

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
February 8, 2011

Call to Order Regular Meeting

Chair Carmody 7:00 p.m.

Flag Salute

Call for Approval of the Agenda

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

Minutes

January 11, 2011 Regular Board Meeting

TAB 1

Approval of:

- | | | | |
|----|--|--------------------------|-------|
| A. | January 2011 Vouchers: | \$27,210.07 | TAB 2 |
| B. | Payroll: | | |
| | January Payroll paid February 4, 2011 | \$152,475.92 | TAB 3 |
| C. | Financial Report | | TAB 4 |
| D. | Sick Leave & Vacation Liability as of 01/31/11 | | |
| | | Sick Leave: \$ 19,653.36 | |
| | | Vacation : \$ 45,705.98 | |

Correspondence:

TAB 5

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

2011 Committee Assignments and Sub-Committee Reports

- A. Strategic Planning (Comm. Carmody, Comm. Hansen)
- B. Finance (Comm. Wheeler, Comm. Helmonds)
- C. Safety (Comm. Helmonds)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Grants (Comm. Hansen)

Unfinished Business

- A. E-32 Offer from Poulsbo Firefighters Association
 - B. Policy Revision for Ambulance Billing
 - C. Status of Contract Negotiations between IAFF Local 3811 and District
 - D. 2008 ~ 2009 Audit Report (FINAL)
 - E. AC Hiring Status (Update)
- TAB 9
TAB 10

New Business

- A. Board Certification of Lieutenant Eligibility List
 - B. Probationary Lieutenant Recommendation
 - C. Captain Testing
- TAB 11
TAB 12
TAB 12

Good of the Order;

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

February 8, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of February 8, 2011 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 Gene Carmody, David Wheeler, Robert Pontius, Bill Hansen, and Ron Helmonds. Administrative Staff present were Chief Ed Wilkerson 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 Carmody.

CALL for APPROVAL of the AGENDA:

Carmody called for approval of the agenda. Helmonds moved to approve the agenda, Helmonds seconded. Motion Carried.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which included the January 11, 2011 Regular Board Meeting Minutes, the January 2011 vouchers totaling \$27,210.07 and the January Payroll totaling \$152,475.92. Helmonds noted that the Finance Committee reviewed the vouchers and all were in order. Wheeler moved to approve the Consent Agenda, Hansen seconded. Motion carried.

CORRESPONDENCE:

None.

SEMINARS / MEETINGS:

Hansen noted that Legislative Day was good experience and they were well received. See attached schedule.

AMBULANCE TRANSPORT Patient Accounts:

See Systems Design Report

CALL for PUBLIC COMMENT:

Mike Porter addressed the board regarding a recent article in the paper about the loss of tax revenue and the effect on the Fire District.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Lt. McGuffey stated that the Tower Climb is coming up the first weekend in March and 15 Firefighters would be participating. Several Firefighters have been out in the neighborhoods doing some fundraising.

IAFF LOCAL 3811:

No Report.

CHIEF'S REPORT:

Wilkerson stated that the administrative staff and Board over the course of the past few years have done an exceptional job of financial planning that allowed for the early payoff of our headquarters fire station, the execution of a comprehensive apparatus replacement plan, building our joint resident firefighter program and the building of our reserve funds that will, at the end of 2011, have well over \$1,000,000.00.

Wilkerson stated that he has conducted the 2010 Training and Compliance Audit and a few issues were found and are currently being corrected. The Assistant Chief position closed on the February 3rd and 25 applications were received and scored by ESCI. On January 14th Capt. Binder and Lt. McGuffey organized the Lieutenant Testing and brought several assessors from different departments around the region to assist us in the assessment process.

SUB-COMMITTEE REPORTS

Strategic Planning:

In a holding pattern until after the new Assistant Chief is hired. It is anticipated that we will begin the formal strategic planning process in June/July of 2011.

Finance:

Wheeler noted that during the last Audit, it was discovered that we needed to replenish the Petty Cash and Advance Travel accounts to \$1,500.00 and \$5,000.00 respectively. Wheeler stated that we might want to make some changes to those amounts and possibly eliminate the Advance Travel account entirely, as we don't use it that often.

Safety:

The 1st Quarter District Safety Meeting is scheduled for April 5, 2011.

Labor Management:

Labor/Management meetings are suspended while negotiations are underway.

Equipment & Facilities:

Wilkerson reported that Rice, Fergus, Miller will soon begin the S33 assessment process.

Grants:

Grants are ongoing. Wilkerson reported that he just submitted the 2011 Fire Prevention and Safety Grant. If successful we will receive funds towards the purchase of a "smart garbage can" prop for the Life Safety Trailer as well as a "smart fire extinguisher" prop for training and a revamp of our Knox Box program.

Hansen asked about the curriculum for the Life Safety Trailer, Volunteer Coordinator Laura Halady stated that she would bring a sample to the next Board meeting.

UNFINISHED BUSINESS

E-32 Offer from Poulsbo Firefighters Association

Wilkerson stated that Engine 32 has been advertised in the Peninsula Daily News, The Leader, and the Daily Dispatch with no inquiries. However, Eddie Wright of the Poulsbo Firefighters Association has put in an offer of \$2,500.00 for the Engine to donate it to Uganda. Wilkerson recommended that the Board accept the offer. Pontius moved to accept the offer of \$2,500.00 from the Poulsbo Firefighters Association, noting that it is about \$500.00 more than the scrap value of the truck. Helmonds seconded, motion carried.

Policy Revision for Ambulance Billing

Wilkerson stated that Attorney Brian Snure looked over the current ambulance billing policy and noted a couple of items that could be changed. Snure recommended that we should not automatically write off any balance owing for Medicare patients after Medicare has paid their portion, because we do not do this for any other patients. He also recommended that it could be considered gifting of public funds if we write off any remaining balances after insurance has paid for family of members of the District or local law enforcement officers. Wilkerson presented a draft policy with the recommended changes. Pontius moved to adopt the revised policy per Wilkerson's recommendation. Wheeler seconded, motion carried.

Status of Contract Negotiations between IAFF Local 3811 and District

Wilkerson reported that the next mediation meeting is scheduled for February 17th at 11:00am.

2008~2009 Audit Report (FINAL)

As reported previously, the District has received the final financial and accountability audit report for the years 2008 and 2009. No findings or management letters were issued and this continues the unblemished record of the District's audits since 1965. See Final Audit Reports attached.

AC Hiring Status (Update)

Wilkerson reported that the position closed as of February 3rd and all applications have been scored. The next step in the process will be for ESCI to get invite letters out to all the candidates and alternates for the assessment process March 11-13. Wilkerson asked the Board to consider having an Executive Session on the 13th.

NEW BUSINESS

Board Certification of Lieutenant Eligibility List

Wilkerson presented a Memo to the Board stating that three candidates completed a Lieutenant Test on January 14th and the results in order of finish were: Justin Slye, Rodney Gregory, and Kurt VanNess. Wilkerson recommended that the Board certify the list for a period of two years. Helmonds moved to certify the list as presented. Pontius seconded, motion carried.

Probationary Lieutenant Recommendation

Wilkerson presented a Memo to the Board stating that after reviewing the personnel files, applications and results from the Lt. Testing process; he recommends that the Board appoint FF/EMT Rodney Gregory to the position of Probationary Lieutenant effective March 1, 2011. Pontius moved to accept Wilkerson's recommendation and appoint FF/EMT Rodney Gregory to Probationary Lieutenant effective March 1, 2011. Helmonds seconded, motion carried.

Captain Testing

Wilkerson presented a Memo to the Board requesting approval to begin a Captain testing process. The significant growth of the organization creates supervisory issues and too many direct reports for the Assistant Chief position. He recommends that the Board authorize him to move forward with a Captain testing process with the goal of establishing a Captain Eligibility list by mid June, 2011. Hansen moved to approve Wilkerson's recommendation and authorize him to move forward with the testing process for a Captain Eligibility List. Pontius seconded. Pontius requested a cost breakdown for the positions be presented at the next Board meeting. Motion carried.

Good of the Order; Questions & Answers

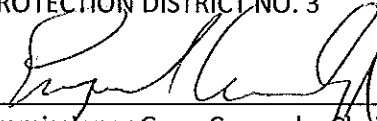
Pontius noted that the Governor is proposing to take funds from the 911 tax to fund the Disaster Response Account; this could put future 911 Grant Funds in jeopardy.

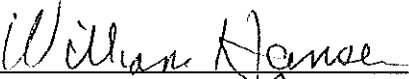
The flag is currently at half staff to honor the corrections officer who was killed in the line of duty.

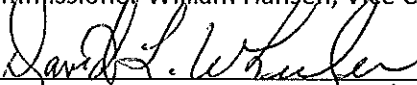
Adjournment:

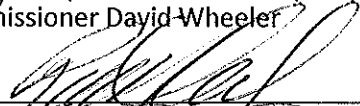
There being no further business, Carmody called for adjournment at 8:11 p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Gene Carmody, Chairman


BY: 
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner David Wheeler


BY: 
Commissioner Ron Helmonds

BY: 
Commissioner Robert Pontius

ATTEST:

By: 
William Hansen, District Secretary

RECORDING SECRETARY:

By: 
Tanya Cray, Administrative Assistant