



**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 (AC Coggan)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Tech Committee (AC Coggan)
- G. Grants (Comm. Hansen)
- H. JEFFCOM (Comm. Pontius)

**Unfinished Business**

- A. Fire Chief 2009/2010 Goals TAB 9  
*Please be prepared to take action on this item not later than the November BOC meeting per the BOC Chair*
- B. Type 5 Wildland Engine Project (Update)

**New Business**

- A. 2010 EMS Special Agency Fund Budget TAB 10
- B. Consideration of recognition of Mike Porter for his years of service as a Fire Commissioner TAB 11
- C. Consideration of Resolution No. 2009-08 declaring cargo bed from 1994 F-700 FPP grant vehicle surplus TAB 12

**Public Comment (for new business items only)**

**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 October 13, 2009**

#### **CALL TO ORDER:**

Board Chair Commissioner Robert Pontius called the regular meeting of October 13, 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, David Wheeler, Gene Carmody, Bill Hansen, and Ron Helmonds. 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, and he added an Item D under New business to "Define a Meeting for Commissioners". Helmonds motioned to approve the agenda as amended, Hansen seconded. Motion Carried.

#### **CALL for APPROVAL of the CONSENT AGENDA:**

Pontius called for the approval of the Consent Agenda which includes the September 8, 2009 Regular Board Meeting minutes, the September 2009 vouchers, the September 2009 Payroll totaling \$136,875.35 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.

#### **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 the service anniversaries of FF/PM Dan Wagner (1 yr), FF/PM Matt Schmitz (1 yr) and Commissioner Pontius (10 yrs) and noted that there were no accidents in the 3<sup>rd</sup> Quarter of 2009. Wilkerson also mentioned that the report from the Teambuilding Workshop would be available soon.

Wilkerson and Cray attended the WFCAs Healthcare meeting and learned that the cost of our healthcare is increasing by 22%.

With the approval of the Board, Wilkerson promoted three new Lieutenants, effective October 1, 2009.

**BADGE PINNING**

Wilkerson introduced the three newly promoted Lieutenants and noted that with their promotions, they are now formal leaders in the organization and that both the district and the community will have high expectations of them. Chief Wilkerson offered the newly appointed Lieutenants to select whom that wished to have pin their new badges and LT/EMT Alex Kosiuga was pinned by his wife Lyuda Kosiuga, LT/PM Matt Binder was pinned by Sally Wilkerson, and LT/PM Tim Manly was pinned by his mother Brenda Roberts.

Wilkerson also asked that the Board grant permanent status to FF/PM Dan Wagner and FF/PM Matt Schmitz who just completed one year of service. Hansen moved to grant them permanent status, Carmody seconded. Motion carried.

**CALL for RECESS**

Pontius called for a 15 minute recess at 7:32 p.m.

**CALL BACK To ORDER**

Pontius called the meeting back to order at 7:47 p.m.

**CHIEF'S REPORT CONTINUED**

Wilkerson reported on information given to us by the county assessor regarding the preliminary assessed values of the district and the impacts on the general and EMS funds.

Wilkerson discussed the Swine Flu and that it has reached pandemic levels. We are currently working with two providers to see that all of our 1<sup>st</sup> responders who want the vaccine are able to get it. Wilkerson also noted that the PLF&R Website, [www.plfr.org](http://www.plfr.org) has a link to the Center for Disease Control, which is the best place to get information on the Swine Flu.

Wilkerson also mentioned that Lt. Tim Manly taught a Community Emergency Response Team (CERT) class recently and there were about 20-25 people attending and he received a lot of positive feedback regarding the class and the instruction provided by Manly.

**SUB-COMMITTEE REPORTS**

**Strategic Planning:**

Ongoing.

**Finance:**

Covered in the Chief's report.

**Safety:**

The 2009 3<sup>rd</sup> QTR Safety Meeting was held October 5<sup>th</sup> at 8:00 a.m. at station 31. Coggan noted the committee is absent a Commissioner. Pontius asked Helmonds to assume the vacancy.

**Labor Management:**

Committee met on October 13<sup>th</sup> and they discussed medical insurance, evaluations and an upcoming labor/management conference.

**Equipment & Facilities:**

Wheeler reported that he and Helmonds spent time reviewing apparatus and facilities and discussed them with the on duty crew.

**Tech Committee:**

Nothing to report. Wilkerson recommended that this committee be removed as it is unnecessary. Items and/or information needing to be brought to the board will be done on an as needed basis.

**Grants:**

Coggan stated the AFG Grant is pending and the 2008 Fire Fighter Prevention and Safety Grant was not awarded to us though, the 2009 Fire Fighter Prevention and Safety Grant is now open and they are having Ken Horvath look at it and offer any suggestions before submitting it.

**JeffCom:**

Pontius reported that Sheriff Tony Hernandez is making some positive changes as the interim director. The mapping is close to being complete, and they are continuing to work on the infrastructure. Coggan noted that they will not be using the Morgan Hill site, but they are looking at the water tank site, and having discussions with Verizon to share their tower. The JeffCom Technical committee will meet on October 19<sup>th</sup> to discuss the Brinnon area. The Admin Board authorized Phillip Morley to enter into a study with AdComm to look at the four options available to JeffCom for a CAD system – Positron (Current System), Spillman (Contracted System), and shared options with PenCom or CenCom.

**UNFINISHED BUSINESS****Fire Chief 2009/2010 Goals**

Hansen moved to approve the Fire Chief Goals as presented, Carmody seconded. Motion Carried.

**Type 5 Wildland Engine Project**

The Type 5 is back from the paint shop and looks very sharp, though there are a few corrections to be made. US Fire expects to deliver the finished apparatus in mid to late November.

**NEW BUSINESS****2010 EMS Special Agency Fund**

The Board reviewed the 2010 EMS Special Agency Fund budget and Hansen moved to approve it, Carmody seconded. Motion carried.

**Consideration of Recognition of Mike Porter for his years of service as a Fire Commissioner**

Wilkerson asked the Board if they would like to present Mike Porter with a framed badge in recognition of his nearly six years of service as a Fire Commissioner. Pontius moved to direct Wilkerson to have a recognition award made, Hansen seconded. Motion carried.

**Consideration of Resolution No. 2009-08 declaring cargo bed from 1994 F-700 FPP Grant Vehicle surplus**

Coggan reported that the cargo bed from the 1994 F-700 grant vehicle is currently sitting at DNR and is in their way. The cargo bed does not have a lot of value and we would actually lose money to pay to have it moved. Coggan recommended the Board approve Resolution 2009-08 which declares the cargo bed as surplus and allow staff to sell it at the best possible price or dispose of it in any legal manner. Wheeler moved to approve Resolution 2009-08, Hansen seconded. Motion carried.

**Define What is Considered a Commissioner Meeting for Compensation**

Wheeler suggests that the District needs to have a policy in place to define what constitutes a Commissioner Meeting and the policy needs to be in compliance with RCW 52.14.010. He also requested that we look at other Fire Districts that already have a policy in place. Staff will send out an email blast to get this information from other districts.

**Public Comment**

None.

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

Wheeler reported that Kitsap County is looking to surplus some of their vans to non-profit agencies. He recommended that we look into getting one of them if possible.


Wilkerson noted that we have two Resident/Volunteers that are attending an ILS Class and when completed they will be certified in Intermediate Life Support. He also noted that the EMS Council budget is being cut by 10%, and the Boundary Line between Jefferson County District # 5 and Clallam County District # 3 is nearly finalized.

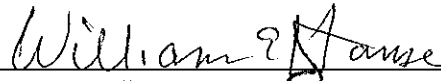
Hansen noted that while he was travelling in Germany he explored the fire service there and noted that it is state law that they have an 8 minute response time.

**Adjournment:**

There being no further business, Pontius called for adjournment at 8:51 p.m.

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

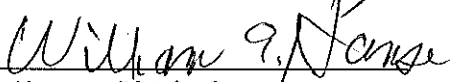
SIGNED: BY:   
Commissioner Robert Pontius, Chairman


BY:   
Commissioner William Hansen, Vice Chairman

BY:   
Commissioner Gene Carmody

BY:   
Commissioner David Wheeler

BY:   
Commissioner Ron Helmonds

ATTEST:  
By:   
William Hansen, District Secretary

RECORDING SECRETARY:  
By:   
Tanya Cray, Administrative Assistant