

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
November 8, 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

October 11, 2011 Regular Board Meeting	TAB 1
October 21, 2011 Budget Workshop Meeting	

Approval of:

A.	October 2011 Vouchers:	\$50,102.72	TAB 2
B.	Payroll:		
	October Payroll paid November 4, 2011	\$155,044.71	TAB 3
C.	Financial Report		TAB 4
	(Fund status ending October 31, 2011)		
	(PLFR Treasurer Report ending October 31, 2011)		
D.	Vacation Liability as of 10/31/11	\$55,433.90	

Correspondence:

TAB 5

Seminars/Meetings

WFCA Conference, Spokane

TAB 6

Ambulance Transport Patient Accounts:

See Systems Design Report

TAB 7

Public Comment

Port Ludlow Volunteers

Port Ludlow Fire & Rescue Foundation

IAFF Local 3811

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

New Business

- A. Wellness Portal TAB 9
- B. MRSC Small Works Roster ~ Resolution 2011-05 TAB 10
- C. Consideration of 2012 Budget TAB 11
 - a. Resolution 2011-02 ~ General Fund Budget Resolution
 - b. Resolution 2011-03 ~ EMS Fund Budget Resolution
 - c. Resolution 2011-04 ~ Capital Project Fund Budget Resolution

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
November 8, 2011

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of November 8, 2011 Board of Fire Commissioners for Port Ludlow Fire & Rescue to order at 7:05 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Board Chair Gene Carmody, Robert Pontius, Ron Helmonds and Ed Davis. Administrative Staff present were, Interim Fire Chief Brad Martin and Administrative Assistant Tanya Cray. Bill Hansen is on an excused absence.

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.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which included the October 11, 2011 Regular Board Meeting Minutes, the October 21, 2011 Budget Workshop Meeting Minutes, the October 2011 vouchers totaling \$50,102.72 and the October Payroll totaling \$155,044.71. Helmonds reported that he reviewed the vouchers and all were in order. Helmonds moved to approve the Consent Agenda, Davis seconded. Motion carried.

CORRESPONDENCE:

No correspondence.

SEMINARS / MEETINGS:

WFCA Conference: Helmonds noted that he really enjoyed a presentation given by Jack Snook, and the conference as a whole was good.

AMBULANCE TRANSPORT

See attached report from Systems Design.

CALL for PUBLIC COMMENT:

Port Ludlow resident John Weaver had some questions regarding public information RCW's. Administrative Assistant Cray stated that she would do some research and get him the information he requested.

PORT LUDLOW VOLUNTEERS:

Chief Martin noted that one volunteer application is being processed.

PORT LUDLOW FIRE & RESCUE FOUNDATION

Foundation Board member Laura Halady noted that an estimated \$70.00 - \$100.00 had been donated due the campaign Peggy Schafran had organized to get some funds to help pay for smoke detector batteries.

IAFF LOCAL 3811:

No Report.

CHIEF'S REPORT:

Martin noted that we responded to a mutual aid structure fire at the Penny Creek Quarry at which they provided tender ops due to lack of hydrants. Martin stated that he and Chief Low of East Jefferson Fire Rescue are beginning to initiate a County Fire Investigation Team with more information to follow. The SCBA equipment has been delivered and the SCBA room is being put together. Martin reported that the Resident Volunteer Manual is complete and in effect and the Volunteer Manual is still being revised.

SUB-COMMITTEE REPORTS

Strategic Planning:

See Unfinished Business.

Finance:

The budget process has reached its culmination.

Safety:

Helmonds stated that the Safety Committee met last month and he noted that the bay doors are working and the hose and reel in the bay need some maintenance.

Labor Management:

Committee met last month and Carmody noted that he was pleased to hear Lt. McGuffey state that the Union is 110% ready to help the District with whatever may be needed.

Equipment & Facilities:

The District is still looking at a plan for Station 33.

Grants:

Nothing to report at this time.

JeffCom:

Pontius noted that they are currently working on the budget for 2012 and it will be turned in to the County on time. The charge for calls for service will be raised from \$22 to \$26 per call.

UNFINISHED BUSINESS

Strategic Planning (Status)

ESCi will be sending someone to further develop some of the critical tasks needed to fulfill the strategic initiatives that were established.

Tender Update

Martin reported that District 2 has not continued to show interest in purchasing one of our tenders. They appear to have decided to go another direction. Martin stated that we have no need to sell a tender at the moment and Pontius concurred.

Commissioner Davis stated that currently our Fire District is rated at a 6 per the Washington State Ratings Bureau. This rating affects the homeowners' insurance rates and the higher rating we have the lower rates a homeowner will pay. Davis noted that in order to raise our rating we need to prove that we can pump 250 gallons of water per minute for 30 minutes. Lt. Binder noted that we can definitely do this and believes that this test is done annually. Martin noted that he would look into getting the documentation on this in order to raise our rating.

CALL for EXECUTIVE SESSION:

At 7:35 Carmody called for a 25 minute executive session to discuss the performance of a public employee.

CALL BACK To ORDER:

Carmody called the meeting back to order at 8:00pm and stated that no decisions had been made and no action was taken.

Interim Fire Chief

Carmody stated that as Interim Fire Chief, Brad Martin will be given additional responsibilities and duties. He should be compensated. Carmody recommended that Martins salary be raised to the next step which equates to \$333.00 more per month for an annual salary of \$98,000.00. Helmonds moved to adjust Chief Martin's salary to \$98,000.00 effective November 1, 2011. Pontius seconded, motion carried.

Executive Search Proposals

Carmody stated that 3 proposals had been received for the Executive Fire Chief search. Two of the proposals were seriously considered (Prothman and ESCi). Helmonds noted that the proposal from ESCi is the best value for the district, and moved to enter into a contract with ESCi for the Executive Search. Pontius seconded, motion carried.

NEW BUSINESS

Wellness Portal

Carmody reported that the 24 hour nurse helpline portion of the WFA Healthcare package would no longer be available due to lack of use. The WFA in 2012 is offering a new service, an online Wellness Portal. The Wellness Portal is free to all members enrolled in the healthcare plan and volunteers would have access at a charge of \$.80 per month. Cray inquired if the Board would approve of the District paying the costs for the Districts Volunteers. Discussion followed and the Board directed Cray to conduct a poll of the volunteers to determine how many of them would use the Wellness Portal.

MRSC Small Works Roster – Resolution 2011-05

Cray presented information to the Board regarding the Municipal Research and Services Center (MRSC). MRSC provides a statewide database for small public works roster and consultant services. MRSC provides all publication notices on behalf of the district, confirms that all contractors and consultants eligibility and fulfills all statutory requirements to utilize a small public works roster. Cray noted that the annual cost to the District would be \$100.00. Pontius moved to take advantage of the MRSC Small Works and Consultant Roster and approve Resolution 2011-05. Helmonds seconded, motion carried.

Consideration of 2012 Budget

Carmody noted that for the first time in 10 years the Public Budget Hearing had a productive question and answer period. with the local residents present. He stated that we need to continue looking very closely at our finances.

Resolution 2011-02 ~ General Fund Budget Resolution

Helmonds moved to approve Resolution 2011-02. Davis seconded, motion carried.

Resolution 2011-03 ~ EMS Fund Budget Resolution

Pontius moved to approve Resolution 2011-03. Helmonds seconded, motion carried.

Resolution 2011-04 ~ Capital Project Fund Budget Resolution

Pontius moved to approve Resolution 2011-04. Davis seconded, motion carried.

Good of the Order; Questions & Answers

Carmody reported that he was elected to be the Region 9 Representative at the WFCM Conference.

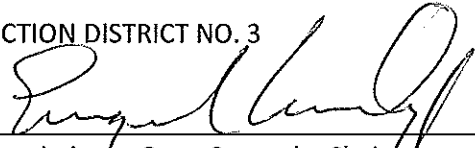
Captain Binder thanked Carmody for noting the concessions made by the Union during negotiations, at the Public Hearing for the Budget.

Martin thanked the Duty Crew and Volunteer Raelene Rossart for their efforts during the birth of his daughter. Martin was in California for business and his wife was at home alone with their 2 boys.

Adjournment:

There being no further business, Carmody called for adjournment at 8:34p.m.


JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

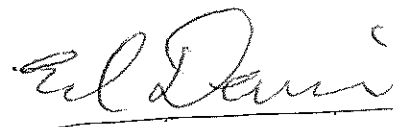
SIGNED: BY: 
Commissioner Gene Carmody, Chairman

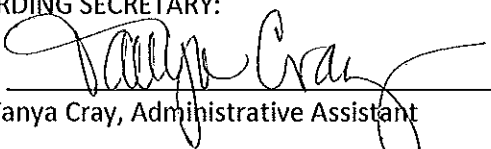
BY: Absent
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner Ron Helmonds

BY: 
Commissioner Robert Pontius

ATTEST:
By: 
Gene Carmody, District Secretary


Commissioner Ed. Davis

RECORDING SECRETARY:
By: 
Tanya Cray, Administrative Assistant