

Jefferson County
Fire Protection District No. 3

Board of Commissioners
Regular Meeting
March 8, 1994

Agenda

I. CALL TO ORDER 7:00 p.m.

II. APPROVAL OF MINUTES

Meeting of 2-8-94 and special meeting of 3-4-94.

III. FINANCIAL REPORT

1. Account Updates -
2. Community Hall -
3. Vouchers - ENCLOSURE

IV. PUBLIC PRESENTATIONS

If scheduled in advance, members of the public may address the Board.

V. CONSENT AGENDA

1. Consider the request of the EMS Council concerning the salary paid to the EMS Secretary. These moneys would come from fees already paid by the District and collected by the Council. ENCLOSURE

MOTION: Move to accept proposal to raise salary of EMS Secretary by \$100 per month to \$250 per month.

2. Salary of Aileen Lopeman for cleaning services - Community Hall.

Currently receives \$7.50 per hour while person cleaning floors receives \$10.00 per hour. Request permission to raise to \$10.00

MOTION: Move to raise salary of part time cleaning person at Community Hall to \$10.00 per hour.

3. Chief DeWitt is requesting permission to attend the Wildfire Conference in Portland, Oregon on May 11, 12, 13, 1994 ENCLOSURE

MOTION: Move to authorize the Chief to attend the Wildfire Training Conference in Portland, Oregon on May 11, 12, 13, 1994.

4. Glatfelter Insurance Group/Washington has requested a change of expiration date on the District's insurance policy. ENCLOSURE

MOTION: Move to have the Chief sign for the District to change the renewal dates to June 1 annually.

5. Surplus: A process of cleaning up the stations has been and is being conducted. There were numerous items of equipment that were located in many nooks and crannies. Many of these items were determined to not be of use to the District. Staff requests that they be declared surplus so as to free up the storage space and help in keeping the stations clean. ENCLOSURE

MOTION: Move to declare the listed items as surplus and direct the Chief to dispose of them according to District policy with the proviso that any item found to be useful to the District, prior to disposition, may be removed from the list by the Chief.

VI. SUB-COMMITTEE REPORTS

1. Negotiations Sub-Committee
2. Policy Sub-Committee
3. Concerns Sub-Committee

VII. OLD BUSINESS

1. Policy: Comp Time in lieu of Overtime ENCLOSURE
2. Policy: District Business, Commissioner Compensation For (Chairman Parker)
3. Chief's Contract - Annual Salary and Benefit Review
- New Multi-year Contract (move to Executive Session)
4. Well at Station 33 (Commissioner Raudebaugh)

VIII. CHIEF'S REPORT

IX. VOLUNTEER ASSOCIATION REPORT

X. NEW BUSINESS

1. Receive Request for Annexation to Fire Protection District No. 3 ENCLOSURE
MOTION: To set date for public hearing

2. Schedule time and day for future meetings of the Volunteer Firefighters Relief & Pension Board.

MOTION: Move to set the day and time of the VFR&P Board to the 6:45 p.m. on the second Tuesday of the month, immediately preceding the regular meeting of the Board, but located downstairs in the office at Station 31.

3. At the request of Chief DeWitt, Firefighter Ben Andrews has been scheduled to attend the Washington State Fire Training Academy at North Bend as an instructor. This will be a time commitment of approximately 9 weeks from the end of April through June of 1994. Upon completion, he will be certified as having met the requirements as a Fire Officer 1. When originally being planned, the State was going to pay for instructors, enough to offset the costs associated with sending them. This is not now possible. It will cost approximately \$3,100 to hire a substitute from our volunteer ranks for this period of time. In addition, there will be a charge for food of about \$600. There will not be any overtime incurred as a result of his attendance.

MOTION: To allow Ben Andrews to attend this class

4. Consider changing the current process of scheduling the Community Hall.

We have received an offer from Aileen Lopeman to be responsible for scheduling the community hall. Is it the desire of the Board to have her do so? With sufficient guidance, and monitoring by the Administrative Asst., I think this would be workable. Of course, she would be expected to follow Board Policy on rental charges. Consider establishing a committee to re-evaluate Hall policies.

MOTION:

4. Adopt a resolution clarifying the roles of the Board of Commissioners in the transfer of funds between the various funds of the District.

MOTION: Move to adopt resolution 94-007.

- XI. GOOD OF THE ORDER
- XII. QUESTIONS & ANSWERS
- XIII. ADJOURNMENT

JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 3

*approved
4-12-94
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MINUTES OF THE REGULAR MEETING OF MARCH 8, 1994

The meeting was called to order by Chairman Parker at 7:03 P.M., March 8, 1994 at Station 31, 7650 Oak Bay Road, Port Ludlow, WA 98365. Chairman John Parker, Commissioner Harry Morrison, Commissioner Herb Stowe, Commissioner Roy Raudebaugh, Commissioner Dean Crawford, Secretary Bourtai Hargrove, and Fire Chief Kent DeWitt were present.

The minutes of the February 8, 1994 regular meeting and the March 4, 1994 special meeting were read. Commissioner Raudebaugh moved to accept the minutes as written, Commissioner Stowe seconded the motion and it passed 5-0.

David Cunningham of Pope Resources addressed the meeting, speaking briefly about the history of the relationship between Pope Resources and Jefferson County Fire Protection District No. 3, and presenting a petition for annexation signed by Pope Resources, the owner of more than sixty percent of the land area to be annexed.

The financial report was read by Commissioner Raudebaugh. He reported that the community hall report was not yet in. The vouchers were reviewed. Commissioner Raudebaugh made a motion, seconded by Commissioner Morrison to accept the financial report and approve the vouchers. The motion passed 5-0.

The consent agenda was accepted by a motion made by Commissioner Raudebaugh, seconded by Commissioner Crawford and passed 5-0. The consent agenda contained motions to raise the salary of the EMS Secretary to \$250 per month; raise the salary of Aileen Lopeman for cleaning services to \$10.00 per hour; authorize Chief DeWitt to attend the Wildfire Conference in Portland, Oregon in May 1994; approve a change of expiration date on the District's insurance policy with Glatfelter Insurance Group/Washington; and authorized the Fire Chief to declare certain items of unused equipment as surplus and to dispose of them pursuant to District policy.

Sub-Committee reports were heard. For the negotiations sub-committee, Commissioner Raudebaugh reported that a letter had been sent to H.R. Winters Company, Inc. authorizing them to begin the survey of 101 South Point Road, Port Ludlow. Chairman Parker stated that the policy sub-committee had nothing to report this meeting, and no one was present with a report from the concerns committee.

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All of the items listed under old business were moved to executive session as personnel matters.

Chief DeWitt gave his monthly report, including a report on the condition of the fire stations; training programs attended; the hiring of Laurene Frey as Administrative Assistant; meetings attended by the chief; on-going negotiations with Pope Resources about the annexation of contiguous areas into the district and the provision of computerized data on alarm activity; evaluation of surplus equipment for possible disposal; and a change in standby scheduling. The chief also asked the Board to clarify the authority of members of the Fiscal Committee to prescribe ground rules for budgeting. The last issue was moved to executive session as a personnel matter.

There was no report from the Volunteers' Association.

Under new business, the Board found that the Petition for Annexation submitted by Pope Resources met all statutory guidelines of RCW 52.04.031 and set the public hearing for Tuesday, March 29, 1994 at 7:00 P.M. to be held at Fire Station 31, 7650 Oak Bay Road, Port Ludlow, WA 98365. The motion to accept the petition and set the hearing was made by Commissioner Stowe, seconded by Commissioner Morrison and passed 5-0. Chief DeWitt was authorized to publish and post the required notices.

Chief DeWitt was authorized to notify members of the Volunteer Firefighters Relief and Pension Board of the time and place set for regular meetings.

Commissioner Raudebaugh moved to adopt Resolution No. 94-007, designating those persons authorized to transfer money from one fund to another. Commissioner Stowe seconded the motion and it passed 5-0.

Chairman Parker recognized the long and valued service of Edwin Udd, who is retiring after twenty-six years as a firefighter.

At 8:10 P.M. the public meeting was recessed for an executive session to discuss personnel matters, Commissioner Raudebaugh making the motion to recess for executive session and Chairman Parker seconding it. The public meeting was reconvened at 10:15 P.M.

Commissioner Morrison moved to retain the existing District policy on overtime compensation, Commissioner Raudebaugh seconded it and the motion carried 5-0.

No decision was made in executive session on what constitutes "district business" for purposes of Commissioner compensation. It will be left to the discretion of individual commissioners, provided that they follow the provisions of the RCW.

Commissioner Morrison moved that the contract for Fire Chief Kent DeWitt remain as written; but that mileage be granted to him for necessary trips outside of Jefferson and Kitsap Counties. The motion was seconded by Commissioner Crawford, and passed 5-0.

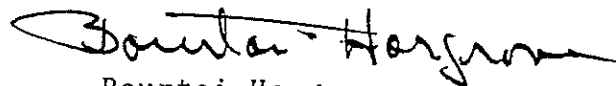
After the Board received assurances from Chief DeWitt that no tuition would have to be paid, Commissioner Crawford moved that Firefighter Ben Andrews be allowed to attend the Washington State Fire Training Academy at North Bend as an instructor, provided that Andrews reimburse the District for the expense of sending him if he resigns from his employment with the District within the next three years. An agreement for such reimbursement is to be written in the near future and signed by Firefighter Andrews before he leaves for North Bend. Commissioner Stowe seconded the motion and it carried 5-0.

Commissioner Crawford moved that the Administrative Assistant schedule the use of the Community Hall, and keep Aileen Lopeman advised of the schedule. Commissioner Morrison seconded the motion. Commissioner Raudebaugh moved to amend by adding that the Community Hall Rental Policy remain in effect until a committee to be appointed by the Board has made recommendations for changes. The amendment was accepted and the motion passed 5-0.

A motion was made by Commissioner Morrison, and seconded by Commissioner Raudebaugh that Chief DeWitt be instructed to prepare a budget following the Ground Rules for Budgeting developed by the Fiscal Committee, and that the budget be presented for adoption at the next regular meeting. The motion carried 4-0, Commissioner Stowe abstaining.

At 10:40 P.M. the meeting was adjourned, Commissioner Morrison moving adjournment, Commissioner Stowe seconding, and the motion passing 5-0.

Dated this 11th day of March 1994.



Bourtai Hargrove
District Secretary

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