

JEFFERSON COUNTY FIRE DISTRICT NO. 3

PORT LUDLOW FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS

SPECIAL MEETING MINUTES

September 21, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the Special Meeting of September 21, 2011 Board of Fire Commissioners for Port Ludlow Fire and Rescue, to order at 3:30 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 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, Pontius seconded. Motion carried.

Appointment of District Secretary

Carmody stated that at the last Board meeting it was decided that he would be taking over the role of District Secretary effective October 1, 2011. The Board recognized and thanked Commissioner Hansen for his time served as District Secretary. Cray administered the Oath of Office to Carmody.

Consideration of Fire Commissioner Candidate

Carmody noted that he had received two letters of interest for the vacant Commissioner position, one from Ed Davis and one from Gary Kavanagh. Ed Davis was in attendance at the meeting.

Call for Executive Session

Carmody called for a 15 minute executive session at 3:38pm to discuss the qualifications of a candidate for appointment to elective office. Wilkerson remained in executive session with the Board. At 3:45pm, the Board asked for Mr. Davis to join them in the executive session.

Call Back to Order

Carmody called the meeting back to order at 3:55 p.m. No decisions were made and no action was taken. Pontius moved to appoint Ed Davis to fill the remainder of the unexpired term effective immediately. Hansen seconded, motion carried. Cray administered the Oath of Office for Fire Commissioner to Ed Davis.

Fire Chief Resignation

Wilkerson presented his letter of resignation to the Board. He stated that he will be retiring from the Washington State Law Enforcement and Firefighters Retirement System effective January 1, 2012. His resignation is effective December 31, 2011 and he requested to begin terminal leave using accrued vacation on November 1, 2011. Pontius moved to accept Wilkerson's letter of resignation and request. Hansen seconded, motion carried unanimously.

Wilkerson noted that his priorities moving forward are the budget process and getting Martin prepared for the November budget hearing, the Strategic Plan which is about 90% complete, and making a good transition when he leaves. Wilkerson noted that Martin has his confidence to operate as interim Fire Chief while the Board conducts an executive search. Wilkerson stated that his time as Fire Chief has been a great run and together with the Board and members of the District, much has been accomplished; the Board members have been good friends, a great employer, and leaders of the Port Ludlow community.

Adjournment:

There being no further business, Carmody called for adjournment at 4:24 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: [Signature]
Commissioner Gene Carmody, Chairman

BY: _____
Commissioner William Hansen, Vice Chairman

BY: [Signature]
Commissioner Ron Helmonds

BY: _____
Commissioner Robert Pontius

BY: [Signature]
Commissioner Ed Davis

ATTEST:
By: [Signature]
Gene Carmody, District Secretary

RECORDING SECRETARY:
By: [Signature]
Tanya Cray, Administrative Assistant

COPY