

AGENDA

**BOARD OF COMMISSIONERS
REGULAR MEETING**

SEPTEMBER 8, 1992

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES (August 11, 1992)**
3. **FINANCIAL REPORT**
4. **PUBLIC COMMENT**
5. **CHIEF'S REPORT**
6. **SUBCOMMITTEE REPORTS**
 - a. **Series 4000 - Chief**

OLD BUSINESS

7. **STATION #33 COSTS - CHIEF**
8. **POPE RESOURCES - E.I.S.**
 - a. **E.I.S. DIRECTOR - WOODRUFF**
 - b. **CONSULTANT/LEGAL - CHIEF**
9. **AMBULANCE PURCHASE - VIC MERTZ, E.M.S. OFFICER**
10. **JOB DESCRIPTION FOR FIRE CHIEF POSITION - CHIEF**

NEW BUSINESS

11. **MEETING ADJOURNED**

Please contact the District Headquarters by October 7, 1992 if you wish to have an item on the agenda for the Meeting of October 13, 1992. 437-2899.

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

SEPTEMBER 8, 1992

COMMISSIONERS PRESENT: Vice Chair Parker, Commissioners Shary Irwin, Roy Raudebaugh, Herb Stowe.

CALL TO ORDER: Meeting called to order at 7:07p.m. by Chairman Parker.
MOTION by Commissioner Irwin to approve the minutes of August 11, 1992 as read, **SECOND** by Commissioner Raudebaugh. **MOTION PASSED.**

FINANCIAL REPORT: Financial Report as of 8/31/92:

GENERAL FUND CS	:	\$ 31,028.87
GENERAL FUND INV.:		105,916.00
RESERVE FUND CS	:	794.24
RESERVE FUND INV	:	15,331.45
EMS FUND CS	:	18,426.28
EMS FUND INV	:	11,500.00
TOTAL	:	<u>\$136,944.87</u>

MOTION by Commissioner Raudebaugh to accept the Financial Report as presented, **SECOND** by Commissioner Stowe. **MOTION PASSED.**

MOTION by Commissioner Raudebaugh to pay the bills in the amount of \$26,995.74. **SECOND** by Commissioner Stowe. **MOTION PASSED.**

PUBLIC COMMENT: Assistant Chief Ed Udd presented a document listing three items he felt needed to be resolved before the District hires a new chief. Commissioners duties and responsibilities, Chief's duties and responsibilities and to discuss job boundaries for each. Second, eliminating duplication of work. He stated we are not getting to do the type of things the commissioners need to do to keep the Fire District going. Third, was Policies and Procedures. He stated he would like the commission to adopt the Policies and Procedures as submitted by the professional policies consultant as paid for and make minor changes as needed or as laws and legislation require. The Fire Service State resources and Commissioners Assoc. notifies us as these changes occur. We do not need to invent them. The Asst. Chief also asked for a workshop with the commissioners, chief and interested fire-fighters. Commissioner Irwin suggested a facilitator to assist with such a meeting. After a discussion the acting Chair stated he would pass this information to Chairman Woodruff. **MOTION** by Commissioner Irwin that David Woodruff set up a Special Meeting with a facilitator appropriate to this group to discuss the issues Ed Udd has presented. **SECOND** by Commissioner Raudebaugh. Discussion of a facilitator followed by an **AMENDMENT TO THE MOTION** to first meet and then decide if a facilitator was needed. **SECOND TO THE AMENDMENT** by Commissioner Irwin. Commissioner Irwin stated if the first meeting was not satisfactory, a facilitator would be brought in for a second meeting. Call for the Amendment, **AMENDMENT PASSED.** Call for the motion, **MOTION PASSED.** (See attached document.)

CHIEF'S REPORT: Chief McFerran reported that the subcommittee he has been working with has completed the Series 4000 - Operations Section of the Policies project. Chairman Woodruff has reviewed the completed section with the chief. It was agreed to put this on hold until Chairman Woodruff returns.

SUBCOMMITTEE REPORTS: Commissioner Irwin reported that she and Judy are working on something for Fire Prevention Week and a few other ideas. We will have something in the Leader once we finalize our plans.

OLD BUSINESS

STATION #33 COSTS: Chief McFerran reported that we will need to go to bid on this project. We will obtain costs and the Board can approve or not approve the submitted cost. The Chair asked for questions from the Board, there were no questions.

POPE RESOURCES - E.I.S.: The Chief stated that Chairman Woodruff was to report on the meeting held with the E.I.S. Director and asked the Board if it would wait until next month to allow him to make his report.

The Chief reported that he met with Ron Haworth and attorney Rod Kasaguma. Mr. Kasaguma specializes in municipal law, city and county, and has served as legal counsel for the Seattle Fire Department. Rod recommended the fire district not send the letter requesting exaction fees, (Commissioners Regular Meeting of August 11, 1992). Mr. Kasaguma would like to work with the fire district on a need only basis at \$130. an hr. He would like to meet with Ron Haworth and the County Planning Dept. He has reviewed all of the documentation sent by Chief McFerran and feels the Planning Dept. does not know what is going on here in Port Ludlow and the need for impact money. The Chief suggested hiring Mr. Kasaguma for approximately 10 hrs to include meeting with the Jefferson County Planning Dept. He also read Ron Haworth's letter which included an explanation of reimbursement of Mr. Kasaguma's expenses. Ron Haworth would not fund Mr. Kasaguma's expenses as they occur. He asked the district to pay for Rod's costs and Mr. Haworth would reimburse the district up to 20% of the total he would receive through the impact process. If Mr. Haworth receives nothing, then the district would be fully responsible for Rod's costs. Discussion followed.

8:00p.m. Ten minute recess called by Chairman Parker.
8:10p.m. Meeting reconvened.

Discussion continued. **MOTION** by Commissioner Irwin to hire Mr. Kasaguma for one meeting, **SECOND** by Commissioner Parker. **AMENDMENT** by Commissioner Raudebaugh that this be done after the E.I.S. comes out and during the 30 day comment period. **SECOND** by Commissioner Irwin. **AMENDMENT PASSED.** Call for the motion. Three votes yes, one vote no. **MOTION PASSED.**

AMBULANCE PURCHASE: E.M.S. Officer Vic Mertz reported on the research of the purchase of a new ambulance. Also, Vic and E.M.T. Beth Kyle attended the E.M.S. Conference and were able to evaluate several aid vehicles. The Mobile Medical unit has been noted superior in features and price. There was a discussion of the equipment to go into the new aid car. For the most part, Vic stated, existing equipment would be transferred from the old aid car into the new unit. Vic also stated that we would save money if we provided for the lettering for the aid car ourselves. There was a discussion of a second matching unit and the advantage of matching units. The advantage would be that people working out of either unit would know where equipment is located. Vic said one 1992 unit is available for \$75,000.00. The chief reported on financing research. The best terms so far would be with Seafirst as a General Obligation Bond, six years @ 5.75% for \$75,000.00. Further discussion included writing the specs, call for bids and the delivery date. Commissioner Stowe asked what this would mean to Ron Haworth's position. Commissioner Raudebaugh commented on the condition of the district's current equipment and the need for reliability. Chief McFerran reported on the increase in alarms and the 1993 projections. After further discussion Commissioner Raudebaugh **MOVED** to buy an ambulance for \$73,000.00 + tax, delivery after October 14, 1992. **SECOND** by Commissioner Stowe. **MOTION PASSED.** After a discussion of the purchase of a second aid unit Commissioner Raudebaugh **MOVED** for the chief to go ahead with Seafirst regarding financing the second unit, to obtain an extension of terms as stated in the Seafirst letter. **SECOND** by Commissioner Stowe. **MOTION PASSED.** E.M.S. Officer Mertz extended a thank you on behalf of the firefighters to the Commission for this action.

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JOB DESCRIPTION FOR FIRE CHIEF'S POSITION: The chief submitted the job description draft requested at the last Regular Commissioners Meeting. Commissioner Stowe reported on his call to Roger Ferris at the state office regarding the job description and change. Per Roger Ferris, a motion should be made in an open public meeting for a lateral move for the chief. There is nothing in the statutes that states anything differently. For the new chief's position, Roger suggested advertising in the local paper or Fire Line and possibly using a professional service to research hiring the chief. Ed Udd stated consideration may need to be given to the pay for this position in our district vs. normal firefighters' pay elsewhere. The commission agreed on the need for more time to review the job description and to allow for comments from Chairman Woodruff. **MOTION** by Commissioner Raudebaugh to take the submitted job description under advisement and the chair will pole the board for an answer within seven or so days. **SECOND** by Commissioner Irwin. **MOTION PASSED.** Commissioner Stowe asked the chief to check with Roger Ferris as well. The chief stated he would like to see the new chief in place in time to be involved with the 1993 final budget preparation. It was noted that the new chief will not be here in time for the fall conference.

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NON AGENDA ITEMS: Commissioner Parker reported on the status of the North Bend Training Center and the need for funding. Also noted was the Fallen Firefighters Memorial Service on October 11, 1992.

Roll

(cont. non-agenda items)

MOTION by Commissioner Raudebaugh that there be no meetings or interruptions to the staff, secretary and chief, one week prior to the Regular Meetings on the second Tuesday of each month. **SECOND** by Commissioner Irwin. **MOTION PASSED.**

MEETING ADJOURNED: **MOTION** to adjourn by Commissioner Parker. **SECOND** by Commissioner Raudebaugh. **MOTION PASSED.** Meeting adjourned at 8:55p.m.

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J.C.F.P.D.#3
PENSION AND RELIEF MEETING
SEPTEMBER 8, 1992

Members present: Acting Chairman Parker, Chief B. McFerran,
Asst. Chief Ed Udd, Sec. J. McFerran.

Meeting called to order at 8:57p.m. by Acting Chair Parker.
There was no business to present.

MOTION to adjourn by Chief McFerran. **SECOND** by Ed. Udd. Meeting adjourned at 8:59p.m.

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