below the majority of other fire districts in our region.

Wheeler would rather leave the spread between residents and non-residents at \$75 and not \$100, Pontius concurred. Carmody moved to accept Wilkerson's recommendation for the ambulance billing rates effective January 1, 2010, Helmonds seconded. All in favor: Hansen, Carmody, and Helmonds. Opposed: Wheeler and Pontius. Motion carried

### **Short Term 2009 Oath of Office for Commissioner Helmonds**

Helmonds was sworn in by Hansen.

### **Public Comment**

None.

### **Good of the Order; Questions & Answers**

Wilkerson stated that four members of our District were attending the memorial service for the four fallen Lakewood Police Officers who were murdered, and it is heartwarming to see the support of all the agencies. Pontius called for a minute of silence in honor of the four Police Officers.

Wilkerson reported that Chief Moe Moser is scheduled for open-heart surgery the next day. He asked that everyone keep him in our thoughts.

Carmody noted that during the next legislative session, upcoming topics will be license plates for volunteers, and the possible elimination of many boards and commissions including, the Board for Volunteer Fire Fighters, EMS Council, and the Fire Forum.

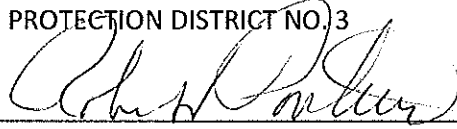
Hansen offered his appreciation to the Fire Department for putting up the Christmas Lights in the village center, and thanked Sally Wilkerson, Virginia Coggan and everyone involved for their efforts in putting the Holiday Recognition Banquet together.


Wheeler suggested that the commissioners not put in for a per diem for attending the Holiday Banquet.

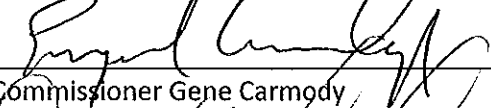
**Adjournment:**

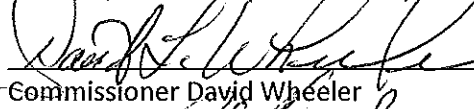
There being no further business, Pontius called for adjournment at 9:29 p.m.

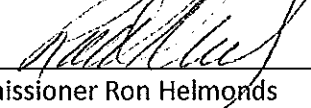
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

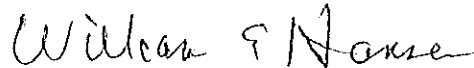
SIGNED: BY:   
Commissioner Robert Pontius, Chairman

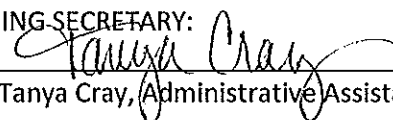
BY:   
Commissioner William Hansen, Vice Chairman

BY:   
Commissioner Gene Carmody

BY:   
Commissioner David Wheeler

BY:   
Commissioner Ron Helmonds

ATTEST:  
By:   
William Hansen, District Secretary

RECORDING SECRETARY:  
By:   
Tanya Cray, Administrative Assistant