

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

June 14, 2011 Special Board Meeting	TAB 1
June 14, 2011 Regular Board Meeting	

Approval of:

A.	June 2011 Vouchers:	\$ 68,023.12	TAB 2
B.	Payroll:		
	June Payroll paid July 5, 2011	\$151,849.10	TAB 3
C.	Financial Report		TAB 4
D.	Sick Leave & Vacation Liability as of 06/30/11		
		Sick Leave: \$ 5,653.23	
		Vacation : \$ 59,070.60	

Correspondence:

06/27/11	Letter from State Auditor re: Rate Increase	TAB 5
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Seminars/Meetings

See Attached	TAB 6
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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. UW Paramedic Training (update)
- B. Strategic Planning (update)
- C. Captain Test (update)
- D. Non Represented Staff Benefits TAB 9

New Business

- A. SCBA Program Upgrades TAB 10
- B. PLFR/QVFD Joint Resident Program TAB 11
- C. Future of Traditional Volunteer Program

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
July 12, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of July 12, 2011 Board of Fire Commissioners for Port Ludlow Fire & 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, Robert Pontius, Dave Wheeler, 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. Hansen 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 June 14, 2011 Special Board Meeting Minutes, the June 14, 2011 Regular Board Meeting Minutes, the June 2011 vouchers totaling \$68,023.12 and the June Payroll totaling \$151,849.10. Wheeler reported that the Finance Committee reviewed the vouchers and all were in order. Wheeler also noted that the vouchers were a little higher this month due to the LTGO Bond Interest payment and the annual apparatus maintenance work. Helmonds moved to approve the Consent Agenda, Hansen seconded. Motion carried.

CORRESPONDENCE:

06-27-11 Letter from State Auditor re: Rate Increase

SEMINARS / MEETINGS:

Carmody reported that he attended the WFCAs Healthcare meeting and noted that the 2012 rates will not increase and there will be a holiday of premiums in the month of January.

Carmody also attended the WFCAs Board Meeting. The Washington State Fire Marshall discussed the training fund they have which has never really been utilized. There is an estimated \$7,000,000.00 in the fund that they would like to take 50% of to use for capital projects at the North Bend Fire Academy. No decisions have been made yet.

See attached meeting schedule.

AMBULANCE TRANSPORT

See attached report from Systems Design.

CALL for PUBLIC COMMENT:

Raelene Rossart expressed that she is concerned that by adding two Captain Positions the District will be too top heavy and money could be better used by the District.

PORT LUDLOW FIRE FIGHTERS ASSOCIATION:

Wilkerson stated that the Fire Fighters Association is likely going to be discontinued. They have been unable to have quorum to hold a meeting.

IAFF LOCAL 3811:

No Report.

CHIEF'S REPORT:

Wilkerson reported that forty-two letters have been sent out to members of the community inviting them to attend a Strategic Planning Session on July 19th. Some RSVPs have been received and follow up phone calls will be made.

The JeffCom simulcast cutover was successful and a big improvement has been noticed. The next phase will occur on July 18th with the switch from Positron to New World CAD. The RMS and Mobile components will be implemented in September.

SUB-COMMITTEE REPORTS

Strategic Planning:

See item B in Unfinished Business.

Finance:

Wheeler noted that the 2012 Budget process will begin at the end of August.

Safety:

The next meeting will be held July 15th at 9:00am.

Labor Management:

Martin reported that the next meeting is scheduled for July 14th.

Equipment & Facilities:

On July 18th the Board will have a Special meeting to review the Station 33 Assessment.

Grants:

Wilkerson noted that we have a handful of grants out that we have not heard any news about yet. These include the SAFER, Prevention, AFG, and Archives Grants.

JeffCom:

Pontius reported that the JeffCom Board voted to split the costs of the RMS and Mobile components into thirds. The City, the County, and the Fire Districts will each pay a third of the cost.

UNFINISHED BUSINESS

Carmody moved up item B from New Business. Carmody introduced District 2 Board Chair, Debbie Randall who was in attendance. Randall expressed her hope that Port Ludlow Fire & Rescue, will continue to be there for Quilcene as they have in the past, after the death of Chief Wilson and while Chief Moser underwent heart surgery. Wilkerson stated that Port Ludlow will continue to respond to Quilcene when requested under our mutual aid agreement. Wilkerson noted that the ALS Interlocal agreement is still in effect.

PLFR/QVFD Joint Resident Program

Wilkerson recommended to the Board that they temporarily suspend the Joint Resident Program with Quilcene until professional supervision and leadership issues are resolved at District 2. The safety and consistent supervision of the Resident Firefighters is a priority. Wilkerson noted that if the Board followed through with his recommendation that he would reduce the current Resident Program to 12

from 15. Wheeler moved to approve the Chief's recommendation regarding the Resident Program, Helmonds seconded. Pontius wanted to know if there was any kind of contract between the districts. Wilkerson stated that there was no formal written agreement and did not believe that there would be any liability to temporarily suspend the program. He went on to say that both Districts met in a joint session and voted on the cost allocation of the program in 2010. Motion carried.

UW Paramedic Training (update)

Martin reported that Peter Wickstrom is on track with the program and will be starting an Anatomy and Physiology class at the end of July. Wilkerson also mentioned that by sending someone through the Medic One Program we will be invited to the Annual Charity Auction to raise money for the program, he will provide more information to the Board as he learns more.

Strategic Planning

Wilkerson stated that the Community Planning session is scheduled for July 19th and a Special Workshop will be held on August 9th for the Board to meet with ESCi. Wilkerson anticipates the final product will be presented at the October Board meeting.

Captains Test (update)

Martin stated the testing process is being pushed back due to JeffCom issues taking up so much of his time.

CALL FOR EXECUTIVE SESSION

Carmody called for a 20 minute executive session at 8:11 p.m. to discuss the performance of a public employee. Wilkerson remained with the Board. At 8:31 p.m. the Executive Session was extended for another 10 minutes. At 8:41 the Executive session was extended for another 10 minutes.

CALL BACK TO ORDER

Carmody called the meeting back to order at 8:51 p.m. and stated that no action had been taken.

Non Represented Staff Benefits

Carmody reported that a committee made up of himself and Helmonds had made a recommendation to the Board regarding non represented staff benefits. Hansen moved to accept the recommendation of the committee regarding non represented staff benefits, Helmonds seconded. Pontius asked what the total cost of the entire package would be. Wilkerson stated that it would be an estimated \$14,000.00 annually. Carmody called for all in favor, Pontius, aye; Helmonds, aye; Carmody, aye; Hansen, aye. All opposed, Wheeler, aye. Motion carried.

NEW BUSINESS

SCBA Program Updates

Martin presented a memo that he had given to Chief Wilkerson requesting approval to purchase a package deal from Sea Western Fire Equipment to upgrade our SCBA's. The package would include training and equipment to be able to upgrade, test, and maintain our SCBA's in house. The total cost of the package is \$31,339.43 and Sea Western is willing to split the payments between 2011 and 2012 budget years. Martin also noted that East Jefferson Fire Rescue will be switching over to the Firehawk model of SCBA's and with the new training and equipment we could easily convert our current model to the Firehawk as well. As Sea Western is the only authorized MSA dealer on the West Coast, this purchase would be a sole source and is already covered in Board Resolution 2009-02. Pontius asked if we would be servicing any other department's equipment, and if our insurance would cover us to do so. Wilkerson said that it is a possibility and that our insurance would need to be notified but they would cover it. Pontius moved to approve the recommendation and purchase the package from Sea Western Fire Equipment. Helmonds seconded, motion carried.

Future of Traditional Volunteer Program

Wilkerson reported that Chief Martin, Captain Binder, and Vol. Coordinator Laura Halady met and discussed the sustainability of the Traditional Volunteer program. They have met with the volunteers to help determine what is working and what is not working. They are continuing to refine a proposal to bring to Wilkerson, which he will bring to the Board at the August meeting. Wilkerson noted that the volunteer program will be a part of the Strategic Planning process.

Good of the Order; Questions & Answers

Carmody acknowledged Jim Betteley and Raelene Rossart, candidates for fire commissioner, who were in attendance. He suggested that they review the Board Policy and Guidelines document that were approved at the last Board meeting.

Wheeler also notified Betteley and Rossart that they may be invited to speak to the Port Ludlow Village Council.

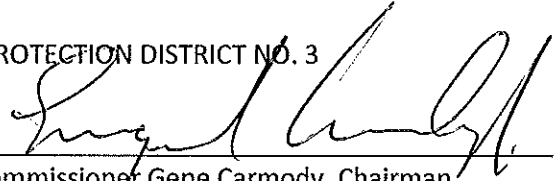
Helmonds asked if the Firefighter's Pancake Breakfast was still taking place. Wilkerson stated that it was.

Wilkerson reported that he, along with Commissioner Carmody and Volunteer Coordinator Laura Halady are in the process of starting the Port Ludlow Fire & Rescue Foundation. They have received the UBI number and the sole stated purpose of the foundation is for the benefit of the district and its members. Donations received will be used for things like training, the annual recognition banquet and emergency service equipment.

Adjournment:

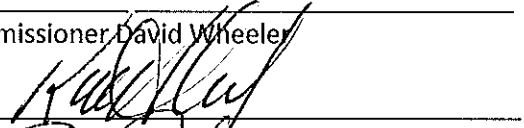
There being no further business, Carmody called for adjournment at 9:30 p.m.

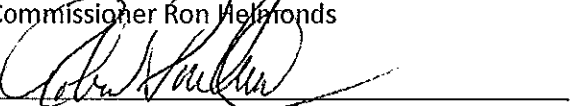
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Gene Carmody, Chairman


BY: 
Commissioner William Hansen, Vice Chairman

BY: _____
Commissioner David Wheeler

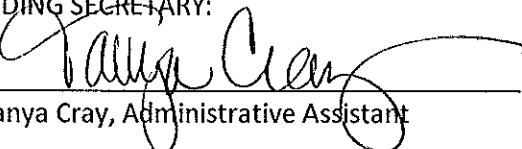
BY: 
Commissioner Ron Helmonds

BY: 
Commissioner Robert Pontius

ATTEST:

By: 
William Hansen, District Secretary

RECORDING SECRETARY:

By: 
Tanya Cray, Administrative Assistant