

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

Call to Order Regular Meeting

Chair Carmody 7:00 p.m.

Flag Salute

Call for Approval of the Agenda

Introduction of Kay Rowland, Office Clerk

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

Minutes

February 9, 2010 Regular Commissioner Meeting Minutes TAB 1

Approval of:

A. Vouchers: (2/08,2/09, 2/16, 2/22) \$232,185.51 TAB 2

B. Payroll:
February Payroll paid March 5, 2010 \$137,785.55 TAB 3

Correspondence: TAB 4

02/26/10: RE: CIAW Reports and Letters from Nicholson & Associates

03/01/10: RE: Thank you from Mr. Frank Minter

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. Prevention Grant Update
- B. 325 ALS Agreement
- C. PLFR Fire Commissioner Workshop for April (Insurance/Contract Negotiations)
- D. Capital Project Needs
 - Station 31 Center Island
 - Station 31 Above Ground Fuel Tanks
 - Training Room (media upgrade)
 - Alcove for Copy Machine
 - Office Needs for Front Office

New Business

- A. BIAS Software (Staff Recommendation) TAB 8
- B. 2010 Budget Adjustments TAB 9
- C. 2010 Burn Ban
- D. Board Action on Medical Program Director Contract and Training Coordinator Contract TAB 10

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 March 9, 2010

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of March 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.

CALL for APPROVAL of the AGENDA:

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

Introduction of Kay Rowland, Office Clerk:

Wilkerson introduced Rowland to the Board.

CALL for APPROVAL of the CONSENT AGENDA:

Carmody called for the approval of the Consent Agenda which includes the February 9, 2010 Regular Commissioner Meeting minutes, the February 2010 vouchers totaling \$233,585.51 and the February 2010 Payroll totaling \$137,785.55. Hansen moved to approve the Consent Agenda, Helmonds seconded. Discussion: Helmonds noted that the finance committee audited the vouchers and found them all to be in order. Motion carried.

CORRESPONDENCE:

02-26-10: RE: CIAW Reports and Letters from Nicholson & Associates
03-01-10: RE: Thank you from Mr. Frank Minter

SEMINARS / MEETINGS:

Helmonds noted that he, Lt. Manly and Cray all attended the NW Leadership Seminar in Portland and it was a great seminar.

Pontius reported that the Jefferson County Commissioners & Secretaries had Brigitte Smith, from the Board for Volunteer Fire Fighters speak at their last meeting and she gave a nice presentation.

AMBULANCE TRANSPORT Patient Accounts:

See Systems Design Report

CALL for PUBLIC COMMENT:

No report.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

No Report.

IAFF LOCAL 3811:

No Report.

CHIEF'S REPORT:

Wilkerson noted that there are several birthdays in March and three anniversaries. A full chief's report is attached.

Coggan and Laura Halady, Volunteer Coordinator gave a report of their 90 day plan for the Volunteer Program. Halady noted that they have developed a marketing brochure for businesses and will be placing an advertisement in the Village Voice for volunteers. A direct mail will be going out to the Paradise Bay area where they are focusing on recruiting volunteers. They are planning to place a sign near Station 32 once approval is received from the County and will be attending a community meeting in April. Halady also noted that in April they will look at how the Volunteer Program has done for the 1st quarter and begin to focus on the retention portion of the program.

Wheeler asked what the status of the surplus items at Station 32 was. Coggan noted that Lt. Reynolds is in charge of setting up times for other departments to come and look to see if they would like to purchase anything, and then set up a garage sale for any leftover items.

Carmody asked Lt. Manly to add anything of importance. Manly noted that the new Ambulance went in service today, EMS Online is going very well, and the majority of the department has gone through CPR Training. Manly also noted that we will no longer be using epi-pens and can now draw epi from a vial or ampoule which will save the Department money.

SUB-COMMITTEE REPORTS

Strategic Planning:

Next meeting is to be announced.

Finance:

Helmonds stated that he and Wheeler discussed BIAS Software with Wilkerson.

Safety:

Next meeting is to be announced.

Labor Management:

Next meeting is April 15th.

Equipment & Facilities:

Wheeler noted that the new Ambulance is in service and that the Committee has decided to meet twice a year to go over station needs.

Grants:

Coggan reported on current grants:

DNR Type 5: Going through the final punchlist. A training video has been made and is now available on the company folder.

DNR Phase II: We have been reimbursed \$9389.00 for the refurbishment of the Type 5.

AFG: We have received the grant in the amount of \$63,175.00 to use towards the purchase of a Diesel Extraction System.

DNR Phase I: Application process will open at the end of March and allows for the recipients to purchase items from the DNR catalog at a reduced cost.

AFG 2010: Coming up quickly and Coggan will be attending a grant workshop on March 16th. Coggan also noted that there is a potential Regional Grant for SCBA's.

UNFINISHED BUSINESS

Prevention Grant Update

Coggan reported that we are still in a holding pattern and it is likely we will get the grant.

325 ALS Agreement

Wilkerson reported that District 5 has given their 90 day notice to terminate the contract effective February 1, 2010. Wilkerson stated that he would with Board consensus, work with Quilcene Fire Chief Low to renegotiate a contract with JCFD2 and PLFR. The Board was in favor of the renegotiation and asked Wilkerson to keep them informed.

PLFR Fire Commissioner Workshop for April (Insurance/Contract Negotiations)

The workshop is scheduled for April 1st from 12:30pm – 5:00pm.

Capital Project Needs

Wilkerson discussed several capital project needs with the Board which included: Station 31 center island paving, Station 31 above ground fuel tanks, a media upgrade or the training room, an alcove for the copy machine, and some office needs for the front office.

NEW BUSINESS

BIAS Software (Staff Recommendation)

Wilkerson presented information to the Board regarding BIAS Software and staff's recommendation to purchase the software for use in doing our payroll and vouchers in house rather than the current system in place which relies on the County Auditor to cut our checks. Wilkerson noted that we would still use the County Treasurer as our bank. Pontius moved to accept staff's recommendation for BIAS Software, Wheeler seconded. Motion carried

2010 Budget Adjustments

Wilkerson noted that with the news of receiving the AFG Grant for Diesel Extraction and the possibility of receiving a Fire Prevention Grant for the Life Safety Trailer, he is recommending that the Board revise the 2010 Budget to reflect these items. As we also exceeded our targets for 2010 carryover in both the General and EMS Funds, Wilkerson is recommending that the Board adjust the transfers to the Reserve and Capital Project Funds by an additional \$50,000 and \$40,000 respectively. Wilkerson will add this as to the Board's regular agenda for the April, 2010 Board Meeting.

2010 Burn Ban

Wilkerson noted that historically Port Ludlow Fire & Rescue and East Jefferson Fire & Rescue have declared a July and August burn ban. Brinnon would like to declare a burn ban only when the DNR Fire Danger is at Moderate. Wilkerson requested direction from the Board. Board consensus is to keep it the way it has been and avoid confusion.

Board Action on Medical Program Director Contract and Training Coordinator Contract:

The EMS Council is requesting that the Board approve the 2010-2011 contract and pay increase for the Medical Program Director from \$1350.00 to \$1500.00 per month, and 2010-2011 contract and pay increase for the Training Coordinator from \$500.00 to \$600.00 per month. Discussion followed. Hansen moved to approve the recommended 2010-2011 Contracts for the Medical Program Director and Training Coordinator to include the pay increases. Helmonds seconded, Motion Carried.

Executive Session:

Carmody called for a 10 minute executive session to discuss the performance of a public employee at 9:35pm, Wilkerson and Coggan remained in session with the Board. At 9:45pm the executive session was extended another 20 minutes.

Call Back to Order:

Carmody called the Regular Meeting back to order at 9:55 pm. and announced that no action was taken.

Good of the Order; Questions & Answers

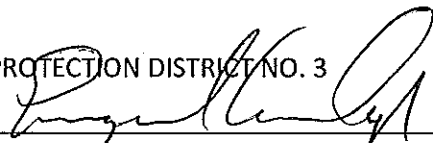
Pontius noted that JeffCom is pouring concrete and working on a tower location. Carmody reported that if Senate Bill 6880 passes, it would require all compensated EMS workers to pay for their certifications. Wilkerson reported that the City of Port Townsend put the EMS Levy on the Ballot but declined the Fire Levy Ballot for the April 27th election. EJFR will have both the Fire and EMS levies on the ballot.

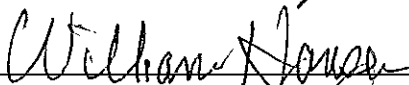
Cray noted that Cherie Yarberry, Administrative Assistant for East Jefferson Fire & Rescue has been diagnosed with breast cancer and will be having surgery tomorrow. Cray noted she would be sending flowers from the District and the Board approved.

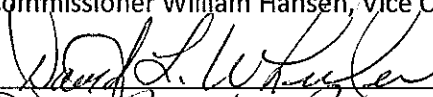
Adjournment:

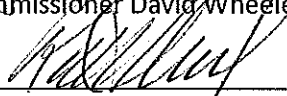
There being no further business, Carmody called for adjournment at 10:03 p.m.

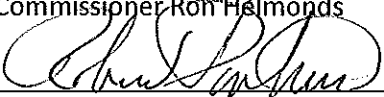
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

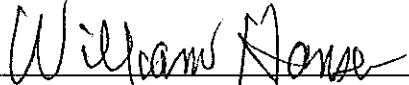
SIGNED: BY: 
Commissioner Gene Carmody, Chairman

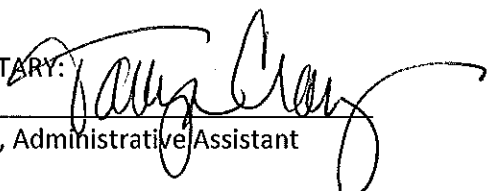
BY: 
Commissioner William Hansen, Vice Chairman

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