

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

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
JUNE 8, 1993**

**A G E N D A**

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES for May 11, 1993 Regular Meeting, May 19, 1993 Special Meeting, May 21, 1993 Special Meeting and May 26, 1993 Special Meeting.**

**III. FINANCIAL REPORT**

**IV. SUB-COMMITTEE REPORTS:**

1. Negotiations Sub-Committee
  - A. Update of current developments
2. Policy Sub-Committee
  - A. Update of Policy Series Completion Project

**V. OLD BUSINESS**

**VI. CHIEF'S REPORT**

**VII. VOLUNTEER ASSOCIATION REPORT:**

1. Dennis Hannan Memorial

**AGENDA CONTINUED ON REVERSE SIDE**

VIII. NEW BUSINESS:

1. Resolution to cancel warrant for overpayment
2. Vote in new volunteer members  
Dennis Hannan, Jr.  
Ken Gutenberger  
Talena Thompson  
Gregory Haapala
3. Safe Deposit Box
4. Credit Cards
  - a. Gold Visa
  - b. Discover Card
5. *VIC NERTZ*

VIII. ADJOURNMENT

Please contact Mandy at the District Office at 437-2899 by June 7, 1993 if you wish to have an item placed on the Agenda for the Commissioners Meeting of June 8, 1993 at 7:00 p.m. at Station No. 31, 7650 Oak Bay Road, Port Ludlow, Washington.

Procedure for Credit Cards

Procedure for Grievance Committee

1 Bond member

1 Citizen

2 Vol

1 Chief

*work w/ sham*

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

**BOARD OF COMMISSIONERS'  
REGULAR MEETING**

**JUNE 8, 1993**

ATTENDANCE:

**COMMISSIONERS:** Chairman John Parker, Commissioners Roy Raudebaugh, Shary Irwin and Herb Stowe. Commissioner Woodruff was excused due to a death in the family.

**FORUM:** Chief R. Kent DeWitt, Mandy Plumb, Shawn & Barb Russell, George Street, June Phinn, George & Helen McKinney, Dick & Audrey Heaton, Alan Green, Harry Jo Morrison, Anita Benn, Larry Matson, Mike McClure, Ken Gutenberger, Talena Thompson, Gregory Haapala, Dennis Hannan Jr., Stan & Susan Kriegel, Jon Froula, Aileen Lopeman, Audrey Pedersen, Ahmed & Gladys Hasson, Bob & Dorothy Romberg, Judy McFerran and Beth Kyle.

**CALL TO ORDER:** Chairman Parker called the meeting to order at 7:04 pm stating that he was overwhelmed by the turnout and informed the forum that if they each wanted to be addressed individually, the RCW's stipulate that a request be submitted to the Board of Commissioners 24 hours prior to their meeting. He also stated that he was very happy that so many constituents of Fire District No. 3 were there.

Due to the number of people at the meeting, Commissioner Raudebaugh made a **MOTION** to suspend the order of business and hear from the audience; **SECOND** by Commissioner Herb Stowe and unanimously **PASSED**.

Chairman Parker called for questions or comments from the audience.

Anita Benn stated that she was there as a concerned citizen, taxpayer and voter to show her support to the volunteers of the district. She was concerned that the Fire District Commissioners were not showing enough emotional and financial support for the volunteers whom she considered to be the heart of our Fire District.

Allen Green questioned the daytime coverage. Chief DeWitt responded that there were people available during the day; himself, Capt. David Lawson, volunteers, and mutual aid.

Mr. Walker stated that he was concerned with the response time to his location. Chief DeWitt responded by stating that his understanding of the past was that there were 4 people rotating between Station 31 and Station 33 during the day. The future plan is to house sleepers at Station 33 to help cover his end of the District. The Fire District cannot afford to finance the hiring of a staff of full-time firefighter/EMTs at this time.

3  
3  
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Commissioner Irwin stated that she felt uncomfortable with the current format the meeting was taking on and that the proper format for questioning the Board of Commissioners was to submit the questions in writing so that the Board of Commissioners could research and/or deliberate the questions.

Commissioner Raudebaugh stated that he thought alot of answers to some of the questions being asked would be answered over the course of the meeting, and asked the audience to bear with them. He also stated that he would be available after the meeting to hear from any of the constituents that wanted to address him.

Susan Kreigle stated that she thought implementation of the EMS Levy promises should take place alot quicker than they were. She mentioned the hiring of a full-time firefighter/BMT and the hiring of a new chief by May 5, 1993.

Commissioner Raudebaugh went over some of the necessary items that are needed to finish Station 33 and speed up the sleeper program. He stated that everything is almost covered.

Chairman Parker stated that the Port Townsend Leader posted a retraction of the promises it said the Fire District was making in reference to the EMS Levy, and asked the remaining members of the audience to hear out the rest of the meeting. He called for the meeting to resume its original order of business at 7:20 pm.

#### **APPROVAL OF MINUTES:**

Commissioner Raudebaugh made a **MOTION** to accept the Minutes of May 11, May 19, May 21 and May 26th as submitted; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

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

|                          |                      |
|--------------------------|----------------------|
| General Fund:            | \$ 116,542.18        |
| General Fund Investment: | \$ 55,916.00         |
| E.M.S. Fund:             | \$ 58,480.99         |
| E.M.S. Fund Investment:  | \$ 11,500.00         |
| Reserve Fund:            | 0                    |
| Reserve Fund Investment: | \$ 16,473.81         |
| <b>TOTAL CAPITAL:</b>    | <b>\$ 275,350.00</b> |

Community Hall Revenue: \$ 440.00

Commissioner Raudebaugh stated that the Community Hall Revenue received for the year was \$2,340.00. He also stated that the Fire District has expended approximately 22.44% of the General Funds available and approximately 3.69% of the EMS Funds available to date. He notes that this is very good since the year is half over.

Commissioner Herb Stowe made a **MOTION** to accept the vouchers as prepared;**SECOND** by Commissioner Raudebaugh and unanimously **PASSED**. Commissioner Stowe mentioned that he and Commissioner Raudebaugh had reviewed the vouchers prior to the meeting and that they were satisfactory.

### **SUB-COMMITTEE REPORTS:**

#### NEGOTIATION SUB-COMMITTEE:

Commissioner Raudebaugh mentioned a letter had been received from the bond attorney, Mr. David Thompson and that he had it faxed to Mr. Ron Hayworth for his review and advise. He stated that the next meeting with Pope would be held at the South Bay Recreation Center on June 16, 1993 at 1:00 pm, and advised the other Commissioners to prepare questions in advance so as to help expedite their next meeting with Pope. He also mentioned that this meeting was open to the public.

#### POLICY:

Commissioner Raudebaugh stated that there had been two policy meetings held in May to go through the 2000 series, which will be ready for final reading and adoption at the next Policy Special Meeting on June 28, 1993. They would then start the 3000 series.

### **OLD BUSINESS:**

Commissioner Raudebaugh mentioned the completion of the spending budget analysis and said that the Chief had spent extensive time preparing this thorough budget. Chief DeWitt mentioned that he had little to go on as far as a spending history, so he set up the budget based off of the needs of the district and past usage. He said this was a spending plan or guideline for spending. He mentioned that he had gone to the county to have them implement this new format using our numbers in their system by July 1, 1993.

Judy McFerran questioned if the apparatus/equipment was checked on a regular basis for safety reasons. Chairman Parker said that we have a mechanic that checks them. She says it should be someone in-house as they should be checked daily. Chief DeWitt addressed this issue stating that the Station Captain or his delagee was in charge of the daily inspections and that each volunteer who uses a particular piece of equipment is

responsible to inspect it as well. He felt it was the job of every member of a department to make sure their equipment was/is functional at all times, and to bring up problems or potential problems to the Safety Officer.

Chief DeWitt asked the Board of Commissioners if they were going to accept the budget as submitted? Commissioner Herb Stowe made a **MOTION** to accept the budget as prepared and submitted; **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

#### **CHIEF'S REPORT: (ATTACHED)**

Chief DeWitt read the Chief's Report due to the number of people present and the Board addressed issues as they came up:

Commissioner Raudebaugh made a **MOTION** to approve the Chief's request to attend the Washington State Fire Chiefs' Convention in June; **SECOND** by Commissioner Stowe and unanimously **PASSED**. He also stated that the Chief would get someone to take his place at Station 33 during his absence.

The Chief noted that the resignations and/or leave of absence requested by volunteers were not made in writing. He also noted that the policy series addresses this issue and states, for the protection of both parties, a written request or notification will be necessary in the future.

Commissioner Raudebaugh made a **MOTION** to allow the Chief the latitude to do as he sees fit when it comes to hiring a full-time employee; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Anita Benn questioned the Chief as to whether or not the volunteers had ever used the green lights going to a scene? Chief DeWitt replied stating that he has never seen them use the green lights but had been told of a few occasions where some volunteers had used them. He also stated that he mentioned in the in-house newsletter that green lights were not authorized and cannot be used by the members of this fire district. He also mentioned this at the last Volunteer Association meeting on May 26th.

Commissioner Irwin thanked the Chief for his work with the VFW with reference to the In-Kind policy.

#### **VOLUNTEER ASSOCIATION:**

President Shawn Russell noted that rhododendrans had been purchased for the Dennis Hannan, Sr. Memorial and that a plaque was being made. He also noted that a volunteer members were getting a boulder to place the plaque on and drawing a plot plan for the memorial.

**NEW BUSINESS:**

**NEW MEMBERS:**

Chief DeWitt suggested that the new members be brought into the fire department subject to acceptable background checks into their driving records and criminal history, and a medical physical.

Shawn Russell, President of the Volunteer Association, noted that the P & R Board was there for protection of the volunteers with regards to insurance, etc.

Commissioner Raudebaugh made a **MOTION** to accept the following list of volunteers into the department with the understanding that background checks must be completed and a medical physical is taken, and that action is taken to deny membership if any irregular information is found; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Ken Gutenberg  
Talena Thompson  
Greg Haapala

**CREDIT CARDS:**

Commissioner Stowe made a **MOTION** to apply for a Seafirst Gold Visa and Discover card for the District; **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**. Commissioner Raudebaugh also mentioned that he thought the amount of the card, users and types of purchases authorized should be set out in the policy manual. He also stated that he would like the Chief to develop a procedure for use.

**VIC MERTZ:**

Mr. Mertz addressed the Board stating that he had been a volunteer firefighter for 12 years, an EMT for five years and the EMS Officer for the District. He went on to say that he could not stand the way the District runs, what it means to the Public, or the response time to calls. He said that there were a lot of immature individuals in our department with very little supervision and virtually no control over them. They were running rampant and not following the protocol. He then stated that the medical director for the County was a liberal and devoted person; but, with protocol being broken, he didn't want to take blame for any liability to the District. He further noted that the District has spent a lot of money financing the education of himself and the other volunteers. At that time, he reviewed the department roster (which he handed out prior to speaking) noting the individuals that he heard were going to resign from the department. In doing so, he noted that most of the resigning volunteers were the older, more mature members of the department, and that the rest of the remaining EMT's were not certified in Airway or I.V. Therapies. He said that he didn't want to give up,

but the "KIDS" in the department were running the department. He also noted that he has seen some of the "KIDS" in the department speeding and using lights to get to an emergency scene. He made reference to someone coming from Tarboo Lake in fifteen minutes, saying, "If he wasn't speeding, I don't know how he managed that." He felt that the member was endangering, not only himself, but everyone else on the road at that time. As he continued, he mentioned that he didn't feel the Commissioners know what's going on most of the time and it was their job to protect and support the members of the District.

Chairman Parker addressed Mr. Mertz stating that this was the first time he had heard of a juvenile delinquency problem within our district. He asked Chief DeWitt if he had any knowledge of this? He also asked Vic if he could suggest a remedy? He also noted that the insurance carrier for the District prohibits the use of District vehicles unless a member is 18 years of age. During this conversation, several of the Commissioners and Chief DeWitt said they knew bits and pieces, but that they did not know the matter was this serious until Mr. Mertz phoned a few days before the meeting.

Commissioner Raudebaugh asked Vic Mertz if he would work together with him to make things better? Mr. Mertz replied, "It's too late." Commissioner Raudebaugh then stated that he felt it was necessary for the Board to form a "Grievance Committee" to try and achieve some across-the-table discussions instead of multiple, individual conversations. He stated that this would be a last resort before coming to the Board of Commissioners and after utilizing the chain-of-command to resolve issues. Commissioner Raudebaugh made a **MOTION** to form a Grievance Committee with one Commissioner, the Chief, two volunteers, and a citizen of the district to form a five member committee; **SECOND** by Commissioner Stowe. Chairman Parker called for questions.

Ed Udd, Asst. Fire Chief, suggested to Vic that he take a leave-of-absence. Vic said it wouldn't matter, things weren't going to get better.

Chairman Parker asked Ed Udd if he had any prior knowledge of these matters? Ed said that the Association has a grievance committee but that it is hardly ever used. When it was used, very few people turned out. He also stated that he knew a little of what was being said.

Mike McClure said that he's talked to some of the younger members about their driving and feels that they are making changes.

Mr. Morrison addressed the Board saying that these issues are what prompted the audience to come to the meeting that night. He also stated that had a responsibility to the Department and that they haven't come forward before, but they are now; and they want something done about what is happening within this District. The audience applauded this statement.

Anita Benn brought up the District's fire rating, saying that this District was formerly a 9 and now it is a 6. She said the Commissioners need to create a better, more favorable environment, and better working conditions.

Commissioner Irwin said that she knew of the issues Vic Mertz was speaking about and questioned where she fits in. She stated that the responsibility of the Commission was not for personnel issues and thought that the theatrics being displayed by the audience was inappropriate. She went on to say that she felt personnel issues were the responsibility of the Chief and that the issues needed to be brought up under proper protocol; Officers, Chief, Board of Commissioners. She felt that the gossip needed to stop so that grievances could be handled more effectively.

The audience blew in an uproar over her statement about their performance and several of them said personnel is and better be the responsibility of the Commissioners, others questioned if the Board treated their volunteers the way they were now being treated, others said the public was not the problem - the Commission was, others said they thought things were going well until that statement, etc. At that, the majority of the audience left very disquieted.

Commissioner Raudebaugh stated that a **MOTION** was on the table and that he felt there had been enough discussion and requested the Chairman to take action. Chairman Parker called for a vote on the **MOTION**. Commissioner Irwin was opposed, but majority of the Board carried the **MOTION**. Commissioner Raudebaugh stated that this committee would take grievances from the public and the membership of the department.

Shawn Russell, President of the Volunteer Association, mentioned that the Associations' grievance committee has the member submit their grievance in writing then the board meets. He also stated that no action has been taken to utilize the committee since the new Chief has been here.

Mike McClure says that members of the District need to evaluate why they joined in the first place.

Anita Benn addressed the Board stating that she was very concerned about this District's Fire Rating and also that she felt Commissioner Irwin did not handle the audience with respect.

Commissioner Irwin questioned how personnel issues were going to be handled in the future.

Chief DeWitt said he felt the chain-of-command should be a first step when issues arise. He also noted that the issues Vic Mertz was speaking of did not take place while he's been here. These things happened prior to his employment with the District. He also stated that if things were this bad, Vic did not bring the problems up soon enough.

He can't help things if they are not brought to him. He encouraged the membership to stop the gossip and follow the protocol.

Mike McClure felt that the younger members of the District were a valuable asset and had a lot to offer. They are dedicated to the public and provide excellent, expedient service. He felt that their good qualities out-weighted their faults.

Chief DeWitt mentioned that an Officer's Meeting was scheduled and that alot of these issues will be addressed.

A member of the audience spoke up reinforcing Mr. McClure's statement: younger people are an asset, all they need is guidance and supervision. The rumors need to stop.

Mr. Ahmed Hassen addressed the Board stating that he liked the idea of a grievence committee for the public as well as the membership and said the District needs to get out a newsletter to the public.

Commissioner Raudebaugh asked Chief DeWitt and Shawn Russell to get procedures in place for the new committee.

Mr. Kriegel and Mr. Hassen volunteered to sit on that committee.

Chairman Parker stated that the Commission feels badly about the resignation of good people and feels that if the issues were handled properly they might not have felt the need to resign. He also stated that the Board of Commissioners, as a whole, were not aware of the issues and that people should start putting their issues in writing to the Board so that the Board may address them.

Commissioner Raudebaugh made a **MOTION** to appoint Commissioner Irwin to the Grievence Committee; **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

Shawn Russell will bring up the formation of the Grievence Committee to the Association and enlist volunteers to sit on the Committee. Commissioner Raudebaugh requested that Shawn Russell inform the membership that the purpose for the new committee is to insure communication between them and the Board of Commissioners.

Mr. Hassen requested that copies of the minutes, vouchers, agenda, and Chief's Report be available for the audience.

Commissioner Raudebaugh made a **MOTION** to supply 15 copies of the agenda, minutes, vouchers and Chief's Report, at future meetings, for the public; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

**ADJOURNMENT:** Commissioner Raudebaugh made a **MOTION** to adjourn at 925 pm; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

NO P&R MTG