

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
August 11, 2009

Call to Order Regular Meeting	Chair Pontius	7:00 p.m.
Flag Salute	Chair Pontius	
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.	July 14, 2009 Regular Board Meeting Minutes	TAB 1
	July 21, 2009 Special Board Meeting Minutes	

Financial Reports

A.	Vouchers: (July 13, July 20)	\$466,499.65	TAB 2
B.	Payroll:		
	July, 2009 Payroll paid Aug 5, 2009	\$141,515.87	TAB 3
C.	07/31/09 Detailed Financial Report		TAB 4

Correspondence: TAB 5

NONE

Seminars/Meetings

See Attached TAB 6

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts: TAB 7
None – see Systems Design Report

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. Proposed revised Policy re: Ambulance Billing TAB 9
- B. Attorney Snure Recommendations re Trauma and EMS Council TAB 10
- C. Fire Chief Appraisal, Goals and Compensation
- D. Request to extend Lieutenant Eligibility List to September 8, 2009

New Business

- A. 2010 Budget Process

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
August 11, 2009**

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular meeting of August 11, 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 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 Cray.

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 any changes to the agenda. Porter added Storm Water Run Off to New Business as Item B. Porter moved to approve the agenda as amended, Carmody seconded. Motion carried. Discussion: Pontius asked to pull the July 21, 2009 Special Meeting Minutes out of the Consent Agenda to follow approval of the Consent Agenda. Motion Carried.

CALL for APPROVAL of the CONSENT AGENDA:

Pontius called for the approval of the Consent Agenda which includes the July 14, 2009 Regular Board Meeting minutes, the July 2009 vouchers, the July 2009 Payroll totaling \$141,515.87 and the monthly financial report. Wheeler moved to approve the Consent Agenda, Carmody seconded. Discussion: Carmody noted that the finance committee audited the vouchers and found them all to be in order. Motion carried.

Pontius called for approval of the July 21, 2009 Special Meeting Minutes. Pontius asked that a statement in the minutes be changed as he did not say it exactly as the minutes read.

CORRESPONDENCE:

None.

SEMINARS / MEETINGS:

See attached.

AMBULANCE TRANSPORT Patient Accounts:

None – See Systems Design Report

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

None.

IAFF LOCAL 3811:

None.

CHIEF'S REPORT:

Wilkerson noted Shawna Matthews brought in a donation check today in the amount of \$10,000 which will be used toward the purchase of a Lifepak 12. Porter asked if Rescue 33 is up and running, Wilkerson replied that it is.

EXECUTIVE SESSION:

Pontius called for an executive session at 7:12 p.m. to discuss the performance of a public official. Wilkerson and Coggan remained in the executive session. At 7:21 p.m. Pontius extended the executive session for another 10 minutes.

CALL BACK to ORDER:

Pontius called the meeting back to order at 7:30 p.m. and stated that no action had been taken. He reported that Porter gave his verbal resignation effective immediately, stated that the District would be given a letter of resignation and left the meeting. Carmody moved to accept Porter's verbal resignation effective immediately, Hansen seconded. Motion carried unanimously.

SUB-COMMITTEE REPORTS

Strategic Planning:

None.

Finance:

None.

Safety:

Coggan reported that the safety devices for the garage doors at station 33 will be installed on August 12, 2009.

Labor Management:

Committee will meet in September, date is to be announced.

Equipment & Facilities:

No meetings scheduled, a date will be scheduled to go through each station and see what is needed.

Tech Committee:

Coggan noted that a meeting was scheduled for August 10, 2009, but was not held due to scheduling conflicts. The meeting was not rescheduled due to lack of any new issues to be discussed.

Grants:

Coggan gave an update on the grants in progress. The AFG and Fire Prevention Grants have had no new action since the last Board Meeting. The Fire Fighter Property Grant is underway. The title for the apparatus from DNR is ready to be transferred by the end of the week. They are working on

it and getting the skid load on and receiving bids for the paint. Pontius asked Coggan to see if the sales tax on the work being done can be paid in Jefferson County.

JeffCom:

Pontius gave the Board an update on JeffCom.

UNFINISHED BUSINESS

Proposed Policy re: Ambulance Billing

The Commissioners looked over the proposed policy and provided their comments and questions. Hansen noted that he liked how it is laid out. Pontius was concerned that only the cases which ask for a charity write-off would be brought before the Board. He also noted that he didn't feel that taxpayers should be sent to collections. Hansen stated that we need the guidelines because they are functional. Wilkerson stated that by following the policy guidelines our actions are defensible.

Pontius asked why the law enforcement members and their immediate family would get a write off after their insurance paid. Wilkerson replied that they are very supportive of the fire service and routinely work in cooperation with Port Ludlow Fire & Rescue. Wheeler questioned why so many relations are considered immediate family and believes that immediate family should be defined as any relative living in the same house as the member. Hansen noted that the Federal Government defined what immediate family is. Wilkerson also noted that we have utilized this practice three times in the last four years, and it is not a huge impact to the district.

Carmody asked what a risk management write-off is. Wilkerson replied that it is a write off that may be used due to unique circumstances that arise and are deemed to be in the best interest of the district.

Hansen moved to rescind the current policy # 6151 and approve the proposed policy. Carmody seconded. The motion carried with Wheeler, Carmody, and Hansen in favor and Pontius opposed.

CALL for RECESS:

Pontius called for a five minute recess at 8:21 p.m.

CALL BACK to ORDER:

Pontius called the meeting back to order at 8:26 p.m.

Attorney Snure Recommendations re Trauma and EMS Council

Coggan noted that the EMS Council asked Snure to look over the Bylaws and give his recommendations. Snure stated that he was concerned about a layer of bureaucracy that isn't necessary. His recommendations would result in having one entity that represents all EMS stakeholders and is similar to other councils in the state. Coggan also noted that currently they are decertified as a non-profit. Nothing illegal is being done but it can be streamlined.

Fire Chief Appraisal, Goals and Compensation

Compensation: Pontius explained that there is an understanding that the Fire Chief would remain at 25% above the top Lieutenant's pay. The union and non-represented staff received a 3% raise on January 1, 2009. Wilkerson, at that time, asked that any increases to his salary be held in abeyance until a later date. Carmody stated his opinion that any increases should be retroactive to January 1, 2009 and on January 1, 2010 the Chief should receive the 3% increase as the Union does. Wheeler stated that his opinion was that he should get the 3% increase but it should be effective on

July 1, 2009 because that is when his performance appraisal occurs. Wheeler added that the Chief should get deferred comp and education incentive as part of the compensation package like the career staff get.

Wilkerson noted that a 3% increase will bring his compensation to 23.5% above the top step lieutenant and that is acceptable to him.

Pontius stated that per the understanding when the union gets a 3% raise, the Chief should get a 3% raise as well. Carmody moved to adjust the Fire Chief salary by 3% to \$8600.00 per month retro to January 1, 2009. Wheeler seconded. Motion carried.

Goals: Wilkerson handed out a sheet that listed the goals he set for himself for 2009/2010. Wilkerson and the Board discussed the items on the sheet and it was noted that this item would be on the next month's agenda for the Board to add any items needed.

Item D on the agenda (Request to extend Lieutenant Eligibility List to September 8, 2009) was moved to the end of the agenda.

NEW BUSINESS

2010 Budget Process

Wilkerson discussed a memo regarding the 2010 Budget process. Cray and Wilkerson will meet with the County Assessor on September 24, 2009 to review the preliminary assessed values of the district. Pontius stated that he would like to attend that meeting as well. Wilkerson noted that he would be meeting with the finance committee over the next several weeks to draft the revenue and expenditure portions of the 2010 budget. Wilkerson also recommended that the Board schedule a budget workshop on October 27, 2009 to fully discuss the proposed 2010 budget, and a public budget hearing on November 10, 2009 prior to the regularly scheduled board meeting.

Storm Water Run-Off

Wilkerson reported that the CAFS foam is an environmentally friendly product and is approved by the US Forest Service.

Public Comment (for new business items only)

None.

Good of the Order; Questions & Answers

Wilkerson noted that the department has been working with Navy Region Northwest training at Indian Island with their live fire training prop. We have developed a good working relationship and will be adding Engine 91 to our run cards. Commander Loose has been extremely supportive of Port Ludlow Fire & Rescue and Jefferson County. Wilkerson also gave kudos to Coggan for direct work with the Navy.

Wilkerson also reported that Poulsbo Fire has been very generous in letting us utilize their training tower.

Carmody highlighted the community involvement that the department has had by being a part of the upcoming Port Ludlow Days, and also commented that it is nice to have a good working relationship with Navy Region Northwest.

Coggan commended Deputy Brian Tracer of the Jefferson County Sheriff's Office for his hard work over the last two weeks while taking several department members through the Train the Trainer program in the Sheriff's Boat. Tracer was a pleasure to work with.

Hansen noted that he would be out of town travelling during the months' of September and October and would not be in attendance at the BOC meetings.

EXECUTIVE SESSION:

Pontius called for a 10 minute executive session at 9:22 p.m. to discuss contract issues. Wilkerson and Coggan remained with the Board. At 9:27 p.m. the session was extended for 5 more minutes. At 9:32 the session was extended for 10 more minutes.

CALL BACK to ORDER:

At 9:47 Pontius called the meeting back to order and stated that no action had been taken.

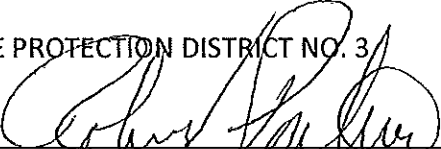
Request to Extend Lieutenant Eligibility List to September 8, 2009

Wilkerson requested to extend the Lieutenant Eligibility List. Hansen moved to extend the Eligibility List to September 8, 2009, Carmody seconded. Motion carried.

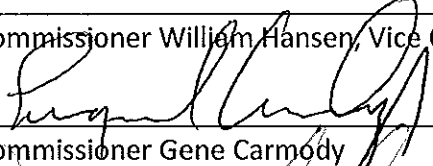
Adjournment:

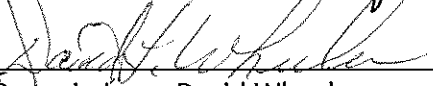
There being no further business, Pontius called for adjournment at 9:47 p.m.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

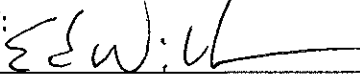
SIGNED: BY: 
Commissioner Robert Pontius, Chairman


BY: _____
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner Gene Carmody

BY: 
Commissioner David Wheeler

BY: _____
Position # 3 (Vacant)

ATTEST:
By: 
Ed Wilkerson, Fire Chief

RECORDING SECRETARY:
By: 
Tanya Cray, Administrative Assistant