

Port Ludlow Fire & Rescue
BOARD OF FIRE COMMISSIONERS REGULAR MEETING A G E N D A
April 13, 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

March 9, 2010 Regular Board Meeting Minutes
April 1, 2010 Special Board Meeting Minutes

TAB 1

Approval of:

A. Vouchers: (3/08, 3/15, 3/22) \$ 31,418.79

TAB 2

B. Payroll:
March Payroll paid April 5, 2010 \$140,470.80

TAB 3

Correction to Approval of Vouchers from February Payroll paid March 5, 2010.

Correspondence:

TAB 4

03/12/10: RE: Letter from Deputy Prosecuting Attorney re FF/EMT Rodney Gregory

Seminars/Meetings

See Attached

TAB 5

Report on Seminars/Meetings attended since last meeting

Ambulance Transport Patient Accounts:

TAB 6

Patient Account #29

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. | Fire Prevention Grant Award | TAB 8 |
| B. | Port Ludlow Fire & Rescue/Jefferson 2 ALS Interlocal Agreement | TAB 9 |
| C. | 2010 Budget Amendment | TAB 10 |
| D. | District General Insurance Renewal | TAB 11 |
| E. | S-31 Mezzanine Archive Storage Room Project | TAB 12 |

New Business

- A.

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
April 13, 2010

COPY

CALL TO ORDER:

Board Chair Commissioner Gene Carmody called the regular meeting of April 13, 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. 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 March 9, 2010 Regular Commissioner Meeting minutes, the March 2010 vouchers totaling \$31,418.79 and the March 2010 Payroll totaling \$140,470.80. Helmonds moved to approve the Consent Agenda, Hansen seconded. Discussion: Wheeler noted that the finance committee audited the vouchers and found them all to be in order. Motion carried.

Correction to Approval of Vouchers from February Payroll paid March 5, 2010:

Wilkerson reported that the agenda, and consent agenda from the March 9, 2010 Board of Commissioners meeting had a \$1400.00 error in the voucher totals. The actual vouchers signed and approved by the Board were correct. Hansen moved to approve the correction to the agenda and the consent agenda for the March 9, 2010 meeting, Helmonds seconded. Motion carried.

CORRESPONDENCE:

03-12-10: RE: Letter from Deputy District Attorney re FF/EMT Rodney Gregory

SEMINARS / MEETINGS:

See attached schedule.

AMBULANCE TRANSPORT Patient Accounts:

See Systems Design Report

Patient Account #19:

The Board received a letter from Patient Account #19 requesting a charity write-off in the amount of \$1053.00 due to financial hardship. Wilkerson stated that it is staff's recommendation to write-off this account as the individual has provided information that is consistent with the Board's right-off policy. Hansen moved to write-off Patient account # 19 in the amount of \$1053.00, Helmonds seconded. All in favor were Carmody, Pontius, Hansen, and Helmonds. Wheeler was opposed. Discussion: Wheeler stated that patients should be given a chance to pay off debts. The Board requested staff to draft a

letter requesting individuals whose accounts have been written off pay off their debts if their financial situation changes.

CALL for PUBLIC COMMENT:

Mr. Mike Porter addressed the Board requesting 5-10 minutes at the next Board meeting to give a presentation to the Board regarding pollution and storm water run-off. After Mr. Porter left, Board discussion continued, and by consensus they agreed that a Board meeting would not be the appropriate forum for a presentation. A letter would be sent to Mr. Porter to encourage him to present his information to the local clubs and commended him on his efforts to clean up the Puget Sound.

PORT LUDLOW FIREFIGHTERS ASSOCIATION:

FF/EMT VanNess gave a brief presentation on the fundraising activities of the association. Wilkerson stated that he had some concerns with the purpose and proposed changes to the bylaws.

IAFF LOCAL 3811:

No Report.

CHIEF'S REPORT:

Wilkerson reported on recent facility maintenance activities including the Station 31 driveway failure patch, a new alcove for the copy machine, and recent changes to the administrative office. Wilkerson also noted that he met with Chief Olson of Poulsbo Fire to discuss attempting to enter into a contract for service for the Hood Canal Bridge. He also reported that the Port Ludlow Marina has agreed to refurbish all three pumps at the Marina as well as performing quarterly maintenance. A full Chief's Report is attached.

CALL FOR RECESS:

Carmody called for a 10 minute recess at 8:09 p.m.

CALL BACK TO ORDER:

Carmody called the meeting back to order at 8:20 p.m.

SUB-COMMITTEE REPORTS

Strategic Planning:

No Report.

Finance:

No Report.

Safety:

Helmonds noted that the 1st Quarter Safety Meeting was held last week and everything is going well.

Labor Management:

Next meeting is April 15th.

Equipment & Facilities:

Wilkerson noted that the new Engine chassis has been delivered and will go into the factory any time now. He is anticipating that we will be driving it back around the second week in July.

Grants:

Hansen reported that he was able to sit in on a grant workshop for AFG FEMA Grants. He noted that opportunities exist for regional efforts regarding fire investigation and fire marshal activity. He stated it was very interesting and worthwhile.

Coggan reported on current grants:

DNR Phase I: Catalog is currently open to purchase equipment at cost.

AFG: Will open again in the next 30-60 days.

UNFINISHED BUSINESS**Fire Prevention Grant Award**

Coggan reported that he has received word that we have been awarded the AFG Fire Prevention and Safety grant in the amount of \$92,329.00 for a life safety trailer. There is a 5% district match should we accept it. If the grant is accepted a curriculum would be developed and it would be targeted for use in schools as well as a learning tool for retirees. Hansen moved to direct staff to accept the grant, Pontius seconded. Motion carried.

Port Ludlow Fire & Rescue/ Jefferson 2 ALS Interlocal Agreement

Wilkerson reported that although District 5 has withdrawn from the ALS Interlocal agreement, District 2 is very satisfied with the agreement and would like it to continue at the current rate of \$30,000.00 per year. Pontius moved to accept the 3/2 Interlocal Agreement, Helmonds seconded. Motion carried.

2010 Budget Amendment

Wheeler moved to approve Resolution 2010-03, amending the 2010 budget to reflect anticipated grant revenues and expenditures as well as allocating higher than expected carryover funds. Helmonds seconded. Motion carried.

District General Insurance Renewal

Wilkerson stated that after reviewing the presentation that Brian Edgren made on April 1, 2010, staff's recommendation is to continue with ESIP as our insurance provider at the quoted cost of \$24,378.00. Pontius moved to accept the ESIP quote for the upcoming one year period beginning June 1, 2010, Hansen seconded. Motion carried.

Call For Recess:

Carmody called for a five minute recess at 8:25 p.m.

Call Back To Order:

Carmody called the meeting back to order at 8:30 p.m.

Station 31 Mezzanine Archive Project

Wilkerson presented a bid of \$4250 from National Partitions for an Archive room to be constructed on the mezzanine at Station 31. Helmonds moved to accept the bid in the amount of \$4250.00 plus tax and not to exceed \$5000.00. Pontius seconded, motion carried.

Good of the Order; Questions & Answers

Pontius noted that Commissioner Julie McClanahan of District 2 is retiring as a commissioner.

Wilkerson announced that the Region 9 Conference was last weekend and the Region 9 Representative Steve Neupert, Carmody, Wheeler, and Cray were instrumental in making it a success. The station looked very good thanks to the hard work of the duty crew and volunteers.

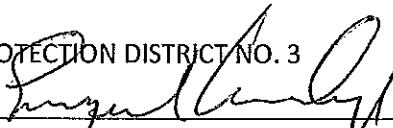
Wilkerson acknowledged all the hard work put in by Coggan to earn the Fire Prevention and Safety Grant. He also acknowledged Lt. Manly and his crew for saving a woman's life recently.


Wheeler reported that he has had Port Ludlow citizens tell him on two occasions recently, how professional our crews are.

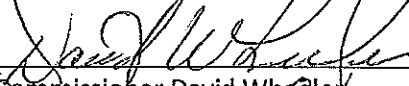
Adjournment:

There being no further business, Carmody called for adjournment at 9:49 p.m.

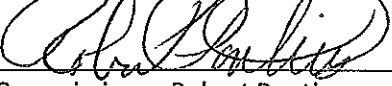
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3


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