

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
February 9, 2010

Call to Order Regular Meeting

Chair Carmody 7:00 p.m.

Flag Salute

Call for Approval of the Agenda

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

Minutes

January 12, 2010 Regular Commissioner Meeting Minutes TAB 1

Approval of:

A. Vouchers: (1/25) \$ 43,909.51 TAB 2

B. Payroll:
January Payroll paid February 5, 2010 \$149,127.12 TAB 3

Correspondence:

TAB 4

01/27/10: RE: FD5 Letter to FD2 re withdrawal from 325 ALS Agreement
01/28/10: RE: County Auditor reminder of Annual Personal Financial Affairs Statement (F1)
02/01/10: RE: County BOC thank you for use of our facilities
02/04/10: RE: WFCA Letter to Comm. Hansen re the Bylaws Committee

Seminars/Meetings

See Attached TAB 5

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts:

TAB 6

Patient Account
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

2010 Committee Assignments and Sub-Committee Reports

- A. Strategic Planning (Comm. Carmody, Comm. Hansen)
- B. Finance (Comm. Wheeler, Comm. Helmonds)
- C. Safety (Comm. Helmonds)
- D. Labor Management (Comm. Pontius, Comm. Carmody)
- E. Equipment & Facilities (Comm. Pontius, Comm. Wheeler)
- F. Grants (Comm. Hansen)

Unfinished Business

- A. Type 5 Wildland Engine Project (Final)
- B. 2009 AFG Grant Award (Diesel Extraction)
 - Consider Resolution 2010-02 Sole Source for Ward Diesel
- C. Authorization to have Fire Chief execute contract with Ward Diesel

TAB 8

New Business

- A. Facilities/Apparatus Needs
 - Station 31 driveway failure
 - Request to Surplus Rescue 31 (1992 Mobile Medical)
 - Upcoming Committee Meeting
- B. Comm. Hansen Request Re WFCB Bylaws Committee
- C. District Insurance Proposals

TAB 9

Public Comment

Good of the Order;

- Chief Moser Update
- Chief Low appointed new Fire Chief JCFD#2

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

February 9, 2010

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of February 9, 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 Gene Carmody, David Wheeler, Robert Pontius, 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 Carmody.

Introduction of New Volunteer Coordinator:

Coggan introduced Laura Halady to the Board. Halady, a local Port Ludlow Realtor and resident has been hired to fill the grant funded Volunteer Coordinator position. Halady was one of three candidates interviewed for the position. She was a med-tech in the Air Force and has extensive experience with sales and marketing. Halady reported that she has met with Coggan and Lt. Binder to discuss the Volunteer Program and has begun attending drills. She expects to have an initial plan in place by the March Board meeting.

CALL for APPROVAL of the AGENDA:

Carmody called for approval of the agenda. Hansen moved to approve the agenda, Pontius seconded. Motion Carried.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which includes the January 12, 2010 Regular Commissioner Meeting minutes, the January 2010 vouchers totaling \$49,909.51 and the January 2010 Payroll totaling \$149,127.12. 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:

01-27-10: RE: FD5 Letter to FD2 re withdrawal from 325 ALS Agreement
01-28-10: RE: County Auditor reminder of Annual Personal Financial Affairs Statement (F1)
02-01-10: RE: County BOC thank you for use of our facilities
02-04-10: RE: WFCA Letter to Comm. Hansen re the Bylaws Committee

SEMINARS / MEETINGS:

Wilkerson reported that he, Pontius, Hansen, and Helmonds attended Legislative Day and though there are not a lot of expectations, he feels that they were heard.

Pontius reported on the ongoing status of JeffCom.

Pontius asked the Board to approve him to attend all EMS Council Meetings. Discussion followed, and Carmody stated that Pontius would only be approved to attend the meetings on a case by case basis.

AMBULANCE TRANSPORT Patient Accounts:

See Systems Design Report

CALL for PUBLIC COMMENT:

None.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

The Association will be meeting next week to review bylaw amendments.

IAFF LOCAL 3811:

None.

CHIEF'S REPORT:

Wilkerson reported that he received a copy of a letter from JCFD #5 (Discovery Bay) to JCFD #2 (Quilcene) stating they are giving their 90 day notice of withdrawal from the 325 ALS Agreement effective February 1, 2010. Wilkerson noted that he will know more after discussion with JCFD # 2.

Wilkerson also made note that the two Taurus's, the Ranger, and Engine 31 have all been sold. A conditional offer has been made to an office clerk applicant. District #2 (Quilcene) has hired a new Fire Chief, Bob Low. Wilkerson also stated that we were awarded the AFG Grant for seven (7) Diesel Extraction units.

CALL for RECESS

Carmody called for a 5 minute recess at 7:45 p.m.

CALL BACK To ORDER

Carmody called the meeting back to order at 7:50 p.m.

SUB-COMMITTEE REPORTS

Strategic Planning:

None.

Finance:

Wheeler stated he went over the voucher audit process with Helmonds and believes he will do a good job.

Safety:

None.

Labor Management:

A meeting was scheduled for the 21st of January but labor did not show up. Wilkerson stated he spoke with the Lt. McGuffey who apologized, stating that both he and Lt. Reynolds overlooked it. Labor and Management are trying to plug in another date for a 1st Quarter meeting.

Equipment & Facilities:

Next meeting is scheduled for February 10, 2010.

Grants:

Coggan reported on the AFG Grant which we were awarded and Fire Prevention and Safety Grant is looking optimistic. We have been awarded the DNR Phase II Grant for an additional \$9,300.00 towards the Type 5 Wildland Engine. The Fireman's Fund Grant will be resubmitted in March. The DNR Phase 1 Grant is coming up in March and it is for an open catalog purchase for all equipment for the Type 5.

Executive Session:

Carmody called for a 15 minute executive session to discuss the performance of a public employee at 7:57 p.m. Wilkerson and Coggan remained in session with the Board.

At 8:15 p.m. the executive session was extended another 10 minutes.

Call Back to Order:

Carmody called the meeting back to order at 8:29 p.m. and stated that no action was taken.

UNFINISHED BUSINESS**Type 5 Wildland Engine Project (Final)**

The Type 5 is getting some reflective striping at U.S. Fire and it will be completed and delivered this week.

2009 AFG Grant Award (Diesel Extraction)

The District has received notification that it has been awarded an AFG Grant for the installation of seven (7) vehicle mounted Diesel Capture Systems. The Ward "No Smoke and No Smoke 2" Diesel Capture Systems are the only devices that comply with the specific criteria for our application. Wilkerson asked the Board to consider Resolution 2010-02 that lists the sole sourcing of the Ward Diesel Filter Systems. Helmonds moved to adopt Resolution 2010-02, Wheeler seconded. Motion carried. Discussion: Pontius asked what the value of the grant is and what the cost to the district would be. Coggan noted that the cost to the district would be \$3,325.00 and the value of the grant is \$66,000.00. Wheeler noted that this is a great for the health and safety of our firefighters and anyone spending time in our facilities.

Authorization to have Fire Chief Execute a contract with Ward Diesel

Hansen moved to authorize the Fire Chief to execute a contract with Ward Diesel, Wheeler seconded. Motion carried

NEW BUSINESS**Facilities/Apparatus Needs****Station 31 Driveway Failure**

Wilkerson reported that he had received a bid from Peninsula Paving to correct a pavement failure in the driveway at Station 31. He asked if the Board would like him to get estimates for a more permanent fix or have it patched and possibly have to keep having to piecemeal the issue. Discussion followed, the Board agreed that a temporary fix now and looking for a more comprehensive fix in dryer weather would be the best option.

Request to Surplus Rescue 31

Wilkerson stated that once the new ambulance is in service we will likely want to surplus the 1992 Ford ambulance. He noted that the Sheriff's Office has a need for this type of vehicle and would like to partner with us on a technical rescue team. Wilkerson recommended that the District surplus the vehicle and authorize him to work with the Sheriff to come up with an equitable plan to transfer the 92 Ford ambulance, with the Sheriff providing funding for training/equipment for the joint team.

Pontius moved to surplus Rescue 31 to the Sheriff's Department and authorize Wilkerson to work with the Sheriff to come up with an equitable amount of funding for a joint PLFR/JCSO Technical Rescue Team. Wheeler seconded. Motion carried.

Commissioner Hansen Request re WFCB Bylaws Committee:

The WFCB has sent a letter requesting that Commissioner Hansen continue to serve on the Bylaws and Resolutions Committee. Hansen asked the Board for approval to remain on the committee and attend the necessary meetings. Wheeler moved to approve request, Helmonds seconded. Motion carried.

District Insurance Proposals

Wilkerson reported that in keeping with the Board's request to review insurance proposals periodically, he would like input from the Board as to who they might want to hear from. He noted that Brian Edgren of EHL Insurance who is our broker could give proposals for ESIP, VFIS, and the CIAW Risk Pool. Dick Fournier, of Fournier Insurance Group who also represents VFIS, could also give a proposal, but the insurance companies usually want to deal with only one broker. Wilkerson also stated that Karen Miltenberger, of Nicholson & Associates Insurance has indicated in the past that she would be interested in making a proposal. The Board indicated their desire to hear proposals from Edgren and Miltenberger. Wilkerson announced that he would schedule a Board Workshop for the proposals to be given.

Public Comment

None.

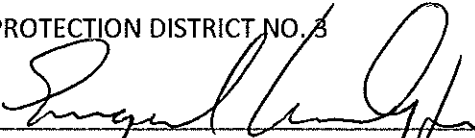
Good of the Order; Questions & Answers

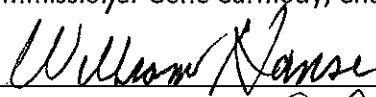
Wilkerson reported that Chief Moser is back and is very happy to be back to work. Wilkerson noted that Chief Low will be an asset to the Fire Service in our county. Hansen announced that he would be out of town throughout the weekend. Carmody noted that the Wellness Newsletter done by Lt. Kosiuga and FF/EMT Gregory was excellent.

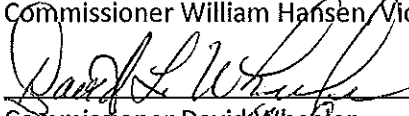
Adjournment:

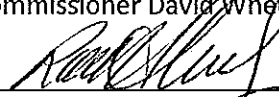
There being no further business, Carmody called for adjournment at 9:03 p.m.

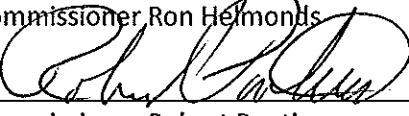
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

SIGNED: BY: 
Commissioner Gene Carmody, Chairman


BY: 
Commissioner William Hansen, Vice Chairman

BY: 
Commissioner David Wheeler

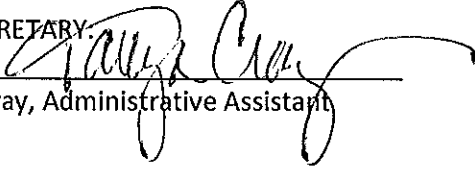
BY: 
Commissioner Ron Helmonds

BY: 
Commissioner Robert Pontius

ATTEST:

By: 
William Hansen, District Secretary

RECORDING SECRETARY:

By: 
Tanya Cray, Administrative Assistant