

JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 3

BOARD OF COMMISSIONERS
REGULAR MEETING

MAY 11, 1993

ATTENDANCE:

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

PUBLIC: Shawn Russell, Barb Russell, Larry Dickerson (Interstate Cable), Anita Benn, Barry Binn, Bea Binn, Aileen Lopeman, Beth Kyle, Audrey Pedersen, Chief R. Kent DeWitt, and Mandy Plumb.

MINUTES

CALL TO ORDER: Chairman John Parker called the meeting to order at 7:05 pm.

APPROVAL OF MINUTES: Commissioner Raudebaugh made a MOTION to accept the Regular Meeting Minutes of April 13, 1993, SECOND by Commissioner Woodruff and unanimously PASSED.

FINANCIAL REPORT: Commissioner Raudebaugh presented the Financial Report as follows:

General Fund:	\$ 89,825.00
General Fund Investment:	\$ 55,916.00
E.M.S. Fund:	\$ 47,170.53
E.M.S. Fund Investment:	\$ 11,500.00
Reserve Fund:	0
Reserve Fund Investment:	\$ 16,432.78
TOTAL CAPITAL:	\$220,844.31
Community Hall Revenue:	\$ 540.00

Commissioner Raudebaugh noted that the District has expended approximately 25% of its 1993 Budget in the first four months of this year, and the District currently had \$174,359.16 left in their General Fund for the remaining portion of the Budget year, May 1994. In light of this, Commissioner Raudebaugh requested for the Board of Commissioners to transfer enough money from the General

Fund to increase the Reserve Fund balance to equal \$18,000.00 from the current \$16,390.06
Commissioner Raudebaugh also requested that the Board of Commissioners place \$75,000.00 in the Reserve Fund for future replacement of Capital Equipment. In addition, Commissioner Raudebaugh requested that \$20,000.00 be put in the Reserve Fund for payment to the Consultant hired for the Pope Resources dealings. Commissioner Raudebaugh also noted that the Fire District would be receiving funds from its portion of property taxes in the Month of May.

Commissioner Woodruff asked if the \$75,000.00 set aside for replacement of Capital Equipment could be tapped if the District felt the need. Commissioner Raudebaugh responded that the District could do anything they deemed necessary and that this would just allow for interest to be paid on the funds.

Commissioner Raudebaugh also addressed Chief DeWitt, requesting that the expenditures and revenues be broken out into an easier format to read in the future. Chief DeWitt said that implementation of the new accounting system should allow this and that the County would update their system to match the District's, as closely as they could, once the District has implemented their new system.

Commissioner Woodruff made a **MOTION** to accept the Vouchers for payment as read, Commissioner Irwin **SECOND**; Chairman Parker called for questions:

Commissioner Stowe questioned the vouchers for Clark Snure, Mr. Katayama and Millren Construction and was provided adequate information to rest this issue.

Commissioner Woodruff asked if the Fire Chief would initiate a "Purchase Order" system in the near future to eliminate any further problems with accounts payable. Chief DeWitt said he would try to get a "Purchase Order" system in place by the next Regular Board of Commissioners Meeting, June 8, 1993.

Commissioner Raudebaugh questioned the voucher for Beaver Valley Store and was given adequate information to rest this issue. He also questioned the increase in the Chief's car allowance this month. Several of the Board Members and the Chief commented that it was an increase, by voted Commissioners' decision at the last Regular Board of Commissioners Meeting on April 13, 1993. Commissioner Raudebaugh did not recall the exact comments regarding this issue and said that, he may have misunderstood, but thought that the Chief would not receive the increase in car allowance until he had secured disability insurance. Commissioner Woodruff read the Minutes of April to reiterate the conversation. Commissioner Irwin noted that the Chief was under no obligation to purchase the disability insurance, and that it would be the Chief's problem if he decided not to purchase disability insurance for himself. The increase of sixty-five dollars on his car allowance is his to do what he sees fit with. The intention of the increase is to release the Fire District from the obligation to provide the Chief with disability insurance.

Chief DeWitt stated for the record at that point, that he took exception to Commissioner Raudebaugh's bringing this issue up publicly in a demeaning manner. He understood that employee issues were to be brought up in Executive Session not at a public meeting.

After further discussion among the Commissioners, Chairman Parker apologized to the Chief and set aside this issue, if misunderstood, until an Executive Session could be held to discuss it further. Chairman Parker called for vote of the Board of Commissioners to pay the vouchers as read, **MOTION** was unanimously **PASSED**.

SUB-COMMITTEE REPORTS:

NEGOTIATIONS SUB-COMMITTEE:

Commissioner Raudebaugh read his memorandum regarding a meeting with Mr. David Trageser of Dain Bosworth. Commissioner Woodruff suggested that the Negotiation Sub-Committee check out other Financial Groups before making a decision to proceed with any financing. Commissioner Raudebaugh mentioned that the sub-committee decided on Dain Bosworth because of the national reputation in the field of financing.

Commissioner Raudebaugh mentioned that a new spreadsheet would be given to the Fire District on a Special Meeting with Pope on May 19, 1993. Commissioner Irwin thanked the Negotiation Sub-Committee for their endless hours of work regarding the Pope Development, but wanted to know why they were talking to bond people. Commissioner Raudebaugh said it was to get some history and information on financing this sort of project. Commissioner Irwin asked if these people would assess the Fire District's options? Commissioner Raudebaugh said they would be at the meeting on May 19th and would be giving the Fire District their professional opinion as soon as possible thereafter. Commissioner Irwin wanted to know if these issues would be discussed at the meeting on May 19th. Commissioner Raudebaugh confirmed.

Commissioner Raudebaugh read from the current spreadsheet, hi-lighting certain areas for the Commissioners.

After reading from the spreadsheet, Commissioner Raudebaugh called for questions from the floor:

Anita Benn asked if the revenue from the Bond would be designated funds? Commissioner Raudebaugh answered, "Yes, money from the Bond can only be used for the purpose in which it was intended." The only reason to use Bond Attorneys is if the Fire District has to go to a Public Voted Bond.

Commissioner Raudebaugh requested that the Commissioners read over the material provided and make their questions up prior to the Special Meeting on May 19th to help expedite these issues.

Commissioner Woodruff questioned what the Bond Attorney's fees would be? Commissioner Raudebaugh said that he was not sure at that time, but that in talking to others, there would probably be a flat fee based on the actual amount of the Bond. The attorney would let us know after May 19th. Commissioner Raudebaugh pointed out that before the Fire District goes any further with the Pope Negotiations, the District would need to get an attorney on board because Pope intends to come to the May 19th meeting with a contract. The Board of Commissioners ensued with conversation regarding the issue of a contract being delivered at the May 19th meeting and said they would only go for more discussions, not to sign a contract on that day. They agreed that an attorney should be consulted prior to signing a contract.

Anita Benn asked how much money had been spent on attorney's fees regarding Pope? Commissioner Raudebaugh answered, "\$354.00". Anita quoted attorney's fees mentioned at prior Board of Commissioners' meetings. Commissioner Raudebaugh excused himself for misunderstanding her question, and said that the fee he just gave her was for current fees associated with the current stage of negotiations with Pope. The prior figures she was quoting were associated with the DEIS portion of the Pope Negotiations. Anita also questioned how a new bond would overlap the EMS Levy the residents of the Fire District voted in in 1991? Commissioner Raudebaugh replied, "This bond will be totally

separate from anything currently listed on the tax statements. It would have nothing to do with the current EMS Levy in effect now."

Chairman Parker called for a recess at 8:15 pm.

Chairman Parker reconvened the meeting at 8:20 pm.

POLICY SUB-COMMITTEE:

Commissioner Woodruff mentioned that the Community Hall policy had been adopted at an earlier meeting and that the question of fees is no longer an issue. Commissioner Woodruff drew attention to the memorandum he put out requesting tentative dates for the initiation and finalization of the Policy series, to start with the 2000 series. Commissioner Irwin made a **MOTION** to set up a special meeting to start the completion phase of the Policy series, **SECOND** by Commissioner Raudebaugh; Commissioner Woodruff amended the **MOTION** to say that the meetings would continue as needed, Commissioner Irwin **SECOND**, and unanimously **PASSED**. Wednesday, May 21st was the chosen start date and the meetings will be held from 9 am to Noon. The remaining meetings necessary to complete the policy series will be scheduled as a continuance of the first meeting, and the dates will be determined on an as needed basis.

Mr. and Mrs. Barry Binns, of the Coast Guard Auxiliary made mention that services like theirs benefits the community as a whole and requested that the Board of Commissioners take their community contribution into account when asking a fee from them for rental of the fire hall. What little money they take in is from the sale of books, etc., their instructors are personnel volunteering their services for the betterment of the community. Chairman Parker acknowledged the contribution of the many organizations that benefit this community and reinforced the rental fees of the Community Hall by saying that, "This is not an issue of charity or education, everyone's for that, but one of meeting financial obligations incurred by the rental of the facility. Commissioner Raudebaugh responded that the State Auditor put a mandate down that the Fire District should enforce their fee structure "Across the Board", leaving only a narrow margin for leeway; "In-kind" policy. Commissioner Raudebaugh also mentioned that the Community Hall was at \$1,000.00 in the black at the end of 1992, but that there needed to be gravel purchased for the driveway and electrical work needed to be done to the facility. These items will generate a cost to the Fire District which should be paid by proceeds from the Community Hall. Commissioner Irwin made mention of the State Auditor's Mandate, and the allowance of "IN-KIND" service. She said the Chief would develop a procedure for this policy.

Chairman Parker mentioned an alternative to all of this discussion, allow another group to take over the management of the community hall facility, pay the bills, make the repairs, etc.

Aileen Lopeman said that all of the equipment and furniture in the community hall belongs to the Ladies Auxiliary, and that should another organization take over the rental of the hall, the Auxiliary would have to give permission for use of their possessions. Commissioner Irwin asked Aileen to provide the Fire District with a list of items belonging to the Auxiliary. She said she would comply.

Commissioner Woodruff asked Mr. Binns if the Coast Guard Auxiliary would explore possibilities for "IN-KIND" services. Chief DeWitt mentioned that conversations had taken place regarding the use of Coast Guard Auxiliary personnel and equipment for fire/EMT use in a rescue situation as an "IN-KIND" service.

Aileen Lopeman relinquished the calendar to Commissioner Irwin and Administrative Assistant, Mandy Plumb, stating that there was a conflict of interest between her and Commissioner Irwin and they couldn't see eye-to-eye. Commissioner Irwin thanked Aileen for the time and effort she had put into the calendar and accepted the calendar.

OLD BUSINESS

ALS CONTRACT:

Chief DeWitt said he thought the ALS contract should be signed to provide the residents of this District advanced medical services coverage should they need it. The District will only use it if they need it. He also noted that he spoke with Chief Scott of Port Townsend Fire Department requesting him to provide information on the billing process prior to going to the Fire Chiefs Association. He said he would comply but did not. Chief DeWitt also mentioned that Fire District No. 3 would be responsible for billing the patient for this service and we needed to look at possibilities for doing that. Commissioner Irwin mentioned putting a release in the newspaper acknowledging this new service and how it would work, fees, etc.

Commissioner Stowe asked who would be responsible for calling in the ALS unit? Commissioner Irwin stated that it is usually an EMT on scene, but suggested that the Chief develop a procedure for calling in the ALS unit.

Commissioner Woodruff made a **MOTION** to accept the ALS contract with Port Townsend Fire Department, with the Chief to develop a procedure for use, **SECOND** by Commissioner Stowe and unanimously **PASSED**.

HIRING LIST:

Chief DeWitt suggested that a Hiring List be developed for future use; stating that the process is lengthy to hire a full-time fire fighter/EMT and he would like to be a step ahead of the game when it came time to hire someone. He proposed an outline of the minimum qualifications for the position, a list of the test elements, and a salary range which would serve as the procedure to be used in accordance with the proposed District Policy. Commissioner Raudebaugh questioned if this was covered in the Policy 2000 series. The Chief responded, saying that it is not yet, but he would like it to be put into procedure. Commissioner Raudebaugh made a **MOTION** to create a hiring list and accept the proposed procedure for implementation by the Chief, **SECOND** by Commissioner Woodruff and unanimously **PASSED**.

Commissioner Irwin made a **MOTION** to suspend the order of business to hear from those waiting to address the Board of Commissioners, as the hour was getting late. **SECOND** by Commissioner Stowe and unanimously **PASSED**.

NEW BUSINESS

INTERSTATE CABLE:

Mr. Larry Dickerson addressed the Board of Commissioners requesting an Easement across the property located at 101 South Point Road, Port Ludlow, for access to the Shine area for placement of television cable. He offered the Fire District free installation and use for a period of two years in exchange for the easement.

Commissioner Raudebaugh asked Mr. Dickerson if he had obtained easements from any others involved? Mr. Dickerson said he had a County and State Easement, however, using the access created by county and state easements would prove to be more costly than going over Fire District Property.

Chairman Parker asked if the cable would be placed underground? Mr. Dickerson said it would be at least 40" underground.

Commissioner Irwin mentioned that free TV cable is a great idea but thought the arrangement should be for the duration of ownership by Interstate Cable since the easement would be permanent.

Mr. Dickerson said he could use county and state easements, but the cost savings he would get by going over Fire District property would be approx. \$1,000.00, and therefore, thought that his offer was adequate.

Commissioner Woodruff questioned Mr. Dickerson if he would provide the Fire District with cable at the Cable company's cost? Mr. Dickerson said he would be happy to, but that it would be more expensive than the market cost. He explained that the small network would cost him money for the first few years until it was completely established. As they grow, the burden of cost to run diminishes and the profits increase; but it takes time. Mr. Dickerson did not encourage this choice.

Commissioner Irwin asked Mr. Dickerson who would be responsible for recording the easement, and would there need to be a survey done? Mr. Dickerson said that Interstate Cable would take care of recording the easement and that no survey of the property would be required unless the Fire District wanted it. He said he would rather not have to do that, but would if he had to, and that he would incur the cost. Mr. Dickerson said he would work with the Chief on the exact location of placement for the cable across the Fire District's property.

Commissioner Raudebaugh made a **MOTION** to accept the contract with Interstate Cable, **SECOND** by Commissioner Irwin and unanimously **PASSED**.

Commissioner Irwin made a **MOTION** to extend the meeting at 10:00 pm, **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

ANITA BENN LETTER:

Ms. Benn addressed the Board of Commissioners stating that she had expected the letter sooner than she received it and that the responses were not totally acceptable to her.

1. The response to her inquiry regarding the difference between response times of 1992 and 1993 was inappropriately answered. She still fails to see why the response time has dwindled down even though the same people are still in the area. She asked Chief DeWitt if he had these

ANITA BENN LETTER(Cont.):

figures, and he said, "Not readily."

2. Ms. Benn still questioned why the EMS Levy had not accomplished all that the residents of the District thought it would. Commissioner Raudebaugh explained that the EMS Levy was over a period of 6 years and that an aid car had been purchased out of the first allotment from the Levy. The items listed in the Levy are expensive items and will take time to acquire and or implement. Commissioner Irwin invited Ms. Benn to offer her input in prioritization of the EMS Levy Funds based on the needs of the District.

3. Ms. Benn noted that the sleeper program would greatly benefit the part of the District that is currently lacking and wanted to know why nothing was being done. Chief DeWitt said he was currently working on getting bids to complete the upstairs of Station #33 so the program could be implemented. In addition, an "Introduction to Fire District No. 3" brochure developed in order to enhance recruitment possibilities.

At 10:30 pm Chairman Parker made a **MOTION** to extend the regular meeting for an additional 30 minutes, **SECOND** by Commissioner Stowe and unanimously **PASSED**.

CHIEF'S REPORT

Chief DeWitt read his report (ATTACHED). Discussion ensued regarding all subjects, with the following results:

1. Commissioner Raudebaugh made a **MOTION** to give the Chief the authority and latitude to decide the "Tone" for the specifications for completion of Station #33, **SECOND** by Commissioner Woodruff and unanimously **PASSED**.

2. Commissioner Stowe made a **MOTION** to proceed with the drive-way repair not to exceed \$3,000.00, **SECOND** by Commissioner Woodruff and unanimously **PASSED**.

3. Commissioner Woodruff noted that a policy needed to be in place for bringing new members into the Fire Department upon the recommendation of the Volunteer Association.

4. Commissioner Irwin made a **MOTION** to rent a computer for the Chief for three months or until his budget can be finalized, **SECOND** by Commissioner Woodruff and unanimously **PASSED**.

NOTE: THE TAPED PORTION OF THESE MINUTES IS HALTED AT THIS POINT DUE TO LACK OF TAPE.

Commissioner Woodruff made a **MOTION** to extend the regular meeting another 15 minutes, **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

NEW BUSINESS (CONT.)

PORT LUDLOW WATER COMPANY AGREEMENT:

Chief DeWitt felt the need to revise and bring current the contract between the Fire District and the Utility, changing item number 3 to read: "...Test flow and pressure of hydrants... at least annually."

Commissioner Raudebaugh made the **MOTION** to accept as modified, **SECOND** by Commissioner Woodruff and unanimously **PASSED**.

Commissioner Woodruff made a **MOTION** to Adjourn, **SECOND** by Commissioner Irwin and unanimously **PASSED**.

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

**PENSION AND RELIEF BOARD
REGULAR MEETING
MAY 11, 1993**

Members present : Chairman John Parker, Chief R. Kent DeWitt, Administrative Assistant, Mandy Plumb, Commissioner Irwin and Volunteer Assoc. President, Shawn Russell.

Meeting was Called To Order at 6:55pm.

Administrative Assistant gave an update on the Sherry Rae (Fox) claim of 1992. The claim was finally addressed by the State Board of Volunteer Fire Fighters and they will pay their portion of the claims. This matter is finally in its completion stage.

Shawn Russell made a **MOTION** to pay the medical bills for Fire Fighter David A. Lawson for injuries sustained while on an aid call on Mar. 5, 1993, and for injuries sustained to Fire Fighter James Millman, Jr. when his vehicle overturned while in route to a call on Dec. 6, 1992, **SECOND** by Chief DeWitt and unanimously **PASSED**.

Shawn Russell made a **MOTION** to accept the following Fire Fighters to the Fire District:

Bill Fulton

Brian Soete

Cindy Basdekian-Gabriel

SECOND by Chief DeWitt and unanimously **PASSED**.

Chief DeWitt made a **MOTION** to Adjourn at 7:05 pm, **SECOND** by Shawn Russell and unanimously **PASSED**.