

*Port Ludlow Fire & Rescue*  
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A  
October 11, 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**

September 13, 2011 Regular Board Meeting	TAB 1
September 21, 2011 Special Board Meeting	

**Approval of:**

A.	September 2011 Vouchers:	\$ 26,529.69	TAB 2
B.	Payroll:		
	September Payroll paid October 5, 2011	\$173,373.09	TAB 3
C.	Financial Report		TAB 4
	(Fund status ending September 30, 2011)		
	(PLFR Treasurer Report ending September 30, 2011)		
D.	Vacation Liability as of 09/30/11	\$ 59,130.61	

**Correspondence:**

TAB 5

09-26-11	Thank You from Larry Muma and Debra Deegan
09-26-11	Letter from CKFR re: Appreciation of Capt. Binder
10-10-11	Thank You from J. Boyer re: Dr. McGrory

**Seminars/Meetings**

Health Care Workshop	
See Attached	TAB 6

Report on Seminars/Meetings attended since last meeting

**Ambulance Transport Patient Accounts:**

TAB 7

See Systems Design Report

**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. Carmody, Comm. Helmonds)
- C. Safety (Comm. Helmonds)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius)
- F. Grants (Comm. Hansen)
- G. JEFFCOM (Comm. Pontius)

**Unfinished Business**

- A. Strategic Planning (Status)
- B. Tender Update
- C. Interim Fire Chief
- D. Executive Search Proposals
- E. Budget Process

TAB 9

**New Business**

- A. 2012 EMS Special Agency Budget
- B. Administrative Volunteer Points Proposal
- C. Fire Chief Final Evaluation

TAB 10

TAB 11

**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**  
October 11, 2011

**CALL TO ORDER:**

Board Chair Commissioner Gene Carmody called the regular meeting of October 11, 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, Ron Helmonds and Ed Davis. Administrative Staff present were Fire Chief Ed Wilkerson, Assistant Chief Brad Martin and Administrative Assistant Tanya Cray. Bill Hansen and Robert Pontius are on previously excused absences.

**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, Davis seconded. Motion Carried.

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

Carmody called for the approval of the Consent Agenda which included the September 13, 2011 Regular Board Meeting Minutes, the September 21, 2011 Special Board Meeting Minutes, the September 2011 vouchers totaling \$26,529.69 and the September Payroll totaling \$173,373.09. Helmonds reported that he reviewed the vouchers and all were in order. Helmonds moved to approve the Consent Agenda, Davis seconded. Motion carried.

**CORRESPONDENCE:**

09-26-11 Thank You from Larry Muma and Debra Deegan  
09-26-11 Letter from CKFR re: Appreciation of Capt. Binder  
10-10-11 Thank You from J. Boyer re: Dr. McGrory

**INTRODUCTION of NEW RESIDENTS and VOLUNTEER**

Chief Martin introduced the new Residents and Volunteer who were in attendance: Resident Rachel Campos, Resident Josh Rowe and Volunteer Chris Holeman.

**SEMINARS / MEETINGS:**

Cray reported that she and Chief Martin attended the Healthcare Workshop in Lynnwood on the 29<sup>th</sup> of September. They received the 2012 Medical/Dental Costs and noted that costs will not be rising and there will be a premium holiday for medical in the month of March.

Laura Halady reported that she was able to attend a Public Information Officer Course at the National Fire Academy in Emmitsburg, MD. Halady stated that it was a tremendous experience and thanked Chief Wilkerson for the opportunity to attend. Wilkerson noted that the Federal Government picked up the tab for the class and the airfare and the District only had to pay for her meal ticket.

**AMBULANCE TRANSPORT**

See attached report from Systems Design.

**CALL for PUBLIC COMMENT:**

Mike Porter said goodbye to the Chief and noted that he was here to see where we are at in the budget process and assumed that we will be using our large reserve fund in 2012.

Jim Betteley thanked Chief Wilkerson and Commissioner Hansen for their service. He noted that the Chief will be missed and he appreciated the job he has done.

**CALL for RECESS:**

Carmody called for a five minute recess at 7:14 pm.

**CALL BACK to ORDER:**

Carmody called the meeting back to order at 7:19 pm.

**PORT LUDLOW VOLUNTEERS:**

No report.

**PORT LUDLOW FIRE & RESCUE FOUNDATION**

Wilkerson noted that all of the paperwork is completed and they are operating as a 501(c)3 organization. They are continuing to receive donations. He noted that Peggy Schafran put together a flyer that requested people to donate to the foundation for the purchase of smoke alarm batteries. Wilkerson also stated that the annual meeting for the foundation will be in December and they will be looking to add a Board member from the Volunteers and one from the Local.

**IAFF LOCAL 3811:**

No Report.

**CHIEF'S REPORT:**

Wilkerson noted that this would be his final Chief's report and that of the 75 Board meetings held while he was Fire Chief, he has attended 74 of them. He reported that he submitted an article in the Voice to thank the Community and the Board and to encourage them to be educated and informed.

Wilkerson stated that his significant news for the month was that Peter Wickstrom has officially started in Class #38 of the UW/Harborview Paramedic Training program.

Chief Martin added that the new RMS "Go-Live" date is October 24<sup>th</sup>. Several people attended the New World Train the Trainer in order to get each shift ready.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

See Unfinished Business.

**Finance:**

The Finance Committee is continuing to work on the budget process; the next meeting is scheduled for Oct 12<sup>th</sup>.

**Safety:**

Next meeting is scheduled for October 20<sup>th</sup>.

**Labor Management:**

Next meeting is scheduled for October 18<sup>th</sup>.

**Equipment & Facilities:**

No report.

**Grants:**

Wilkerson noted that although the SAFER Recruitment and Retention Grant and the Prevention Grant were both denied, they each made it to peer review and we should not give up on them next year. The Regional Training Grant (AFG) has been submitted and he believes that we are competitive.

**JeffCom:**

Martin reported that the "Go-Live" date for the RMS System is Oct 24<sup>th</sup> and the week of Train the Trainer had several software issues. He noted that we will be keeping Emergency Reporting through the end of the year in order to have a full year of data. This also gives us two months to get everyone trained.

Martin also stated that JeffCom is currently in a political process to determine if it is a County department or a stand-alone local government similar to a Fire Department.

**UNFINISHED BUSINESS****Strategic Planning (Status)**

Wilkerson reported that 90% of the report is really good with 10% needing more work. The Strategic Initiatives and critical tasks need to be developed better.

**Tender Update**

Martin presented information to the Board regarding the fair market value of the Tender that District 2 would like to purchase from us. Martin found an article that explained how to determine the value of a used fire apparatus, and if using that formula the Tender Fair market value is \$138,777.66. He also contacted Hughes Fire Equipment who we purchased the Tender from, and they value it at \$113,160.00. Martin stated that he believes that getting any less than \$150,000.00 would be too low for the kind of apparatus it is.

Wilkerson noted that we still don't have enough staff to have both tenders rolling on a call. He also reminded the Board that we do not "need" to sell a tender. Martin noted that he received some feedback from the staff against selling the tender. Martin recommended putting together a workgroup to discuss this topic further.

**Interim Fire Chief**

Wilkerson noted that as he is leaving at the end of the month, an interim fire chief would be needed. Helmonds moved to appoint Assistant Chief Brad Martin as Interim Fire Chief. Davis seconded, motion carried.

**Executive Search Proposals**

Wilkerson reported that three proposals have been submitted, from ESCi, Prothman, and Waldron. Carmody noted that he appointed himself and Helmonds as a committee to be the point of contact for the Executive Search.

**Budget Process**

The Finance committee is meeting on the 12<sup>th</sup> to finish up the last details of the budget then a Board workshop will be held on the 21<sup>st</sup>.

**NEW BUSINESS****2012 EMS Special Agency**

The Board reviewed the 2012 EMS Special Agency Budget and Helmonds noted that the QA budget has been removed as it is no longer being done. Helmonds moved to approve the 2012 EMS Special Agency Budget as presented. Davis seconded, motion carried.

**Administrative Volunteer Points Proposal**

Cray presented a Memo to the Board requesting that Administrative Volunteers be eligible to earn points as the traditional volunteers do. Cray described the time and effort put in by current administrative volunteer, Jean Soper and requested that she earn one volunteer point per day of volunteering which equals \$10.00 per day. Cray also request that should the Board approve the proposal that her points earned be retroactive to her start date of May 23, 2011. Davis moved to accept the proposal as requested. Helmonds seconded, motion carried.

**Fire Chief Final Evaluation**

The Board stated that they would put together a final evaluation for Chief Wilkerson and give to him at a later date.

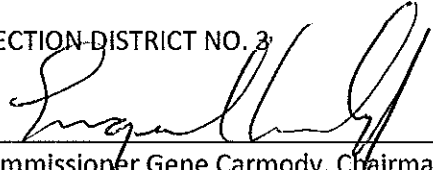
**Good of the Order; Questions & Answers**

Carmody reported that the new Volunteer License Plate program will be auctioning off the first few plates, should any volunteers wish to get one.

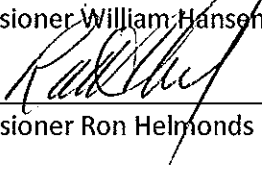
**Adjournment:**

There being no further business, Carmody called for adjournment at 8:21p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

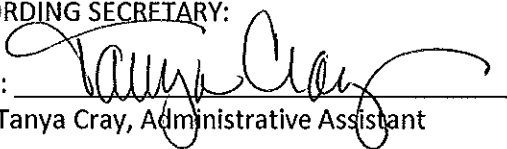
SIGNED: BY:   
Commissioner Gene Carmody, Chairman

BY: absent  
Commissioner William Hansen, Vice Chairman

BY:   
Commissioner Ron Helmonds

BY: absent  
Commissioner Robert Pontius

ATTEST:   
By: Gene Carmody, District Secretary

RECORDING SECRETARY:  
By:   
Tanya Cray, Administrative Assistant