

JEFFERSON COUNTY FIRE DISTRICT NO. 3
PORT LUDLOW FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
September 13, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of September 13, 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 August 9, 2011 Regular Board Meeting Minutes, the August 9, 2011 Special Board Meeting Minutes, the August 2011 vouchers totaling \$38,867.89 and the August Payroll totaling \$151,485.08. Helmonds reported that he reviewed the vouchers and all were in order. Hansen moved to approve the Consent Agenda, Helmonds seconded. Motion carried.

CORRESPONDENCE:

None.

SEMINARS / MEETINGS:

Helmonds reported that he attended the BIAS Budget Workshop and learned a lot about the software and its budget capabilities.

AMBULANCE TRANSPORT

Ambulance Patient Account #120 – Request for charity write-off in the amount of \$710.60. Helmonds moved to accept staff's recommendation and grant charity write-off, Carmody seconded. Motion carried.

See attached report from Systems Design.

CALL for PUBLIC COMMENT:

No Public Comment.

PORT LUDLOW FIRE & RESCUE FOUNDATION

Laura Halady noted that \$720.00 in donations were received this month bringing the account balance to just under \$11,000.00.

IAFF LOCAL 3811:

Regular BOC Meeting 09/13/11

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No Report.

CHIEF'S REPORT:

Wilkerson reported that a final product of the Strategic Plan from ESCi should be available to the Board by the October BOC Meeting. Wilkerson also noted that we would be submitting a Regional AFG Grant with District 5 for a mobile training prop. This prop would be located at Fort Discovery to be used as a mobile training ground for fire and law. The total grant request will be approximately \$250,000 with Port Ludlow Fire & Rescue being the host agency responsible for the grant.

Wilkerson also stated that Port Ludlow Fire & Rescue played a key role in the Beckett Point Fire on Labor Day. Wilkerson operated as part of the Command Team and Brush 32 with Lt. Kosiuga and Resident FF Wilson were part of the initial attack team protecting structures. AC Martin backfilled to handle other events occurring in the County. Wilkerson gave kudos to all those involved; there was a lot of great camaraderie and teamwork.

SUB-COMMITTEE REPORTS

Strategic Planning:

See Unfinished Business.

Finance:

The Finance Committee met this afternoon to begin the budget process.

Safety:

Next meeting is scheduled for October 20th.

Labor Management:

Next meeting is scheduled for October 6th. However, it may be re-scheduled due to New World training. A/C Martin to follow-up on the date conflict.

Equipment & Facilities:

Our router had a major meltdown on the 11th. We need to buy new routers for both Station 31 and 33. The current router lasted 9 years. The cost of the new routers will be an estimated \$4,000.00 and they will be much more sophisticated.

Grants:

See the Chief's Report for information on the AFG Grant. Wilkerson noted that the new jobs bill that they are trying to pass may be a good thing for Fire District's.

JeffCom:

Pontius reported that the tower is up. They are currently having lease and broadband issues. A meeting to determine what role JeffCom will play in bringing Broadband to the county is scheduled for September 20th.

UNFINISHED BUSINESS

Call for Executive Session:

Carmody called for a 30 minute executive session to discuss the performance of a public employee at 7:38 pm.

Call Back to Order:

Carmody called the meeting back to order at 8:06 pm. He stated that no action had been taken and no decisions were made.

Commissioner Vacancy (Status)

Wilkerson noted that an ongoing effort to get some interest in the vacant position is continuing. We have 90 days from the date of Wheeler's resignation to fill the position per the RCW.

Strategic Planning (Status)

Wilkerson reported that the process went really well, the internal stakeholder's session revisited the mission statement, and core values of the District. They kept them in line with what the community session had stated were important to them. The draft report that Wilkerson had received contained a few issues. ESCi may return to develop more suitable critical tasks. All in all, Wilkerson stated the report was 90% good with 10% needing more work.

PLFR Foundation

At the last Board Meeting Pontius asked if the Board needed to pass a resolution to recognize the Port Ludlow Fire & Rescue Foundation to allow them to use the name. Wilkerson discussed this with attorney Brian Snure who stated that because it is not an official part of the organization that no resolution is needed.

NEW BUSINESS

PLFR Board in Transition

Wilkerson stated that Hansen will be leaving the Board at the end of the year and also leaving the country until December. As our current District Secretary, Hansen is a signer on our checks and payroll account and it would make a smoother transition to have him step down as District Secretary and have a current Board member step in to fill the role. Wilkerson suggested that this occur at the end of the month. Hansen stated that he would be willing to relinquish his duties as District Secretary effective September 30th. Carmody noted that as of January he will have completed two years as Board Chair and offered to step in as District Secretary. Pontius moved to appoint Carmody as the successor to Hansen as District Secretary effective October 1, 2011. Helmonds seconded, motion carried.

Wilkerson noted that the vacant Commissioner position needs to be filled by November 3rd per the RCW. We have advertised in the Peninsula Daily News, The Leader, and on our website with no interest received to date.

Request to Surplus/Recycle old AED's

MSO Dan Wagner submitted a memo to the Board requesting to surplus 5 Laerdal AED's that we are no longer able to maintain. Wagner noted that he has spoken to Laerdal and they stated that due to the age of the machines there is nothing they can do for them. Wagner requested that the machines be recycled at E-cycle in Sequim as they have no material value. Helmonds moved to approve Wagner's request to surplus the 5 Laerdal AED's. Hansen seconded, motion carried.

Recycled Machines

<u>Machine</u>	<u>Serial Number</u>
Laerdal 3000	HS3-9609-18158
Laerdal 3000	HS3-9709-18807
Laerdal Heartstart 911	02360
Laerdal Heartstart 911	02345
Laerdal Heartstart 911	02377

Tender Inquiry

Wilkerson stated that he was contacted by Chief Moser of District 2. Moser inquired at the direction of his Board, if we would sell one of our tenders to them outright, because we are "hurting for money". Carmody asked if one of our tenders is excess to our needs. Wilkerson noted that we have two identical tenders and he had discussed a joint tender proposal with District 2 in the past. Wilkerson further stated that we do not necessarily need two tenders because we don't have the ability to run both. If one were at District 2 it would be available as mutual aid. The Board directed staff to discuss the possibilities further, find out the market value, and put together a recommendation to present to the Board.

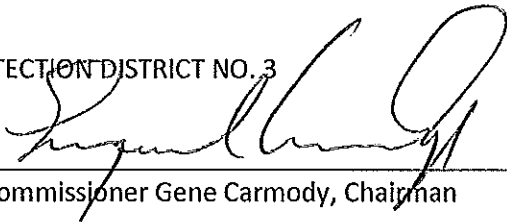
Good of the Order; Questions & Answers

Wilkerson reported that the Funeral Procession for Commissioner Jess Bondurant of East Jefferson Fire Rescue will be on October 1st and we will be offering our services for whatever is requested.

Adjournment:

There being no further business, Carmody called for adjournment at 8:45p.m.

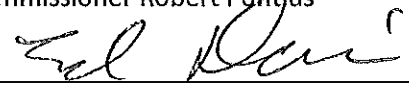
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

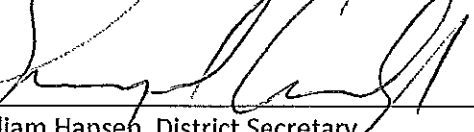
SIGNED: BY: 
Commissioner Gene Carmody, Chairman

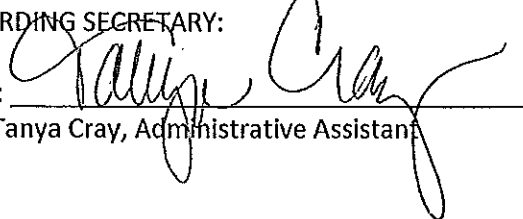
BY: _____
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner Ron Helmonds

BY: _____
Commissioner Robert Pontius

BY: 
Commissioner Ed Davis

ATTEST:
By: 
William Hansen, District Secretary

RECORDING SECRETARY:
By: 
Tanya Cray, Administrative Assistant

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