

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

**BOARD OF COMMISSIONERS
REGULAR MEETING
DECEMBER 14, 1993**

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES for November 5, 1993 Workshop Meeting, November 9, 1993 Regular 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)
 - a. Robert Knutsen Project (Mr. Robert Knutsen)
 2. Policy Sub-Committee
 - a. Set next policy review meeting date
 3. Concerns Sub-Committee (Shary Irwin)
 4. Public Relations Sub-Committee (Shary Irwin)
- V. CHIEF'S REPORT (Chief DeWitt)
 1. Highlight report
- VI. OLD BUSINESS
 1. Sta. 33 Drainfield Easement (Commissioner Stowe)
 - a. Update from Malcolm Harris latest correspondence
 2. Old Air Car Bids
- VII. VOLUNTEER ASSOCIATION REPORT

AGENDA CONTINUED ON REVERSE SIDE

December 14, 1993
Board of Commissioners'
Regular Meeting

VIII. NEW BUSINESS

1. Discuss new Firefighter applicants (Chief DeWitt)
 - a. Mr. James Brown
 - b. Mr. Ed Porter
2. Chief's Contract Annual Review (Chief DeWitt)
3. Review of Northwest Fire Service Contract Renewal Proposal

IX. GOOD OF THE ORDER

X. Q & A

XI. ADJOURNMENT

**JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING**

DECEMBER 14, 1993

ATTENDANCE:

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

Audience: Ahmed Hasson, Aileen Lopeman, Audrey Pedersen
Robert Knutsen, Ben Andrews and Ken
Gutenberger.

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

**APPROVAL OF
MINUTES:**

Commissioner Irwin made a **MOTION** to approve the minutes of
November 5 Special Meeting; **SECOND** by Commissioner Stowe
and unanimously **PASSED**.

Commissioner Irwin made a **MOTION** to approve the minutes of
November 9 Regular Meeting; **SECOND** by Commissioner
Morrison and unanimously **PASSED**.

FINANCIAL REPORT:

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

Commissioner Raudebaugh brought the Board's attention to page one of the financial report,
stating that this page did not belong to Fire District No. 3, but to Fire District No. 2.

Commissioner Raudebaugh also informed the audience of the set-up of the mitigation fund
which will be utilized to collect mitigated fees for new development within the District.

FINANCIAL REPORT (Cont.):

Commissioner Raudebaugh presented the financial report as follows:

General Fund:	\$ 74,547.92
General Fund Investment:	\$ 0
E.M.S. Fund:	\$ 34,576.44
E.M.S. Fund Investment:	\$ 11,500.00
Reserve Fund:	0
Reserve Fund Investment:	\$ 114,379.18
Mitigation Fund:	\$ 579.00
TOTAL CAPITAL:	\$ 235,582.54

The Community Hall revenue month-to-date is \$450.00 and year-to-date is \$5,185.00.

Commissioner Raudebaugh explained to the audience that the District had received portions of the last half of 1993 taxes. In the General Fund, the District received \$41,443.60 dollars in taxes. In the EMS Fund, the District received \$11,662.84 dollars in taxes.

Vouchers:

Chairman Parker said that the vouchers will be read outloud from this point forward. Commissioner Stowe asked why, "The audience has a copy of the same thing we have."

Mr. Ahmed Hasson also questioned why this should be done. Chairman Parker decided to take a vote. The concensus of all present was to ask questions on those necessary, but otherwise not to have the vouchers read in detail.

Commissioner Raudebaugh questioned why Wm. David Lawson's uniform expenditure was more than allotted by policy, and why the District was going to pay for the extra. Chief DeWitt explained that the Administrative Assistant had been directed to bill Mr. Lawson for the extra, but that in order to keep a good repoir with the vendor, Lighthouse Uniforms. It was desirous to go ahead and pay the bill in a timely fashion.

Commissioner Raudebaugh said that he takes exception to having the voucher written for more than what is allotted by policy.

Mr. Hasson said that that wasn't right. If his uniforms cost more than what the policy allowed for, then the policy should be revised to meet the rising cost of required clothing.

Commissioner Raudebaugh replied, "We're not handling that issue tonight."

Commissioner Raudebaugh advised the audience that the voucher for Mr. Ron Hayworth had been taken off of the list so that it could be further reviewed.

Commissioner Raudebaugh also questioned why the Chief's auto allowance was over the amount allotted by the Board. Chief DeWitt replied that that was how the computer software made it look, but that the extra expense was for business related phone calls he had made from his personal phones. The system only looks at who the vendor is, in this case him, and totals all expenses under the first heading used for that vendor.

Commissioner Raudebaugh said that he didn't like this and suggested that the staff not use this computer software.

Chief DeWitt said that there might be an alternative to not using the software; especially since one of the vouchers to be approved tonight was for continuing support services and updates for this same software.

Commissioner Raudebaugh next questioned the petty cash reimbursement, stating that he didn't have time to review all of the receipts and wanted more time to review them. He commented that there shouldn't be a problem if the receipts added up.

Commissioner Raudebaugh started to bring up a question regarding voucher #12031 and then stated that he did not want to bring this one up.

Commissioner Morrison said that he did and proceeded to question the voucher for Mandy Plumb's mileage. He asked her what reason she would have for accruing mileage and who authorized it.

Mandy Plumb replied that she accrues mileage by doing errands on behalf of the District. These errands included trips to the County, bank, post office and various merchants. She also added that she keeps odometer readings to and from, as well as the nature of the errand. She noted that the Chief had given her permission to do so.

Chief DeWitt said that it was his decision to allow Mandy to use her personal vehicle vs. the District vehicle because of the Board's previous comments regarding the past administration and their use of the District car. It was his understanding, based on their previous comments, that the Board did not want the District car to leave the District whenever possible.

Commissioner Morrison questioned why then couldn't the Administrative Assistant be let off at 4:00 p.m. to run the necessary errands and just pay her until 5:00 p.m.? She is then using her vehicle and the District car would remain in District and there would be no reason for her to accrue mileage.

Mandy Plumb replied by saying that that wouldn't make any difference. If she is doing District business, she is getting paid, regardless if she is in the office or running errands. She also stated that by doing as Commissioner Morrison stated, the District would only be saving difference between the cost of a round-trip and a one-way trip.

Commissioner Irwin was concerned with the way the voucher review was going.

Commissioner Raudebaugh suggested to the Chief that this item be tabled until he could meet with the Commissioners to discuss the issue and resolve it.

Mandy Plumb said that she resented this blatant, personal attack on her character, that she had acted with the best interest of the District in mind, was not doing anything underhanded, and resented the overture these implications were taking on. She also stated that the Board wouldn't have to worry anymore about it, because it wouldn't happen again. She also noted that she and Commissioner Irwin were the only ones that keep odometer readings and stated the purpose of their mileage, as the Board required. She felt that the Commissioners should abide by the same rules they set forth for the staff.

Mr. Hasson said that this was being unfair. If Mandy does work for the District, whether it includes mileage or not, she should get paid for her services.

Commissioner Raudebaugh said that he didn't mean that the bill shouldn't be paid, "the deed had been done", and Mandy should get payment. He only meant that the Commissioners and Chief should discuss the use of personal vehicles and/or District car use for district errands. That he felt the Chief should have some input in this matter.

Chief DeWitt said that he obviously didn't have any influence in this matter, as he had authorized the use of a private vehicle based on the Board's previous comments on how the last administration abused the privilege of the District car.

Mandy Plumb said that she thinks Commissioner Raudebaugh misunderstood her, she would no longer use her private vehicle for district errands, nor would she use the District car to do them. Either way you go, it comes under fire by this Board, so why do it. If the District car is not for district personnel's use, why is the District incurring the cost associated with owning it. Mandy Plumb then turned off the tape recorder and said she needed a break, she couldn't believe what was taking place.

Chairman Parker commented how unusual this was, but called for a 10 minute recess at 7:40 p.m. to allow people to collect themselves.

Chairman Parker reconvened the meeting at 7:45 p.m.

Chairman Parker asked if there was anything more on the vouchers, if not he would like to know the position of the Board.

Commissioner Stowe made a **MOTION** to accept the vouchers as written; Commissioner Irwin **SECOND** and the **MOTION CARRIED** with three ayes and 2 no votes (Commissioner Raudebaugh and Morrison).

Budget Update

Commissioner Raudebaugh stated that there was nothing to report on the budget and the item was not addressed by the Board.

SUB-COMMITTEE REPORTS:

Negotiations-

Commissioner Stowe said that he had not heard back from Pope regarding the mitigation fees for approved developments.

Commissioner Stowe recognized Mr. Knutsen and asked him to make his presentation to the Board.

Mr. Knutsen said that he wasn't sure he wanted to be here now, but proceeded to state his case. He explained that he has a 3.9 acre parcel at Tala Shores and had applied for and received a building permit in June of 1991. His intent was to build a home for himself and one for his mother-in-law on this property, which he started. Mr. Knutsen said that the reason he was here tonight was to address the mitigation fee that will be imposed on all builders who develop or sub-divide property. He has had this building permit for 2.5 years and now his bank says that it will be in his best interest to divide the property in case he wants to sell one of the homes. This made sense so he applied for a short plat with the County one year ago. But, because of the lengthy process for obtaining approval for a short plat, nothing has been done. Now, with the new mitigation fees he's not sure he can afford to do it. Between the \$400.00+ for the school district and \$193.00 for the fire district, per lot, it will be too expensive. His question is whether the Fire District can grandfather him in so that he will not have to incur these additional expenses.

Chairman Parker asked when this permit process started.

Commissioner Stowe replied, "a few months ago".

Chief DeWitt commented that there were two permitting systems being discussed. One is for building and the other is for sub-dividing property. The building permit was issued a few years ago, but the short plat proposal is now being reviewed. He also stated that the County may have to review this because they wanted a consistent process between all builders and developers. He also noted that the mitigation language gives the Fire District the power to negotiate.

Commissioner Raudebaugh said that he didn't feel like the Fire District had any say in the matter, and wanted to refer Mr. Knutsen to the County Building and Planning Department. Chairman Parker concurred.

Commissioner Irwin said that she felt the Fire District may be able to discuss this, but wanted a chance to review the option of grandfathering.

Mr. Knutsen said that he would be happy to come to the next Commissioners meeting for an answer, and/or provide the Commissioners with any information they might need.

Chairman Parker stated that he felt Mr. Knutsen should speak to Mr. Mark Huth, the County Attorney prior to coming back to the Board and thanked him for coming.

Policy-

The Board made a general statement that the next policy meeting should be set in January, but there was no further discussion of the agenda item to set a date.

Public Relations-

Commissioner Irwin stated that she, the Chief and Commissioner Stowe had met with Mr. Dan Youra to go over the District Newsletter. The meeting was very exciting. She noted that Mr. Youra thought the newsletter could be out as early as the end of January. She also noted that Mr. Youra was very comfortable with the thought that the local business would subsidize the newsletter. That, along with the newsletter fund would be enough to put out the first edition.

CHIEF'S REPORT:

The Chief outlined items in his report. (see attachment)

OLD BUSINESS:

Easement-

Commissioner Stowe stated that the Board had written a letter to Pope, via the Fire District's attorney, asking Pope's position on either allowing the Fire District to purchase the property at Station #33 which allows for the Fire District's drainfield, or the condemnation of the property. He said that the attorney had not heard from Pope yet.

Aid Car-

Chief DeWitt reiterated why the old aid car was declared surplus and that only one bid was received to purchase it. Then he stated that the District had another option, in lieu of accepting this bid. The District could keep the old aid car for a Support Response Vehicle. He went on to say that the vehicle was not good enough for a Quick Response Vehicle, but that it had enough service life left to act as a SRV. The Chief then made a recommendation to the Board to keep the old aid car and turn it into a SRV by taking the box off and placing a utility bed in its place. The utility bed would consist of a number of caches to allow for mass trauma equipment, extrication equipment, special emergency equipment, spare equipment, etc. that cannot be carried on the apparatus. He noted that the change over could be done fairly inexpensively, but recognized that the bid might be too good to pass up.

OLD BUSINESS (Cont.):

Aid Car (Cont.):

Chairman Parker directed the Chief to open the bid.

Chief DeWitt said that the bid was from Western Truck Exchange and was for \$2,000.00.

Commissioner Stowe made a **MOTION** to keep the aid car and turn it into a SRV;
Commissioner Irwin **SECOND** and unanimously **PASSED**.

NEW BUSINESS:

Chief's Contract Review:

Chief DeWitt offered a proposal to the Board to allow them to delay contract review talks until March of 1994, with the adjustments to take affect in April of 1994. He stated that this would make the contract more consistant to the date he actually started employment with the District.

Commisioner Stowe made a **MOTION** to accept the Chief's proposal and make the Chief's contract review in March, instead of December, and that the adjustments would take affect in April; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

Northwest Fire Service Maintenance Contract:

Chief DeWitt said that he reviewed the past years maintenance and wanted to present a counter-proposal to Northwest Fire Service. His proposal would save the Fire District approximately \$2,120.00 over the life of the contract which could then be used more efficiently in-house to accomplish routine maintenance. An employee, being paid \$10.00/hr. would do the small things (i.e., oil changes, light bulbs, etc.) instead of paying Northwest Fire Service \$40.00+/hr. to do the same things. This would allow the maintenace contract to be reduced to approximately 150 hours. He felt that this maintenance contract should be utilized to provide more intricate maintenance and specialized needs of the apparatus. He also wanted to include in the contract items like monthly service reports, advanced notice of arrival and specified locations for apparatus maintenance.

Commissioner Raudebaugh made a **MOTION** to allow the Chief full authority to negotiate a counter-proposal with Northwest Fire Service; **SECOND** by Commissioner Irwin and unanimously **PASSED**.

NEW BUSINESS (Cont.):

New Firefighter Applicants-

Chairman Parker questioned if it was necessary for the Board to review and act on each new volunteer applicant.

Chief DeWitt said that he didn't have the answer to that, but perceived it to be a matter for just the Pension and Relief Board. He mentioned that it was not uncommon to have the Board want to ask questions of the applicants, and therefore Mr. Porter was invited to tonight's meeting and was in the audience.

Chairman Parker asked Mr. Porter to introduce himself and give his background. Mr. Porter obliged.

Commissioner Irwin made a **MOTION** to accept the applicants.

Commissioner Raudebaugh asked that the **MOTION** be amended to include the language, "pending the outcome of their medical physicals, background checks and approval of the Volunteer Association".

Commissioner Irwin amended her **MOTION** to accept the new applicants, pending the outcome of their medical physicals, background checks and approval of the Volunteer Association; Commissioner Morrison **SECOND** and the motion unanimously **PASSED**.

Chairman Parker asked the Chief to see if the Volunteer Association would extend invitations to the Annual Recognition Banquet.

GOOD OF THE ORDER:

Chairman Parker instructed the Chief to instruct the Administrative Assistant create a form for everyone to use, including commissioners, to log mileage, purpose of mileage and dates.

ADJOURNMENT:

Commissioner Morrison made a **MOTION** to adjourn at 8:40 p.m.; **SECOND** by Commissioner Irwin and unanimously **PASSED**.