

*Port Ludlow Fire & Rescue*  
 BOARD OF COMMISSIONERS REGULAR MEETING A G E N D A  
 January 13, 2009

Call to Order Regular Meeting Chair Pontius

7:00 p.m.

Motion to Elect 2009 Chairperson of the Board of Fire Commissioners  
 Motion to Elect 2009 Vice-Chairperson of the Board of Fire Commissioners

Flag Salute Chair

Call for Approval of the Agenda

Call for Approval of Minutes

- A. December 9, 2008 Regular Board Meeting Minutes TAB 1
- B. December 12, 2008 Special Board Meeting Minutes
- C. December 18, 2008 Special Board Meeting Minutes

**Consent Agenda: Motion to Approve** *(items may be pulled by Board Member Request for discussion if needed)*

**Financial Reports**

- A. Vouchers: (12/15/08) \$ 21,933.39 TAB 2
- B. Payroll:
  - December Payroll paid January 5, 2009 \$164,408.09 TAB 3
- C. Tax Collection Tracking Sheet TAB 4

**Correspondence:**

TAB 5

- 12-19-08 Letter from EJFR giving 90 day notice of withdrawal from Special Agency Fund Interlocal
- 12-29-08 Memo from Board for Volunteers RE: Proposed WAC dealing with Volunteers

**Seminars/Meetings**

- A. Shure Seminar-Employment Law:
  - Spokane January 31, 2009
  - Olympia February 7, 2009
  - Lynnwood April 18, 2009
- B. Northwest Leadership, Portland, OR March 4 – 6, 2009
- C. WFC and WFCALegislative Day, Olympia March 9, 2009
- D. WFCALegislative Day Seminar:
  - Ocean Shores March 21, 2009
  - Chelan May 30, 2009
- E. WFC Conference, Spokane May 27 -30
- F. WFCALegislative Day Conference, Spokane October 22-24, 2009

Report on Seminars/Meetings attended since last meeting

**Ambulance Transport Patient Accounts:**

TAB 6

**Public Comment**

**Port Ludlow Fire Fighters Association**

**IAFF Local 3811**

**Chief's Report**

TAB 7

**CALL for Recess. Conduct Local Board for Volunteers Meeting**

TAB 8

**Sub-Committee Reports**

- A. Strategic Planning (Comm. Pontius, Comm. Hansen)
- B. Finance (Comm. Wheeler, Comm. Carmody)
- C. Safety (Comm. Porter)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Porter)
- F. Tech Committee (Comm. Porter)
- G. Grants (Comm. Hansen)
- H. JEFFCOM (Comm. Pontius)

**Unfinished Business**

- A. Resolution 2009-01 (Budget Resolution for Capital Project Fund)
- B. Assistant Chief Recruitment (progress update)
- C. ESCI Master Plan and Internal Survey (progress update)
- D. Volunteer Participation Guidance (progress update)
- E. Pope/DNR Land Swap (update)
- F. JCFD # 4 ALS Mutual Aid Agreement (update)

**New Business**

- A. EMS Special Agency Fund

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

**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 COMMISSIONERS  
REGULAR MEETING MINUTES  
January 13, 2009

### CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of January 13, 2009 Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and 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 Robert Pontius, Mike Porter, David Wheeler, and Gene Carmody. Administrative Staff present were Chief Ed Wilkerson and Administrative Assistant Tanya Arey.

### CALL for RECESS:

Pontius called for a ten minute recess at 7:00 p.m. to allow Commissioner Bill Hansen time to arrive.

### CALL back to ORDER:

Pontius called the meeting back to order at 7:10 p.m. after the arrival of Bill Hansen.

### Motion to elect 2009 Chairperson of the Board of Fire Commissioners:

Wheeler nominated Hansen and Hansen stated that he would be willing to accept the position. Carmody requested that the Board look over the revised Board Policy 1120. Discussion followed. Wheeler's nomination of Hansen failed due to the lack of a second. **Motion:** Wheeler nominated Pontius for the Chair, Carmody seconded. Discussion followed. Porter called for the question. All in favor: Pontius, Wheeler, Hansen, and Carmody. All opposed: Porter. Motion carried.

### Motion to elect 2009 Vice Chairperson:

Wheeler nominated Porter, who declined. Wheeler then nominated Hansen, Carmody seconded. All in favor: Pontius, Wheeler, Hansen, and Carmody. All opposed: Porter. Motion carried.

### CALL for the FLAG SALUTE:

The Pledge of Allegiance to the Flag of the United States of America was led by Pontius.

### CALL for APPROVAL of the AGENDA:

Pontius called for approval of the Agenda. Hansen moved to approve the agenda as written, Carmody seconded. Motion carried.

### CALL for APPROVAL of MINUTES:

Pontius called for the approval of the December 9, 2008 Regular Board Meeting Minutes. **MOTION:** Hansen moved to approve the December 9, 2008 Regular Board Meeting Minutes. Wheeler seconded the Motion. Motion carried. Pontius called for approval of the December 12, 2009 Special Board Meeting Minutes. **MOTION:** Carmody moved to approve the December 12, 2008 Special Board Meeting Minutes. Wheeler seconded the Motion. Motion Carried. Pontius called for approval of the December 18, 2008 Special Board Meeting Minutes. Hansen moved to

approve the December 18, 2008 Special Board Meeting Minutes. Carmody seconded the motion. Motion carried.

**Call for APPROVAL of FINANCIAL REPORTS:**

Pontius called for approval of the Consent Agenda including the December 15, 2008 vouchers totaling \$21,933.39 as well as the December Payroll totaling \$164,408.09. **MOTION:** Carmody moved to approve the Consent Agenda. Hansen seconded the Motion. Motion carried.

**CORRESPONDENCE:**

12-19-08 Letter from EJFR giving 90 day notice of withdrawal from Special Agency Fund Interlocal.  
2-29-08 Memo form Board for Volunteers RE: Proposed WAC dealing with Volunteers.

**SEMINARS / MEETINGS:**

Snure Seminar – Employment Law

Spokane	January 31, 2009
Ocean Shores	February 7, 2009
Lynnwood	April 18, 2009

Northwest Leadership, Portland, OR      March 4-6, 2009

WFC and WFC A Legislative Day in Olympia will be March 9, 2009

WFC A Saturday Seminar:

Ocean Shores	March 21, 2009
Chelan	May 30, 2009

WFC Conference, Spokane May 27-30

WFC A Annual Conference will be in Spokane October 22-24, 2009.

**AMBULANCE TRANSPORT Patient Accounts**

None.

**CALL for PUBLIC COMMENT:**

Sandra Flaherty commented that she was overwhelmed at the number of conferences and seminars that the Commissioners attend, especially when she hears complaints from people regarding the taxes. Commissioner Hansen responded that the conferences and seminars are the only training the elected officials receive.

**PORT LUDLOW FIREFIGHTERS ASSOCIATION:**

None.

**IAFF LOCAL 3811:**

No report.

**CHIEF'S REPORT:**

Wilkerson mentioned that he was very proud of the level of service given during the severe winter weather. He also described an electrical power surge that occurred when a rodent chewed through the wiring in the emergency back-up generator. The power surge caused significant damage and will be fully covered on our insurance claim. Full Chief's Report is attached.

### **SUB-COMMITTEE REPORTS**

#### **Strategic Planning:**

We have received the Member Survey, and have seen a draft of the Master Plan. It has been sent back to make corrections with no date set to receive the final report.

#### **Finance:**

To be discussed under unfinished business item A.

#### **Safety:**

Meeting scheduled for January 16th will be rescheduled.

#### **Labor Management:**

The next meeting is scheduled for January 27th.

#### **Equipment & Facilities:**

Nothing has changed on the vehicle for Station 33. It is scheduled for a May 2009 delivery. The apparatus committee is continuing to work on specs for the Ambulance and Class A Pumper.

#### **Tech Committee:**

Porter stated that the new server is running, we have obtained three used laptops from the county and we will look into placing one into service in an ambulance. He also indicated an effort is underway to make our incident medical reporting paperless. The new web page for the District is being designed and will be open to the public by the end of the 1<sup>st</sup> quarter.

#### **Grants:**

Wilkerson was sent notification that our SAFER grant request for volunteer recruitment and retention has been awarded. Originally the grant was for \$356,00.00 over four years, but it has been changed to \$74,948.00 over two years.

#### **JeffCom:**

Pontius reported that they do not have a new system and time is running out to spend the Bond money.

### **UNFINISHED BUSINESS**

#### **Resolution 2009-01 (Budget Resolution for Capital Project Fund)**

After discussion with the county treasurer, it was determined that a resolution for the capital project fund is needed in addition to our General and EMS funds. Wilkerson presented the Resolution for the Capital Project Fund; he noted that the fund would be both a Revenue and a Expenditure Fund to allow vouchers to be written directly from the fund for Capital Expenditures. Motion: Wheeler moved to approve the budget resolution, Carmody seconded. Motion carried.

#### **Assistant Chief Recruitment (Progress update)**

Wilkerson stated that the application process closed on December 19<sup>th</sup>, with 10 applications submitted. Wilkerson and Hansen reviewed the applications and narrowed them down to 5 finalists who would continue in the process. The Board will hold an all day Special Board of Commissioners Workshop in Executive Session on February 2, 2009 to interview the finalists.

**ESCI Master Plan and Internal Survey (progress update)**

Wilkerson stated that the process was longer than expected, but was nearing completion. The Board can expect to have a final report delivered by ESCI by the end of February.

**Volunteer Participation Guidance (progress update)**

Wilkerson reported that he and Lt. Reynolds are looking to develop a policy and guide that will clearly stipulate guidelines for training, response, etc.

**Pope/DNR Land Swap (update)**

On hold.

**JCFD # 4 ALS Mutual Aid Agreement (update)**

Wilkerson reported on a meeting he had with Chief Herbst regarding the current agreement for ALS evaluation and transport. He noted that with the increase in utilization and the expense incurred in travel and time to Brinnon makes it necessary to reevaluate our agreement. Wilkerson indicates that he will be working on a new draft agreement for Board consideration in February or March.

**NEW BUSINESS**

**EMS Special Agency Fund**

Wilkerson reported on a letter that the Board received from East Jefferson Fire & Rescue stating that they are giving 90 day notice and withdrawing from the EMS Special Agency Fund Interlocal Agreement, and that they would discontinue their payments effective March 31, 2009. Wheeler commented that he was concerned with the fee, and if they would be decreased due to East Jefferson Fire & Rescue contracting on their own. Carmody stated that there was nothing in the letter to explain why they withdrew. Pontius has directed Wilkerson to check the RCW and with the Health Department to see what needs to be done to remain in compliance.

**Public Comment**

None.

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

Wilkerson reported that we have been given the opportunity to utilize a "Burn to Learn" house. Wilkerson also noted that we have purchased new mattresses for Station 31 and 33 and they will be delivered in the near future. We have been told that Chief Wilson's surgery went as expected, he is in good spirits and recovering and he is expected to be home soon.

**Call for Recess:**

Pontius called for a 5 minute recess at 9:00 p.m.

**Call Back to Order:**

Pontius called the meeting back to order at 9:05 p.m.

**Executive Session:**

Pontius called for a twenty minute executive session to review the qualifications of individuals for public employment at 9:10 p.m.

**Call Back to Order:**

Returning from executive session, Chair Pontius called the meeting back to order at 9:30 p.m. stating that the Board had reviewed the qualifications of individuals for public employment and that no action would be taken at this time.


**Adjournment:**

There being no further business Pontius called for adjournment at 9:30 p.m.

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**

SIGNED:

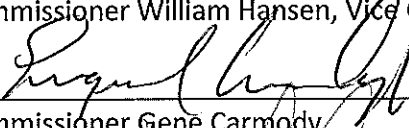
BY:

  
Commissioner Robert Pontius, Chairman

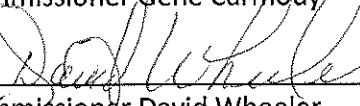
BY:

  
Commissioner William Hansen, Vice Chairman


BY:

  
Commissioner Gene Carmody

BY:


  
Commissioner David Wheeler

BY:

  
Commissioner Mike Porter

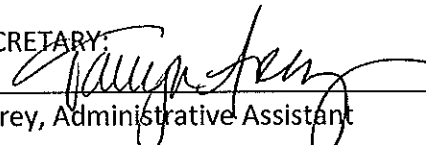
ATTEST:

By:

  
William Hansen, District Secretary

RECORDING SECRETARY:

By:

  
Tanya Arey, Administrative Assistant