

Jefferson County
Fire Protection District No. 3

Board of Commissioners
Regular Meeting
September 13, 1994

Agenda

- I. CALL TO ORDER 7:00 PM
- II. APPROVAL OF MINUTES
 - A. Regular meeting of August 9, 1994
 - B. Special meeting of August 17, 1994
 - C. Special meeting of August 23, 1994
 - D. Special meeting of August 25, 1994
- III. FINANCIAL REPORT
 - A. Account Updates -
 - B. Vouchers -
- IV. PUBLIC PRESENTATIONS
If scheduled in advance, members of the public may address the Board
- V. CONSENT AGENDA
 - A. Confirm Adoption of modified Policy 2741, Travel Expense Policy, setting forth maximum rates for meals and per diem.
MOTION: Move to adopt Policy 2741, Travel Expense Policy, as modified.
- VI. SUB-COMMITTEE REPORTS
- VII. OLD BUSINESS
 - A. District Facilities Rental Schedule; In Kind Service; Tab 16
 - B. Burn Permit System - update by Commissioner Morrison; Tab 15
 - C. Jefferson County Fire Investigation Task Force; Tab 20
 - D. Citizen's Committee re: New Station; Tab 17

VIII. CHIEF'S REPORT

IX. VOLUNTEER ASSOCIATION REPORT

X. NEW BUSINESS

- A. October Conference: Fire Commissioners' Association;
- B. Region #1 Codes Council; **Tab 18**
- C. Consider Purchasing Reader Boards for each Station; **Tab 19**
- D. Consider Participating with District 6 on IFSTA materials; **Tab 14**
- E. Consider adopting revised job description: Office Manager **Handout**

XI. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XII. EXECUTIVE SESSION

- A. Personnel Matter: R. Kent DeWitt, contract discussion

XIII. ADJOURNMENT

RECEIVED

SEP 19 1994

JEFFERSON COUNTY
FIRE DIST. #3

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 13, 1994

The meeting was called to order by Chairman Parker at 7:00 P.M., September 13, 1994 at Station 31, 7650 Oak Bay Road, Port Ludlow, WA 98365. Present were Chairman Parker, Commissioner Raudebaugh, Commissioner Morrison, Fire Chief DeWitt and Secretary Hargrove. Commissioners Stowe and Crawford were absent.

The minutes of the regular meeting of August 9, 1994, the special meeting of August 17, 1994, the special meeting of August 23, 1994 and the special meeting of August 25, 1994 were reviewed. Commissioner Raudebaugh moved to accept them as written, Commissioner Morrison seconded the motion and it carried 3-0.

The financial report was read by Commissioner Raudebaugh. A copy of it is attached hereto and incorporated by reference. A motion to accept the financial report and the vouchers was made by Commissioner Raudebaugh, seconded by Commissioner Morrison and passed 3-0.

During the time allotted for public presentations, Fred McPherson of McPherson Supply Company of Tacoma, WA discussed the District's specifications for a pumper truck and recommended that the District order a pumper from Pierce Manufacturing.

The only item on the Consent Agenda was the adoption of Policy 2741, the Travel Expense Policy, as modified. Commissioner Raudebaugh moved its adoption, Commissioner Morrison seconded the motion and the motion passed 3-0. Sub-Committee reports included a report by Chairman Parker on the proposed renovation of the intersection of Paradise Bay Road and Highway 401, and a report by Commissioner Morrison on the progress of the Burning Permit Committee. There were some questions on the proposed regulations from the audience. In response, Chief DeWitt discussed DNR policy and explained the meaning of a "rule burn".

Under Old Business, the revised Facilities Rental Schedule was reviewed and Commissioner Morrison moved acceptance. Aileen Lopeman objected to the restriction of large groups to 49 persons. After discussion of the issue, Commissioner Morrison withdrew his previous motion. Chairman Parker then moved to adopt the Facilities Rental Schedule contingent upon the removal of the language limiting large groups to 49 people. The motion was seconded by Commissioner Morrison and passed 2-1, Commissioner Raudebaugh voting against it. As adopted, the second to the last paragraph on the first page reads, "For special high impact events, such as dances, the group shall be charged a fee

of \$75.00 without the kitchen and \$150.00 with the kitchen." Commissioner Raudebaugh moved to instruct the Chief to contact the County Fire Marshall immediately to determine the occupancy limits of the training room. The motion was seconded by Commissioner Morrison and passed 3-0.

After a brief discussion, Commissioner Raudebaugh moved that the District not join in the proposed Jefferson County Fire Investigation Task Force. The motion was seconded by Commissioner Morrison and passed 3-0. After expressing concern that the formation of a citizens committee to study the need for a new fire station could pose difficulties for the District's ongoing negotiations on the donation of a possible site from Pope Resources, Commissioner Morrison moved to table a vote on the proposed Citizens Committee until the next regular meeting of the Board. The motion was seconded by Chairman Parker and passed 3-0.

Chief DeWitt discussed his September 13, 1994 written report, a copy of which is attached hereto and incorporated by reference. He then reported that Engine 32 was in an accident, which the District's peer review committee is investigating. He also presented to the Board copies of a proposed procedure for turning donations to the District over to the Volunteers' Association. Commissioner Raudebaugh stated that before the Board could consider adopting such a procedure, the applicable RCW provisions should be consulted. Attorney Hargrove was asked to research the question, particularly whether a check written to the District could be assigned to the Volunteers Association before it is cashed. The Volunteers' Association had nothing to report.

Under new business, the October conference of the Fire Commissioners' Association was discussed. Chairman Parker suggested holding his hotel reservations for use by the new Office Manager. Commissioner Raudebaugh moved that the District not participate in the Regional Codes Council. The motion was seconded by Commissioner Morrison and passed 3-0. The possibility of purchasing Reader Boards for each station was discussed. Stan Thalberg reported that the District has permission from the State to use the top of a sign posted at the corner of Paradise Bay Road and Highway 104. It was the consensus of the Board to postpone further discussion on the Reader Boards until the next regular meeting. It was also the consensus of the Board not to participate with District 6 to buy IFSTA training materials. The adoption of a revised job description for the position of Office Manager was moved to executive session, as tied to the personnel matter to be discussed in


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executive session. There were no questions or comments for the Good of the Order.

At 9:33 P.M. the open meeting was recessed for an executive session to discuss a personnel matter. The regular meeting was reconvened at 11:00 P.M. Chairman Parker stated that the executive session would be continued on a date to be determined. He then moved that the meeting be adjourned. The motion was seconded by Commissioner Morrison and passed 3-0.

Dated this 15th day of September, 1994.

Dated: 10/11/94
John D. Parker Ch.
Ray Randolph
Herb Stowell


Bourtai Hargrove
District Secretary