

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

**BOARD OF COMMISSIONERS
REGULAR MEETING
JANUARY 11, 1994**

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES for December 10, 1993 Workshop Meeting, December 14, 1993 Regular Meeting, and Special Meeting, December 28, 1993.
- III. ELECTIONS
 1. Appointment of New Chair of the Board
 2. Appointment of New Committees
 3. Appointment of New Committee Members
- IV. Public Presentations
 1. Barry Clausen
 - a. Community Concerns re: Board actions
- V. FINANCIAL REPORT (Commissioner Raudebaugh)
 1. Account Updates
 2. Community Hall
 3. Vouchers
 - a. Outstanding Consultants Bill (Hayworth)
 - b. Outstanding Contract Services (Usatilo)
 4. Budget Update
 - a. Set date for review of spending plans
- VI. SUB-COMMITTEE REPORTS
 1. Negotiations Sub-Committee (Commissioner Stowe)
 - a. Development Project Grandfathering Issue
 2. Policy Sub-Committee
 - a. Set next policy review meeting date
 3. Concerns Sub-Committee (Shary Irwin)
 - a. Executive Session
 4. Public Relations Sub-Committee (Shary Irwin)

AGENDA CONTINUED ON REVERSE SIDE

January 11, 1993
Board of Commissioners'
Regular Meeting

- VII. CHIEF'S REPORT (Chief DeWitt)
 - 1. Highlight report
- VIII. VOLUNTEER ASSOCIATION REPORT
- IX. OLD BUSINESS (Chief DeWitt)
 - 1. Northwest Fire Service Contract Update
 - 2. Sta. 33 Easement
- X. NEW BUSINESS
 - 1. QRV Bid Announcement
 - 2. Resolution to bill ALS/BLS (94-001)
 - 3. Resolution to Cancel Outstanding Warrants (94-002)
- XI. GOOD OF THE ORDER
- XII. Q & A
- XIII. ADJOURNMENT

APPROVED

4/12/94 Z

Jefferson County
Fire Protection District No. 3

MINUTES OF THE REGULAR MEETING OF JANUARY 11, 1994

CALL TO ORDER: The regular meeting of Jefferson County Fire District No. 3 Commissioners was called to order at 7:03 p.m. by Chairman Parker.

Persons Present were Chairman Parker, Commissioner's Morrison, Stowe, Raudebaugh and Irwin also Chief Kent DeWitt. Citizens from the public were also in attendance (see meeting attendance sheet dated 1/11/94).

MINUTES: The minutes for 12/10/93 workshop, 12/14/93 regular meeting, and special meeting of 12/28/93 were approved as moved by Commissioner Morrison and second by Commissioner Stowe, motion passed unanimously.

ELECTIONS: Chairman Parker called for nominations for a new Chairperson, Commissioner Morrison nominated John Parker. With no further nominations, Parker was named Chairperson.

There were no appointments of new Committees at this time as Chairman Parker wants to do interviews first.

Commissioner Irwin nominated Commissioner Stowe as Vice Chair, Chairman Parker called for any more nominations there were none, Commissioner Stowe to be Vice Chair.

FINANCIAL REPORT:

Commissioner Raudebaugh gave the financial report and noted there is a negative balance on Community Hall Expense and felt that we'd done quite well. Chairman Parker asked if the Hall was meeting its expenses? Commissioner Raudebaugh feels it is.

Tye Seeley requested numbers on the investment fund:

Raudebaugh reported: \$75,000. in Capitol Expense
\$20,000. in Consultants
\$18,000. in Equipment Repair

He noted that the district has added a little to this and hopes to continue doing so.

Motion was Made by Raudebaugh to accept the vouchers for payment, Chairman Parker asked for any questions concerning the vouchers?

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C. Hasson asked how the Commissioners are paid? Commissioners Parker and Raudebaugh replied by the system of payroll. He and Commissioner Morrison went over vouchers early this date and had only one question on voucher # 12017, explained answer. Commissioner Morrison second the motion to approve the vouchers for payment.

Commissioner Stowe commented on Hayworth's Bill: Commissioners put aside \$20,000. to pay for his consulting concerning the Pope issue, but don't feel that he has met his obligation and has had the attorney look at this matter. It sometimes pays to have an attorney look at some things as this saved us money.

Budget Update: Commissioner Raudebaugh

1. \$50,000. out as Blue Ribbon Committee suggested at the beginning of the year is not probable as it will take too much out at one time this needs to be done in cycles.

2. The new budget adds ALS and BLS Charges. A great deal of this income will be derived from insurance and should be available.

A question was raised a year and a half ago to bill costs. Mandy Plumb has done a great job of researching this process and now we have what we need to go forward, this shouldn't be a burden on people because most will be covered by insurance. Should be \$35,000. conservative EMS Money.

We would still have training for volunteers.

Commissioner Raudebaugh asked if there were any questions or comments on the budget? Tye Seeley asked how does established EMS money collected fit into the budget? Can it only be EMS? Raudebaugh answered yes, made by EMS for EMS. The law is very explicit and EMS money is sacred.

Commissioner Raudebaugh explained that because the Commissioners transferred money from the General Fund for purchase of the Aid Car, the General Fund can be reimbursed but need to be careful. Ed Udd asked when this was implemented and who keeps the books? Chief DeWitt responded that it was effective January 1, 1994 and the staff will keep the books. Chairman Parker asked if the District was licensed with Medicare? Mandy Plumb answered yes.

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Chief DeWitt stated "we're looking at Port Townsend to do the billing but this is still being researched".

Mike McClure questioned if Administrative costs came out of EMS? Raudebaugh answered yes but doesn't know the percentage. Chief DeWitt noted that if we don't include EMS Billing money in the budget, we can't charge administration costs, if we include it we can put more costs towards EMS, freeing up more money in General Fire Fund. Currently 25% of Administrative Assistant goes to EMS on the Draft Budget.

Raudebaugh pointed out that a greater percentage of the calls we do are EMS. Shawn Russell commented "don't short the fire side, as things are short now."

Raudebaugh noted this is all part of the budget process.

Raudebaugh explained how we got \$75,000. in the reserve fund in 1993.

With Fire and EMS Tax dollars totaling \$350,000. after salaries doesn't leave much money for the rest. Big job for the Chief to come up with a workable budget. The \$350,000. does not include the EMS Billing fees.

Stan asked what the charges will be? Chief DeWitt answered \$450.00 for ALS and \$210.00 for BLS. Ben noted that when a paramedic is used Fort Townsend charges the District \$450.00 per patient.

Raudebaugh- \$450.00 comes from Fort Townsend. Chief noted that the specifics will be covered under an agenda item to set the fees.

Raudebaugh noted that it will help us get out of the financial crisis we are in. He and Commissioner Stowe want to see that EMT's and Volunteers get training they need so this needs to be budgeted for. Chairman Parker noted that Training cost will go up because the tuition and registrations are going up.

PUBLIC FORUM: Barry Clausen was to speak but is out of town on business.

SUB-COMMITTEE REPORTS:

1. Negotiations Committee - Commissioner Stowe gave a brief summarization of what's happening; CLOA is meeting often and coming up with ideas. CLOA-President of Homeowners Assoc. in Pt Ludlow becoming very active in the Community; an overview of some of their interests:

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- a. Specifically is Public Safety Bldg. (very important)
- b. Sheriff Sub Station
- c. EMS Clinic

These are not in the near future but in maybe 5-10 yrs. The group has a 20 yr. vision, they are volunteers and active. Chairman Parker discussed what was going on in Brinnon as reported in the newspaper on a clinic. Ben Andrews asked if they were going towards ALS? Commissioner Irwin says she not sure if clinic services would have Nurse Practitioner or RN. Chairman Parker noted the article in Peninsula Daily news says Dr. and RN.

On another note, Commissioner Stove reiterated Mr. Knutsens concerns and reasons for coming to the Board. School District has set precedent in this issue and the district will send letter for him to take to County. Commissioner Stove moved to send letter, Commissioner Morrison second the motion, passed, Mandy Plumb will draft. Each one to be handled on case by case basis.

Ed Udd asked how long building permit is good for? Commissioner Irwin believes it is for one year. Ed Udd asked if they would have to pay though (the fee to us). Raudebaugh- two different issues development and building. We receive money when they divide property, not when they build.

2. Policy Sub Committee: Chairman Parker noted that our policies should be in place - service beginning "as is" and then change as necessary. 1000 & 2000 Series have been previously adopted, but have seven total, we can set up meetings to review. Shawn Russell says, continue the way you have been, Commissioner Irwin says no, all in place. Commissioner Morrison says as we need to change and fix it. Chief DeWitt reminded the Board of their earlier commitment that the policies would be guides and could be changed to meet the needs of the District rather than for use on personnel who had not reviewed them and that he had not reviewed the remaining policies as yet, either. Chief DeWitt asked if by Motion? Commissioner Stove moved to adopt the remaining policies in the 3000, 4000, 5000, 6000, and 7000 series, Morrison second, motion passed 4 in favor and 1 opposed (Commissioner Irwin).

3. and 4. Concerns & Public Relations sub-committees:
Commissioner Irwin stated No Report. Chairman Parker asked for a reiteration of old news. Commissioner Irwin stated \$527.00 for newsletter (donated by old Blue-Ribbon Committee) which would be 1/2

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of cost of newsletter. The rest would be paid by advertising from District merchants. With this money we could give merchants a discount on first newsletter-might become community newsletter.

Chief DeWitt- By Tuesday we need to have the information ready for him. Commissioner Stowe asked if information regarded; Chief, Volunteers, and EMS. Chief DeWitt noted yes, but they need it soon.

Break: 7:55 p.m. - 8:05 p.m..

CHIEF'S REPORT: Chief DeWitt gave an overview of his report, he hopes to eventually give a year end report but that is not this one.

1. SRV - Chief requested a specific expense amount for placing the Support Response Vehicle (SRV) in service and for authorization for a maximum amount of \$7,500. to convert the old aid car. Commissioner Irwin moved to convert the old aid car with a maximum of \$7,500. Commissioner Stowe second the motion. Chairman Parker asked how long would it take to do this. Chief didn't know specifics of timing but wants to know limitations before he feels comfortable going to bid. He expressed concern about spending a lot of time on this and then having the Board change their mind later. Motion passed: 3 votes for the motion, 1 against the motion and 1 abstains. Chairman Parker asked why abstaining, Commissioner Morrison stated he wants more information on proposed costs and time to think it over - he's not opposed to issue, just at process.

Chief DeWitt stated he would prepare a more specific breakdown prior to spending money but needs authority to start bidding process so as to not waste time on something that wasn't going to be done.

Chairman Parker asked if this would help Commissioner Morrison? Commissioner Morrison stated that in that case he would have voted yes on the motion.

2. Investment Resolution - Chief DeWitt gave a report on investment procedures for moving money from EMS investment to EMS cash account and the same for GENERAL cash and investment. A discussion followed. Commissioner Raudebaugh moved to adopt Resolution 93-003, seconded by Commissioner Irwin, passed.

3. Standby Proposal - Chief DeWitt gave a report on a proposed "Stand-by process" that would be implemented to ensure having persons available for Incident Command in District at all times including officer to any needed decisions on mutual aid requests, etc. The cost

would be about \$75.00 per week or \$.65 an hour for the career staff who participated. Initially only paid staff would be on standby but desire was to develop criteria for volunteers to serve also. Chief DeWitt explained, in answer to a question from Commissioner Morrison, that he would also be paid for any time spent in "stand-by" status and that initially Dave, Ben and he would be working these additional hours.

Commissioner Irwin moved to authorize the expenditure of funds for the Stand-by system for a three month trial period with the understanding that the Chief would work towards having appropriately trained Volunteers participating and to have the Chief bring back guidelines for implementation at that time. 2nd by Commissioner Raudebaugh. Passed.

VOLUNTEER ASSOCIATION REPORT

A report was given (name not recorded) on new members and on new officers for the year: President: Tye Seeley; Vice President: Mike Kithcart; Treasurer: Dave Neault; Secretary: James (Wolf) Millman.

Chief DeWitt added that he forgot to mention their Annual Banquet during his Chief's report and then thanked Tye Seeley as Firefighter of the Year and Mike Kithcart as EMT of the Year. He mentioned that Ed Udd received recognition for 25 years of service.

OLD BUSINESS

Chief DeWitt gave a presentation on proposed changes to the contract with Northwest Fire Services for vehicle maintenance. The contract was being reduced from 200 hours per year to 160 hours but the per hour rate was going up to \$40.25 per hour. The resulting savings was intended to be used to hire a part-time mechanic at \$10 who would be able to do some of the more routine maintenance. Some questions and discussion followed on maintenance reports. Commissioner Raudebaugh moved to accept the contract with the changes outlined by Chief DeWitt, Commissioner Stowe 2nd, passed.

NEW BUSINESS

1. QRV BID ANNOUNCEMENT: Chief DeWitt gave a recap of the process for developing the bid for the QRV from inception of concept in lieu of a new aid car, to bid spec. development, advertising, receipt of bids, committee evaluation of bids, and recommendations of the committee. The bidders were Mallory, Kelso; Desi, Calif; General Fire, Redmond; Becker, Sequim. Commissioner Stowe asked some technical questions on the vehicles and these were discussed. Chief DeWitt outlined some drawbacks and pluses to his recommendation of the Becker bid for their demo unit, which was also the recommendation of the review committee.

Stan K. asked questions concerning adding an additional fuel tank; it was discussed as being double for about \$1,000. Mr. Becker discussed the mileage from Wyoming at about 10 mpg, might get 8 loaded. Commissioner Stowe asked questions on warranty and Mr. Becker indicated it had a full warranty on tranny and chassis just like a new vehicle which had no miles. Commissioner Raudebaugh inquired if this would be in writing and was told yes, from General Motors. As discussion returned to fuel tank, Chief DeWitt suggested a free standing fuel tank at the station would be more efficient than having one installed. Discussion then moved to vehicle capability and clearance for getting into narrow driveways.

Chief DeWitt reported that Mr. Becker was prepared to discuss financing options and Chairman Parker asked Mr. Becker to do so. Mr. Becker mentioned their terms but added we may do better through a bank. Chief DeWitt discussed Seafirst was interested in financing. Commissioner Stowe asked Chief DeWitt what was needed and Chief DeWitt requested that the bid be awarded to Becker and make a decision on how to purchase. The Chief stated he would prefer a payment plan of 4-5 years so it would not deplete our entire reserve account so as to make other needed purchases possible. He recommended award subject to acceptable financing. Commissioner Morrison suggested that Chief DeWitt and one commissioner look into financing and find out options. Chief DeWitt stated that the vehicle is for sale to anyone and thinks the bid should be awarded at this time.

Commissioner Stowe moved to award bid to Becker in the amount of \$60,000.00 for the QRV, seconded by Commissioner Morrison, passed. Commissioner Irwin's understanding was that decision would be made later as to whether to pay entirely out of reserve or to obtain financing. She requested Commissioner Morrison to work with the Chief on obtaining financing information and he accepted.

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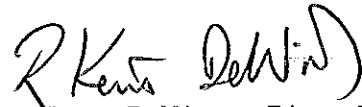
2. RESOLUTION ON EMS BILLING (94-001) Chief DeWitt explained the figures and intent of the EMS Billing proposal and gave a breakdown of anticipated revenues from the plan. Commissioner Morrison moved to pass Resolution 94-001, Commissioner Stowe 2nd, passed.
3. RESOLUTION TO CANCEL OUTSTANDING WARRANTS (94-002) Commissioner Raudebaugh moved to pass resolution 94-002, seconded by Commissioner Morrison, passed.

GOOD OF THE ORDER: Nothing reported

ADJOURNED TO EXECUTIVE SESSION 9:04 p.m.

Notes on reconvene not available.

Dated this 12th day of April, 1994



R. Kent DeWitt, Fire Chief
District Secretary at time of meeting