

Jefferson County
Fire Protection District No. 3

Board of Commissioners
Regular Meeting
October 11, 1994

Agenda

I. CALL TO ORDER 7:00 PM

II. APPROVAL OF MINUTES

- A. Regular meeting of September 13, 1994
- B. Special meeting of September 23, 1994

III. FINANCIAL REPORT

- A. Account Updates -
- B. Vouchers -
- C. Budget Amendment - Roy Raudebaugh

IV. PUBLIC PRESENTATIONS

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

Request from Stan Thalberg to address the Board of Commissioners concerning funding for volunteer training. **Tab 1**

V. CONSENT AGENDA

Consider dropping members from the department; **Tab 9**

MOTION: Move to remove the following persons from membership in the Department Jim Groves, Brian Everett, Sherry Rae, Terry Reitz, and Carla Meyer.

VI. SUB-COMMITTEE REPORTS

VII. OLD BUSINESS

- A. District Facilities Rental Schedule - Occupancy Loading; **Tab 2**
- B. Burn Permit System - update by Commissioner Morrison; possible implementation of burn permit system; (See letter from Mr. Peace, of Olympic Air Authority, following Chief's Report.)
- C. Finalize job duties: District Secty/Office Manager; **Tab 3**
- D. Consider Purchasing Reader Boards for each Station; **Tab 4**
- E. Consider creation of a citizen's committee to work on new station

VIII. CHIEF'S REPORT

IX. VOLUNTEER ASSOCIATION REPORT

X. NEW BUSINESS

- A. Policy 4300-1 Cellular Phones; consider incorporating previous changes into accepted format. **Tab 5**
- B. Consider authorizing an expenditure of \$4,800 from Fire Mobilization receipts to purchase computer equipment; **Tab 7**
- C. Consider awarding the bid for a new pumper; **Tab 10**

XI. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XII. POSSIBLE EXECUTIVE SESSION: Contract negotiations: District Secty

XIII. ADJOURNMENT

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 11, 1994**

CALL TO ORDER:

Chairman Commissioner John Parker called the Regular Meeting of October 11, 1994, 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 Dean Crawford, and Commissioner Herb Stowe. Also present were Chief Kent DeWitt and Recording Secretary Arlene Thomas.

Commissioner Harry Morrison was not in attendance due to family medical challenges.

APPROVAL OF MINUTES:

Chair Parker called for additions and/or corrections to the September 13, 1994, Regular Meeting Minutes and to the September 23, 1994, Special Meeting Minutes. **MOTION:** Commissioner Stowe motioned to approve the minutes as presented. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Parker called upon Commissioner Raudebaugh for the September Monthly Financial Statement of which a copy is included. Commissioner Raudebaugh pointed out a change of \$16,427.78 Charge for Services to come out of the EMS balance. **MOTION:** Commissioner Raudebaugh motioned for the acceptance of the Financial Report. Commissioner Stowe seconded the motion. The motion carried unanimously.

Chair Parker asked for the vouchers. Commissioner Raudebaugh reported that he, Commissioner Morrison and Chief DeWitt spent considerable time reviewing the vouchers on Monday morning, October 10 and had three concerns which were corrected prior to the start of the Board meeting. **MOTION:** Commissioner Raudebaugh motioned to pay the vouchers as presented totalling \$11,090.24 (\$8,286.57 General Fund and \$2,803.67 EMS Fund.). Commissioner Crawford seconded the motion. Motion carried unanimously.

Chair Parker called for the budget ammendment. Commissioner Raudebaugh reported that the higher call volume is depleting the monies in the volunteer reimbursement fund and because the Board values the contribution of time and service provided by the volunteers, he is proposing a 1994 budget increase from \$8,500 to \$10,000 in the Volunteer Reimbursement program. **MOTION:** Commissioner Raudebaugh motioned to approve the Volunteer Reimbursement 1994 budget increase from \$8,500 to \$10,000 and to increase the Chief's Operating Budget by \$1500.. Commissioner Stowe seconded the motion. The motion carried unanimously.

PUBLIC PRESENTATIONS:

Chair Parker called for Public Presentations. Mr. Stan Thalberg had scheduled in advance a request to address the Board with regard to "Training of Volunteer and Career Fire Fighters" a copy of his presentation is included. Mr. Thalberg requested the Board consider adopting "a policy whereby it provides full training stipends for its volunteer and career personnel who, on department recommendation, participate in fire fighting and/or EMT courses approved or offered by recognized training authorities" and a resolution "to remove the financial burden for training from its volunteer and career personnel by funding in full those who participate in out-of-district training" and "to make this reimbursement policy retroactive to June 1, 1994.". During discussion, several facts were stated, i.e., the District pays \$500 toward the training academy at North Bend; the North Bend attendee must provide a tuition fee in excess of \$1,000 for training; uniforms are required for attendance and attendees have purchased their own uniforms; the training session lasts seven to nine weeks which requires the attendee to be away from family and to take time off from work. The Chair asked Mr. Thalberg where the money for reimbursement/payment might come from and Mr. Thalberg referred the Board to the State Mobilization funds received by the District in the amount of \$23,297.12 as unexpected revenue. The Chair called for Chief DeWitt's input. Chief DeWitt expressed his concern for members who had wanted to participate in the training but had decided to wait until another time because of the financial obligations. Discussion followed. During the discussion, Chief DeWitt indicated that he plans to work toward a community scholarship for training and also plans to study the possibility of increasing the resident program. Chief DeWitt recommended to the Board that they wait at this time and look into the possibility of funding during the 1995 budget plans. Chief DeWitt clarified for the Board that the retroactive funding would total \$3,000. **MOTION:** Commissioner Crawford motioned to reimburse District members attending the State Fire Service Training Academy at North Bend the full amount expended for the training in return for a commitment from the member to stay active with the District for 3 years of consecutive service and to increase the Chief's Operating Budget by \$3,000. Commissioner Stowe seconded the motion. Motion carried unanimously.

CONSENT AGENDA:

Chief DeWitt presented five members, Jim Groves, Brian Everett, Sherry Rae, Terri Reitz, and Carla Meyer, to the Board for consideration of dropping District membership due to inactivity. **MOTION:** Commissioner Raudebaugh motioned to drop Jim Groves, Brian Everett, Sherry Rae, Terri Reitz, and Carla Meyer from the District membership rolls. Commissioner Stowe seconded the motion. Motion carried unanimously.

Chair Parker announced the agenda item from **NEW BUSINESS, Item C. Consider Awarding the Bid for a New Pumper** be moved forward on the agenda. Mark Shinkle of General Fire Apparatus, Inc. joined the meeting at 7:50 p.m. Commissioner Stowe asked for career and volunteer input. Chief DeWitt responded that a new pumper would replace the pumper at Station #32. He stated there was a committee that spent extensive time putting together specs, evaluating District needs, and traveling to other departments to view different pieces of pumper equipment. Chief DeWitt reported receipt of five different bids for five different pieces of apparatus. Chief DeWitt called on Captain McClure to speak on behalf of the volunteers and on behalf of the Pumper Committee. Captain McClure began by stating that the committee members started with very diverse opinions but over time came to a general consensus on the pumper specs desired. Captain McClure announced that the committee members are completely satisfied with the pumper General Fire Apparatus, Inc. has to offer. Commissioner Crawford asked about warranties. Mr. Shinkle, General Fire Apparatus representative, answered by naming several components and their warranties, i.e., body has a 5 year warranty; sub-body has a 10 year warranty; Freightliner warranty is for 2 years. Mr. Shinkle stated that the Central States 1994 Freightliner pumper has a shorter wheelbase and is shorter than all other engines currently owned by District 3. Captain McClure confirmed that the Freightliner has a shorter turning radius than the existing engine at Station #32. Commissioner Raudebaugh asked if the specified changes had been granted. Lt. Ben Andrews assured the Board that all will be met. Commissioner Raudebaugh asked if the electric ladder hoist had a manual overdrive. Mr. Shinkle answered that it does not. Mr. Shinkle indicated that maintenance in Western Washington is through Seattle Pump or the District may choose a mechanic and General Fire can stipulate that mechanic as the warranty provider. **MOTION:** Commissioner Stowe motioned to purchase the pumper submitted for bid by General Fire Apparatus, Inc. for the amount of \$159,700.00. Commissioner Raudebaugh seconded the motion. Motion carried unanimously. (Note: bid amount does not include sales tax and license fees.)

SUB-COMMITTEE REPORTS:

Chair called for Sub-Committee reports. Chair stated that he had tried to get in touch with Sheriff Mefford with regard to the lights on the bridge and had nothing new to report at this time.

Chair announced that the November meeting time will be changed from 7:00 p.m. to 8:30 p.m. because the November meeting falls on election day and Station #31 Training Room is used for voting until 8:00 p.m.

Chair announced a recess at 8:10 p.m. for the purpose of viewing the new pumper. The meeting resumed at 8:17 p.m.

OLD BUSINESS:

Chair Parker called for Old Business.

Item A. District Facilities Rental Schedule - Occupancy Loading. Chief DeWitt reported that Mike Ajax, Jefferson County Building Inspector, issued an occupancy loading for churches, dances, etc. as a maximum of 364 people and seated dining occupancy loading as maximum of 170 people. Chief DeWitt offered to post the occupancy load. Chief DeWitt expressed his concern that the parking space is not adequate for the large crowds. Chief DeWitt stated that he will be looking for ways to better identify the parking area, i.e., signage, cleaning the ditch, building up the berm. Aileen Lopeman expressed concern that the kitchen items do not belong to the District and that unauthorized use of the kitchen and items within could be a problem. Discussion followed.

Item B. Burn Permit System. Chief DeWitt offered an update in Commissioner Morrison's absence, stating receipt of a letter from Mr. Peace of the Olympic Air Authority, extending District 3's ability to burn without actually issuing a permit, until January 1, 1995. Chief DeWitt stated that District 3 is following the Rule Burn requirements of DNR and waiting to see if the County sets a permit process into motion.

Item C. Finalize job duties - District Secretary/Office Manager: Chair announced he would call an Executive Session to discuss personnel issue later in the meeting.

Item D. Consider Purchasing Reader Boards for each Station: Chair Parker stated that Commissioner Morrison had this issue tabled to the next meeting. **MOTION:** Chair Parker motioned to take this issue off the table. Commissioner Raudebaugh seconded the motion. Motion carried unanimously. **MOTION:** Chair Parker motioned to table indefinitely. Commissioner Raudebaugh seconded the motion. Motion carried unanimously.

Item E. Consider Creation of a Citizen's Committee to Work on New Station: Chief DeWitt suggested that instead of committee members being selected at large, that the different organizations be identified and contacted with a request that each organization select a representative to the Citizen's Committee. Commissioner Stowe mentioned that David Cunningham of Pope Resources had indicated to him that he would be in contact with the Chief. Commissioner Raudebaugh suggested meeting with Pope before taking any further action.

CHIEF'S REPORT:

Chair Parker called for the Chief's Report. The Chief's Report dated October 11, 1994, is included as part of these minutes.

VOLUNTEER ASSOCIATION REPORT:

Chair Parker called for the Volunteer Association report. The report was a thank you to the Board!

NEW BUSINESS:

Chair Parker called for New Business.

Item A. Policy 4300-1 Cellular Phones. **MOTION:** Commissioner Stowe motioned to incorporate previous changes to Policy 4300-1 Cellular Phones into accepted format. Commissioner Crawford seconded the motion. Motion carried unanimously.

Item B. Consider Authorizing an Expenditure of \$4800 from Fire Mobilization Receipts to Purchase Computer Equipment. Chief DeWitt requested the Board consider authorizing an expenditure of \$4,800 to purchase computer equipment for the front office. Chief DeWitt indicated that the funds could be expended from the Fire Mobilization receipts. Chair Parker asked about a tape back-up system. Commissioner Raudebaugh indicated that he wanted Commissioner Morrison in attendance for decision making. Commissioner Stowe suggested buying computer equipment in sections and not purchasing the whole package immediately. Lt. Andrews talked about conflict in front office for computer time. Chief DeWitt presented a basic computer package that would cost \$2,000. **MOTION:** Commissioner Crawford motioned to increase the Operating Budget by \$2,000 and to authorize the purchase of a basic computer package in the amount of \$2,000. Commissioner Stowe seconded the motion. Motion carried.

EXECUTIVE SESSION:

Chair Parker called for an Executive Session at 9:15 p.m. for the purpose of contract negotiations for the position of District Secretary.

Chair Parker called the Regular Meeting back to order at 10:02 p.m. and announced that no action was taken. **MOTION:** Commissioner Stowe motioned to refer the District Secretary contract to the District Attorney for evaluation with regard to the Fair Labor Standards Act. Commissioner Crawford seconded the motion. Motion carried.

MOTION: Chair Parker called for adjournment. Commissioner Crawford seconded the motion. Motion carried.

ADJOURNMENT:

Meeting adjourned at 10:05 p.m.

BY:


CHAIRMAN COMMISSIONER JOHN PARKER

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BY: Roy R Raudebaugh
COMMISSIONER ROY RAUDEBAUGH

BY: Herb Stowe
COMMISSIONER HERB STOWE

BY: Dean Crawford
COMMISSIONER DEAN CRAWFORD

BY: (absent)
COMMISSIONER HARRY MORRISON

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, Recording Secretary

11/8/94