

Port Ludlow Fire & Rescue
 BOARD OF COMMISSIONERS REGULAR MEETING A G E N D A
 June 9, 2009

Call to Order Regular Meeting	Vice Chair Hansen	7:00 p.m.
Flag Salute	Vice Chair Hansen	
Call for Approval of the Agenda		

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

Minutes

- | | | |
|----|--|-------|
| A. | May 12, 2009 Regular Board Meeting Minutes | TAB 1 |
| B. | May 26, 2009 Special Board Meeting Minutes | |

Financial Reports

- | | | | |
|----|------------------------------------|--------------|-------|
| A. | Vouchers: (May 18 and May 26) | \$215,805.35 | TAB 2 |
| B. | Payroll: | | |
| | May 2009 Payroll paid June 5, 2009 | \$135,735.50 | TAB 3 |
| C. | 5/31/09 Detailed Financial Report | | TAB 4 |

Correspondence: TAB 5

- | | |
|---------|--|
| 5-11-09 | Letter from DNR re East Jefferson Land Exchange |
| 5-12-09 | Letter from Nicholson & Associates Insurance re Risk Management Groups |
| 6-01-09 | Letter from BVFF re New WAC Defining Volunteer Firefighters |
| 6-6-09 | Memo from Chief Wilkerson re Restrictions on Political Activities |

Seminars/Meetings

See Attached TAB 6

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts: TAB 7

Patient Account #

- 28
- 29
- 64
- 121
- 122

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

TAB 8

CALL for Recess. Conduct Local Board for Volunteers Meeting

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. Part Time Clerk Proposal (defer to later date)
- B. Volunteer Participation Guidance (progress update)
- C. JCFD # 4 ALS Mutual Aid Agreement (status update)
- D. Discussion with JCFD 2/5 re partnership opportunities/possibilities

New Business

- A. Resolution 2009-06 Authorizing Participation in Natural Hazards Mitigation Plan

TAB 9

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**

JEFFERSON COUNTY FIRE DISTRICT NO. 3

PORT LUDLOW FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
June 9, 2009

CALL TO ORDER:

Board Vice Chair Commissioner Bill Hansen called the regular meeting of June 9, 2009 Board of Fire 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 Vice Chair 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. Board Chair Robert Pontius was 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 Hansen.

CALL for APPROVAL of the AGENDA:

Hansen called for any changes to the agenda. Hearing none, the agenda was approved.

CALL for APPROVAL of the CONSENT AGENDA:

Hansen called for the approval of the Consent Agenda which includes the May 12, 2009 Regular Board Meeting minutes, the May 26, 2009 Special Board Meeting minutes, the May 2009 vouchers, and the May 2009 Payroll totaling \$135,735.50.

Porter asked to have the May 12, 2009 Regular Board Meeting minutes pulled out to be approved separately, and Carmody asked that the May 26, 2009 Special Board Meeting minutes be pulled out and approved separately. **Motion:** Wheeler moved to approve the Consent Agenda, Carmody seconded. Motion carried.

Hansen called for approval of the May 12, 2009 Regular Board Meeting minutes. Porter asked that the public comment section give more detail regarding a comment made by Ron Helmonds. **Motion:** Porter moved to approve the May 12, 2009 Regular Board Meeting minutes as amended, Carmody seconded. Motion carried.

Hansen called for approval of the May 26, 2009 Special Board Meeting Minutes. Carmody asked that a comment he made regarding insurance renewals be added to the minutes. **Motion:** Porter moved to approve the minutes as amended, Carmody seconded. Motion carried.

CORRESPONDENCE:

05-11-09 Letter from DNR re East Jefferson Land Exchange
05-12-09 Letter from Nicholson & Associates Insurance re Risk Management Groups
06-01-09 Letter from BVFF re New WAC Defining Volunteer Fire Fighters
06-06-09 Memo from Chief Wilkerson re Restrictions on Political Activities

SEMINARS / MEETINGS:

See attached.

AMBULANCE TRANSPORT Patient Accounts:

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

#29 –The Board approved this account to go to collections in the amount of \$964.00 at the last meeting, Systems Design was able to bill patients insurance and the amount being sent to collections is now \$148.93.

#64 – Wheeler moved to continue with the collection process and send a certified letter to the patient. Carmody seconded. Motion carried.

#121- Porter moved to refer to collections in the amount of \$837.00. Carmody seconded. Motion carried.

#122 - Porter moved to refer to collections in the amount of \$1109.00. Wheeler seconded. Motion carried.

Carmody asked that we put our current collection process on the agenda for the next meeting.

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

None.

IAFF LOCAL 3811:

None.

CHIEF'S REPORT:

Wilkerson reported that we have received the insurance money for the winter power surge claim. The funds will be coded back into the line items that they were paid out of. He also noted that the federal funds we should be receiving for the SAFER Grant are late due to a large backlog; those funds will likely be reflected in next months' financial report.

The insulation has been installed in the apparatus bay and C & F Insulation will be coming back to make any touch ups necessary. It is surmised that the insulation failed in part due to the diesel exhaust fumes, Wilkerson stated that we need to get a diesel extraction system in place.

Wilkerson updated the Board on the status of the Volunteer Program and Training Program rewrite. He noted that AC Coggan and Lt. McGuffey have been working together and the Board should expect to see some documentation to show the progress that has been made. We have three new residents and two new traditional volunteers.

Wilkerson explained that Pontius is not in attendance at the meeting because he and FF/PM Matt Binder have travelled back to Wisconsin to pick up the new Rescue 33 and should be back sometime this coming weekend. Porter requested that the commissioners be sent an email notifying them of the arrival of the new apparatus.

Wilkerson also mentioned that though we didn't have to execute any rescues on the Hood Canal Bridge, many thanks are due for all of the hard work, efforts, and planning.

CALL for RECESS:

Hansen called for a five minute recess at 7:40 p.m.

CALL BACK to ORDER:

Hansen called the meeting back to order at 7:45 p.m.

SUB-COMMITTEE REPORTS**Strategic Planning:**

No report.

Finance:

No report.

Safety:

The 3rd Quarter Safety Meeting is scheduled for August 3, 2009.

Labor Management:

Committee will meet on July 15th.

Equipment & Facilities:

The final drawings for the Class A are expected soon, Wilkerson is meeting with Eddie Wright of Targhee Fire next week and once the contract is executed, the vehicle will be 350 days out. The Ambulance contract has been signed and it should go into preproduction within two months, once started there is an approximate 120 day completion window.

Tech Committee:

Porter reported that he met with Coggan and discussed the IT needs of the department and they feel that a long term plan be set prior to the budget planning.

Grants:

Coggan gave an update on the grants in progress. The Fire Station Construction Grant was not submitted due to the very little likelihood of earning one of the grants available. A priority list was given and we did not meet the criteria enough to be competitive.

The Fire Fighter Excess Property Grant through DNR has been submitted. If approved this grant would get the department a lightly use Military 2002-03 Ford F700/F800 truck. The department would have to pay for the conversion into a response vehicle. There are four departments ahead of us and we could possibly get the vehicle in December.

The Fire Prevention and Safety Grant has been submitted and we are currently getting letters of support for our submittal. The Assistance to Fire Fighters Grant has been submitted and the department is hoping to get a diesel extraction system. A vehicle mounted system will be the system put in to place if the grant is awarded. This system provides protection in the bay and on the scene. The cost of the system is an estimated \$8400 for each diesel vehicle.

JeffCom:

Coggan reported that JeffCom Board is operating at the status quo currently. They have given the director some broad guidance regarding the infrastructure build out and the budget. Talks of

regionalization are on hold. Wheeler commented that he has been dissatisfied with JeffCom and its operation. Porter commented that they should have gone through with the Regionalization study. JeffCom will be having a board retreat on June 18th.

UNFINISHED BUSINESS

Part Time Clerk Proposal

This item has been deferred to a time yet to be determined.

Volunteer Participation Guidance (progress update)

Coggan reported that this is still a work in progress. The document is about 80% complete in draft form. It encompasses all aspects of being a volunteer, such as defining different types of volunteers, application process, interviews, testing, and sets the minimum standards. The goal is to have a complete draft by the July Board meeting. Coggan also stated that our standards will exceed those set by the Board for Volunteer Fire Fighters (BVFF). The BVFF only sets standards for earning volunteer pension, while the standards set by the department are in place to keep volunteers trained and safe.

JCFD # 4 ALS Mutual Aid Agreement (update)

No new information to date, since the Board approved the agreement at the last Board Meeting.

Discussion with JCFD 2/5 re Partnership Opportunities/Possibilities

Wilkerson reported that he and Pontius met with Districts 2 & 5. It may take some time to absorb the loss of Chief Wilson. In the mean time Mo Moser is the Interim Chief for District 2 and Willie Knoephle is the Interim Chief for District 5. Carmody noted that after speaking with Commissioners Ward and Whitaker of District 2, Chief Wilson did everything and now they are left to try to sort through everything.

NEW BUSINESS

Resolution 2009-06 Authorizing Participation in Natural Hazards Mitigation Plan

Wilkerson noted that this is a housekeeping issue. Four years ago the Natural Hazard Mitigation Plan was set between the City of Port Townsend, Jefferson County and several other agencies that are impacted. It is a requirement that it be revised every four years. The resolution authorizes Wilkerson to participate in planning and revision meetings. **Motion:** Porter moved to adopt resolution 2009-06, Hansen seconded. Discussion. Wheeler asked what defined a natural disaster. Wilkerson replied earthquakes, tsunamis, heavy snow, flooding, etc. Porter mentioned that Timberton is a landslide area, and they are having trouble with the Firewise program. Motion carried.

Public Comment (new business items only)

Sandra Flaherty asked if she could make a comment that should have been made at the beginning of the meeting and Chair Hansen said he would allow it. Ms. Flaherty stated that she is passing on information from members of the community who are concerned how the levy lid lift money is being used.

Good of the Order; Questions & Answers

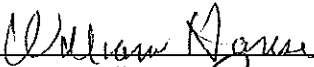
None.

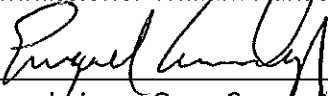
Adjournment:

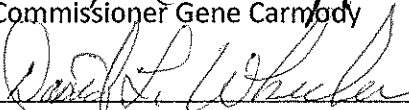
There being no further business, Pontius called for adjournment at 8:36 p.m.

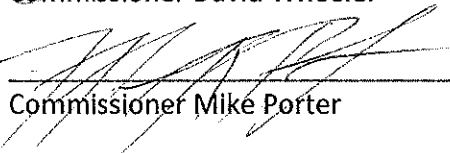
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

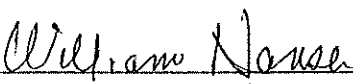
SIGNED: BY: _____excused absence_____
Commissioner Robert Pontius, Chairman

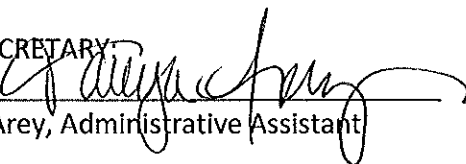
BY: 
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

BY: 
Commissioner Mike Porter

ATTEST:
By: 
Ed Wilkerson, Fire Chief

RECORDING SECRETARY:
By: 
Tanya Arey, Administrative Assistant