

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
January 12, 2010

Call to Order Regular Meeting

Chair Pontius 7:00 p.m.

Motion to Elect 2010 Chairperson of the Board of Fire Commissioners
Motion to Elect 2010 Vice-Chairperson of the Board of Fire Commissions

Oath of Office (6 year term) for Commissioner Helmonds

Flag Salute

Chair

Call for Approval of the Agenda

Chair

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

Minutes

December 8, 2009 Regular Commissioner Meeting Minutes TAB 1

Approval of:

A. Vouchers: (12/14 & 12/21) \$ 56,079.88 TAB 2

B. Payroll:
December Payroll paid January 5, 2010 \$ 132,421.95 TAB 3

Correspondence:

TAB 4

01-08-10 Letter from Roger Ferris, WFOA Executive Secretary Re: 2010 Legislative Report
Seminars/Meetings

See Attached

TAB 5

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts:

TAB 6

Patient Account #120

See Systems Design Report

Public Comment

Port Ludlow Fire Fighters Association

IAFF Local 3811

Chief's Report

TAB 7

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. Helmonds)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Grants (Comm. Hansen)
- G. JEFFCOM (Comm. Pontius)

2010 Committee Assignments

Chair

Unfinished Business

- A. Type 5 Wildland Engine Project (Update) TAB 8

New Business

- A. Part Time/Temporary Positions TAB 9
- B. Command and Staff Vehicle Proposal TAB 10
- C. Resolution 2010-01 Declaring Items Surplus TAB 11

Public Comment (for new business items only)

Good of the Order;

- Chief Moser Update

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

January 12, 2010

CALL TO ORDER:

Board Chair Commissioner Robert Pontius called the regular meeting of January 12, 2010 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.

Motion to Elect 2010 Chairperson of the Board of Fire Commissioners:

Hansen nominates Carmody for Board Chair, Carmody accepted the nomination. Wheeler seconded, motion carried.

Motion to Elect 2010 Vice-Chairperson of the Board of Fire Commissioners:

Pontius nominates Hansen for Vice-Chair, Hansen accepts nomination. Wheeler seconds, motion carried.

Oath of Office (6 year term) for Commissioner Helmonds:

District Secretary Hansen delivered the Oath of Office to Commissioner Helmonds.

CALL for the FLAG SALUTE:

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

CALL for APPROVAL of the AGENDA:

Carmody called for approval of the agenda. Helmonds moved to approve the agenda, Wheeler seconded. Motion Carried.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which includes the December 8, 2009 Regular Commissioner Meeting minutes, the December 2009 Payroll totaling \$132,421.95. Helmonds moved to approve the Consent Agenda, Wheeler seconded. Discussion: Wheeler noted that the finance committee audited the vouchers and found them all to be in order. Motion carried.

CORRESPONDENCE:

01-08-10 Letter from Roger Ferris, WFCB Executive Secretary Re: 2010 Legislative Report.

SEMINARS / MEETINGS:

See attached.

AMBULANCE TRANSPORT Patient Accounts:

Ambulance Patient Account #120 – Request for charity write-off in the amount of \$983.00. Pontius moved to grant the charity write, Helmonds seconded. Discussion: Wheeler suggests that the Board inquire for proof of facts stated in the request and accept monthly payments. Helmonds stated that it would be too much work for \$10.66 per month. Vote, all in favor: Hansen, Carmody, Pontius, Helmonds. Opposed: Wheeler, motion carried.

See Systems Design Report

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

None.

IAFF LOCAL 3811:

None.

CHIEF'S REPORT:

Wilkerson began his report by stating that he has enjoyed working with Pontius as Board Chair for the last two years. He reported that there is one employee on extended sick leave and one employee off on an extended injury leave. Wilkerson noted that the final 2009 Financial Report is complete and the carry over into 2010 is more than expected. He also mentioned that he had a meeting with the Census Bureau who are encouraging government agencies to partner with them. We are offering the use of our training room for a testing site and posting Census information links on the District Website. Wilkerson stated that with the consensus of the Board, he was going to solicit professional qualifications for architectural services so that at such time as the Board chooses, we can begin to work with an architect to evaluate S-33 for remodel and/or new construction as well as look at possible expansion needs for S-31. The Board voiced no opposition.

CALL for RECESS

Pontius called for a 5 minute recess at 8:46 p.m.

CALL BACK To ORDER

Pontius called the meeting back to order at 8:51 p.m.

SUB-COMMITTEE REPORTS

Strategic Planning:

None.

Finance:

Wheeler stated that we will end 2009 better off than anticipated.

Safety:

Met on January 5th. No issues to report.

Labor Management:

Next meeting will be January 21st.

Equipment & Facilities:

None.

Grants:

Coggan reported that they should start awarding the AFG Grants this month. We received inquiry from the Fire Prevention & Safety Grant program staff asking how we could show that the trailer would be integrated into the school district's curriculum and Wilkerson contacted the Superintendents who provided letters stating that they would make time available. The DNR Phase II Grant was approved for

\$9,389.00 towards the Type 5 apparatus and this will bring the cost of the apparatus down to \$37,278.00.

JeffCom:

JeffCom is working to recruit a permanent director. Staffing is currently at 9 dispatchers with a 10th coming on shortly.

2010 Committee Assignments

JeffCom

Carmody noted that JeffCom Reports would be removed from the Committee Assignments list. Pontius asked if the Board would still approve him to attend the JeffCom meetings. Wheeler stated that due to the fact that he is an alternate, he should not be approved to go unless the regular member is unable to attend the meeting. Helmonds asked if the Chief felt there was value in having Pontius attend the meetings, Wilkerson responded that he did find value in his attendance. Carmody noted that Pontius has history with JeffCom. Hansen moved to approve Pontius to continue attending JeffCom Meetings. Helmonds seconded. Pontius, Hansen, Carmody, and Helmonds voted in favor; Wheeler opposed. Motion carried.

Finance:

Carmody appointed Wheeler and Helmonds to serve on the committee.

Strategic:

Carmody and Hansen will be committee members.

Safety:

Helmonds will continue to be on the committee.

Labor Management:

Pontius and Carmody will continue to be on the committee.

Equipment & Facilities:

Pontius and Wheeler will continue to be on the committee.

UNFINISHED BUSINESS

Type 5 Wildland Engine Project (Update)

Coggan reported that over the last few weeks they have been doing some fine tuning. It will be in the paint shop on the 15th. Coggan and Wilkerson have made a couple of trips to see it recently and feel it will be an excellent addition to our fleet. They are hoping for a delivery on the 19th. Wilkerson also noted that he spoke with Braun N.W. regarding the new ambulance and they are anticipating a completion date at the end of the month with an in-service date around March 1st.

NEW BUSINESS

Part Time/Temporary Positions

Wilkerson presented a two part proposal to the Board that requests the Fire Chief be authorized to hire a part time Office Clerk and hire a part time grant funded Volunteer Coordinator position called for in the 2008 SAFER Volunteer Recruitment Grant.

Part Time Office Clerk Position

Wilkerson noted that this position was brought before the Board in April of 2009 and was deferred with the Board asking for further justification. He stated that there are presently more tasks needing to be done than one person can do. Having a second person will provide relief and back up to an already busy office. Wilkerson added that the position was recommended in the 2009 Master Plan and since then, the operational staffing has gone from 21 to 32. He proposed the position be a part time non-benefited position with an hourly rate not to exceed \$15/hour and a maximum of 20 hours per week.

Part Time Grant Funded Volunteer Coordinator

Wilkerson reported that there are currently five candidates who have applied for the position and he anticipates interviews to be conducted the week of the 21st with Board approval. The position will be a part time, limited-term (funding ends April, 2011), non-benefited position with an hourly rate not to exceed \$20/hour and a maximum of 20 hours per week.

Executive Session:

Carmody called for a 10 minute Executive Session at 8:29 p.m. Wilkerson, Coggan, and Cray remained in session.

Call Back to Order:

Carmody called the meeting back to order at 8:39 p.m. No decisions were made.

Part Time Office Clerk Position

Wilkerson noted that someone has expressed interest in the part time position. Pontius stated that he believes we should advertise the position and have an open process. Pontius moved to authorize the Fire Chief to hire a part time Office Clerk, Wheeler seconded. Discussion: Helmonds stated that as a Board, we are accountable to the public and in advertising the position we stand to find the most suitable person. Hansen believes that the process has been done in the past and has worked for us. Motion carried.

Volunteer Coordinator

Pontius moved to authorize the Fire Chief to hire a part time temporary Volunteer Coordinator not to exceed the grant funding totals, Helmonds seconded. Motion carried.

Command/Staff Vehicle Proposal:

Wilkerson proposed to surplus the 1998 Ford Ranger and purchase a late model used vehicle to serve as a second suitable command vehicle. The Ranger currently has 103,706 miles on it and will likely need more costly repairs as time goes on. He also asked that the Board authorize him to spend up to \$22,000 including tax on a late model used 4x4 type vehicle, an additional \$7,500 would be needed for radio, lights and siren package, command module etc. Pontius moved to surplus the Ranger, Wheeler seconded. Motion carried. Wheeler moved to authorize the Chief to purchase a used 4x4 vehicle for no more than \$22,000 and \$7,500 for configuration, Helmonds seconded. Motion carried.

Wilkerson also proposed to surplus the two 1995 Ford Taurus's and replace them with one used late model multi-purpose vehicle. He noted that the two vehicles are expected to have maintenance costs that exceed their value with nearly any type of major maintenance that may be required. He recommends that the district surplus one or both of the vehicles and asked the Board to authorize him to spend up to \$16,260 to replace them with one late model used staff vehicle that is capable of carrying up to six persons and have space for transporting firefighter gear bags and other miscellaneous items. Hansen moved to surplus the two Taurus's as recommended, Helmonds seconded. Discussion: Pontius noted that one vehicle carrying several firefighters puts our small district at higher risk, he has heard of several accidents. Motion carried with Pontius abstaining.

Wheeler moved to authorize the Chief to purchase a suitable vehicle to transport staff, not to exceed \$16,260, Hansen seconded. Motion carried.

Resolution 2010-01 Declaring Items Surplus:

Coggan presented a list of items to surplus that currently have no value to the District. Helmonds moved to surplus all items listed, Hansen seconded. Motion carried.

Public Comment

None.

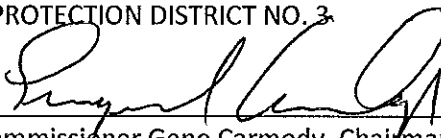
Good of the Order; Questions & Answers

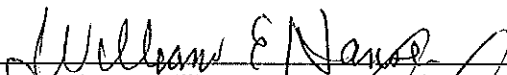
Wilkerson reported that Chief Moser is getting stronger but it would be another 4-5 weeks before he will be getting back to work. Wilkerson also noted that he spent three days in Quilcene assisting with the Fire Chief interviews and felt that the department will soon have an excellent Chief on board.

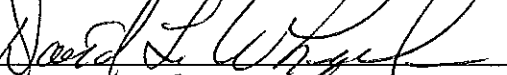
Adjournment:


There being no further business, Carmody called for adjournment at 9:35 p.m.

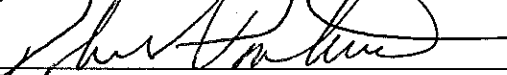
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3


SIGNED: BY: 
Commissioner Gene Carmody, Chairman

BY: 
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner David Wheeler

BY: 
Commissioner Ron Helmonds

BY: 
Commissioner Robert Pontius

ATTEST:
By: 
William Hansen, District Secretary

RECORDING SECRETARY:
By: 
Tanya Cray, Administrative Assistant