

Fire Protection District No. 3



Jefferson County

P.O. Box 65003, Port Ludlow, WA 98365
District Office: 437-2899 Training/Safety: 437-2236

SPECIAL MEETING

AGENDA

April 6, 1993

- I. CALL TO ORDER
- II. EXECUTIVE SESSION
 - 1. Discuss land and personnel acquisition
 - 2. Identify issues to discuss with POPE at April 7, 1993 meeting.
 - 3. Discuss development of "HIRING LIST"
- III. REGULAR SESSION
 - 1. Introduction of new Administrative Assistant
 - 2. Adopt Resolution to appoint Chief DeWitt as new District Secretary
 - 3. Chief's Update
 - a. Revision of telephone system
 - b. Necessity for calling cards
 - c. National Fire Code Subscription
- IV. ADJOURN

**JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 3**

**MINUTES
SPECIAL MEETING
APRIL 6, 1993**

Those Present: Chairman John Parker, David Woodruff, Roy Raudebaugh, Herb Stowe, Chief R. Kent DeWitt, Dr. Susan Thomas and Mandy Plumb. Commissioner Shary Irwin's absence was excused do to her work schedule.

1. Meeting was called to Order by Chairman John Parker at 2:07 p.m.
2. Agenda items were reviewed
3. Chairman John Parker immediately called for an Executive Session to discuss items to be covered at the Pope Resources D.E.I.S meeting on April 7, 1993. This session ended at 5:00 p.m.
4. Chairman John Parker called the regular session back to Order at 5:00 p.m. Dr. Susan Thomas was excused at this time.
5. Chairman John Parker made a MOTION to acknowledge Mandy Plumb as the District's new Administrative Assistant. SECOND by David Woodruff and unanimously PASSED.
6. Commissioner David Woodruff made a MOTION to adopt Resolution 93-004, naming Chief R. Kent DeWitt as the new District Secretary. SECOND by Herb Stowe unanimously PASSED.
7. Chief R. Kent DeWitt gave the Chief's Update to bring the Board of Commissioners up to date on some new administrative changes.
 - a. Calling Cards: Chief R. Kent DeWitt inquired as to the desire of the Commissioners present to have telephone calling cards. It was decided that no Calling cards would be needed at this time. Any calls made by the Commissioners or staff would be submitted for reimbursement with a copy of the original phone bill of claimant.
 - b. National Fire Code Library: Chief DeWitt explained that there was little use for the Fire District to be paying \$400.00+ per year to update the National Fire Code Library because we rarely need them and that he would be cancelling the subscription. He mentioned several other sources of access to the manuals should the need arise for information they contain.

- c. Telephone: Chief DeWitt explained that due to the inconvenience of how the phone system presently works, it will be necessary to alter the system to become more efficient. A new line would be added to Station 33, with roll-over capability; Station 33 would no longer be monitoring Station 31 phone calls; call-waiting would be taken off both 437-2236 and 437-2899 lines and an answering machine would be placed on 437-2899 for non-emergency calls that came in after business hours. An update of exact revisions will be presented at the Regular Meeting of the Board of Commissioners on April 13, 1993.
- d. Pagers: Chief DeWitt explained that three new pagers were added to our communications systems. He would be carrying pager #379-7073 while a "Duty Officer" would be carrying pager #379-7072. Capt. Wm. David Lawson will also be carrying a pager, #379-7074.

8. NON-AGENDA ITEM:

- a. Commissioner David Woodruff asked if there was an existing reserve fund that could be dedicated to the acquisition of capital equipment. Commissioner Roy Raudebaugh answered that if the Board of Commissioners designates a BARS number specifically for this purpose, all that is necessary after that is for the County to be notified of the new account and what revenue would be put in that account. This will be put on the Regular Meeting Agenda of April 13.
- b. Commissioner David Woodruff encouraged the Board of Commissioners to expedite the reading and finalization of the rest of the Policy Development series. Commissioner Roy Raudebaugh commented that the 2000 and 3000 series, in his opinion, should go rather quickly and that the 4000 series, minus the procedures, should go quickly as well. (The procedures part of the 4000 series should be left for the Chief to work out.) After discussions, Chairman John Parker questioned whether the Policy Development should be handled at a Special Meeting specifically for Policy Development only. All Commissioners present unanimously decided to undertake the Policy Development issues in a series of Special Meetings to be determined at a later date when the availability of all Commissioners can be coordinated.
- c. Chairman John Parker questioned the rest of the Commissioners present concerning their feeling about suggesting the retention of Dr. Susan Thomas' services through the completion of the Pope Resources mitigation negotiations. All Commissioners present were in favor of the Chairman posing such a suggestion to the Jefferson County Commissioners.

9. MEETING ADJOURNED: Chairman John Parker made motion to adjourn. SECOND by Roy Raudebaugh and unanimously PASSED. Adjournment at 5:30 p.m.

Prepared By: Mandy Plumb,
Admin. Assist.