

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
DECEMBER 9, 1994**

CALL TO ORDER:

Chairman Commissioner John Parker called the Special Meeting of December 9, 1994, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 1:35 p.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington. Chair Parker announced the purpose of the Special Meeting to be a workshop and a meeting for the review of and setting of the Agenda for the Regular Board Meeting scheduled for December 13, 1994.

Commissioners present were Commissioner John Parker, Commissioner Roy Raudebaugh, and Commissioner Harry Morrison. Also present were Chief Kent DeWitt, District Secretary Arlene Thomas, District Attorney Bourtai Hargrove, and Mr. Stan Thalberg.

Commissioner Dean Crawford was not present due to employment obligations.

Chair Parker called for the review of the DRAFT minutes for the Regular Meeting of November 8, 1994, and Special Meetings of November 4 and 14 of 1994. No corrections were suggested and the Chair announced that the minutes of the three specified meetings would be listed on the December 13th Agenda for adoption.

Chair Parker called for review of the DRAFT Agenda. During the review, Chief DeWitt and Commissioner Raudebaugh discussed the need for action to be taken under **Old Business, Item B. Water Well** at the December 13th Board meeting, explaining that Chair Parker would need to sign the **Declaration of Water Well Covenants and Exhibit A**. A question was raised with regard to District No. 3 owning water rights. Commissioner Raudebaugh offered to give Chief DeWitt the phone number in Olympia to call for water rights information.

Commissioner Raudebaugh stated that the Finance Committee had conducted two meetings for the purpose of reviewing the '95 Operations Budget. Commissioner Raudebaugh and Commissioner Morrison recommended that the 1995 Operations Budget be \$263,000 for General and \$77,600 for EMS. Commissioner Raudebaugh reviewed the **Ground Rules for Budgeting dated December 9, 1994**, noting the deletion of the sentence in parentheses of Item No. 2, "*(This is the same as carry over at years end.)*" Commissioner Raudebaugh also reviewed the Projected Capital Expenditures. Chief DeWitt conducted the review of the actual 1995 Operations Budget and asked for any comments or questions. Chief DeWitt referred meeting attendees to page 11, Line No. 491, for reference and pointed out the addition of \$7,593.00, a portion of the 1994 excess ambulance billings, to the EMS Budget bringing the total 1995 EMS Operations Budget to \$85,193. Chief DeWitt also referred

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meeting attendees to page 14, Line No. 605, **Resident EMT/FF 3 @ \$300 mo. \$10,800**, and explained a new Resident EMT/FF program to be initiated January of 1995.

Commissioner Morrison referred meeting attendees to Page 3 No. 137 and 138, **Professional Services, Attorneys** and stated that the \$5,040 total reflects the basic retainer fee for one year. Commissioner Morrison went on to state that any Professional Services in excess of the \$5,040 will be paid for by the Commissioners out of Page 3, Item No. 119, **Salaries & Wages, 5 Commissioners.**

Commissioner Raudebaugh stated that after the first of the year, there will be no need for the District Attorney to attend the monthly workshop/agenda meetings unless specifically requested by the Commissioners to do so.

Commissioner Raudebaugh reported that the Finance Committee will be recommending that the District Secretary be authorized to transfer funds via telephone to the County Treasurer followed with a paper backup signed by a member of the Finance Committee. Commissioner Raudebaugh also explained that the Finance Committee will be recommending a process whereby each fund will have an automatic transfer of funds from the cash side to the investment side.

Chair Parker called for any additional agenda topics. No new topics were introduced. Chair Parker called for **ADJOURNMENT.**

MOTION: Commissioner Raudebaugh motioned to adjourn. Commissioner Morrison seconded the motion. Motion carried unanimously. Meeting adjourned at 3:17 pm.

BY: _____
CHAIRMAN COMMISSIONER JOHN PARKER

BY: Roy Raudebaugh
COMMISSIONER ROY RAUDEBAUGH

BY: Harry S. Morrison
COMMISSIONER HARRY MORRISON

BY: Dean Crawford
COMMISSIONER DEAN CRAWFORD

ATTEST: Arlene F. Thomas
Arlene F. Thomas, District Secretary: