

JEFFERSON COUNTY FIRE DISTRICT NO. 3

BOARD OF COMMISSIONERS

SPECIAL MEETING MINUTES

SEPTEMBER 23, 1994

CALL TO ORDER:

Chairman Commissioner John Parker called the Special Meeting of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:00 p.m. at Station 31. Commissioners present were Commissioner Roy Raudebaugh, Commissioner Harry Morrison, and Commissioner Herb Stowe. Also present were Chief Kent DeWitt, Captain Mike McClure, Mrs. Val DeWitt, and Arlene Thomas.

Commissioner Dean Crawford was not in attendance.

PURPOSE OF SPECIAL MEETING:

Chairman Commissioner John Parker stated the purpose of the Special Meeting to be the sole and express purpose to hire an Office Manager.

DISCUSSION:

Chair Parker explained that Commissioner Crawford was not able to attend the Special Meeting. He went on to offer to the Board of Commissioners the opportunity to ask Arlene Thomas questions with regard to her potential selection as Office Manager. He also encouraged the Board to review her resume. Commissioner Morrison stated that he, Commissioner Parker and Chief DeWitt served as the employment application review team and spent considerable time reviewing 31 applications for Office Manager. He explained that the review team members individually rated each application on six categories and at the end of the review and rating process, this particular applicant was rated as number 1 for the position. Commissioner Morrison asked Arlene Thomas if she was still interested in the position. Ms. Thomas answered in the affirmative. Chair Parker called for questions from the public. Captain Mike McClure expressed concern that the Special Meeting Notice indicated interviews in the plural and that only one applicant was in attendance. He referred to the hiring process of the Chief and communicated his preference for that interview process. Chair Parker stated that the Special Meeting was held in accordance with Washington State Law and that the offer for employment would be made during the open public meeting. Commissioner Raudebaugh asked Ms. Thomas if the second Tuesday of the month evening time would conflict with previously scheduled commitments. Ms. Thomas answered in the negative. Ms. Thomas did state that her role as President of the Washington Fire Commissioners Association would require her to be away from the office on October 19th, Wednesday afternoon through October 21st, Friday. Ms. Thomas stated that she would have to give

JEFFERSON COUNTY FIRE DISTRICT NO. 3
SPECIAL MEETING MINUTES
September 23, 1994
page 2 of 2.

her present employer two weeks notice and that she could be available for employment Monday, October 10, 1994. The Board briefly discussed the possibility of offering the District Secretary duties to the Office Manager and also expressed their need to have a Notary. Ms. Thomas indicated she would cooperate with the Board with regard to District Secretary and that she is currently a Notary Public.

MOTION:

Chairman Commissioner John Parker motioned to offer the position of Office Manager to Arlene Thomas. Commissioner Roy Raudebaugh seconded the motion. Motion carried.

Arlene Thomas accepted the position of Office Manager.

MOTION:

Commissioner Herb Stowe motioned to adjourn. Commissioner Roy Raudebaugh seconded the motion. The motion carried.

ADJOURNMENT:

Meeting adjourned at 7:30 p.m.

BY: John D. Parker
CHAIRMAN COMMISSIONER JOHN PARKER

BY: _____
COMMISSIONER HARRY MORRISON

BY: Roy Raudebaugh
COMMISSIONER ROY RAUDEBAUGH

BY: Herb Stowe
COMMISSIONER HERB STOWE

Arlene F. Thomas
Arlene F. Thomas, Recording Secretary