

FIRE DISTRICT #3

BOARD OF COMMISSIONER'S
REGULAR MEETING

MAY 8, 1990

COMMISSIONERS PRESENT: Dennis Hannan, Board Chairman and
Commissioners John Parker and
Leonard Pedersen.

Secretary, David Douglas Acting Secretary. Judy McFerran attending
Fire Service Secretaries Conference in Kennewick, Washington.

o Meeting called to order at 7:32 p.m. by Chairman Hannan.

Gummy Johnson noted the need to correct the use of the name
Tollshark where it should read Tollefsen. This correction was on
page 3 under Station #33 - Cancelled Change Orders.

Commissioner Pedersen made a MOTION to approve the minutes
with the noted correction. SECONDED by Commissioner Parker.
MOTION PASSED.

OLD BUSINESS

o CHANGE ORDER NO. 7 - GARAGE DOOR OPENERS. Mike Scheren asked
about the status of this issue. Chief McFerran reported that this
item has been deleted from the contract with no charge to the owner.
The cancellation of this order is at no cost to the district.

o STATION #33 REMODELING PROJECT. Chief McFerran reported on
meeting of 5/1/90 with Hal Wells, Rick Tollefsen and construction
supervisor, John Hampton. Discussed finishing the following items:
Floor covering, carpentry items, plumbing fixtures to be in , furnace
testing, painting and septic tank set and pressure testing. Clean up
to begin 5/7/90. On 5/9 a pre punch list is scheduled. The chief
made a site today (5/8/90) and reported that the clean up had not yet
been started. The scheduled completion date is 5/15/90. The septic
system has been set and pressure tested at 200 pounds. The okay was
given by the Health Department.

The following Change Orders were discussed:

#5 completed and needs owner's signature.

#6 completed and needs owner's signature.

#7 has been discussed.

#__ this change order has not been assigned a number as yet.

There will be an added cost of \$1,543.00 for the septic
system work. The tanks need to be a specific design
because of the close proximity to the well of only 35 ft.

The chief reported that he was asked about the administrative costs
for finishing the upstairs of station #33. The cost for completion
was estimated at \$51,000.00. The chief felt the Proposal Request #5
for 2nd floor completion not be paid at this time. Commissioner
Pedersen said he looked at this the same as a bid not accepted.

(cont. Station #33 Remodeling Project)

We asked for an estimate and did not accept it. Commissioner Pedersen made a MOTION that Tollshark Construction be notified that we rejected the 2nd floor completion estimate. Commissioner Parker SECONDED. MOTION PASSED.

o GUMMY JOHNSON - COMMITTEE SUMMARY REPORT. Gummy reported on the status of the committee's work to date. He stated that Lloyd McGath has resigned for health reasons. His condition is terminal. Gummy recommended the commissioners write or instruct the secretary to write to thank him for his good work. He put in good service while on the committee. Commissioner Parker voiced agreement.

Gummy reported on the committee meetings with Chairman Hannan, chief McFerran and the district secretary Judy McFerran. These meetings were to acquire information to help the committee and also to allow Biran and Judy to acquire information to assist them in their jobs. In February the committee identified potential problems to study and which ultimately to make recommendations or to give recommended solutions.

The number one priority is the dangerously low number of volunteers in the district and the correlated problem of response time. This requires personnel to go to the station first and then to the alarm scene sometimes taking 10 - 20 minutes. This is a direct result of a shortage of personnel. The full committee has chosen to address this problem first by launching a district wide newsletter next month. It will be privately underwritten for the first twelve months. Before publication, it will be checked for accuracy by the fire chief. The first issue will be devoted to informing the district's 1300 homes about Fire District #3, the nature of a volunteer fire department and the qualifications for firefighters, for EMTs and the statistics of calls. The newsletter will address the staffing problem and the seriousness of not dealing with this problem. Gummy explained that this is a problem of the community. He also explained the work done by the committee on the budget. He stated that much of this work has been done by one member particularly, David Douglas. Gummy addressed the poor district records and the need to establish a record keeping system in accordance with state requirements. This must be done to meet the public demand for better accountability of the district's business dealings, financial accountability, and the demands of growth occurring in the area. The committee study verified the need for a second position in the staff to help meet some of these problems. The committee, however, did recommend that the Board not act to fill this position until it had completed its study to support the district's financial standing. Gummy stated that while the committee was proving over and over the need for a full-time administrative Assistant it has not yet confirmed full confidence to recommending this expenditure. He stated that they could quite probably have this information in the next two weeks.

(cont. Committee Summary Report)

Open House for Station #33. Gummy said the committee is interested in working on the open house once station #33 is completed. This of course would be done along with the district's two organizations, the Volunteer Firefighters Association and the Ladies Auxiliary. They see this as a chance for the district to put its best foot forward.

1991 Budget Process. Gummy stated that the 1991 budget process begins in September. This should involve the staff that will be operating under that budget for the year.

Volunteer Incentive Program. At the request of the Board of Commissioners, the committee is studying the Incentive Program. This study is more complicated than originally suggested. Whatever is adopted should really serve the volunteers, should serve the district as intended, and be cost effective.

District Policy Manual. The committee agrees, as does Clark Snure, that the district should no longer operate without a district policy manual. The committee has not even started on this project nor do they have plans to at this time.

Planning Sub-Committee. It is working to get a handle on district growth to predict service needs in the future. It has accumulated data on actual and projected new homes in the district. Other data collected include traffic projections, EMS calls, and fire calls. The amount of equipment and staff recommendations are also being studied. It will be several months before they can make specific recommendations.

The committee plans to continue its studies to be able to make fact based recommendations in the future.

Commissioner Parker offered to be a resource person in the future if he may be of service in any way. Gummy referred to the library situation a couple of years ago. He said he recommended that they go through their minutes for any policy decisions that were determined. He recommended that we begin with that same action for our policy manual project.

o ADMINISTRATIVE ASSISTANT POSITION Chairman Hannan brought up the possibility of increasing the present dist. secretary's position to meet this new staff position. He said she has gone to classes and kept up with the requirements of the district. He also stated that after checking with Clark Snure, there was no reason why this could not be done. Gummy raised the issue that the current secretary has been working many more hours than her limited position and pay covers. He made the recommendation that the district compensate her for these extra hours. Mr. McDougal suggested to pay the secretary at least at an 80 hour rate.

Ed Udd asked if this person would be capable of responding in the event it should become necessary. The Chief responded that this would be a possibility and that the present secretary is a first responder.

The chief reported the number of hours over the normal 40 hrs. the secretary has worked. For March the hours were 69.5 and for April 120 hours. In response to doubling up jobs in the district, the chief reminded everyone of the fair labor standards act on this subject. We cannot ignore this potential problem. Chairman Hannan asked when the committee could have the study completed on this subject. The committee was scheduled to meet May 21th and would come to a recommendation at that time.

NEW BUSINESS

o MONTHLY BILLS Commissioner Pedersen read the bills for the month. The total bills came to \$22,847.11. Commissioner Parker made a MOTION to pay the bills, SECONDED by Commissioner Pedersen. MOTION PASSED.

o CHIEF'S REPORT The chief reported on a new member, Marie Katchel. She does not live in the district but works at ERA on Hwy. 104. She would be able to respond during the day from work and has the approval of her boss. Brian said he is looking into the possibility of more people in this position to help with day-time calls.

o MEETING ADJOURNED There was no further business. Commissioner Pedersen made a MOTION to adjourn the meeting, SECONDED by Commissioner Parker, MOTION PASSED. Meeting adjourned at 9:04 p.m.



PENSION AND RELIEF REGULAR MEETING
May 8, 1990

o Meeting called to order at 9:04 p.m. by Chairman Hannan.

The minutes of the last meeting were read by Chairman Hannan.

o The chief reported that the secretary has resolved the medical bill for Evelyn Hardin's claim and plans to mail the check once she receives final confirmation from the Volunteer Pension and Relief Board.

o No further business. The meeting was adjourned at 9:05p.m.

