

*Port Ludlow Fire & Rescue*  
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A  
August 9, 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**

July 12, 2011 Regular Board Meeting	TAB 1
July 18, 2011 Special Board Meeting	

**Approval of:**

A.	July 2011 Vouchers:	\$ 58,948.99	TAB 2
B.	Payroll:		
	July Payroll paid August 5, 2011	\$134,538.99	TAB 3
C.	Financial Report		TAB 4
	(Fund status ending July 31, 2011)		
	(PLFR Treasurer Report ending July 31, 2011)		
D.	Sick Leave & Vacation Liability as of 07/31/11		
		Sick Leave: \$ 5,653.23	
		Vacation : \$ 60,413.87	

**Correspondence:**

08-01-11	Letter from Secretary of State re: Archives Grant	TAB 5
08-05-11	Appreciation Letter from M. Cronk and P. Murray	
08-05-11	Letter of Resignation from Commissioner Dave Wheeler	

**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
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**Public Comment**  
**Port Ludlow Volunteers**  
**Port Ludlow Fire & Rescue Foundation**  
**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. Preliminary Assessed Value Report (Assessed 2011 for Collection in 2012)
- B. Capital Project Expenditure for CPR/Trauma Manikin

TAB 9

**New Business**

- A. Commissioner Wheeler Resignation Letter
- B. Port Ludlow Fire & Rescue Foundation

**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**  
August 9, 2011

**CALL TO ORDER:**

Board Chair Commissioner Gene Carmody called the regular meeting of August 9, 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 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 July 12, 2011 Regular Board Meeting Minutes, the July 18, 2011 Special Board Meeting Minutes, the July 2011 vouchers totaling \$58,948.99 and the July Payroll totaling \$134,538.99. Helmonds reported that he reviewed the vouchers and all were in order. Carmody noted that the Consent Agenda also now includes the monthly Treasurers Report. Helmonds moved to approve the Consent Agenda, Hansen seconded. Motion carried.

**CORRESPONDENCE:**

- 08-01-11 Letter from Secretary of State re: Archives Grant
- 08-05-11 Appreciation Letter from M. Cronk and P. Murray
- 08-05-11 Letter of Resignation from Commissioner Dave Wheeler

**SEMINARS / MEETINGS:**

Wilkerson reported that the Strategic Planning Citizens Forum was well facilitated and included a good cross section of people in the District. He noted that the finalized Strategic Plan should be completed by September or October.  
See attached meeting schedule.

**AMBULANCE TRANSPORT**

See attached report from Systems Design.

**CALL for PUBLIC COMMENT:**

Larry Carter asked what the District does with the Ambulance Transport Revenue. Wilkerson stated that the Public Comment period of the meeting is for members of the public to make comments and questions are more appropriately handled by contacting staff outside of a business meeting. Wilkerson went on to offer to meet with Mr. Carter and answer any questions he may have.

**PORT LUDLOW FIRE & RESCUE FOUNDATION**

Wilkerson reported that the Port Ludlow Fire Fighters Association met and took action to disburse the remaining funds and disband the organization. They had issues with getting enough people together in order to make decisions. Wilkerson stated that the Port Ludlow Fire & Rescue Foundation will coordinate fundraising events, such as the Fire Fighter Pancake Breakfast which was well received. He also noted that Shawna Matthews donated another \$10,000.00 to the District through the Foundation.

**IAFF LOCAL 3811:**

No Report.

**CHIEF'S REPORT:**

Wilkerson reported that the Strategic Planning Process is underway and the internal stakeholders will be meeting in a two day session on August 11–12. The process will be facilitated by ESCi.

Wilkerson noted that the transition to the New World Computer Aided Dispatch (CAD) has had a few bumps but will be a major improvement. The Records Management System will begin to be built out and it will at some point take the place of Emergency Reporting.

The preliminary budget process has begun and Wilkerson reported that he will be meeting with Helmonds and Carmody over the next several weeks to get a solid draft in place prior to having a Board Budget Workshop in October. Wilkerson also reported that the County Assessor Jack Westerman informed him of an estimated 28% decrease in assessed value which translates into an estimated \$450,000 to \$500,000 decrease in overall revenue for 2012. He noted that he is still optimistic that we will be able to manage through 2012 without spending out of our reserve account.

The crews have been training at Indian Island on the Fire Blaster and Wilkerson stated that the partnership with Station 91 has been phenomenal.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

See Seminars and Meetings.

**Finance:**

Carmody noted that with the departure of Wheeler, he will step into the Finance Committee.

**Safety:**

No Report.

**Labor Management:**

Martin reported that they held their first meeting since the contract had been ratified, the meeting was well received and they had good dialogue.

**Equipment & Facilities:**

No Report.

**Grants:**

We did not receive the State Archives Grant due to a large amount of requests and not enough funds to go around. The SAFER Recruitment/Retention Grant did not get funded either, though we made it to peer review. Good feedback was received for next years' application. The AFG Equipment Acquisition Grant opens on August 15<sup>th</sup> and Wilkerson stated that we may or may not put in for a regional grant.

**JeffCom:**

Pontius reported that an attorney submitted a report stating the Tower belongs to JeffCom which is run by the JeffCom Admin Board, not the County. Pontius also noted that the cost of the new RMS

system is going to be split into thirds between the City, the County and the Fire Departments', however there is one Fire District that is taking exception to paying for this.

## **UNFINISHED BUSINESS**

### **Preliminary Assessed Value Report (Assessed 2011 for Collections in 2012)**

Wilkerson presented the Board with information regarding the estimated net decline in revenue of \$450,000 to \$500,000. He noted that the budget process is underway and he will be very conservative on the revenue side, and will look closely at the expenditure side. Wilkerson went on to say that it is unlikely that we will be able to put additional revenue into our reserves in 2012 as we have in the past. Wilkerson stated that we should not need to dip into our reserves at all in 2012.

### **Capital Project Expenditure for CPR/Trauma Manikin**

Wilkerson presented a Memo from MSO Dan Wagner requesting the purchase of a new Laerdal CPR-D Training Manikin. The Manikin would be able to simulate full cardiac arrests, trauma patients, and medical patients. It will also give immediate feedback on the effectiveness of the CPR. The total cost of the Manikin is \$6,723.16. Wilkerson noted that \$7500.00 was budgeted in the Capital Projects Fund for this item in 2011. He proposed that the Board authorize him to spend \$3,500.00 out of the Capital Projects Budget and the Port Ludlow Fire & Rescue Foundation would pay for the remaining costs. Hansen moved to authorize \$3,500.00 from the Capital Projects Fund to purchase the Manikin, with the balance to be paid by the Foundation. Pontius seconded, motion carried.

## **NEW BUSINESS**

### **Commissioner Wheeler Resignation Letter**

Carmody announced that with the resignation of Dave Wheeler, the Board would need to solicit interest to fill the vacant position. He stated that he would submit an article to the Voice and the Leader as well, requesting that anyone interested in the position submit a letter of interest and a personal biography.

### **Port Ludlow Fire & Rescue Foundation**

Wilkerson stated that the Fire Fighters Association disbanded and paid \$800.00 to the District for the 2010 Recognition banquet, donated \$500.00 to the Poulsbo Fire Fighters Association to help get the surplus Engine 32 to Uganda, and their remaining money was given to the Foundation.

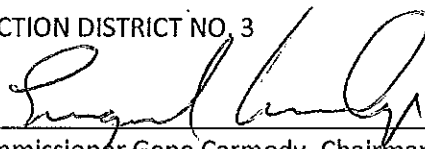
### **Good of the Order; Questions & Answers**

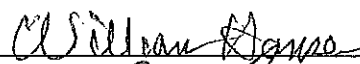
Hansen noted that the Festival by the Bay was well received and gave kudos to the staff for their hard work. He also gave kudos to Carmody for the role he played in organizing the event. Wilkerson acknowledged Assistant Chief Martin for his work and the staffing plan during the festival. Helmonds acknowledged Laura Halady for her hard work in organizing the Fire Fighter Pancake Breakfast.

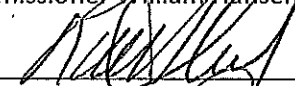
### **Adjournment:**

There being no further business, Carmody called for adjournment at 8:14p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

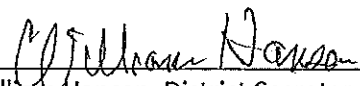
SIGNED: BY:   
Commissioner Gene Carmody, Chairman

BY:   
Commissioner William Hansen, Vice Chairman

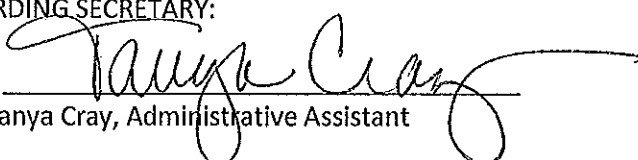
BY:   
Commissioner Ron Helmonds

BY:   
Commissioner Robert Pontius

ATTEST:

By:   
William Hansen, District Secretary

RECORDING SECRETARY:

By:   
Tanya Cray, Administrative Assistant