

**JEFFERSON COUNTY
FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
DECEMBER 13, 1994**

A G E N D A

- I. CALL TO ORDER REGULAR MEETING 7:00 P.M.**
- II. APPROVAL OF MINUTES**
- A. Special Meeting of November 4, 1994**
 - B. Regular Meeting of November 8, 1994**
 - C. Special Meeting of November 14, 1994**
- III. FINANCIAL REPORT**
- A. Account Updates**
 - B. Vouchers**
- IV. PUBLIC PRESENTATIONS None**
- V. CONSENT AGENDA (All items to be dealt with individually.)**
- VI. SUB-COMMITTEE REPORTS**
- VII. OLD BUSINESS**
- A. Memorandum from Bourtai Hargrove, District Attorney
RE: Confidentiality of EMT Reports TAB 1**
 - B. Water Well TAB 2**
 - C. Quitclaim Deed No 377027 filed 11/18/94 TAB 3**
- VIII. CHIEF'S REPORT**
- IX. VOLUNTEER ASSOCIATION REPORT**
- X. NEW BUSINESS**
- A. Discussion of 1995 Ground Rules for Budgeting TAB 4**
 - B. Discussion of Projected Capital Expenditures TAB 5**
 - C. Discussion of 1995 Operations Budget TAB 6**

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NEW BUSINESS (continued):

D. Discussion of Legal Services **TAB 7**

E. Discussion of District Secretary's Authority to Transfer Funds via Telephone with a Paper Trail Backup signed by at least one Member of the Finance Committee and Discussion to Authorize District Secretary to Initiate an Automatic Transfer of Funds Program with the Jefferson County Treasurer's Office Subject to Approval of the Full Board

F. Review of Board Vacancy Applications and Possible Interview of Applicants **TAB 8**

XI. EXECUTIVE SESSION

A. Personnel Issues

B. Captain Lawson's Employment Contract

XII. APPOINTMENT TO BOARD OF COMMISSIONERS

XIII. ELECT 1995 CHAIRMAN OF THE BOARD OF COMMISSIONERS

XIV. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XV. ADJOURNMENT

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 13, 1994**

CALL TO ORDER:

Chairman Commissioner John Parker called the Regular Meeting of December 13, 1994, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:00 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner John Parker, Commissioner Roy Raudebaugh, Commissioner Harry Morrison, and Commissioner Dean Crawford. Also present were Fire Chief Kent DeWitt and District Secretary Arlene Thomas.

APPROVAL OF MINUTES:

Chair Parker called for additions and/or corrections to the November 4, 1994, Special Meeting Minutes; to the November 8, 1994, Regular Meeting Minutes; and to the November 14, 1994, Special Meeting Minutes. **MOTION:** Commissioner Morrison motioned to approve the minutes as presented. Commissioner Crawford seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Parker called upon Commissioner Raudebaugh for the November Monthly Financial Statement a copy of which is included. **MOTION:** Commissioner Raudebaugh motioned for the acceptance of the Financial Report. Commissioner Morrison 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, December 12th. **MOTION:** Commissioner Morrison motioned to pay the vouchers as presented totaling \$11,807.61 (\$9,685.45 General Fund and \$2,122.16 EMS Fund). Commissioner Crawford seconded the motion. Motion carried unanimously.

Chair Parker announced there were no **PUBLIC PRESENTATIONS** and nothing on the **CONSENT AGENDA** since each item would be dealt with individually.

SUB-COMMITTEE REPORTS:

Chair called for Sub-Committee reports. Commissioner Morrison reported that he, Commissioner Parker and Chief DeWitt had attended the open burning meeting at the Sheriff's office the morning of the 13th. (Prior to the start of the meeting, Commissioner Morrison circulated copies of the County's **DRAFT Open Burning in Jefferson County** pamphlet. A copy is included in these minutes.) Commissioner Morrison reported there had been discussion of the size of burn piles and the use of burn barrels. He stated there is a desire by rural property owners to use burn barrels for one more year. Commissioner Morrison stated

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there may be some legislation introduced with regard to use of burn barrels. Chief DeWitt and Commissioner Morrison agreed that Air Quality Control is the driving force behind the permit process and regulations. Chair Parker expressed concern of the legality of fire fighters determining if a fire is a nuisance. Commissioner Morrison reported the next meeting to be December 21st at the Chimacum Fire Station.

OLD BUSINESS:

Chair Parker called for Old Business.

Chair Parker indicated the Board had received a memorandum from Bourtai Hargrove, District Attorney, **RE: Confidentiality of EMT Reports**, a copy of which is included with these minutes. No discussion.

Chair Parker called upon Commissioner Raudebaugh to report on the **Water Well**. Commissioner Raudebaugh reported that District 3, in the past, had made application to the Health Department for a community well, but since District 3 has purchased the land designated in the Quit Claim Deed, the application for a community well has been cancelled. He went on to say that the State Department of Health advised Attorney Malcolm S. Harris "to execute and record a set of private covenants which prohibit certain activities on the District's own property", and that the Chairman of the Board of Commissioners would need to sign the **Declaration of Water Well Covenants**, and return them to Mr. Harris for recording. A copy of the correspondence and the Covenants are included with these minutes.

Chair Parker called upon Commissioner Raudebaugh to report on the **Quit Claim Deed**. Commissioner Raudebaugh reported that Quit Claim Deed No. 377027 had been filed on November 18, 1994, at the Jefferson County Courthouse. Commissioner Raudebaugh stated that in the past, the South Point Fire Station drainfield had been placed on Pope property, the attorney had suggested Fire District No. 3 purchase the property from Pope to alleviate future problems, that the Quit Claim Deed is for one half acre, and that it has taken approximately five years to gain the desired results. A copy of the recorded Quit Claim Deed is included with these minutes.

CHIEF'S REPORT:

Chair Parker called for the **Chief's Report**. Chief DeWitt reported that the call volume is about 45 calls ahead of last year at this same time. He reported that the new Engine 32 is in service; that the old Engine 32 is being advertised as surplus for bid in the State Chiefs and State Commissioners newsletters and will also be advertised in a publication circulated to folks who do land clearing and logging; that Lt. Tye Seeley and Fire Fighter Brian Soete are back from North Bend; that Dennis Hannan, son of previous Commissioner Denny Hannan, has joined the Department; and that Commissioner Raudebaugh and he met with Architect Malcolm Campbell of Poulsbo who has designed fire stations for the City of Poulsbo and

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Kitsap Fire District 7 in Port Orchard, on District 3's "hopeful" site and Mr. Campbell will provide a free sketch of a fire station design compatible with the site. And, Chief DeWitt went on to report that, at the request of a representative from Fire District 6, he attended a Coordinated Water Plan meeting and gave a report; that he wrote a letter to the Editor of the Port Townsend Leader addressing some of the concerns expressed by a witness to the 3-fatality accident, namely signage and emergency phones. Chief DeWitt stated that he tried to use his Letter to the Editor as a positive emergency awareness and educational tool. Much discussion followed with regard to more rest areas; the visitor center obtaining water to further enhance the services; Commissioner Morrison suggested an arrow sign at South Point Road noting "Emergency Phone Available" and pointing toward Station 33; and because of the constant vandalism of the pay phone at the bridge, an entity would have to take responsibility for a pay phone before another would be installed along the highway. Chief DeWitt received notice on December 12th from the County of a meeting scheduled for the evening of the 14th regarding Port Ludlow and the Interim Urban Growth Area. Chief DeWitt indicated that he would be commenting on density and the Fire District's ability to provide services since exclusive, expensive developments are not conducive to attracting younger families who might produce some volunteers.

VOLUNTEER ASSOCIATION REPORT:

Chair Parker called for the Volunteer Association report. Lt. Tye Seeley reported that he had just completed 9-weeks as an instructor at the State Fire Academy in North Bend and Fire Fighter Brian Soete just completed an intensive 8-week fire fighting program. Lt. Seeley stated that all lessons are NFPA and IFSTA based, that during the training many new ideas and input from other departments statewide are shared, and his training will result in more efficiency and better fire service training for District 3. Chair Parker questioned the rating of the facilities, and Lt. Seeley stated that he rates the housing and food as excellent. He went on to comment that the Academy is "not a vacation, but all business". He expressed his pleasure at having the opportunity to share and gather knowledge and skills from larger departments across the State. Chief DeWitt commended Tye and Brian on their accomplishments.

NEW BUSINESS:

Chair Parker called for New Business. Commissioner Raudebaugh referred to the **1995 Ground Rules for Budgeting** (copy is included with these minutes) and explained that these ground rules pertain only to the Operations Budget and that the General Fire and EMS moneys come from two sources that cannot be mixed. He discussed the carryover from the previous year to May 1st of the next year, explaining that taxes are only collected two times a year and that moneys cannot be put into Reserve until wages and bills are covered and there is no loss of continuity in accounts payable. He reported that the '95 Operations Budget is roughly a 4 1/2% inflationary increase over 1994. Commissioner Raudebaugh went on to discuss the **Projected Capital Expenditures** (a copy is included with these minutes),

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explaining that this document is a projection only and can be revised at any time. Commissioner Raudebaugh presented the Chief's **1995 Operations Budget** and referred the Board and meeting attendees to pages 2 and 11, and pointed out the budget totals as \$263,000 Fire and \$77,600 EMS respectively. He went on to explain that Chief DeWitt, in accordance with Item No. 3 of the **Ground Rules for Budgeting**, has included \$7,593.00, a portion of the EMS 1994 Billing Charge for Services carry-over, to bring the Chief's EMS Operations Budget to \$85,193.00. Commissioner Raudebaugh referred to Chief DeWitt's **Identified Needs** list attached to the end of the 1995 Operations Budget, and pointed out there are numerous things the District would like to do, but at present, the budget won't cover. Commissioner Morrison stated that the plan is to save some money now for future large expenditures. **MOTION:** Commissioner Raudebaugh motioned to adopt the 1995 Operations Budget, the 1995 Ground Rules for Budgeting, and the proposal for future spending. **Motion failed for lack of a second.** Commissioner Crawford asked Chief DeWitt if he had any input. Chief DeWitt discussed the upgrade of the Resident Fire Fighter program reflected in the 1995 Operations Budget. He explained that the current Resident program is a sleeper-program, whereby the Resident fire fighter comes on duty at 6:00 p.m. and is off duty the following day at 6:00 a.m. The new Resident program will be a 24-hour duty shift, ensuring the Resident fire fighter staff supervision and training for 8 of the 24 hours, and the new program will pay a \$300 per month food allowance. Chief DeWitt explained that the upgrade to the program will attract more interest, be competitive with neighboring programs and will appeal to those interested in a fire service career. **MOTION:** Commissioner Raudebaugh motioned to adopt the 1995 Operations Budget, the 1995 Ground Rules for Budgeting, and the Projected Capital Expenditures. Commissioner Morrison seconded the motion. The motion carried unanimously.

Chair Parker called for a 3 to 4 minute break and then resumed the meeting by calling for **Item D. Discussion of Legal Services** under New Business. Commissioner Morrison expressed concern for legal services expenditures and Commissioner Raudebaugh reminded the Board that the District Attorney was informed that she need not attend the Workshop meetings unless specifically requested to do so by the Commissioners. There was no further discussion.

Chair Parker called on Commissioners Raudebaugh and Morrison to explain the **Transfer of Funds Authority** and the **Automatic Transfer of Funds**. Commissioner Raudebaugh stated that he and Commissioner Morrison, as the Finance Committee, recommend to the Board that the District Secretary have the authority to transfer funds via telephone as long as there is a paper backup signed by one of the members of the Finance Committee. **MOTION:** Commissioner Raudebaugh motioned to authorize District Secretary, Arlene, to transfer funds via telephone call to the Jefferson County Treasurer with a paper trail backup signed by at least one member of the Finance Committee. Commissioner Morrison seconded the motion. The motion carried unanimously.

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Commissioner Raudebaugh went on to explain that there is no interest earned by the District on the Cash Balance of each fund, and that it is the intent of the Finance Committee to initiate an Automatic Transfer of Funds from the Cash Balance to Investment for each fund on a monthly basis. He also indicated that the Finance Committee would determine a monthly base balance for the General Fund Cash Balance and the EMS Fund Cash Balance for the purpose of paying wages, benefits, and accounts payable. **MOTION:** Commissioner Raudebaugh motioned to authorize the Jefferson County Treasurer to initiate Automatic Transfer of Cash Balance Month End to Investment in the Mitigation Fund and the Reserve Fund. And to further motion that the Jefferson County Fire District No. 3 Finance Committee be authorized to establish a base balance for each the General Fund Cash Balance and the EMS Fund Cash Balance and authorize the Jefferson County Treasurer to initiate Automatic Transfer of all funds in excess of the base balance in the General Fund and EMS fund Cash Balances Month End to Investment. And to automatically re-invest interest earned in all 4 funds, namely the General Fund, the EMS Fund, the Reserve Fund, and the Mitigation Fund. Commissioner Morrison seconded the motion. The motion carried unanimously.

Chair Parker announced that Herb Stowe moving out of the District created a vacancy on the Board and the vacancy had been advertised, and five men have applied. Chair Parker called upon each applicant, requesting they tell something about their background, why they want to serve on the Board, and what attributes they would bring to the Board. The applicants were as follows: Robert Flaherty, Walter Hardin, Robert Linrothe, Stanton Thalberg, and Earl Wells. The Chair gave the Board the opportunity to ask questions of each applicant.

EXECUTIVE SESSION

Chair Parker called an **Executive Session** at 9:12 p.m. to discuss personnel issues and Captain Lawson's Employment Contract. Chair Parker invited the District Secretary to stay and excused the District Chief. Chair Parker called the **Regular Meeting** back to order at 10:50 p.m. Chair Parker directed the District Secretary to pass out the Board Vacancy Ballot and to collect and count them after the voting. District Secretary Thomas announced 3 votes for Mr. Robert Flaherty and 1 vote for Mr. Robert Linrothe, making Robert Flaherty the successful applicant to fill the Board vacancy.

Chair Parker stated that nothing on Captain Lawson's employment contract had been settled at this time, that negotiations will be required, and that a letter to terminate the current contract will be sent to Captain Lawson in accordance with the 30-day termination clause. Chair Parker stated that he would dictate the letter to the District Secretary on December 14th.

GOOD OF THE ORDER; QUESTIONS & ANSWERS: (Not solicited this meeting.)

MOTION: Commissioner Morrison motioned to adjourn. Commissioner Raudebaugh seconded the motion. Motion carried.

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ADJOURNMENT:

Meeting adjourned at 10:55 p.m.

BY: _____
CHAIRMAN COMMISSIONER JOHN PARKER

BY: Ray R. Raudebaugh
COMMISSIONER ROY RAUDEBAUGH

BY: Dean Crawford
COMMISSIONER DEAN CRAWFORD

BY: Harry L. Morrison
COMMISSIONER HARRY MORRISON

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary