

AGENDA

BOARD OF COMMISSIONERS
REGULAR MEETING

NOVEMBER 12, 1991

1. CALL TO ORDER
2. APPROVAL OF MINUTES (October 8, 1991)
3. FINANCIAL REPORT
 - a. Monthly Status Report
 - b. Monthly Bills
 - c. C.D. Renewal
4. CHIEF'S REPORT
5. ADVISORY COMMITTEE REPORT - Final Report Status

OLD BUSINESS

6. FACILITIES REPORT - Chief McFerran
7. PHOTOCOPY MACHINE - Pending receipt of quotes
8. COMMUNITY HALL
 - a. Rental procedures - Chief McFerran and Aileen Lopeman
 - b. Records research - Chief McFerran
9. POPE RESOURCES EXPANSION PROJECT - Commissioner Parker
 - a. Impact on fire district
 - b. Recommendation for consultant resources.

NEW BUSINESS

10. FIRE SERVICE SOFTWARE - Study update - Staff
11. ELECTION RESULTS - Commissioner Hannan and Chief McFerran
 - a. E.M.S. levy results
 - b. Five-Member Board of Fire Commissioners
 - c. MOTION to register new commissioners for Clark Snure Seminar - Jan. 25, 1992
12. MEETING ADJOURNED

agenda
pp. 2
11/12/91

CORRESPONDENCE:

Jefferson County Chief's Association - Re: Clark Snure Drug & Alcohol Policy.

Harper, McLean & Company - Legislative Bill draft. Amends RCW 52.16.061.

Tourism Management and Marketing Plan - Summary - Port Townsend and Jefferson County.

Sent:

Pastor Arthur Corey, Christian Congregation of Port Ludlow

Jefferson County Fire Chiefs - Re: Smoke Detector Batteries.

Please contact the district office by December 3, 1991 if you wish to have an item on the agenda for the Commissioners Meeting of December 10, 1991.

J.C.F.P.D.#3
BOARD OF COMMISSIONERS
REGULAR MEETING

NOVEMBER 12, 1991

COMMISSIONERS PRESENT: Chairman Dennis Hannan, Commissioners John Parker and David Woodruff.

CALL TO ORDER: Meeting called to order at 7:35p.m. by Chairman Hannan. Minutes of 10/8/91 read by Chairman Hannan. **MOTION** to approve the minutes as read by Commissioner Parker, **SECOND** by Commissioner Woodruff. **MOTION PASSED.**

FINANCIAL REPORT: Chairman Hannan provided the Financial Report as of 10/31/91.

GENERAL FUND CASH	:	\$	48,712.96
GENERAL FUND INV.	:		93,916.00
RESERVE FUND CASH	:		1,130.44
RESERVE FUND INV.	:		14,331.45
EMS FUND	:		<u>1,375.33</u>
TOTAL	:	\$	159,466.18

MONTHLY BILLS: The total bills for November came to \$25,167.98. **MOTION** by Commissioner Parker to pay the bills as read, **SECOND** by Commissioner Woodruff. **MOTION PASSED.** Chief McFerran reported on the bill from The Paint Store. There was more work involved in their dry wall job than originally estimated. This was due to the poor framing job the dry wall installer had to deal with. The discussion resulted in a **MOTION** by Commissioner Woodruff that the chief contact the architect, as the agent, to work with the chief to examine the drawings, contract, the architects contract and the warrantee, to see if there is any relief to the district, especially through negotiations with the contractor. **SECOND** by Commissioner Parker. **MOTION PASSED.** David Douglas recalled that it was the decision of the board, in effort to save the expense, not to hire the architect to provide the clerk of the works services and perform the daily job site inspections. He stated this function may be something to keep in mind for future projects.

FINANCIAL OFFICER REPORT: Chairman Hannan explained his functions as the district's Financial Officer. He works with the staff on C.D. renewal and budget activity prior to presentation to the board. The County Treasurer makes the actual investment on our behalf. He requested any suggestions from the board. The commission agreed with the current procedure.

Current C.D. status: \$90,000.00 at 5.90% for 30 days.
Mt. dt. 12/24/91.

CHIEF'S REPORT: The chief reported 29 calls for October.

FIRE 3 AID 19 MVA 5 S/C 2

The other items will be covered on the agenda for tonight's business.

ADVISORY COMMITTEE REPORT: David Douglas reported that while the Advisory Committee was dissolved in June, the summary report is not yet

completed. He explained the completion schedule and the hope that this document would be in the hands of the commissioners by the next meeting.

FACILITIES REPORT: Chief McFerran reported that the painting upstairs at Station #33 is completed. The call for bids for the flooring has been submitted to The Leader. These bids will be submitted for approval at the next meeting. The next item scheduled is to go to bid for plumbing. We will probably obtain lighting fixtures and other small items ourselves.

PHOTOCOPY MACHINE: The Admin. Asst. requested additional time to evaluate the quotes received and to review the information with Commissioner Woodruff.

COMMUNITY HALL: The chief and Aileen Lopeman have met to discuss the hall rental rate schedule. They discussed having two rates, one for non-profit groups, the other for profit making groups. Whatever the final outcome, they recommend the rates should be firm. He also discussed the Tri-Area community center. This operation receives county funds as part of the Community Action agency. Therefore, their rates are more reasonable since they do not need to worry about breaking even. Commissioner Woodruff commented on the fact that fire control revenue is funding the community hall upstairs. If we continue to operate a community hall, it should carry it's own weight and not be part of the tax load of the fire district. As an agency, we are constituted to be a fire protection, emergency medical services agency. This other community agency the county has is constituted to do that. He questioned whether we are making an unlawful gift of public funds by subsidizing the social activity of the community. It may be perfectly satisfactory to the community, it may not be to the state examiners office. The chief asked if we should obtain a letter from the state auditor's office to cover this situation. Chairman Hannan commented on the clarification received once before, that the rental money received be deposited to the General Fund. Also, we cannot compete with local businesses such as the Resort. Aileen explained that the Ladies Auxiliary has quite an investment in the community hall since most of the improvements and equipment have been purchased by the Ladies Auxiliary. It was agreed that we should identify the legality of the current operation of the community hall.

The standing use by a local church group was also discussed. We are waiting for a response to our letter requesting the status of their building project.

RECORDS RESEARCH: The chief discussed the development of an auditable system to be followed for community hall rental money received. He and Aileen will be working on this procedure.

POPE RESOURCES EXPANSION PROJECT: In response to the limited time for comment to The Inn at Port Ludlow, the chief has written to the county commissioners requesting an extension to this deadline. Commissioner Parker suggested inviting Ron Hayworth to advise us concerning our responsibilities. Commissioner Parker made a MOTION to invite Ron Hayworth to speak at a Special Meeting, Thursday, November 14, 1991. **SECOND** by Commissioner Woodruff. After a discussion, Commissioner Woodruff made an AMENDMENT to the MOTION that this be an open meeting.

Chairman Hannan commented on 24 hr. notice to the local media. David Douglas stated that the county commissioners have passed a resolution postponing any further hearings on this issue until December 16th., more recently it was postponed until December 23rd. The discussion included House Bill 2929. Chairman Hannan shared the outcome of a recent Special Meeting with Pope's project people. They asked the district to let them know what we need and we would go from there. The chief is preparing a pre-fire plan of the project. Commissioner Woodruff reviewed the points made by people both present tonight and at the recent W.S.F.C. conference. He suggested that if there are some windows of opportunity available to us, we have an obligation to research this and that's what he wants to do at a public meeting, Thursday at 1:00p.m. November 14, 1991 in a Special Meeting if agreeable with the other members of the board. Commissioner Parker **SECOND** the **MOTION** for the **AMENDMENT**. **MOTION PASSED** by unanimous vote.

NEW BUSINESS

FIRE SERVICE SOFTWARE: The staff reported on the year long research into this purchase. The chief listed the fire reporting required by law that can be done through these programs. Some of the reports that take several hours by hand can be completed in 15-20 minutes. The most critical program is the Budgeting, Accounting, and Reporting System (BARS), which Judy will be using. Other programs include, Washington Fire Incident Reporting (WAFIRS), and Fire Hydrant Records. When the computer was purchased, \$1,200.00 was approved for fire service software. This amount was only an estimate and is short for the programs discussed here. It is recommended that when we make this purchase, we also include the annual update fee. This way we will stay current with program improvements and state updates. The approximate cost for these three programs is \$2,100.00. **MOTION** by Commissioner Woodruff that we purchase the recommended software with the stipulation that we obtain a letter from the vendor clearly establishing the availability of on-site support service and reliable telephone resource assistance. **SECOND** by Commissioner Parker. **MOTION PASSED**. Walt Hardin suggested we include a time limit on this service. Point well taken.

EASEMENT LEASE - WATER DISTRICT: There was a discussion of the lease agreements on record between the fire district and the water district. The original lease expired 2/28/91. Chairman Hannan offered to meet with the water district president or whomever necessary to check on this.

ELECTION RESULTS: The EMS Levy passed. Chairman Hannan reported this would provide an approximate \$65,000.00 in additional revenue, increasing the 1992 budget to \$296,500.00. We are still waiting for new construction figures but this should be a close estimate. He also stated the possibility for hiring additional firefighters/EMTs and splitting the salary costs between the fire and EMS budgets. (Worksheet of estimated budget changes attached.)

Five-Member Board passed. The discussion resulted in a **MOTION** by Commissioner Woodruff that we select a date and time to interview new candidates for appointment to the Board of Commissioners and that those candidates could include people who respond to a new solicitation and those who reconfirm that they remain as candidates from the last solicitation for commissioner. This will include public notice in the paper. Also, that the Commissioner-elect sit with the Board of

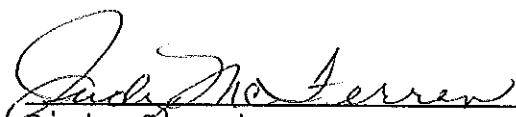
Commissioners in an advisory capacity. The date and time to be determined by the Board. **SECOND** by Commissioner Parker. **MOTION PASSED** by unanimous vote.

SEMINAR REGISTRATION: **MOTION** by Commissioner Woodruff to register the new commissioners for the Clark Snure seminar on January 25, 1992. **SECOND** by Commissioner Parker. **MOTION PASSED.**

MAINTENANCE AGREEMENT WITH KITSAP #1: Commissioner Parker provided a sample agreement for vehicle maintenance with Kitsap #1. **MOTION** by Commissioner Parker to approve the agreement. The motion was withdrawn until the chief has met with Kitsap #1 for final details and a current agreement.

REVIEW OF CORRESPONDENCE: Discussion of the letter from the County Chiefs' Association addressing Dr. Schnidman's public response to Clark Snure's publication on Drug and Alcohol Policy. The letter stated that they would deal with this in-house, within their districts. Commissioner Woodruff commented that this was one more argument promoting the need for policy and the need to include this subject in that project.

MOTION TO ADJOURN: There was no further business. **MOTION** to adjourn by Commissioner Woodruff, **SECOND** by Commissioner Parker. **MOTION PASSED.** Meeting adjourned at 10:00p.m.


Dist. Secretary


Chairman

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