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Amended minutes retyped per meeting of January 12, 1993.

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

DECEMBER 8, 1992

COMMISSIONERS PRESENT: Chairman David Woodruff, Commissioners John Parker, Shary Irwin, Roy Raudebaugh, Herb Stowe.

CALL TO ORDER: Meeting called to order at 7:00p.m. by Chairman Woodruff. **MOTION** by Commissioner Parker to approve the minutes of 11/10/92, with the addition of the names of the recommended new officers. **SECOND** by Commissioner Stowe. **MOTION PASSED.** Commissioner Stowe **MOVED** to approve the minutes of 10/13/92 with the additional language requested by Commissioner Irwin. **SECOND** by Commissioner Irwin. **MOTION PASSED.**

FINANCIAL REPORT: Financial Report as of 11/30/92:

GENERAL FUND CS.	:	\$ 109,935.15
GENERAL FUND INV.	:	5,916.00
RESERVE FUND CS.	:	895.86
RESERVE FUND INV.	:	15,331.45
E.M.S. FUND CS.	:	24,334.05
E.M.S. FUND INV.	:	<u>11,500.00</u>
TOTAL	:	\$167,912.51

Commissioner Raudebaugh **MOVED** to pay the bills in the amount of \$11,928.85, including the addition of the bill in the amount of \$1,487.34. **SECOND** by Commissioner Irwin. **MOTION PASSED.**

NON-AGENDA ITEM: Chairman Woodruff requested the secretary contact Walt Hardin and ask him if he would like to submit a written request for inactive status in the department. Commissioner Irwin asked for something from Evelyn Hardin as well.

PUBLIC COMMENT: Nancy Gurnee stated she had received the letter from the board responding to her written questions submitted at the November 10, 1992 meeting. She had not met with her group and stated she would not have any comment until they were able to review the letter from the board. She thanked the board for its letter of response.

Chairman Woodruff reported a request he had received from the V.F.W. asking if they could replicate the screens in the community hall that are used as dividers. After a discussion it was agreed that the V.F.W. could make a limited few.

**CHIEF'S REPORT:** Asst. Chief Ed Udd read the Chief's Report as prepared by Capt. Lawson. (See Chief's Report.) Ed requested use of the new unused uniforms ordered by the previous chief. It was a consensus of the board to allow Ed Udd to have the uniforms. The subject of burn permits was discussed. The board agreed more research was needed and that this would be a priority responsibility of the new chief. Ed also reported on Capt. Lawson's recommendation that the C.W.S.P. change the reading of the regulations to state---at the discretion of the fire department, instead of spelling out the size of the steamer ports. If anyone required any additional information Capt. Lawson suggested they contact either Shawn Russell or Mike McClure. (See attached.) After a discussion, Commissioner Raudebaugh agreed to follow up on this matter.

**PETTY CASH CUSTODIAN:** Resolution 92-009 was submitted naming Wm. David Lawson as the new Petty Cash Custodian. After a discussion, it was agreed to name the district secretary as custodian. **MOTION** by Commissioner Woodruff to name Judy McFerran, a the new petty cash custodian for now and the matter could be reconsidered after the completion of the audit scheduled for January 1993. **SECOND** by Commissioner Irwin. **MOTION PASSED.**

**REQUEST FOR INCREASE IN ANNUAL AMOUNT PAID BY THE FIRE DISTRICT TO THE VOLUNTEER ASSOCIATION:** The volunteer Assoc. submitted a written request to increase the amount of the annual money paid to the Assoc. from \$7,500.00 to \$10,000.00. After a discussion, the chairman requested an item such as this be submitted in time to be included in the budget preparation for the coming year. Rationale and information requested. (Future agenda item.)

8:30p.m. Five minute recess called by Chairman Woodruff.

8:35p.m. Meeting reconvened.

**VEHICLE MAINTENANCE CONTRACT (Kitsap #1):** Neil Good recommended to hold off approving this agreement for now. Another offer has been received and he suggested it be reviewed before making a decision. (Future agenda item.)

**KONICA 2020 - RENEW MAINTENANCE AGREEMENT:** The secretary reported on the renewal agreement. The new agreement has been submitted for 30,000 copies @ 2 cents per copy = \$600. A discussion was followed by a **MOTION** by Commissioner Stowe to approve the new maintenance agreement as presented. **SECOND** by Commissioner Raudebaugh. **MOTION PASSED.**

**LONG DISTANCE CALLING CARDS:** There was a discussion of the costs to board members when calling for fire district business. It was the consensus of the board to obtain telephone calling cards for the chairman and the fire chief.

**SUBCOMMITTEE REPORTS:** Chairman Woodruff reported on the audit under consideration by the board. This audit would take about 6 days and would involve the fire district and courthouse locations. It would cost from \$1,000.00 to \$2,400.00 which would be about \$1,200.00 to \$1,600.00 more than the regularly scheduled audits. Following a discussion, Commissioner Irwin **MOVED** that the district request the state auditor's office to perform an

Accelerated Special/Extraordinary Audit. **SECOND** By Commissioner Raudebaugh. **MOTION PASSED.**

**COUNTY FIRE DISTRICT'S QUARTERLY MEETING:** Commissioner Irwin reported the December 17, 1992 meeting would be held in our fire district. Commissioner Irwin will be sending out reminders of the meeting to the other fire districts.

**AWARDS DINNER REIMBURSEMENT:** Asst. Chief Ed Udd asked about the \$500.00 reimbursement to the Volunteer Assoc. After a discussion, Commissioner Raudebaugh **MOVED** to act appropriately in support of this bill. Further discussion. **MOTION** withdrawn. This item will be presented as a bill and acted upon appropriately when submitted.

**FIRE CHIEF RECRUITMENT:** Neil Good reported there have been 69 requests for applications and 3 have been returned. The December 19th screening panel has been established. Neil reported that more applications will be returned in the last week.

**POPE D.E.I.S.:** Chairman Woodruff reported on the D.E.I.S. Dick Johnston will be providing a document for the district. December 19, 1992 is the deadline. Chairman Woodruff will be in contact with Ron Haworth and Rod Kaseguma and report to the board.

**NON-AGENDA ITEM:** Commissioner Parker discussed the bridge project from earlier this year. **MOTION** by Commissioner Parker to authorize Chairman Woodruff to pursue this matter. **SECOND** by Chairman Woodruff. **MOTION PASSED.**

**FIRE DISTRICT KEYS:** Commissioner Parker **MOVED** the Chairman be issued a set of keys for all doors and cabinets in the fire district. **SECOND** by Commissioner Raudebaugh. **MOTION PASSED.**

**PORT TOWNSEND ALS AGREEMENT:** There was a discussion about time to allow the new chief to become involved with this project. **MOTION** to table until the new chief is on board. Until then, Ed Udd was asked to contact Chief Howard Scott and do a little fact finding about service and billing. Vote 3 to table, 2 to not table. **MOTION PASSED.**

**E.M.S. COUNCIL OF EAST JEFFERSON COUNTY - RADIO COMMUNICATIONS:** Commissioner Stowe reported on the E.M.S. meeting he attended and the rate changes for Medical Program Director charges effective January 1993. **MOTION** by Chairman Woodruff to accept the recommendation of the motion to comply with the increase in the E.M.S. charges beginning January 1, 1993. **SECOND** by Commissioner Parker. **MOTION PASSED.**

Commissioner Stowe also reported on the grant money being applied for by Joan Clyde. The E.M.S. Council has asked our position. It was the consensus of the board to continue this discussion at the December 17, 1992 meeting.

**POLICY PROJECT - SERIES 1000 - FINAL READING AND ADOPTION:** Chairman Woodruff provided additional language for policy 1450 to include an 8 day turn around time for Special Meeting minutes as well as Regular Meeting minutes. The second edition is to have corrected (official) minutes sent to each commissioner within eight (8) days of approval.