

*Port Ludlow Fire & Rescue*  
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A  
June 14, 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**

May 10, 2011 Regular Board Meeting TAB 1

**Approval of:**

A. May 2011 Vouchers: \$34,974.89 TAB 2

B. Payroll:  
May Payroll paid June 3, 2011 \$163,965.07 TAB 3

C. Financial Report TAB 4

D. Sick Leave & Vacation Liability as of 05/31/11

Sick Leave: \$ 5,653.23

Vacation : \$ 66,797.05

**Correspondence:**

5/10/11 Rossart Ltr to BOC re: PLFR/JCFD2 Tender Proposal TAB 5

**Seminars/Meetings**

See Attached TAB 6

Report on Seminars/Meetings attended since last meeting

**Ambulance Transport Patient Accounts:**

See Systems Design Report TAB 7

**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)
- G. JEFFCOM (Comm. Pontius)

**Unfinished Business**

- A. Draft Board of Fire Commissioners Guidelines Document (update) TAB 9
- B. UW Paramedic Training (update)
- C. Joint Tender proposal between PLFR and JCFD #2 (update)
- D. Strategic Planning
- E. BIAS Software Purchase TAB 10
- F. Station 33 Assessment

**New Business**

- A. CD Proposal TAB 11
- B. Center Island Parking Proposal TAB 12
- C. Non Represented Staff Benefits
- D. Draft Policy on Job Descriptions TAB 13

**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**  
June 14, 2011

**CALL TO ORDER:**

Board Chair Commissioner Gene Carmody called the regular meeting of June 14, 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, Bill Hansen, and Ron Helmonds. Administrative Staff present were Fire Chief Ed Wilkerson, Assistant Chief Brad Martin 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, Hansen seconded. Motion Carried.

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

Carmody called for the approval of the Consent Agenda which included the May 10, 2011 Regular Board Meeting Minutes, the May 2011 vouchers totaling \$34,974.89 and the May Payroll totaling \$163,965.07. Helmonds noted that the Finance Committee reviewed the vouchers and all were in order. Hansen moved to approve the Consent Agenda, Helmonds seconded. Motion carried.

**CORRESPONDENCE:**

5-10-11 Rossart Letter to BOC re: PLFR/JCFD2 Tender Proposal

**SEMINARS / MEETINGS:**

Hansen reported on the WFCA Chelan Saturday Seminar, stating that it was one of the best meetings he had attended.

See attached meeting schedule.

**AMBULANCE TRANSPORT**

See attached report from Systems Design.

**CALL for PUBLIC COMMENT:**

Mike Porter addressed the Board regarding a recent public records request that had made and stated that he would be soon requesting more public records.

**PORT LUDLOW FIRE FIGHTERS ASSOCIATION:**

No report.

**IAFF LOCAL 3811:**

No Report.

**CHIEF'S REPORT:**

Wilkerson stated that a significant amount of staff time has been consumed with JeffCom with the culmination of a \$3.5 million infrastructure build out and the work involved with implementing the new Computer Aided Dispatch System (CAD). He noted that the CAD system should go "live" in mid July with the RMS/Mobile component coming on in mid September.

Wilkerson introduced Jean Soper, who is our new Administrative Volunteer. The Board welcomed and thanked her for volunteering her time. Wilkerson also reported that he, AC Martin, and Volunteer Coordinator Laura Halady attended the Washington Fire Chiefs Conference. This year, the conference included a number of segments that dealt with volunteer recruitment and retention.

Wilkerson stated that Residents Marcucci, Carr, and Carlile will be graduating from the State Fire Academy on June 26<sup>th</sup>, and again the response from the Academy Instructors has been extremely positive in regards to the recruits that we have sent them. This is in large part due to the caliber of training they have received prior to attending the Academy.

Wilkerson reported that while the Resident Program is thriving, the majority of traditional volunteers are not meeting the minimum requirements of the program. Capt. Binder and Halady have met with the volunteers and Binder, Halady, and Martin will be meeting on June 15<sup>th</sup> to discuss possible solutions.

Wilkerson added a letter from FF/PM Dan Wagner thanking him for the opportunity to attend a class at the National Fire Academy that was focused on Advanced Safety Operations and Management. Wagner noted that it was a wonderful experience and he came away with a network of friends from all over the country. He also was able to bring back multiple training CD's to add to the Department library. Carmody noted that he had similar experiences when he attended the National Fire Academy.

**CALL FOR RECESS:**

Carmody called for recess at 7:28 pm to convene the Board for Volunteers.

**CALL TO ORDER:**

Carmody called the meeting back to order at 7:36 pm.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

We continue to work with ESCi to begin our formal strategic planning process in July/August.

**Finance:**

Helmonds noted that the District finances are looking good year to date.

**Safety:**

The next meeting will take place in July. Wilkerson noted that AC Martin is the designated District Safety Officer and he is getting up to speed.

**Labor Management:**

AC Martin reported that he is working with the Union to set a date for the next meeting.

**Equipment & Facilities:**

Wilkerson, Martin and Wheeler completed a facilities walk through and noted some areas that need attention.

**Grants:**

Wilkerson reported that we have not yet received any notification of rejection or approval for the SAFER Recruitment and Retention Grant, but there is still a possibility that we could get it. The awards have not yet been made for the Prevention Grant. The Fire Act Grant is in the workshop phase, and Wilkerson noted that it may be possible to submit on a Regional Level for Mobile Data Computers. We

have also put in for a State Archives Grant that if successful will cover the costs of sending all of our archived Board Minutes and Resolutions to the Washington State Archives as well as having them scanned into an external hard drive for us.

**JeffCom:**

Wilkerson reported that JeffCom Board is functioning in a more professional and progressive manner, thanks in part to the new Director, Janet Silvus.

**UNFINISHED BUSINESS**

**Draft Board of Fire Commissioners Guidelines Document (update)**

Wilkerson noted that the Board of Fire Commissioners Guidelines Document was adopted in the Special Board Meeting held earlier in the evening. He noted that it condenses the entire 1000 Series into a one page policy.

**UW Paramedic Training (update)**

Wilkerson reported that FF/EMT Kurt VanNess was originally slated to attend the training program, but he determined that he was not prepared to enter into a long term commitment to the District. Wilkerson stated that FF/EMT Peter Wickstrom was given the opportunity and he interviewed with Dr. Copass and Program Manager Brooks. Dr. Copass stressed that he expects rural county students to remain in their rural counties once the training is complete.

**Joint Tender proposal between PLFR and JCFD #2 (update)**

Wilkerson reported that the District 2 Board went against the advice of their Fire Chief and bought a chassis onto which they will retro fit an old tank they have. This ends the tender proposal. Wilkerson noted that Brian Snure had begun to put together some interlocal language and we will be sending them a bill for their portion.

**Strategic Planning**

Wilkerson noted that we are still on track to have ESCi come in July to begin the strategic planning process.

**BIAS Software Purchase**

Wilkerson stated for the first year with BIAS, we were on a month to month lease of the software, in order to make sure that it was something that we wanted to purchase. The program has far exceeded our expectations. Wilkerson asked the Board to authorize the purchase of the software with funds from the Capital Projects Fund. He noted that the invoice he received from BIAS appears to be incorrect and may be a little too high. He stated that he would look into it and make sure that it is correct before paying. Helmonds moved to authorize the expenditure of the software for no more than \$11,323.44 out of the Capital Projects fund. Hansen seconded, motion carried. Hansen also wanted to note that he was a concerned about paying an incorrect invoice. Wilkerson stated that he would report the status of the invoice at the next meeting.

**Station 33 Assessment**

Wilkerson reported that he just received reports from Rice Fergus Miller and suggested a workshop for the Board, the architect Howard Struve and Dave Fergus of Rice Fergus Miller, to review the report.

**NEW BUSINESS**

**CALL FOR EXECUTIVE SESSION:**

Carmody called for a 15 minute Executive Session for the purpose of discussing contract issues at 8:10 p.m.

**CALL BACK TO ORDER:**

Carmody call the meeting back to order at 8:27 p.m. and noted that no decisions had been made.

**CD Proposal**

Wilkerson presented a Memo to the Board regarding the dismal investment performance of the Washington State Investment Pool. Currently our Reserve Account is yielding approximately \$1020.00 annually (assuming a \$700,000.00 balance). Judi Morris, the County Treasurer has offered to allow us to tag onto the County's agreement with Kitsap Bank. If we purchase a \$700,000.00 CD with a five year term from Kitsap Bank, the annual interest return would be approximately \$13,300.00. If we needed to withdraw any or all of the funds early we would have to give 90 days' notice and pay a penalty of \$3,325.00. Wilkerson noted that the CD would fall under the Public Deposit Protection Commission and is fully collateralized by the bank. He recommended that the Board authorize him to work with the County Treasurer and Kitsap Bank to purchase a 5 year CD in the amount of \$700,000.00 with a 90 day interest penalty call feature. Helmonds moved to authorize Wilkerson to move forward and work with the County Treasurer to purchase a \$700,000.00 CD with a 5 year term and a 90 day call. Hansen seconded, motion carried.

(Commissioner Pontius enters the meeting at 8:50 p.m.)

**Center Island Parking Proposal**

Wilkerson presented a prevailing wage bid from Shold Excavating Inc. for \$4,699.10 to remove the sod in the center island and lay crushed rock to make a parking area. Helmonds moved to accept the proposal dated 6/10/11 from Shold Excavating Inc. in the amount of \$4,699.10. Carmody seconded, motion carried.

**Non Represented Staff Benefits**

Wilkerson stated that it has been a goal of the Board to attempt to have parity and equity between the represented and non represented staff wage and benefits packages. In an effort to accomplish this, the Board Chair has put together a committee to look into some options. The committee will include Wilkerson, Helmonds, and Carmody.

**Draft Policy on Job Descriptions**

Wilkerson presented a policy that enables all members to easily reference job descriptions for career and volunteer positions within Port Ludlow Fire & Rescue. The policy would eliminate the current practice of having a separate policy for each job description. Helmonds moved to approve administrative policy 524.10.10. Pontius seconded, motion carried. Pontius moved to discontinue the use of the 2430 series of policies. Hansen seconded, motion carried.

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

Hansen stated that he had put his name in for the upcoming election out of habit. He noted that for the first time there are three candidates running for the position, so he will be withdrawing his name.

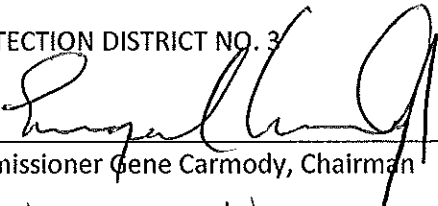
Wilkerson stated that he along with AC Martin and Capt. Binder would be attending a memorial service for the line of duty death of a 38 year old Battalion Chief from Chelan County Fire District # 1 in Wenatchee.

Carmody thanked Wilkerson for providing the election information that states what can and can't be done by public employees during election time.

**Adjournment:**

There being no further business, Carmody called for adjournment at 9:16 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY:   
Commissioner Gene Carmody, Chairman

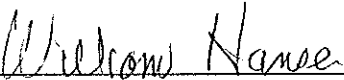
BY:   
Commissioner William Hansen, Vice Chairman

BY: \_\_\_\_\_  
excused absence  
Commissioner David Wheeler

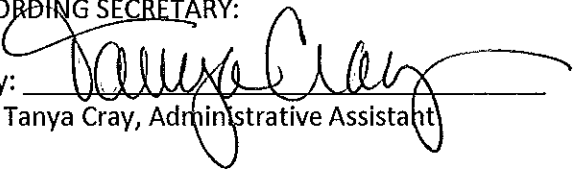
BY:   
Commissioner Ron Helmonds

BY:   
Commissioner Robert Pontius

**ATTEST:**

By:   
William Hansen, District Secretary

**RECORDING SECRETARY:**

By:   
Tanya Cray, Administrative Assistant