

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

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
JULY 13, 1993**

**AGENDA**

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES for June 8, 1993 Regular Meeting, June 16, 1993 Special Meeting, June 28, 1993 Special Meeting, and June 30, 1993 Special Meeting.
- III. FINANCIAL REPORT
  1. Account Updates
  2. Vouchers
  3. Investment Options
  4. Credit Card
- IV. CHIEF'S REPORT
- V. SUB-COMMITTEE REPORTS
  1. Negotiations Sub-Committee
  2. Policy Sub-Committee
    - a. Adopt Series 2000  
- exception: numbers 2417, 2603, 2713, 2720, 2733, 2740, 2801, 2810 and 2860.
    - b. Cellular Phone Policy
  3. Grievance Sub-Committee
    - a. Introduction of members
  4. Community Hall Sub-Committee
    - a. Combination Lock
- VI. OLD BUSINESS
- VII. VOLUNTEER ASSOCIATION REPORT

**AGENDA CONTINUED ON REVERSE SIDE**

Agenda July 13, 1993  
Board of Commissioners  
Regular Meeting

VIII. NEW BUSINESS

1. New Membership Requests
  - a. Brian Everette
  - b. Timothy Greenwood
  - c. Kenneth Kesling
2. Resolution 93-007: Elect Mandy Plumb as District Secretary
3. Commissioners' Term Expiration
  - Roy Raudebaugh
  - David Woodruff
4. Contributions -
  - a. Resolution 93-009: To accept Contributions made to the Fire District
  - b. Making contribution to community organizations
    1. Jefferson County Human Service Department
5. Fire Commissioners' Convention
  - a. Number to Attend
6. Mr. Stan Kreigle
  - a. Questions on hiring
  - b. Questions on greivence committee (newly formed)

IX. EXECUTIVE SESSION

1. Personnel
2. Legal matters
  - a. Pope Mitigation

X. ADJOURNMENT

JEFFERSON COUNT  
FIRE PROTECTION DISTRICT NO. 3

BOARD OF COMMISSIONERS  
REGULAR MEETING  
JULY 13, 1993

**ATTENDANCE:**

**COMMISSIONERS** - Chairman John Parker, Commissioners Roy Raudebaugh, Herb Herb Stowe and Shary Irwin. Commissioner Woodruff not present.

**FORUM** - Robert Wallace, Irma Furman, Stanley Furman, Audrey Bryan, Audrey Pedersen, Francesca Drum, Dick & Audrey Heaton, Stan Kriegel, Ahmed Hasson, Anita Benn, Shawn & Barb Russell, June Phins, Judy McFerran, James Millman, Gene Hansen, Michael & Jacqueline Scheren, Aileen Lopeman, Beth Kyle, Ed Udd, R. Kent DeWitt, and Mandy Plumb.

**CALL TO ORDER:** Chairman Parker called the meeting to order at 7:04pm.

**APPROVAL OF MINUTES:** Commissioner Raudebaugh made a **MOTION** to accept the Minutes of June 8, 1993 with the correction on page 8 that "the Motion made by Commissioner Raudebaugh to appoint Commissioner Irwin to the newly formed Grievence Committee was actually **SECONDED** by Commissioner Stowe, not Commissioner Raudebaugh; the Minutes of June 16, 1993, June 28, 1993 and June 30, 1993. This **MOTION** was **SECOND** by Commissioner Stowe and unanimously **PASSED** with the exception of the Minutes on June 30, 1993 which Commissioner Irwin abstained from the vote due to her absence at that particular meeting.

**FINANCIAL REPORT:**

Commissioner Raudebaugh presented the financial report as follows:

The District is currently using a new bookkeeping system to track the Community Hall expenditures and revenues. The Community Hall revenue month-to-date is \$595.00 and year-to-date is \$2,935.00.

General Fund:	\$ 8,302.29
General Fund Investment:	\$ 55,916.00
E.M.S. Fund:	\$ 57,008.72
E.M.S. Fund Investment:	\$ 11,500.00
Reserve Fund:	0
Reserve Fund Investment:	\$ 113,124.68
TOTAL CAPITAL:	\$ 245,851.69

Commissioner Raudebaugh noted that \$29,535.00 was left over from the 1992 Tax year. That figure added to the existing General Fund balance of \$64,218.29 equals a total General Fund balance of \$93,753.29. Commissioner Raudebaugh also noted that \$10,239.49 of the expended funds for the month were due to payroll and associated expenses.

Commissioner Raudebaugh explained that the reason the EMS Fund is so "fat" is because the first six months of 1993's expenses for EMS (including payroll, benefits, etc.) were taken out of the General Fund, thus the "slim" balance for the General Fund. Commissioner Raudebaugh thought that the District should transfer \$34,000.00 back into the General Fund from the EMS Fund to repay the account for the first six months expenditures for EMS.

Commissioner Raudebaugh also mentioned that Monthly salaries and benefits cost the District approximately \$15,605.39 per month. If we continue to take all of this out of the General Fund, it is going to deplete the fund rapidly. This expense should be split between the two accounts.

Mr. Hasson questioned why the benefits and salaries aren't broken out specifically? Commissioner Raudebaugh said that these items are broken out in a different report.

Chief DeWitt said that he didn't think the salary figure that Commissioner Raudebaugh quoted was accurate and quoted figures from the payroll clearing report of \$10,239.49.

Mr. Hasson also questioned why some of the District's money was at different banks vs. having everything at one bank? Judy McFerran answered this stating that the County pays portions of the District's responsibilities (i.e., taxes, L&I, etc.) and they do this through the accounts which have been established by the County.

Commissioner Raudebaugh said that he was going into such depth because he wanted everyone to be aware of the reason for his intent to transfer money into the General Fund. Commissioner Raudebaugh made a **MOTION** to approve the Financial Report as read; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

Commissioner Raudebaugh cautioned the forum not to become overwhelmed when the vouchers are read, as the amount at the top of the approval form (\$31,046.62) will be explained:

- \$14,000.00 of this amount is an annual cost for District insurance.
- \$ 4,761.00 of this amount is for the remodel of Station #31 upstairs.
- \$ 3,091.00 of this amount is for 1200 feet of new hose and decals.

Commissioner Raudebaugh took this time to recommend that the District insurance bill be split between the General Fund and the EMS Fund and asked Chief DeWitt to look into doing this.

Commissioner Raudebaugh mentioned that he and Commissioner Stowe read through the vouchers and did not find anything out of order. He also stated that, when the big ticket items (stated above) are taken out, the expenditures really don't look that bad.

Mr. Hasson said that he has a problem with all the travel reimbursements, "Why are they so much?" Commissioner Raudebaugh said that the Chief went to the Chief's Convention in Spokane and his \$342.00 was for food and lodging. There is no mileage to be reimbursed as the Chief receives a car allowance monthly that covers any mileage he accrues on District business. Commissioner Irwin said that her travel reimbursement is only submitted every six months and includes her mileage for District business and phone bills for same.

Commissioner Raudebaugh said that this is a real good month to show a true example of what it costs to run a Fire District. This will be the most going out at one time, and usually only occurs once a year. Normal monthly expenditures run about \$10 - 15,000.00.

Commissioner Raudebaugh made a **MOTION** to accept the vouchers as read; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Commissioner Raudebaugh informed the Board that all the District's money in the State Investment Poole was earning an interest rate of 3.22%. He said that he had the Administrative Assistant check into CDs as an alternate choice for investment to earn a higher interest rate. The A.A. chose an arbitrary figure of \$50,000.00 to get an idea of what the interest rate would be on a 6 mo. CD and a 1 year CD. Commissioner Raudebaugh said, in his opinion, that of the banks listed he thought Washington Mutual and First Federal gave a competitive interest rate and the least amount of risk. He then asked that each of the other Commissioners review the list of banks and make comments at the next meeting.

Mr. Hasson questioned where the money is that the Commissioners are talking about? Commissioner Raudebaugh said that there is \$113,000.00+ in the Reserve Fund.

Mr. Kriegle asked why the Commissioners don't put more in. Commissioner Raudebaugh said that the \$50,000.00 figure was just to get an idea, an exact figure has not been determined yet.

Chairman Parker, reading from the Agenda, asked what needed to be said about a credit card. Administrative Assistant, Mandy Plumb said she just wanted everyone to know that we had a credit card now and the limit is \$5,000.00. This will be paid in its entirety as it is used.

**CHIEF'S REPORT: (ATTACHED)** Chief DeWitt said that he would be very specific when reading his Chief's report due to the number of people in the forum.

Mr. Hasson questioned why the Fire District does not fill the pumper and tender apparatus from the well instead of a fire hydrant, which uses city water? He suggested that the Fire District look into placing a holding tank at Sta. #33, and at the same time look into putting in a aireator system for the potable water in the Station itself.

Shawn Russel said that the Fire District would need a tank to hold at least 5,000 gallons of water to fill the fire apparatus.

Commissioner Raudebaugh said that he knew of a place in Poulsbo that sold fiberglass holding tanks but that he wasn't sure of the cost. He suggested looking into this when more money is available for special projects.

Chief DeWitt said that he thought a domestic system would cost approximately \$1,500 - \$1,800.

Mr. Hasson questioned the Chief on whether or not the District would shoot for the highest quality EMT when going through the process of hiring a new F/F EMT?

Chief DeWitt said that he would.

Mr. Hasson was also concerned that if the Volunteers at District #3 get an additional 5 points added to their score, this could increase the chance of putting a real good EMT out of the running.

Chief DeWitt said that he felt the volunteers in our District deserve a little extra since they put in so much time with us and they already know the District.

Mr. Hasson asked if the person hired would have to upgrade their skills? Chief DeWitt said that is the intent. Mr. Hasson also asked what the wage scale would be? Chief said \$1,800 - \$2,400 per month, but that he hadn't quite figured out the entire scale.

Ms. Benn asked who the two new EMT's were and what were their qualifications.

Chief DeWitt answered: Brian Everett is an EMT who acquired his skill through Search and Rescue of Jefferson County, he'll be stationed at #33. Tim Greenwood works for Olympic Ambulance and is a Defib tech., he'll be stationed at #31. He also said that there were two nurses that have become volunteers with the District. These two individuals are just waiting to challenge the State Practicals to get their EMT certifications.

Chief DeWitt questioned the Board if they wanted Mr. Herb Marra to conduct psychological examinations on the applicants for the new F/F EMT position? General consensus was not to have him do that at this time.

Chairman John Parker called to hold that question until after a break. Break at 8:10pm.

Chairman Parker reconvened the meeting at 8:20pm.

Mr. Kriegle asked if the applicant would be chosen strictly off of points?

Chief DeWitt said that the top 30 will go to the written and of those the top 10 will go on to interviews. The application counts for 50% of the score and the written counts for the other 50%.

Mr. Kriegle asked whether the wages offered would hinder getting the trained personnel the District needs? Chief DeWitt said that we could get a paramedic to stand-by, in the District, for \$250.00 a day. This does not mean he would do anything else but wait for a call. Instead of doing this, the District signed a contract with Pt. Townsend to provide paramedic services.

Chief DeWitt also said that having PTL Airway and IV Tech certifications are not the minimum. The Board needs to decide the rate of upgrades. The interview should also pick out the qualities that will supercede the points. He encourage Mr. Kriegle to sit on the interview panel.

Beth Kyle said that when on-call with a paramedic they encourage the volunteer to do as much as possible, so as to let them use their skill; unless the paramedic has to administer drugs.

The Chief asked for the Board to make a Motion to let him do a Residency Program Procedure. Commissioner Raudebaugh said that the Chief already had the authority to come up with procedures for Policies and thought this matter would be better handled at a Special Meeting dealing with policies. It was the consensus of the Board to table this to the next Policy Meeting.

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

**NEGOTIATION SUB-COMMITTEE** - Commissioner Raudebaugh said that the last two meetings, the Board was presented with draft contracts from Pope and they were in

discussions over those contracts and options now. He thought that this matter would be settled before too long.

Mr. Kriegle asked what the cost would be to the District? Commissioner Raudebaugh said that a maximum of \$24,000.00 because the District cannot go over that. He wasn't sure exactly how much but he could find out. Mr. Kriegle asked why Pope was not paying part of the costs? Commissioner Raudebaugh said that the District is trying to find a vehicle to charge developers and/or builders the same fee for building. He also said that Mark Hute came up with some possibilities and that Pope would pay their fair share.

Mr. Hasson asked what percentage that would be? Commissioner Raudebaugh said that that had not been determined yet.

Mr. Hasson said that he would like to see the District's existing stations be brought up to par and staffing before the District caters to Pope and builds a new station.

Mr. Kriegle asked if the District could do an amendment to the GMA to incorporate this project? Commissioner Raudebaugh said that the State feels fire districts have other methods of collecting funds and do not need this one. He also said that they were talking with attorneys, but that they had no real answers yet.

Aileen Lopeman said that she heard 65 homes were being built on Turner Ave.

Commissioner Raudebaugh said that if an agreement with Pope is signed and fees are implemented, all builders and developers will pay a fee.

Aileen Lopeman said she was concerned about the growth impact on the District.

Commissioner Raudebaugh said that the PT. Townsend Leader wrote an article saying that the negotiations look favorable and the Fire District thinks so too.

**POLICY SUB-COMMITTEE** - Commissioner Irwin made a **MOTION** to accept the 2000 Series with the exception of numbers 2417, 2603, 2713, 2720, 2733, 2740, 2801, 2810 and 2860; **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

Chief DeWitt said that he came to the Board at a prior meeting to have the Cellular Phone Policy added to the Policy Manual. Now he wanted to revise this policy to add that volunteers could participate in the Cellular Program too, as long as they:

1. Owned their primary residence in the Fire District and lived in it.
2. Were a member in good standing for at least 3 years.

Commissioner Raudebaugh made a **MOTION** to amend the original Cellular Phone Policy as stated; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

**GREVIENCE SUB-COMMITTEE** - Mandy Plumb said that the members of the newly appointed committee were: Commissioner Irwin, James Millman, Sherry Rae, Mike Kithcart, Mr. Stan Kriegle, and Mr. Hasson and that they were trying to come up with a date to meet but that, due to summer vacations, it was a little difficult.

Commissioner Raudebaugh questioned the number on the panel, he thought that there was only to be five. He thought that their was only to be one citizen, 2 volunteers, and one board member.

Mr. Hasson said that he was concerned that the panel would be stacked against the volunteers.

Commissioner Raudebaugh then made a **MOTION** to amend the original Motion to have one citizen, 2 volunteers and one board member to having 2 citizens, 2 volunteers and one board member; **SECOND** by Commissioner Stowe, Commissioner Irwin opposed and the **MOTION CARRIED**.

**COMMUNITY HALL SUB-COMMITTEE** - Commissioner Irwin asked the Board to change the lock on the Community hall to a combination lock so that the hall could be opened more easily without inconveniencing other people. In the past keys have been used and no one knows who has keys. Barker's Store currently lets renters have the key if they have an evening rental. She want to eliminate that responsibility from anyone but the Fire District. Commissioner Irwin made a **MOTION** to put a combination lock on the Community Hall; **MOTION** died for lack of a **SECOND**.

**VOLUNTEER ASSOCIATION REPORT:** Shawn Russell that he did not prepare anything for tonights meeting, but that alot of volunteers wanted to be on the grevience sub-committee. They really thought it was a great idea.

**NEW MEMBERSHIP REQUEST:** Commissioner Raudebaugh made a **MOTION** to accept the new members Brian Everette, Timothy Greenwood, and Kenneth Kesling; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

Chief DeWitt said that the background checks were o.k. and that the Volunteer Association had approved Tim Greenwood and Brian Everett. As for Kenneth Kesling, the Chief said he had occassion to witness him in action and thought he worked well in the field.

Chief DeWitt said he felt there was a conflict of interest in some of the dealings as being Chief and District Secretary and wanted Mandy Plumb to assume that role. He also said that he knew Neil Good said, from a supervisory standpoint, it is good to have the Chief be the District Secretary as well.

Commissioner Raudebaugh said the Chief knew that was part of his contract to become District Secretary.

Commissioner Irwin asked why the Chief wanted Mandy Plumb to be the District Secretary.

Chairman Parker said that he wanted to table this topic to the next meeting. Commissioner Raudebaugh made a MOTION to table the topic of changing the District Secretary to the next meeting; SECOND by Commissioner Stowe and unanimously PASSED.

Chairman Parker asked Commissioner Irwin to read Commissioner Woodruff's resignation. Chairman Parker said afterwards that this now leaves a vacancy on the Board and any candidate wishing to fill the vacancy would have to file an application with the secretary at Sta. #33. The Board will then meet, in Executive Session, to decide on the candidate for the interum position.

Commissioner Raudebaugh made a MOTION to accept Commissioner Woodruff's resignation; SECOND by Commissioner Stowe and unanimously PASSED.

Chairman Parker said that the Fire District could accept contributions, but that he would like to table this topic for a future meeting.

Chairman Parker said that the Fire District could not donate money to any entity and therefore, the request of the Jefferson County Human Service Department would have to be denied by the Fire District, but could be referred to the Volunteer Association for review.

Chairman Parker said he would not be going to the Commissioner's Convention in Spokane this year, that he thought it more appropriate to send some of the newer members.

Mr. Kriegle said that he feels, as elected officials, all the commissioners should go.

Chairman Parker said that he didn't want to waste money, he's winding down.

Commissioner Irwin said that there are meetings all the time, maybe the Commissioners should alternate who goes between meetings.

Judy McFerran said that it is a Board decision, but that \$4,800 is a provision allowed in the RCW's for each commissioner per year, and she would like to see everyone go, even the secretary.

Ed Udd asked if the Board was going to make a Motion to allow volunteer personnel eligible to run for Fire Commissioner without giving up their status as a volunteer?

Chief DeWitt offered a solution to this dilemma: An inactive volunteer can maintain their State Retirement by attending one drill per year and they are not expected to do firefighting. This could allow that member to sit on the Board if the current Board approves.

Chairman Parker recommends this topic be tabled until the Executive Session.

Mike Scheren asked why the Q&A portion of the meeting had been eliminated? Chairman Parker said that it was a practice in the past and that we would make sure it becomes part of the program again. Mr. Scheren also asked if Sta.#33 was being finished under the same building permit originally acquired? Chief DeWitt said that it was.

Mr. Scheren also asked if it was possible to upgrade on Station #31. He said that Mike Ajax said it should be condemned years ago, and if surge protectors would be added to the building?

Chief DeWitt said that the Fire District does not need a building permit to install surge protectors on the building at the panel. He also stated that he takes exception to the word condemned because he has not seen it written anywhere that it should be condemned.

Mr. Scheren retracted that part of his comment, but went on to say that the secretary was removed from that building because there was no fire wall in place.

Mr. Scheren also made the District aware that the District Station Wagon had been seen at Reed's Grocery Store on July 3rd with a car load of kids under the age of 16 in it. His concern is that if the vehicle is involved in an accident, who is liable? Will our insurance cover any non-Fire District personnel? How does this affect the Fire District's insurance? Chief DeWitt said he would look into this.

Mr. Hasson said he heard a rumor that the volunteers thought the public was mad at them. He wanted to make it perfectly clear that the public was not mad at the volunteers, their behind them 100%. The public's concern is the Board's direction and the way the money is spent.

Chairman Parker said he wanted to suspend the Regular Meeting to go into Executive Session due to the hour. The time was 9:40pm.

Chairman Parker reconvened the meeting at 11:10pm from Executive Session.

Commissioner Irwin said it was consensus of the Board not to allow volunteers on the Board of Commissioners unless they resign as volunteers. Commissioner Raudebaugh made a MOTION to leave this situation the way it stands, per law; SECOND by Commissioner Stowe and unanimously PASSED.

Commissioner Raudebaugh said there would be no report on the Pope Mitigations due to the ongoing negotiations. The Board is up to date and the next meeting is July 16, 1993. The meeting is open to the public.

The Commissioners discussed an ad being put in the paper by Friday, July 16, 1993 for the interim Commissioner position vacancy. The filing period will be 2 weeks. Applicants should submit a letter of application with a resume to the secretary at Station #33.

Chief DeWitt said he would check with the County for any legal stipulations for placing an ad.

Commissioner Irwin made a comment regarding the fire ratings. Fire District #3 rates the same as Pt. Townsend.

Commissioner Raudebaugh made a MOTION to adjourn at 11:15pm; SECOND by Commissioner Stowe and unanimously PASSED.