

**Public Comment
Port Ludlow Fire Fighters Association
IAFF Local 3811
Chief's Report**

TAB 8

CALL for Recess. Conduct Local Board for Volunteers Meeting

TAB 9

2009 Committee Assignments and 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. Wheeler)
- F. Tech Committee (Comm. Porter)
- G. Grants (Comm. Hansen)
- H. JEFFCOM (Comm. Pontius)

Unfinished Business

- A. DNR/Pope Land Swap (PLFR Position) TAB 10
- B. Volunteer Participation Guidance (progress update)
- C. JCFD # 4 ALS Mutual Aid Agreement (Draft Interlocal) TAB 11
- D. EMS Special Agency Fund (update)
- E. Approve 2009 EMS Special Agency Fund Budget TAB 12
- F. Action item priorities from Master Plan (workshop date ?)

New Business

- A. Resolution 2009-02 Declaring Sole Source for MSA with SeaWestern TAB 13
- B. Part Time Clerk Proposal
- C. Draft Job Description: Community Services Officer TAB 14
- D. Capital Project Fund Expenditure Request - Ambulance Gurney (2) Stair Chair (1) TAB 15

Public Comment (for new business items only)

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**

REMINDE BOC THAT FINANCIAL AFFAIRS STATEMENTS ARE DUE APRIL 15, 2009

JEFFERSON COUNTY FIRE DISTRICT NO. 3

PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

April 14, 2009

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular Meeting of April 14, 2009 Board of Commissioners for 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, Bill Hansen, David Wheeler, Mike Porter and Gene Carmody. Administrative Staff present were Chief Ed Wilkerson, Assistant Chief Randy Coggan and Administrative Assistant Tanya Arey.

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 March 10, 2009 Regular Board Meeting Minutes. **MOTION:** Carmody moved to approve the March 10, 2009 Regular Board Meeting Minutes. Wheeler seconded the Motion. Motion carried.

Call for APPROVAL of FINANCIAL REPORTS:

Pontius called for approval of the Consent Agenda including the March Payroll totaling \$128,369.83. **MOTION:** Wheeler moved to approve the Consent Agenda. Carmody seconded the Motion. Motion carried.

CORRESPONDENCE:

04/08/09 Letter from Systems Design re Organizational Change
04/01/09 Letter from Apex Credit Union re Collection Agency Merger
04/03/09 Letter from PUD # 1 re fire hydrants

SEMINARS / MEETINGS:

Pontius reviewed the Region # 9 workshop which included a presentation by Commissioner Bill Hansen.

Wheeler and Carmody discussed the Saturday Seminar they attended in Ocean Shores. They handed out a list of items that the Board may want to consider implementing. This included: Waivers of Notice, combining the consent agenda with the minutes as one motion, delegation of powers, rolling notice contracts, a budget for public record requests, and having a weekly hot sheet.

AMBULANCE TRANSPORT Patient Accounts:

#1004 – Tabled until next meeting.
#1120 – Wheeler moved to continue with the collection process and send a certified letter to the patient. Hansen seconded. Motion carried.

#1150 - Wheeler moved to continue with the collection process and send a certified letter to the patient. Hansen seconded. Motion carried.

#1151 - Wheeler moved to continue with the collection process and send a certified letter to the patient. Hansen seconded. Motion carried.

#1196 - Pontius moved to continue with the collection process and send a certified letter to the patient. Wheeler seconded. Motion carried.

#1203 - Hansen moved to continue with the collection process and send a certified letter to the patient. Carmody seconded. Motion carried.

#29 - Hansen moved to continue with the collection process and send a certified letter to the patient. Wheeler seconded. Motion carried.

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

Association President Kurt VanNess reported that the Bingo Night/Pancake feed was a success though they will have better advertising in the future and plan it during the summer months when more Paradise Bay residents are in town.

VanNess also noted that they would be holding a car wash with the date yet to be determined.

IAFF LOCAL 3811:

None.

CHIEF'S REPORT:

Wilkerson reported the HealthForce Partners conducted the annual IAFF/IAFC Wellness Initiative Physicals with the majority of them being conducted on site. Feedback has been very positive and HealthForce will bill individual's insurance prior to billing balances to the District.

Wilkerson also reported on various community relations projects as well as numerous meetings and that he and Assistant Chief Coggan have attended.

Wilkerson also took a moment to mention that Fire Chief Bob Wilson, of District 2 & 5 is gravely ill. Wilkerson reported that he and Quilcene's EMS Chief Moe Moser have been asked to be the contacts for the Wilson family and that they would be working on the details and planning of the Memorial Service.

The full Chief's report is attached.

CALL for RECESS:

Pontius called for a 10 minute recess at 8:06 P.M.

CALL back to ORDER:

Pontius called the meeting back to order at 8:16 P.M.

SUB-COMMITTEE REPORTS

Strategic Planning:

Will be discussed in Unfinished Business.

Finance:

No report.

Safety:

The 1st Quarter Safety Meeting is scheduled for April 17th 2009.

Labor Management:

Committee met April 9th and the next meeting will be held in June, Wilkerson reported that all was going well.

Equipment & Facilities:

Coggan reported that the failing insulation in the Apparatus Bay is being taken care of by the manufacturer and will be replaced at no charge. Wilkerson noted that the pre-paint inspection for the new rescue pumper is scheduled for the end of April and as per the contract, he will be sending two people to the Darley Factory to conduct the inspection.

Tech Committee:

Wilkerson reported that Pacific Office Equipment of Port Angeles has been working to resolve some issues with our phone system as well as updating the voice mail system. He also indicated that the network is up and running well. The website is still being worked on as time permits and will be launched when completed.

Grants:

Hansen noted that there is a webpage usa.gov that lists all kinds of grants that are out there. Coggan stated that we are still awaiting word on the Fire Prevention and Safety grant, and the Assistance to Fire Fighters Grant opens on April 15th and closes May 20th.

JeffCom:

Wheeler attended the last JeffCom meeting and reported that a regionalization is being discussed between JeffCom, PenCom, and CenCom. They are conducting a 90 day study. Wheeler also noted that the dispatchers are forming a guild.

UNFINISHED BUSINESS

DNR/Pope Land Swap

Wilkerson stated that he is opposed to the DNR/Pope land swap due to the potential loss of revenue to the Fire District. He has sent a letter stating the same to DNR. Wilkerson also presented a draft of a letter addressed to Peter Goldmark, Commissioner of Public Lands for the Commissioners to review stating that they also are opposed due to the potential for revenue loss to the District. Pontius moved to approve the letter. Wheeler seconded. Wheeler, Pontius, and Porter were in favor, Carmody and Hansen were opposed.

Volunteer Participation Guidance (progress update)

Coggan reported that this is still a work in progress. He and the Chief are currently working to develop a Personnel Policy Manual that will encompass several policies and it will define the different types of volunteer and their participation.

JCFD # 4 ALS Mutual Aid Agreement (update)

Discussion tabled until next month's meeting.

EMS Special Agency Fund (update)

Pontius reported that the committee met and East Jefferson Fire & Rescue's deadline of May 31, 2009 has passed and they are currently still paying their portion of the transport fees. Pontius also noted that the EMS Council is not currently working within the WAC's and RCW's but the Council will have that taken care of within the next six months. The next meeting will be on April, 16, 2009.

Approve 2009 EMS Special Agency Fund Budget

Wilkerson requested that the Board adopt the 2009 EMS Special Agency Budget. Hansen moved to adopt the 2009 EMS Special Agency Budget. Porter seconded. Motion carried.

Action item priorities from Master Plan

Workshop scheduled for May 14, 2009 at 10:00am.

NEW BUSINESS

Resolution 2009-02 Declaring Sole Source for MSA with SeaWestern

Wilkerson noted that the State Auditor has requested that in order to comply with bid law requirements, that we declare SeaWestern as a sole source provider for our Self Contained Breathing Apparatus (SCBA) and parts. Porter moved to adopt Resolution 2009-02 declaring SeaWestern as a sole source provider for SCBA. Hansen seconded. Motion carried.

Part Time Clerk Proposal

Wilkerson proposed that a part time clerk be hired to help with administrative duties and serve as a back-up when the Administrative Assistant is on vacation/leave. The position would work no more than 20 hours per week and would not be eligible for benefits. This position was included in the 2009 budget as approved by the Board of Fire Commissioners. Wilkerson requested that the Board authorize him to move forward and fill the position within 30-60 days. Wheeler stated that he needed more justification in order to authorize this request. Porter noted that we are a small fire department and that we have too many administrative personnel. Hansen moved to postpone this item until the next Board Meeting. Wheeler seconded. Motion carried.

Draft Job Description

Coggan presented a Draft Job Description for a Community Services Officer, which would be a Volunteer Position. The individual selected for the position would work under supervision of the Assistant Fire Chief and the primary duties would include serving as the District's Public Information Officer, the District's Public Education Officer, and the District's Volunteer Recruitment and Retention Coordinator. Porter moved to accept the Job Description as presented. Hansen seconded. Motion carried.

Capital Project Fund Expenditure Request – Ambulance Gurney (2) Stair Chair (1)

Wilkerson requested that the Board authorize a purchase of two gurneys and one stair chair from Ferno. Wilkerson explained that the current equipment is outdated and in need of replacement. Two different manufacturers supplied demo equipment and it was a consensus among the EMS and Fire personnel to go with the Ferno products. Porter moved to authorize the purchase of the gurneys and stair chair from Ferno. Wheeler seconded. Motion carried.

Public Comment

Sandra Flaherty opposed the hiring of additional administrative support.

Ron Helmonds stated that it was nice to see the Board call the Chief to task and have him justify his requests.

Raelene Rossart opposed the hiring of additional administrative help and proposed that the new volunteer position could be given some of the administrative tasks.

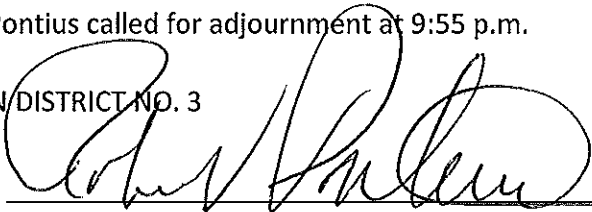
Good of the Order; Questions & Answers

None.

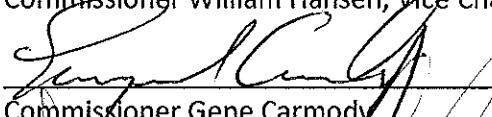
Adjournment:

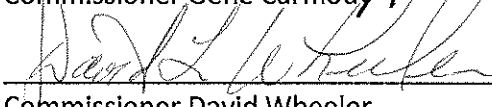
There being no further business, Pontius called for adjournment at 9:55 p.m.

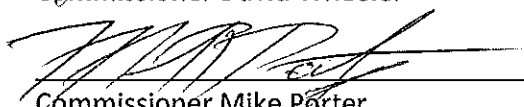
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Robert Pontius, Chairman

BY: ABSENT
Commissioner William Hansen, Vice Chairman

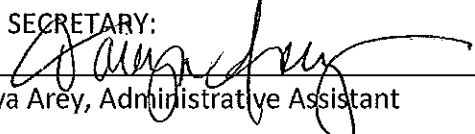
BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

BY: 
Commissioner Mike Porter

ATTEST:
By: 
William Hansen, District Secretary

ORIGINAL

RECORDING SECRETARY:
By: 
Tanya Arey, Administrative Assistant