

AGENDA
BOARD OF COMMISSIONERS
REGULAR MEETING

JUNE 11, 1991

1. CALL TO ORDER
2. APPROVAL OF MINUTES (May 14, 1991)
3. CORRESPONDENCE
 - a. Letter of resignation from Commissioner Pedersen. (New Business item.)
4. FINANCIAL REPORT
 - a. Monthly Status Report
 - b. Monthly Bills
 - c. Notification of request for rate increase, Olympic Disposal.
5. CHIEF'S REPORT
 - a. Monthly Report
 - b. Travel Procedures
6. NORTH BEND REPORT - John Parker
7. ADVISORY COMMITTEE - David Douglas
 - a. Restructuring Membership of the Board. Submitted 5/14/91. (Motion pending)
 - b. Policy & Procedures project.
8. OLD BUSINESS
 - a. E.M.S. LEVY.
 1. Motion to approve a 25 cent levy.
 2. Election schedule discussion.
 3. Resolution - Language to be determined.
 - b. Five Member Board of Commissioners.
 1. Resolution No. 91-007. Adopted 5/14/91.

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c. Optimum Fire District Facilities and Equipment
Sta. #31 and Sta. #33. Submitted 4/9/91.

1. Station #31 Report -
B. McFerran
2. Station #33 Report -
B. McFerran

9. NEW BUSINESS

a. Letter of resignation from Commissioner
Leonard M. Pedersen.

1. Motion to declare a vacancy on
the Board of Commissioners.
2. Commissioners job description,
(handout).

b. Community Hall Rental. Port Ludlow V.F.W.
Post #4607. Request by Mr. McKenney.

c. Office Activity Report.

1. Telephone evaluation scheduled.
2. Office chair purchase on hold.

10. ANNOUNCEMENTS

11. ADJOURNMENT

Please contact the district office by July 2nd if you wish
to have an item on the agenda for the Commissioners Meeting
of July 9, 1991. 437-2899. Thank you.

BOARD OF COMMISSIONERS
REGULAR MEETING

JUNE 11, 1991

COMMISSIONERS PRESENT: Chairman Dennis Hannan,
Commissioner John Parker.

Committee Member &
~~E.O.A. Representative~~ David Douglas, Dick Johnston, Maurie Johnson. Corr.

CALL TO ORDER: The meeting was called to order at 7:35 p.m. by Chairman Hannan.

The minutes for May 14, 1991 were read by Chairman Hannan. **MOTION** to approve the minutes as read by Commissioner Parker, **SECOND** by Commissioner Hannan. **MOTION PASSED.**

CORRESPONDENCE: Letter of resignation received from Commissioner Leonard Pedersen. To be presented under New Business.

FINANCIAL REPORT: Secretary McFerran provided the Financial Report for the District as of May 30, 1991.

GENERAL FUND CASH	:	\$ 35,462.94
GENERAL FUND INV.	:	120,916.00
RESERVE FUND CASH	:	930.41
RESERVE FUND INV.	:	16,891.45
EMS FUND	:	<u>4,273.49</u>
TOTAL	:	\$ 178,474.29

MONTHLY BILLS: The total bills for the month came to \$2,206.59. **MOTION** by Commissioner Parker to pay the bills, **SECOND** by Commissioner Hannan. **MOTION PASSED.**

CHIEF'S REPORT: The chief reported 24 alarms for ~~June~~ ^{May} Corr.

FIRE 3 EMS 9 M.V.A. 6 SERVICE CALLS 6

The chief also reported on the extra efforts being made by many of the volunteers to attend the North Bend Training Center. The chief and Capt. David Lawson have been attending instructor level classes to teach more in-service courses within the fire district. (See Chief's Report for details.)

NORTH BEND REPORT: Commissioner Parker provided an update on the North Bend Training Center. They are trying to avoid tuition costs for firefighter training classes. The fire districts need to be aware of the importance of sending physically fit personnel. The Training Center is working on a solution for registered students not showing up. This costs everyone.

ADVISORY COMMITTEE REPORT: Committee Chairman David Douglas reported on the work to assist the district in filling the vacancy on the Board of Commissioners. He recommended a copy of the document; Restructuring of the Board of Commissioners, be sent to Mark Huth for review. There was a discussion of the schedule of events for this process and the candidates filing dates of July 22 - July 26. Also reported on was the Policy and Procedures Project. The topics were previously approved by the Board of Commissioners. Wherever possible, the committee will work to prepare the policy statements as identified in previous district minutes. The committee was chartered until June 1991 and is preparing the final report of its assignments. This report will consist of 3 volumes. Volume 1 - history of proceedings; Volume 2 - collated records of meetings; Volume 3 - data collected by the long range committee for future project reference. There will probably be 25 copies of Vol. 1. One for each committee member and for district files, 5 copies of Vol. 2, 1 or 2 copies of Vol. 3. Commissioner Parker asked if the committee needed an extension of 30 days to complete its work. Chairman Hannan asked if they wanted to stay on through the November election. David said they could provide better information on this by the July meeting. Some members have offered to remain available to finalize the remaining work. **MOTION** by Commissioner Parker to extend the necessary time for the existence of the committee to complete its work. **SECOND** by Commissioner Hannan. **MOTION PASSED.**

OLD BUSINESS

E.M.S. LEVY: Chairman Hannan reported there is no primary election scheduled for our district in September. The cost would be too great for us to carry it alone, so we will put our efforts toward the November general election. The secretary will research the language for this resolution for the July meeting.

FIVE MEMBER BOARD OF COMMISSIONERS: Chairman Hannan read Resolution No. 91-007, asking the voters to approve a Five Member Board. This will also be going before the voters in the general election.

OPTIMUM FIRE DISTRICT FACILITIES AND EQUIPMENT - STA. #31 AND STA. #33: Chief McFerran said there had been no formal report of the Station #31 study Lindberg & Assoc. made last year. He read their letter dated 6/10/91 discussing the fire station's deficiencies. Some of the deficiencies are shared by the upstairs portion of the building as well. There was a discussion of what it would take to at least bring the building up to code. This would still not meet requirements for resident firefighters to sleep in the building. A sprinkler system for the second floor was also discussed. Commissioner Parker made a **MOTION** to secure Lindberg & Associates to identify exactly what is to be done and the cost. **SECOND** by Commissioner Hannan. **MOTION PASSED.** Maurie Johnson suggested that this study confine itself to the fire station portion of the building to avoid any problem

of fire district tax revenue subsidizing a community hall. The board acknowledged this suggestion. Chief McFerran reported on the completion project for Station #33. He reported on the bids received. (See report.) The work will be as follows: Electrical - Poulsbo Electric \$260.00; Insulation - Jemco \$1,777.00; Sheet Rock - The Paint Store \$5,600.00. The General Contractor receives 10%. We are looking at a total of \$8,400.70. Work is scheduled to begin June 17th. Commissioner Parker made a **MOTION** to include a sprinkler system upstairs in the living quarters. The discussion covered the water system required and the water reserve for such a system as well as the gallons per minute per sprinkler head. The previous quote from Hal Wells was too costly. The Motion was withdrawn by Commissioner Parker. As per code, wiring is planned for smoke detectors. Commissioner Parker made a **MOTION** to proceed with the update as reported, **SECOND** by Commissioner Hannan. **MOTION PASSED.**

NEW BUSINESS

LETTER OF RESIGNATION - COMMISSIONER PEDERSEN: Chairman Hannan read the letter of resignation from Commissioner Pedersen, effective date May 31, 1991. A **MOTION** was made by Commissioner Parker to declare a vacancy on the Board of Commissioners for this unexpired term ending 12/93. There was a discussion of the schedule to follow and the process to fill this vacancy. The Fire District Commissioners have 60 days to fill the vacancy. If they are unable to do so, it then goes to the County Commissioners to be filled within 30 days.

COMMISSIONERS' JOB DESCRIPTION: At the last meeting, the Advisory Committee submitted documents for the commissioners approval. Commissioner Parker made a **MOTION** to accept the corrected copy of the document Commissioners Job Description. **SECOND** by Commissioner Hannan. **MOTION PASSED.**

COMMUNITY HALL RENTAL: Mr. McKinney presented a rental request on behalf of the newly formed Port Ludlow V.F.W. Post #4607. Their resources are limited and they need a place for their meetings and the auxiliary meetings. They are flexible, but prefer the evening of the 3rd Thursday of each month. After a discussion of our rental policy, it was determined to charge them \$25.00 through December 1991. At that time, it would be reviewed for a decision to become effective in January 1992. **MOTION** by Commissioner Parker to accept the payment of \$25.00 per monthly meeting, to be reviewed at the December 1991 Regular Meeting of the Board of Commissioners. Any new rate determined at that meeting would become effective January 1992. **SECOND** by Commissioner Hannan. **MOTION PASSED.**

PETTY CASH CHANGES: Chief McFerran presented a policy covering changes in petty cash. This included an increase to \$150.00 and an item limit of \$10.00. After a discussion Commissioner Parker made a **MOTION** to increase petty cash to \$150.00 and an item limit of \$20.00. **SECOND** by Commissioner Hannan. **MOTION PASSED.**

*corr.
need
a 2nd,
D.H.
Motion
Passed.*

OFFICE REPORT: TELEPHONE SYSTEM. The chief reported there is a meeting scheduled with a U.S. West representative to discuss ways to improve communications between Station #31 and Station #33. This includes the need to be able to transfer callers between the stations.

OFFICE CHAIR PURCHASE. The secretary stated that this purchase had not been made as yet but was approved some time ago. They are waiting for sale information and one that will adjust easily to accommodate size differences.

1992 DISTRICT BUDGET: The 1992 budget preparation is scheduled to begin this month. The chief will report progress to the Commissioners.

MEETING ADJOURNED: There was no further business to report. MOTION to adjourn by Commissioner Parker, SECOND by Commissioner Hannan. MOTION PASSED. Meeting adjourned at 9:30p.m.

Judy McFerran

Dennis E. Hannan

PENSION AND RELIEF MEETING
JUNE 11, 1991

Members present: Brian McFerran, Ed Udd, Dennis Hannan, Secretary Judy McFerran.

CALL TO ORDER: Meeting called to order at 9:31p.m. by Chairman Hannan. Minutes of May 14, 1991 were read. MOTION by Brian McFerran to approve the minutes as read SECOND by Ed Udd. MOTION PASSED.

There was no business to report.

MEETING ADJOURNED: MOTION to adjourn by Brian McFerran, SECOND by Ed Udd. MOTION PASSED. Meeting adjourned at 9:33p.m

Judy McFerran

Dennis E. Hannan