

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
April 12, 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

March 8, 2011 Regular Board Meeting	TAB 1
March 13, 2011 Special Board Meeting	
March 16, 2011 Special Board Meeting	

Approval of:

A.	March 2011 Vouchers:	\$46,231.47	TAB 2
B.	Payroll:		
	March Payroll paid April 5, 2011	\$146,943.38	TAB 3
C.	Financial Report		TAB 4
D.	Sick Leave & Vacation Liability as of 03/31/11		
		Sick Leave: \$ 19,653.36	
		Vacation : \$ 57,284.25	

Correspondence:

TAB 5

3-25-11 Letter from State Mediator re: Arbitration

Seminars/Meetings

See Attached

TAB 6

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts:

TAB 7

Account # 460 – Request for Charity Write-Off

Account # 369 – Recommend Charity Write-Off

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. Mediation Update between IAFF Local 3811 and District
- B. Master Mutual Aid Agreement

TAB 9
TAB 10

New Business

- A. Joint Tender proposal between PLFR and JCFD #2
- B. Draft Board of Fire Commissioners Guidelines Document

TAB 11
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
April 12, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of April 12, 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 Fire 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. Wheeler moved to approve the agenda, Hansen seconded. Motion Carried.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which included the March 8, 2011 Regular Board Meeting Minutes, the March 13, 2011 Special Board Meeting Minutes, the March 16, 2011 Special Board Meeting Minutes, the March 2011 vouchers totaling \$46,231.47 and the March Payroll totaling \$146,943.38. Helmonds noted that the Finance Committee reviewed the vouchers and all were in order. Wheeler noted that there were a couple of large invoices for vehicle maintenance. Wilkerson stated that the service we get from Flying Wrench is very good. Wheeler moved to approve the Consent Agenda, Helmonds seconded. Motion carried.

CORRESPONDENCE:

3-25-11 Letter from Public Employment Relations Commission re: Arbitration

SEMINARS / MEETINGS:

Carmody noted that the Region 9 Meeting was held at McCormick Woods and hosted by South Kitsap Fire & Rescue on April 9th. He stated that Steve Neupert will not be running for Region 9 Representative again and asked the Board for input regarding his running for the position. The Board did not have any issue with the request.

Wilkerson reported that he and Helmonds attended the "Making Pieces Fit" workshop given by Jack Snook of ESCi. He noted that it dealt with managing in tough economic times and was an excellent presentation.

See attached meeting schedule.

AMBULANCE TRANSPORT

Patient Accounts:

Patient Account #460 – Request for Charity Write-Off
Pontius recused himself from this voting on this account. Wilkerson noted that he would like to get additional information for the Board before they consider this request.

Patient Account # 369 – Recommend for Charity Write-Off

The patient requested a payment plan of no less than \$100.00 per month to pay off the transport bill in the amount of \$1048.00. Wilkerson stated that he recommended a write-off for this account due to an error in the billing from the hospital to the Insurance Provider that resulted in the Insurance denying the entire bill and leaving the responsibility completely on the patient at no fault of the patient. He also stated that the patient had spent the past year trying to get the matter resolved. Wheeler moved to grant the request of the patient and accept payments of no less than \$100.00 per month. Hansen seconded, motion carried.

See Systems Design Report

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

None.

IAFF LOCAL 3811:

Lt. Alex Kosiuga thanked the Board and the Negotiation team for their hard work during the negotiation process. He stated that the contract is well balanced and fair and he is in attendance tonight to sign the contract.

CHIEF'S REPORT:

Wilkerson reported that the Assistant Chief contract has been signed. The process was long but well executed and he was very pleased with all those who were involved.

Wilkerson stated that the Festival By the Bay planning is in the works and they are showcasing Port Ludlow Fire & Rescue, as well as having entertainment and a fireworks show.

Rice Fergus Miller has completed a structural assessment and site review of Station 33 and he should be receiving a report soon.

SUB-COMMITTEE REPORTS

Strategic Planning:

Wilkerson reported that he will begin scheduling time with ESCi very soon to begin the formal Strategic Planning Process and anticipates that by June 2011 we will likely be in full swing with expectations to be wrapped up with the process by September.

Finance:

No report.

Safety:

The 1st Quarter District Safety Meeting was postponed and the next meeting is still to be announced.

Labor Management:

Labor/Management meetings are suspended while negotiations are underway.

Equipment & Facilities:

Wheeler requested to schedule a facilities walk through. Pontius asked about the kind of driver training the crews receive. Wilkerson stated that he is very proud of the Company Officers and the

program they run for training. It is a very strict regimen and each person needs to get signed off on each apparatus before they are allowed to drive it.

Grants:

Wilkerson noted that we are current with all of our funding requests and we are ready to submit for the next quarter. We have not received a rejection notice regarding the 2010 SAFER Recruitment and Retention Grant and that is a positive sign.

The 2010 Fire Prevention grant is submitted but we will likely not hear anything for several months.

The 2011 Assistance to Firefighters Grant has not yet opened.

UNFINISHED BUSINESS

Mediation Update between IAFF Local 3811 and District

Wilkerson stated that he went into executive session with the Board at the earlier Special Board meeting and discussed the current negotiations status. IAFF Local 3811 members have voted to ratify the 2011 – 2013 Collective Bargaining Agreement and Lt. Alex Kosiuga is present and authorized to sign the contract on behalf of the Local. Wilkerson noted that this was a long, professional process that involved numerous meetings and many tough issues. Both the District and the Local worked to develop a fair and appropriate contract that acknowledged the current economic times that we live in. Wilkerson thanked Lt. McGuffey, Lt. Kosiuga and FF Seeley as the negotiation team for the Local for their time and effort along with Board Chair Gene Carmody in representing the District. Wilkerson recommended that the Board sign the contract.

Carmody noted that in these difficult times neither side gets 100% of what they want. Pontius moved to accept the contract with IAFF Local 3811 for 2011-2013 with the stipulation that it will go into effect as of April 1st, 2011. Helmonds seconded, motion carried. Wilkerson stated that given the state of the economy, this contract is something he could take to any citizen and they would realize that everyone was paying attention.

Master Mutual Aid Agreement

Wilkerson reported that four of the five districts in the county have signed the agreement, with Brinnon opting to not sign. Brinnon Chief Bob Herbst reported at a JCFC&S Meeting that Attorney Brian Snure reviewed the agreement and stated that part of the contract only applied to DNR and that Brinnon wanted that particular section removed from the agreement. Wilkerson contacted Snure, who sent an email stating why that section should stay. The Board decided that the agreement should remain as is.

NEW BUSINESS

Joint Tender proposal between PLFR and JCFD #2

Wilkerson presented a Memo to the Board outlining both the needs of each district as well as a proposal to fit those needs. JCFD #2 needs a tender and PLFR has two tenders and a need to have automatic and timely responses to calls in the southern portion of our District. Both departments also have a need for upgraded SCBA's.

The proposal is to house one of PLFR's tenders at Station 21. JCFD #2 and PLFR would enter into an agreement that would have JCFD #2 compensate PLFR for 50% of the true market value of the PLFR's Engine 34 to include fire and radio equipment. JCFD #2 would also share in the cost of maintenance and insurance for the tender. In conjunction with the shared agreement for the tender, the proposal suggests a joint SCBA repair and maintenance program.

Wilkerson asked the Board if the proposal is something they would like him to pursue. They were in agreement that they would like to see it taken to the next step and get a more information regarding the agreement.

Draft Board of Fire Commissioners Guidelines Document

Wilkerson reported that currently we have numerous policies in effect that pertain to Fire Commissioners as well as a Commissioner Handbook that Attorney Snure developed. He presented a draft document that would take the place of many of the current policies dealing with the Board. Wilkerson noted that the current Commissioners are already doing what is outlined in the document and this is intended to memorialize those actions. The Board expressed that a workshop should be scheduled after they have had time to read through the document.

Good of the Order; Questions & Answers

Wilkerson recognized Captain Matt Binder for his efforts and thanked him for stepping up and doing an immensely helpful job over the past several months.

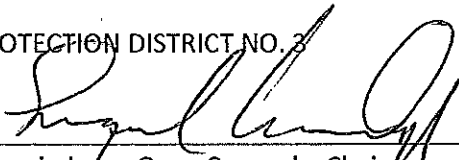
Wheeler noted that at the Region 9 Conference the subject of Facebook was brought up and how social networking sites can affect the Fire Service.

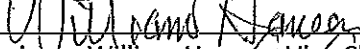
Carmody noted that at a recent presentation given by County Assessor Jack Westerman, a citizen stood up and stated misinformation regarding the District's financial situation. Carmody stated that he would write a letter to the Port Ludlow Village Council to correct the misinformation given.

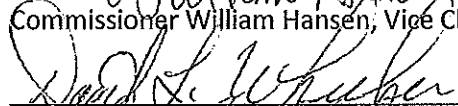
Adjournment:

There being no further business, Carmody called for adjournment at 9:14 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Gene Carmody, Chairman

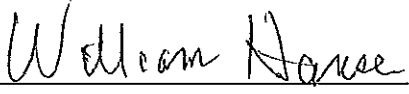
BY: 
Commissioner William Hansen, Vice Chairman

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