

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

**BOARD OF COMMISSIONERS
REGULAR MEETING
NOVEMBER 9, 1993**

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES for October 8, 1993 Workshop Meeting, October 12, 1993 Regular Meeting and October 25, 1993 Policy Meeting.
- III. FINANCIAL REPORT (Commissioner Raudebaugh)
 1. Account Updates
 2. Community Hall
 3. Vouchers
 4. Budget Update
- IV. SUB-COMMITTEE REPORTS
 1. Negotiations Sub-Committee (Commissioner Stowe)
 2. Policy Sub-Committee
 - a. Approval of policy 2733 and 1520 as amended
 3. Concerns Sub-Committee (Shary Irwin)
 - a. Will be deferred until Executive Session
 4. Public Relations Sub-Committee (Shary Irwin)
 - a. Mr. Dan Youra will give presentation on District Newsletter
- V. CHIEF'S REPORT (Chief DeWitt)
 1. Highlight report
- VI. OLD BUSINESS
 1. Water Contracts (Herb Stowe)
 - a. Review of Malcolm Harris' letter
 2. Station 33 Well (Herb Stowe)
 - a. Review of Malcolm Harris' letter
 3. QRV (Chief DeWitt)
 - a. Authorize solicitations of bids

AGENDA CONTINUED ON REVERSE SIDE

November 9, 1993
Board of Commissioners'
Regular Meeting

- VII. VOLUNTEER ASSOCIATION REPORT
- VIII. NEW BUSINESS
 - 1. DNR Surplus Agreement (Chief DeWitt)
 - a. Acceptance of Surplus Agreement
 - 2. ALS/BLS Payables and Receivables (Chief DeWitt)
 - a. Breakdown of costs and income
 - 3. Pythian Sisters of Washington (Chief DeWitt)
 - a. Motion to accept toy donation for aid cars
 - 4. Report from Commissioners' Convention (John Parker)
 - 5. Executive Session
 - a. Concerns Committee (Shary Irwin)
 - 6. Capital Replacement Committee
 - a. Formation of committee
 - 7. Newsletter Fund
 - a. Accept Donation
- IX. GOOD OF THE ORDER
- X. Q & A
- XI. ADJOURNMENT

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

**BOARD OF COMMISSIONERS
REGULAR MEETING**

NOVEMBER 9, 1993

ATTENDANCE:

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

Audience: Aileen Lopeman, Audrey Pederson, Mike McClure, Ben Andrews, Stan Kriegel, Chief DeWitt and Kriss Popp.

CALL TO ORDER: Chairman Parker called the meeting to order at 7:00p.m.

APPROVAL OF MINUTES:

Commissioner Raudebaugh made a **MOTION** to approve the minutes of October 8, 1993; **SECOND** by Commissioner Morrison and unanimously **PASSED**.

Commissioner Stowe made a **MOTION** to approve the minutes of October 12, 1993; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

Minutes of October 12, 1993 Omission:
pg. 8, Executive Session adjourned at 11:15 p.m.

Commissioner Morrison made a **MOTION** to approve the minutes of October 25, 1993; **SECOND** by Commissioner Stowe 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	\$61,449.36
General Fund Investment	0
EMS Fund	\$32,135.31
EMS Fund Investment	\$11,500.00
Reserve Fund	0
Reserve Fund Investment	\$114,084.54
Total Capital	\$219,169.21

The Community Hall revenue for October was \$497.23.

Commissioner Stowe read the thank you letter from Chief DeWitt to Mr. George Brower, Post Commander, Pt. Ludlow VFW #4606. The thank you was regarding the work the VFW members performed on the doors at Station 33. The Fire District has determined that the VFW can meet in the Community Hall, for their monthly meetings, through September 1994, with the rent considered paid-in-full through "In Kind Service."

Commissioner Raudebaugh wanted it noted that the Financial Committee met on October 13, 1993 regarding the need to transfer funds from the EMS Fund to the General Fund. He reported there was no need to transfer, for there was enough money in the General Fund to cover the expenses.

VOUCHERS:

Commissioner Raudebaugh reported that he and Commissioner Stowe went over the vouchers prior to this meeting and that all was in good order.

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

SUB-COMMITTEE REPORTS;

NEGOTIATION SUB-COMMITTEE:

Commissioner Stowe mentioned that we have received a small amount for the 3 lots owned by a Mr. Loomis, amounting to \$597.00. He explained that before a permit is issued, the landowner pays the mitigation fee to the Treasurer.

In addition, there will be a County Commissioner meeting on Nov. 16th at 1:00p.m. in the Jefferson County Courthouse regarding the Springwood project.

Commissioner Stowe also reported that Mandy Plumb sent a letter to the Planning Dept. and that from now on they will notify us on public hearings for proposed projects within our District.

Commissioner Stowe stated that the mitigation revenue must be set aside in a separate fund.

POLICY SUB-COMMITTEE:

There was a Board consensus to approve Policy 2733 and 1520 as amended.

CONCERNS SUB-COMMITTEE:

Commissioner Irwin stated that one concern would be discussed later in Executive Session.

PUBLIC RELATIONS SUB COMMITTEE:

Commissioner Irwin turned the floor over to Mr. Dan Youra, of Olympic Publishing, to give his presentation on a possible District Newsletter.

Mr. Youra stated he would like to start with two newsletters per year and progress to possibly more in the future. The newsletter would be supported by local business advertisements and would eventually become self-supporting. It would be received by everyone in the Pt. Ludlow area.

Mr. Youra brought a sample newsletter and samples of the Olympic Guide for the Olympic National Park and the Washington State Ferry Travel Guide. He explained that they would do the layout and formatting, but that the actual printing would be done elsewhere, for less. He felt we would need 1,500-2,000 copies to begin with.

Mr. Youra said that in a District newsletter we could relay helpful information to the public regarding fire prevention, emergency numbers, consumer protection, etc.

Commissioner Parker asked how much money would be needed to start up the newsletter.

Mr. Youra explained that the first issue would be the most expensive since so much time goes into the formatting/layout, etc., but once that is complete the following issues would be less expensive due to less set up time. He also said that by the time we get to the second and third issues the public businesses would be buying more advertisements and the newsletter would then be self supporting. Until then \$500.00 would be a good starting amount.

CHIEF'S REPORT: (Enclosed)

Chief DeWitt reported on the minor accident involving A33 and stated that with a District Newsletter we could also educate the public better on what the Districts driveway access needs are.

Commissioner Morrison asked if this minor accident with A33 would be reviewed to determine if possible neglect was involved.

The Chief replied that he has talked to the driver to see what the circumstances were.

Commissioner Morrison asked if there was a Review Board for such instances.

Chief DeWitt said there is no specific Review Board to his knowledge.

Chairman Parker stated that he really wants a Board of Inquiry for District accidents so the equipment is thoroughly checked and it is not unsafe for the next run.

Chief Dewitt replied that he felt it was his responsibility to look into these types of issues.

Mike McClure stated that the Volunteers always review any accidents that happen.

Commissioner Raudebaugh asked if we have a written accident report.

Chief DeWitt replied that he's not familiar with one if we do.

Commissioner Raudebaugh would like a form of that type put together to record accidents. He said there would be no need for the Volunteers' name but he would like the equipment named. We could then have a written accident history for each vehicle.

Commissioner Parker said he doesn't want it "white-washed."

Commissioner Morrison said he would personally like to see the driver write up an accident form and the information put into their file. Some people are accident prone and it would be good to know.

The responsibility of this matter was deferred to the Chief for implementation of a written Incident/Accident Report Form.

Surplus Aid Car: District 2 and Clallam Bay are possibly interested.

Chief DeWitt gave a Community Hall electrical repair update.

Aileen Lopeman said they would need better electrical outlets in the kitchen by the Spaghetti Feed in April.

Chief DeWitt stated it might not be possible by April but that they would try.

Commissioner Raudebaugh requested that Chief DeWitt meet with him at a later date regarding paid employees. He said he would contact the Chief.

Chief DeWitt reported that Chief Shuff requested we not ask for Chimacum's IV Tech's as often as we have on mutual aid calls.

Ben Andrews, FF/EMT, will have his IV certificate in two weeks.

OLD BUSINESS:

WATER CONTRACTS;

Commissioner Stowe reviewed Malcom Harris' letter dated Oct. 22, 1993 regarding the proposed "Fire Control Facility Maintenance and Testing Responsibilities Agreement." Mr. Harris recommends that we do not sign the agreement as long as the Indemnification Clause remains.

Commissioner Stowe agreed that we should sign the agreement but only after the Indemnification Clause was removed.

STATION 33 DRAINFIELD:

Commissioner Stowe reviewed Malcom Harris' letter dated Oct. 25, 1993 regarding the Drainfield Easement.

Commissioner Stowe recommended we ask Mr. Harris to proceed and approach Pope Resources to see if they would be willing to sell at a reasonable price.

QRV: (Quick Response Vehicle)

Commissioner Morrison made a **MOTION** that Chief DeWitt have the authority to solicit bids for a QRV and those bids would then be reviewed by the Board for a decision; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

VOLUNTEER ASSOCIATION REPORT;

Mike McClure reported that the Volunteers have revised their point system and that it seems to be fairer to all. He also stated that the Volunteers have decided that their own issues would be decided among themselves. If needed they could go to the Chief and then if needed the Chief could go to the Commissioners.

Chairman Parker asked Mike about the Awards Dinner.

Mike McClure said the Awards Dinner would be at the Beach Club on Dec. 18. (no time given)

NEW BUSINESS;

DNR SURPLUS EQUIPMENT:

Chief Dewitt reported that there was Federal Excess Property available and that other Fire Departments are taking advantage of the program and we should be too.

Items available are not necessarily pumpers or tankers but are 4x4 and 6x6 2 1/2 Ton and 5 Ton trucks which could be made into tankers.

There are other items also available, for example last week if we had been in the program we possibly could have purchased another airpack like to ones we use, at a very low price.

The Chief wants another tanker, as a long term goal, for many of our citizens do not live in hydrant areas. Another tanker would help us qualify to be able to lower the property owners insurance premiums.

Chief DeWitt stated that the Commissioners must decide if they want to be in the program and if they would be willing to pay the expenses involved in transportation and screening fees. He understands most of the equipment is in Utah.

ALS/BLS PAYABLE AND RECEIVABLES:

Chief DeWitt submitted a breakdown of costs and income for medical transport service billing.

Commissioner Parker stated that Clark Snure has a form regarding charging for medical transports.

Commissioner Stowe said we should request a copy of it.

A **MOTION** was made by Commissioner Irwin for the Chief to proceed with setting up the billing for medical transport services to begin Jan 1, 1994; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Commissioner Parker will follow up on the forms from Clark Snure.

PYTHIAN SISTERS OF WASHINGTON:

Commissioner Irwin made a **MOTION** to accept the toy donation from the Pythian Sisters of Washington; **SECOND** by Commissioner Stowe and unanimously **PASSED**.

Chief DeWitt said we would also like to send a thank you letter to the Sisters for their donation.

Chairman Parker reported on the history of the Pythian Sisters.

REPORT ON COMMISSIONER'S CONVENTION:

Chairman Parker said he felt it was the best convention yet. He reported on the seminars he attended and that there were only four fire apparatus there and none that would serve our districts needs. He also showed a brochure from United Fires on their QRV.

Commissioner Irwin ,who also went to the Commissioner's Convention, stated that the conference also said that empowerment and teamwork were the way to go. The Commissioners were told to "stand back and let their people do their thing."

She also reported that Fire Districts were the predominant organization to lower accidents, both vehicular and home related.

CAPITOL REPLACEMENT COMMITTEE:

Commissioner Stowe reported that the committee has met and talked briefly but that nothing more has been done due to budget and time restraints. He feels they are perhaps not quite ready to look at property on a long-term basis.

Commissioner Morrison wondered if the committee would be looking into just the purchase of property/buildings or would it include replacement of equipment.

Commissioner Stowe replied that they would be looking into property/buildings only.

Chairman Parker expressed his concerns that a committee needs to be formed now so we can let Pope Resources know what we want to do, so they can plan and we can keep going.

Commissioner Raudebaugh stated that he felt Commissioner Stowe should continue with the formation of the committee as he sees necessary.

NEWSLETTER FUND:

Commissioner Irwin made a **MOTION** to accept the \$527.00 donation that was earmarked for a newsletter; **SECOND** by Commissioner Raudebaugh and unanimously **PASSED**.

Commissioner Irwin made a **MOTION** to accept Dan Youra's Newsletter presentation and for him to publish two newsletters this coming year and to donate the \$527.00 for the Newsletter **SECOND** by Commissioner Stowe and unanimously **PASSED**.

GOOD OF THE ORDER;

Aileen Lopeman offered that they could help out financially with the initial cost of the Newsletter if needed.

Commissioner Irwin said that it was wonderful of them to offer, but to please save their money for now.

EXECUTIVE SESSION:

Chairman Parker called an Executive Session at 9:07p.m.

Executive Session adjourned at 10:15p.m.

Regular Board of Commissioners Meeting adjourned at 10:17p.m.