

AGENDA

BOARD OF COMMISSIONERS
REGULAR MEETING

FEBRUARY 9, 1993

1. Call to Order
2. Approval of Minutes (January 12, 1993)
3. Financial Report
4. Public Comment - Gurnee
5. Subcommittee Reports
6. Reorganization of Subcommittees
7. Chief's Report
 - a. Vehicle Maintenance Agreement - Jack DeLisle

OLD BUSINESS

8. PERS (Public Employees Retirement System) - Raudebaugh
9. Audit/Community Hall - Raudebaugh
10. Partitions/Cabinet - V.F.W. - G. McKinney
11. Pope E.I.S. Status Report
12. I.R.S. - Raudebaugh

NEW BUSINESS

13. Grievance Committee
14. Proposed Precinct, Station #33, South Point Rd.
Letter from J.C. Auditor
15. Questions and Answers on Agenda Items (10 minutes)
16. Adjournment.

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

FEBRUARY 9, 1993

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

CALL TO ORDER: Meeting called to order at 7:05 p.m. by Chairman John Parker. **MOTION** by Commissioner Raudebaugh to accept the minutes of January 12, 1993 to include the bid amount for the 1969 Dodge Van of \$456.00. **SECOND** By Commissioner Stowe. **MOTION PASSED.**

MOTION by Commissioner Woodruff to include a persons title and organization if they represent one in the minutes. These additions include the January minutes in reference to Shawn Russell as a Lieutenant, Mike McClure as Station Captain and Neil Good as consultant. Under Outstanding Warrants: include under budget appropriations "per Resolution 93-002".

The following agenda items were delivered out of order as a consideration to the presenters:

VETERANS OF FOREIGN WARS: George McKinney, Commander of Port Ludlow VFW post 4607, requested that the fire district investigate the feasibility of providing and installing a hanging floor to ceiling partition that would fold shut when not in use. Pat Bowen, Service Officer VFW post 4607, requested space for a storage cabinet to be left in the back closet. The cabinet will be 60x46x25, set on rollers with a lock. The cabinet is to store a copy machine, flags and other meeting equipment. Mr. Bowen left a rough sketch of the cabinet. Chairman Parker stated that the board will take it under consideration and a committee will be appointed to look into it.

DEPARTMENT OF NATURAL RESOURCES: Loren Wheeler, Forester with the DNR Port Angeles Department (also firefighter with the Sequim Fire Department). Requested the Board accept the proposed Mutual Aid Agreement between JCFPD#3 and DNR. The agreement put in writing policies of mutual aid that have existed for some time. He hopes that with this agreement in effect, the rural fire departments and the DNR will have greater cooperation and communication. He asked if the Board had any questions regarding the agreement. Captain Dave Lawson endorsed the agreement, stating it helps us and our community. Chairman Parker asked if DNR is willing to fight structure fires, and if they are going to provide a proposed tanker for first response to wildland fires. Mr. Wheeler did not know, but will look into it at the regional level. Commissioner Woodruff asked what response other fire departments have had to this Mutual Aid Agreement. Mr. Wheeler stated initial response has been positive, but he has not received signed agreements

yet from other districts. Commissioner Woodruff asked if there would be any financial impact on the district. Captain Lawson stated that DNR has in the past paid our firefighters for their time in the field, and has never seen a bill from DNR for any fire related activities. **MOTION** by Chairman Parker to accept the agreement. **SECOND** by Commissioner Irwin. **MOTION PASSED.** Mr. Wheeler explained that the agreement would be effective on the date of the last signature. A copy will be sent to the district upon completion.

NEW PROPOSED FIRE CHIEF: Glenn Potter, San Juan Fire District #3, introduced himself. Mr. Potter requested an executive session with the Board during the next week to discuss the employment contract. Executive session is scheduled for Friday, February 19, 1993 at 10:00 a.m. Mr. Potter excused himself. Commissioner Woodruff asked if the Board was going to have an executive session regarding employment of the chief and reference checks. Chairman Parker stated it was not necessary. Commissioner Raudebaugh brought Commissioner Woodruff up to date on what had transpired during the last week since Commissioner Woodruff had been away.

FINANCIAL REPORT: The financial report was given by Secretary Judy McFerran:

GENERAL FUND CS.	:	\$65,911.51
GENERAL FUND INV.	:	55,916.00
RESERVE FUND CS.	:	978.49
RESERVE FUND INV.	:	15,331.45
E.M.S. FUND CS.	:	17,150.76
E.M.S. FUND INV.	:	<u>11,500.00</u>
TOTAL		\$166,788.21

MOTION by Commissioner Woodruff to accept the Financial Report. **SECOND** by Commissioner Stowe. **PASSED.** **MOTION** by Commissioner Raudebaugh to pay the bills in the amount of \$7,941.55. **SECOND** by Commissioner Woodruff. **PASSED.**

PUBLIC COMMENT: David Gurnee, Firefighter-EMT, had no comment.

SUBCOMMITTEE REPORTS: Commissioner Woodruff reported on several House and Senate Bills. Washington State Fire Commissioners synopsis and conclusions to these bills are available in FireLine (see attached).

Commissioner Woodruff reported on the Policy Development Subcommittee. Members include Commissioner Woodruff, Chairman Parker, Lieutenant Shawn Russell, Dee Camp and the proposed new Chief. Commissioner Woodruff would like to address the issue of a Grievance Committee later in the agenda as part of his Subcommittee Report.

Commissioner Irwin reported on Public Relations. Per policy 1210 the chair is the liaison to the media or can appoint someone. Chairman Parker and Commissioner Irwin previously

discussed appointing Commissioner Irwin as the liaison to the media. Chairman Parker and Commissioner Irwin will work together on this. Chairman Parker requested no public statements should be made without his knowledge and approval.

NON-AGENDA ITEMS: Commissioner Irwin would like approval from the Board to attend a seminar in Silverdale on "Marketing Your Fire District for Success". Commission Woodruff asked if prior approval was necessary for seminars. Chairman Parker explained that since the Board expanded to 5 members it has been policy to ask approval so that expenses do not become prohibitive. Commissioner Woodruff **MOVED** approval for Commissioner Irwin to attend "Marketing Your Fire District for Success Seminar". Commissioners discussed spreading out attendance to various seminars. Commissioner Woodruff amended prior motion to include any other Board member who wishes to attend this seminar. **SECOND** by Commissioner Irwin. **PASSED**.

Commissioner Irwin reported that the current telephone directory lists the Fire District office phone number as 437-2236 instead of 437-2899.

District Secretary Judy McFerran will contact the publisher of the directory and inform them of the correct office phone number.

CHIEF'S REPORT: Captain Wm. David Lawson (interim Operations Officer) presented the Chief's Report for January. He reported on courses currently being taken by volunteers. Additions to the Chimacum EMT course are Mike Kithcart and David A. Lawson. Greg Lawson will be taking the course at Kitsap #1. A possible addition to the Recruit Academy is Brian Soete.

The report included requests for the Commissioners to accept the DNR Mutual Aid Agreement and the contract with Northwest Fire Services for maintenance of vehicles.

Captain Lawson also urged the Board to make a decision on the Mutual Aid Agreement with Port Townsend Fire Department for ALS services. Assistant Chief Ed Udd has been in contact with Port Townsend Chief Howard Scott. He has asked that they bill the patient at least twice before billing the district. This point is open to negotiation with Port Townsend.

The report also requested the attention of the Board regarding liability insurance coverage for commandeering a boat for water rescue and/or firefighting. Commissioner Stowe stated that the department does not have to respond to calls at the marina since that land is leased from the DNR. Commissioner Woodruff stated that the district has to respond since we have a past practice of responding. According to the county assessor the owner pays equivalent personal property tax to the county to what the fire district tax would be. Commissioner Irwin suggested the board advise DNR that since the district is providing fire protection the district should receive state funds.

Captain Lawson included the fact that Hood Head Island is within our fire district. Commissioner Stowe asked how the department was going to get there. Captain Lawson did not know. Assistant Chief Udd asked the board to set policy for Hood Head Island. Commissioner Woodruff responded that we have a policy dealing with that - we have served people outside the district in the past. The district is obligated because of past practice to serve that area. The district needs to find out if Hood Head Island is in or out of the district.

MOTION By Commissioner Stowe to increase liability insurance raised to \$100,000. **SECOND** by Commissioner Woodruff. Commissioner Raudebaugh would like cost estimates and exact coverage benefits before making a decision. Assistant Chief Udd explained that it gives us 100% more coverage for 20 to 30 dollars more in insurance payments per year. Commissioner Raudebaugh questioned the legality of commandeering any water craft. He would also like to **AMEND** the motion to include: not over \$30.00 without coming back to the Board for approval. **PASSED.**

Recess called by Chairman Parker at 8:15p.m.
Meeting reconvene at 8:20p.m.

VEHICLE MAINTENANCE CONTRACT (KITSAP #1): Jack DeLisle owner of Northwest Fire Service provided his background servicing fire vehicles.

Chairman Parker asked Mr. DeLisle if he could repair the differential in one of the engines. Mr. DeLisle stated that he would need the use of a larger jack than what he has, but that it would be no problem. Commissioner Stowe asked if he planned to take the vehicles to a shop if there was a major problem. Mr. DeLisle stated he would maintain the apparatus on site unless the situation necessitates a larger jack than he owns. He also has a back up mechanic in case he is out of the area. Commissioner Woodruff asked how liability insurance coverage would be effected. Mr. Delisle answered that his insurance company would pay for any damage resulting from faulty work. Also, if a fire started in the building he is working in, resulting because of his actions, his insurance company would pay for damages. His insurance policy covers \$500,000 incidental, \$300,000 fire engine or ambulance and \$60,000 of anything around it. Commissioner Irwin asked why his rates are \$1,362 more than Kitsap 15 and would the district would pay taxes on his services. He explained that his rates are actually lower if you calculate at 400 hours. If anything more than routine maintenance is needed his hours will be closer to 400 than 200. Last year the district exceeded its basic maintenance contract. Commissioner Woodruff **MOVE** for acceptance of the agreement. **SECOND** by Commissioner Stowe. **PASSED.**

Mr. DeLisle stated that since the contract is starting a couple of months into the year, he would bring the vehicle maintenance work for January and February up to schedule by March.

Commissioner Woodruff asked Assistant Chief Ed Udd about the proposed Mutual Aid Agreement. He reported that the board will get more information at their bi-monthly meeting of the Jefferson County Commissioners and Secretaries Association.

PERS (Public Employee Retirement System): Commissioner Raudebaugh reported he has contacted Olympia. He stated that he and Judy are working to establish the district as a member of PERS. He also reported that the County Payroll Department is sending employment verification to PERS. The district needs to sign the PERS Resolution, then the district and employee need to select the option for method of back payment. Commissioner Woodruff asked about the resolution in 1991 to enroll the employee (Judy) in PERS as of her anniversary date of full time hire. Commissioner Raudebaugh stated that PERS has copies of the fire district's resolutions for that decision. In addition to the fire district's resolutions PERS needs the commissioners on the PERS resolution. This resolution has been send to the fire district for signatures. Commissioner Woodruff asked what the districts obligation of back payments would be to this point. Commissioner Raudebaugh stated it would be around \$3,100 for the district and \$2,500 for the employee. Commissioner Woodruff stated that the district pays the employee's contribution to the back payment if the employee does not choose to, but that it remains a district obligation. Commissioner Raudebaugh confirmed this, however, the district has 30 months to pay and the employee has 60 months. There is no interest or penalty involved in back payments. A lump sum or time payments is the districts option at this point. Commissioner Woodruff addressed the Chair; he would feel much more comfortable if there was a memo from the commission as to the chronology of events, and copies of any documentation relative to the matter. He would like for the board to see these documents sufficiently in advance so that we can have those as part of the discussion. Commissioner Raudebaugh requested that Judy put together a packet identical to the one sent to PERS for each of the commissioners.

AUDIT: Commissioner Stowe reported on the State Auditors Office. Kitty Clark is the representative sent to District #3. She wrote a letter stating three areas the district improve upon: travel vouchers; and the Community Hall receipts. The problem with travel vouchers arose when a volunteer asked for reimbursement for a movie while at a course. Regarding the Hall; the auditor noted "numerous organizations and individuals using the Community Hall at free or reduced rates", and recommended the district enforce the fee schedule. In reference to receipts in the past the auditor noted "the receipts at the Community Hall are not pre-numbered and cannot be adequately accounted for". The Auditor's Office suggests that a receipt book be printed for use in the Community Hall,

it should be numbered and in triplicate. Aileen Lopeman, Director of the Community Hall, expressed concern that there are certain organizations that refuse to pay for use of the hall. Mrs. Lopeman stated that these organizations had talked to the "commissioner" and did not have to pay. Captain Lawson confirmed hearing this conversation. Commissioner Irwin suggested Mrs. Lopeman give these people a copy of the letter from the State Auditor's office and explain that it is no longer in the commissioners hands. Commissioner Raudebaugh made a MOTION that the board appoint a committee to make policy on operation and care of the Community Hall. Discussion of the matter led to the fact that the board already has a policy in the works for the hall. MOTION died for lack of a second. MOTION by Commissioner Irwin that the board put in the forefront the policy that deals with the Community Hall, that will address the problem of fees. Chairman Parker addressed the issue of in-kind service. The Garden Club has landscaped the Community Hall for years in return for holding their meetings here. Commissioner Stowe responded that in-kind service is recognized in this situation. Commissioner Woodruff asked if these other organizations that refuse to pay have used in-kind service to defer fees for use of the Hall. Commissioner Irwin suggested a policy meeting of the committee on operation and care of the Community Hall to deal with this issue. Commissioner Woodruff suggested that unless these groups could prove in writing to the board's satisfaction that there is some in-kind service being provided there is no other alternative but to charge them for use of the Hall. Chairman Parker asked that the members of that committee and Mrs. Lopeman go ahead with that course of action. Mrs. Lopeman stated that she did not know who to confront with the new fee schedule. Commissioner Irwin is willing to contact members within different groups to advise them of the fee schedule. He asked Commissioner Stowe if a meeting brought community benefit, would the Auditor's Office be willing to call it "in-kind" (ie: CPR, etc). Commissioner Stowe responded that it had to be a charged a legitimate fee, then the value to the community would be determined. Mrs. Lopeman brought up the church. The church is charged a usual fee each Sunday, but - "in-kind" they are supposed to mow the lawn and do some outside work. She has yet to see them do any of the proposed work.

Commissioner Raudebaugh explained that he needs payroll hours worked for reimbursement for people who work on the upkeep of the Community Hall. He requested a copy of the payroll sheet each month for the Community Hall financial report. He requested a documentation, including rental receipts and payroll hours from Mrs. Lopeman. Commissioner Raudebaugh restated the need for the district to implement a travel policy to satisfy this audit.

Chairman Parker called a recess at 9:15p.m.
Meeting reconvene at 9:20p.m.

The Board asked Judy to order a receipt book for use at the Community Hall.

Commissioner Raudebaugh made a **MOTION** to appoint a committee to develop a Travel Policy. **SECOND** by Commissioner Stowe. Commissioner Woodruff read off the existing 2741 series already in effect regarding travel expenses. The responsibility rests with the Policy Subcommittee members (Commissioner Woodruff, Chairman Parker, Dee Camp, the new chief and Shawn Russell). Chairman Parker called for the question and a vote, Commissioners Woodruff and Irwin voted no. Commissioner Woodruff explained that the board already has a policy in draft form and a subcommittee working on it. Commissioner Raudebaugh withdrew his **MOTION**, and Commissioner Stowe withdrew his **SECOND**.

POPE E.I.S.: Commissioner Stowe reported on the meeting with Pope Resources. Chairman Parker explained that a previous letter restating the board's position has been sent to Pope Resources..

Commissioner Woodruff expressed his desire that the staff watch the legals and notifications in the Leader, and if necessary, call them to the attention of the Board.

I.R.S.: Commissioner Raudebaugh stated that the IRS did not receive a 941 Form for the year 1987. The form they do have on record does not match the 1987 W2 forms or the Federal deposits. The IRS wants the 941 form corrected. If it is not corrected by February 28, 1993, there is a penalty of over \$3,000. Chairman Parker reported on his meeting with Cheri Lundgren at the courthouse. He stated that according to Cheri, the IRS already has the money but needs the correct form to complete the file for 1987. Cheri will be contacting Judy to complete the form.

GRIEVANCE COMMITTEE: Commissioner Raudebaugh presented a proposed plan for a new grievance committee. The proposed committee would include 2 volunteers, 1 citizen, 1 commissioner and the new chief. The committee would investigate grievances and recommend solutions to the Volunteer Association or the Board of Commissioners. Commissioner Stowe suggested that the Board accept a volunteers report during each meeting in lieu of a Grievance committee. Commissioner Woodruff asked that the Board give the new chief input into this matter. The 2000 series policy directly addresses the issue of grievances (2446 and 2840). The volunteers currently have internal discipline within their ranks to deal with grievance. Captain Lawson added that grievances have been in the past been presented to the board by the chief in his report. Commissioner Stowe urged the board to move on with the 2000 series. He asked if the board could expect a volunteer report by the next regular meeting. Volunteer President Shawn Russell stated the volunteers would have a report. Commissioner Woodruff would like grievances to be resolved at the lowest possible level.

He feels that having a commissioner on this proposed committee would be an inherent flaw.

Commissioner Raudebaugh made a MOTION to table the matter of a grievance committee until the new chief is in place, SECOND by Commissioner Stowe. PASSED.

Consensus of board members to place the Volunteer Report on the Agenda.

9:55 P.M.: Commissioner Woodruff MOVE to extend the meeting 30 minutes, SECOND by Commissioner Raudebaugh. PASSED.

PROPOSED PRECINCT - STATION #33: Chairman Parker reported that the Jefferson County Auditor's office requested the board to make Station #33 available as a new precinct voting place. Commissioner Irwin made a MOTION to allow Station 33 to be used as a voting place. SECOND by Commissioner Woodruff. Commissioner Raudebaugh requested that no smoking signs be posted. PASSED.

NON-AGENDA ITEM: Assistant Chief Ed Udd reported on the underground fuel tanks at Station #31. According to law the tanks should be pressure checked twice a year. He is concerned that the district is not in compliance. He recommends we find other means to fuel the district's vehicles. He stated that the state will enforce compliance, and that it is easier to fix any problems now rather than waiting. Commissioner Woodruff asked if there is a testing service in the county. Mr. Udd responded affirmatively. Volunteer President Shawn Russell offered the board literature related to laws and rulings governing tank replacement. He will bring them to the next meeting.

Captain Lawson commented on the poor condition of the pumps at Station #31. Both need major repairs, but he is not sure who to contact to repair them. Volunteer member Tye Seeley will provide the phone number of a company that works on fuel pumps. Commissioner Woodruff asked if the matter could wait until next meeting. Mr. Udd stated the ruling had come down in 1989, but there had been a postponement on enforcing it. Commissioner Woodruff asked if the district could contract fuel instead of owning the equipment. Commissioner Stowe asked how often vehicles are fueled. Volunteer Vice-President Mike McClure reports Engine #32 needs to refuel every time it leaves the station. It has a 12 gallon gas tank and gets 2 miles to the gallon.

QUESTIONS AND ANSWERS ON AGENDA ITEMS: Mike Scheren asked the board if it was possible to change the Questions and Answers so that the public could be recognized during the meeting. Now, the public is not recognized until after decisions have been made. He feels that Public Comments should follow Old Business so the public could comment in a timely fashion. Chairman Parker would like input from the public, but lengthy lectures will not be allowed. Mike McClure explained the differences of

a public meeting and a public hearing. Commissioner Woodruff stated that the public Question and Answer was instituted because there was no place on the agenda for public comment. In the past the public would speak up anytime without permission from the Chair. Anyone wanting to be on the agenda can go to Station #33, pick up a copy of the agenda (1420), and contact the Chairman to be recognized. Policy requires that the agenda be available 72 hours before the regular meeting. Mr. Scheren feels that during the meeting and discussion the board may not be aware of public information that could be beneficial to the discussion. Lieutenant Dave Gurnee spoke in favor of Mr. Scheren's comments. If the public had been able to speak at meetings in the last year, the board would have more open communication. He would like to see the policy of the last year changed. Commissioner Woodruff commented on the local representative last meeting. The representative was not on the agenda and surprised the board. The representative took advantage of the openness of the agenda to make public comment. Chairman Parker asked Mr. Scheren to give advance notice of problems or topics to the board so it could be researched before the meeting.

MEETING ADJOURNED: MOTION by Commissioner Woodruff to adjourn, SECOND by Commissioner Stowe. MOTION PASSED. Meeting adjourned at 10:30 p.m.

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ORIGINAL
FILE COPY

J.C.F.D. #3
Pension and Relief
Regular Meeting

February 9, 1993

PRESENT: John Parker, David Lawson Sr., Shawn Russell, Shary Irwin

ABSENT: Judy McFerran excused due to illness.

Meeting convened at 18:55 by Chair John Parker

MOTION: David Lawson made a motion to accept the applications of Bill Fulton and Brian Soete for volunteer firefighters. Second by Shary Irwin. Motion passed unanimously.

MOTION: Chair Parker made a motion to adjourn, Second by Shary Irwin. Motion passed unanimously.

Adjourned at 19:00.

SKI/ski