

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

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
OCTOBER 12, 1993**

**AGENDA**

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES for September 10, 1993 Workshop Meeting, September 14, 1993 Regular Meeting and September 24, 1993 Special Meeting.
- III. FINANCIAL REPORT (Commissioner Raudebaugh)
  1. Account Updates
  2. Community Hall
  3. Vouchers
  4. Approval to transfer funds
- IV. SUB-COMMITTEE REPORTS
  1. Negotiations Sub-Committee (Commissioner Stowe)
  2. Policy Sub-Committee
    - a. Community Hall
      1. Motion on combination lock
  3. Concerns Sub-Committee
    - a. Discuss process for complaints/issues (Stan Kriegle)
  4. Public Relations Sub-Committee (Shary Irwin)
- V. CHIEF'S REPORT (Chief DeWitt)
  1. Read report
  2. QRV Bid Specifications Overview
- VI. OLD BUSINESS
  1. Water Contracts (Chief DeWitt)
    1. Status

**AGENDA CONTINUED ON REVERSE SIDE**

Agenda October 12, 1993  
Board of Commissioners  
Regular Meeting

- VII. VOLUNTEER ASSOCIATION REPORT
- VIII. NEW BUSINESS
  - a. Executive Session
    - 1. Personnel Issues
- IX. GOOD OF THE ORDER
- X. Q & A
- XI. ADJOURNMENT

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

**BOARD OF COMMISSIONERS  
REGULAR MEETING**

**OCTOBER 12, 1993**

**ATTENDANCE:**

Audience: Aileen Lopeman, Audrey Pedersen, Anita Benn, Glenn Christianson, Dorthy Christianson, Edith Grobe, Lee Grobe, Mike McClure, Ahmed Hasson, Ed Udd, Kriss Popp and Chief DeWitt.

Commission: Chairman John Parker, Commissioners Irwin, Stowe, Raudebaugh and Morrison.

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

**APPROVAL OF MINUTES:**

Commissioner Morrison made a **MOTION** to approve the minutes of September 10, 1993; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Commissioner Morrison made a **MOTION** to approve the minutes of September 14, 1993 as amended; **SECOND** by Commissioner Stowe and unanimously passed.

Minutes of September 14, 1993 Correction:

pg. 3, last paragraph: Change 29 linear feet to 2,900 linear feet.

Commissioner Stowe made a **MOTION** to approve the minutes of September 24, 1993; **SECOND** by Commissioner Morrison and unanimously **PASSED**.

## FINANCIAL REPORT:

Chairman Parker turned the floor over to Commissioner Raudebaugh for the financial report.

Commissioner Raudebaugh presented the financial report as follows:

General Fund	\$17,281.50
General Fund Investment	0
E.M.S. Fund	\$19,007.06
E.M.S. Fund Investment	\$11,500.00
Reserve Fund	0
Reserve Fund Investment	\$113,487.09
Total Capitol	\$161,275.65

The Community Hall revenue month-to-date is \$475.00 and year-to-date is \$3,990.00. The Community Hall personnel wages and benefits were \$58.59.

Chairman Parker Questioned if the Community Hall revenue was keeping up with the payment of expenses of the hall.

Commissioner Raudebaugh replied that it was.

Commissioner Raudebaugh reported that the General Fund received in the last month: 1991=\$33.66, 1992=\$331.08, and 1993=\$6,752.82 for a total of \$7,117.57.

Commissioner Morrison made a **MOTION** to approve the Financial Statement as presented; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

### Vouchers:

Commissioner Raudebaugh reported on pg. 2 of the vouchers that the U.S. West bill is for all phones not just the Community Halls. It shows this way with the program currently being used.

Commissioner Raudebaugh reported that he and Commissioner Stowe went

over the vouchers prior to this meeting and that all is in good order.

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

Approval to transfer funds:

Chief DeWitt suggested to move funds from E.M.S. Fund to the General Fund. His reason being that we have sufficient funds in this account and we need to put some into the General Fund to pay the vouchers just approved. The county has not been charging the proper amounts from the proper accounts in the past, some have been corrected but it does not make up the difference that now occurs ~~from past county errors.~~

Mr. Hasson expressed his concerns as to why this has happened and if it is legal to transfer funds from E.M.S. or E.M.S. Investment Fund to the General Fund.

Chief DeWitt explained what expenditures have been for E.M.S. and have been paid for by the General Fund.

Commissioner Raudebaugh explained that this is the first year that we have had a decent budget and some things haven't worked out perfect but that they are working on correcting it for the future. He also said that Commissioner Stowe, Chief DeWitt, and himself would see that these items would be corrected. He also explained that with the new program Chief DeWitt can easily see where he has under budgeted and he can then put in different percentages for the next year.

There was much discussion on this subject and it was decided that the Finance Committee would meet and discuss this further. They would also check if they need a resolution or letter of transfer.

Chairman Parker asked Mr. Hasson if he would like to attend this meeting of the Finance Committee, he declined due to his work schedule.

Commissioner Irwin felt that Mr. Hasson would need a phone call regarding the outcome of the legality of transferring funds.

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who is going to call?

Mr. Hasson said he would like a phone call regarding this.

Commissioner Parker made a **MOTION** to give authority to Commissioner Stowe and Commissioner Raudebaugh to transfer the funds needed. This would happen after the Financial Committee meeting on October 13, 1993 at 1:00p.m. **SECOND** by Commissioner Irwin and unanimously **PASSED**.

**SUB-COMMITTEE REPORTS:**

Negotiations Sub-Committee:

Commissioner Stowe reported as of this date we have not heard from the attorneys that we have representing us or from Mr. Mark Huth. The Chief did receive a letter from David Cunningham regarding forms and information gathering. Things are progressing, but slowly.

Chairman Parker presented the Port Ludlow Community Growth Analysis.

Edith Grobe questioned what this all refers to.

Commissioner Morrison explained the Pope Resources history for her and what the litigation fees would mean to this district.

Commissioner Irwin brought up the draft from Chief DeWitt for the Project Response Project. It is a blanket letter that the Chief can send out in response to new development that come in besides Pope Resources.

Chief DeWitt said that we had talked at the workshop about formulating a Conference Call so we can proceed right away and treat everyone equal and that no one would slip through the cracks.

*[Handwritten initials]*

Commissioner Stowe said that Mandy Plumb was checking on this and would be setting up the Conference Call.

Commissioner Stowe also cautioned that we all need to watch the newspaper for new developments. They are in the Legal Notice section.

Policy Sub-Committee:

Motion on Combination Lock:

Chief DeWitt reported that they recently had an alarm and a firefighter responding to the station did not have his keys with him, (to he couldn't get in. He said that they have talked in the past about getting a combination lock and that some people are not in the department anymore and they still have keys to the station. He said that the combination on the lock could be changed at our own discretion. We need 3 ~~downstairs~~ locks in ~~Station 31~~ and one upstairs for the Community Hall. He's concerned that the Community Hall door may be more expensive because of the make-up of the door handle. Costs are approx. \$200.00 each for the downstairs locks plus installation, bringing it to approx. \$250.00 each. The Community Hall door could cost up to \$500.00 total.

*for our stairs*

Aileen Lopeman expressed her concerns about using a combination lock and feels they would be hard to use.

Chief DeWitt explained that the combination lock on the Community Hall could have a key <sup>pass</sup> so she could still use a key and not have to worry about the combination which could change quite often.

Aileen Lopeman replied that as long as she could still use a key that it would be fine.

Commissioner Irwin brought up the fact that at the recent workshop we had talked about the possible cost of the combination locks and that the commissioners had felt that \$1,200.00 would be a good amount to be earmarked for this project.

Commissioner Raudebaugh made a **MOTION** that we put a cap of \$1,250.00 on the combination locks and that the Chief proceed **SECOND** by Commissioner Irwin and unanimously **PASSED**.

*Proper Report?*

Aileen Lopeman has a concern with the phone bill for the Community Hall.

Commissioner Raudebaugh explained again about the phone bill being all the phones totaled.

Aileen also reported that there were no lights in her backroom. Chief DeWitt and Commissioner Raudebaugh said it would be looked into and taken care of.

*Report*

Concerns Sub-Committee:

Discussed process for complaints:

Stan Kriegle was not present for his report.

Commissioner Irwin reported they have met three times. She also explained what the committee is and how the public can notify the committee of their concerns.

Anita Benn asked how people will know about the Concerns Sub-Committee.

Commissioner Irwin replied that there will be a News Letter and she has met twice with Dan Youra, of Olympic Publishing, and he is very enthusiastic about the news letter. He will make a presentation at the next commissioners meeting and the letter could possibly come out every six months.

**CHIEF'S REPORT:**

Chief DeWitt asked if the Board desires to make a policy statement concerning future station locations or desire to appoint a committee to evaluate these alternatives.

Commissioner Parker replied that this was brought up at the last meeting and a committee has been appointed.

Chief DeWitt asked the Board whether he should proceed to have the septic tank at Station 31 evaluated and how would any needed repairs be dealt with financially, so it would pass inspection. With the septic inspected we could proceed with a future Resident mobile building at this station.

There was much discussion on this subject and it was decided that we could open the septic tank ourselves and see if it needed pumping or repairs. A decision would be made at that time if we should go ahead with any needed pumping or repairs.

Mr. Hasson was thanked for his volunteer plumbing work.

Chairman Parker and the Board all agreed to send Cheri, at the County Budget office, something more than a thank you letter. All expressed their gratitude for Cheri's time and energy in correcting and obtaining a refund for us instead of a penalty from the IRS. The Chairman and Commissioners Irwin, Morrison, Stowe and Raudenbaugh all donated \$5.00 each for a plant to be purchased along with the thank you letter. The money was given to Kriss Popp to give to Mandy Plumb.

#### **OLD BUSINESS:**

Chief DeWitt gave a status report on the Water Contracts and it is being evaluated by our attorney, who will report back to us in the future.

#### **VOLUNTEER ASSOCIATION REPORT:**

Mike McClure reported on the green light issue and how they have been compiling alot of information. He also reported on the presentation that Tye Seeley gave to the association and on how impressive it was. The Volunteers then made a decision to submit a letter to the Chief requesting green lights for our district.

Commissioner Irwin wondered if Tye Seeley would be willing to give the presentation to the Board.

Mike McClure replied that he didn't think that would be a problem.

*Agenda 2*

**GOOD OF THE ORDER:**

Ahmen Hasson asked if there would ever be a First Aid Class offered to the public through the fire department.

Chief DeWitt replied that Mandy Plumb is taking down names of the people that are interested in CPR classes and she could probably take down names for a First Aid class also. Whether the Red Cross would charge a small fee, he could not say.

*Status from*

Mr. Hasson wanted to know the rules on lights and sirens.

Chairman Parker and Chief DeWitt explained the rules of lights and sirens.

Mr. Hasson then questioned the Chief on the use of his siren on a certain emergency call.

*this missed the flavor*

The Chief replied that in his judgement, the circumstances of that call did warrant his decision to use his lights and siren.

**EXECUTIVE SESSION:**

~~Chairman Parker~~ Called an Executive session at 9:00p.m.

*Reconvene ?*

Commissioner Raudenbaugh made a **MOTION** to accept the resolution to increase Chief DeWitt's salary 6.67% as agreed to by contract. This raise will be in effect as of October 1, 1993. **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Roy Raudenbaugh made a **MOTION** to adjourn at 11:17 p.m. **SECOND** by Commissioner Stowe and unanimously **PASSED**.

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