

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING JANUARY 10, 1995**

A G E N D A

- I. **CALL TO ORDER REGULAR MEETING** 7:00 P.M.

- II. **ELECT 1995 CHAIRMAN OF THE BOARD OF COMMISSIONERS**

- III. **APPROVAL OF MINUTES**
 - A. **Special Meeting of December 9, 1994**
 - B. **Regular Meeting of December 13, 1994**

- IV. **FINANCIAL REPORT**
 - A. **Account Updates**
 - B. **Vouchers**
 - C. **Training Room Year End Expense/Income Sheet**
 - D. **1994 EMS Charge for Services/Account Receipts Summary**

- V. **PUBLIC PRESENTATIONS** None

- VI. **SUB-COMMITTEE REPORTS**

- VII. **OLD BUSINESS**

- VIII. **CHIEF'S REPORT**

- VIX. **VOLUNTEER ASSOCIATION REPORT**

- X. **NEW BUSINESS**
 - A.. **Registrations for Seminars and Conferences in '95** TAB 1

 - B. **Appoint Commissioner to Volunteer Pension & Relief Board to replace Herb Stowe**

 - C. **Donation Request Regarding Old Engine 32** TAB 2

- XI. **EXECUTIVE SESSION**
 - A. **Personnel Issues**
 - B. **Captain Lawson's Employment Contract**

- XII. **GOOD OF THE ORDER; QUESTIONS & ANSWERS**

- XIII. **ADJOURNMENT**

JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 10, 1994 (5) *afk*

CALL TO ORDER:

Chairman Commissioner John Parker called the Regular Meeting of January 10, 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, Commissioner Dean Crawford, and Commissioner Robert Flaherty. Also present was District Secretary Arlene Thomas. Thomas reported that Chief DeWitt was on a mutual aid call with District #5.

SELECTION OF 1995 CHAIRMAN OF THE BOARD:

Chair Parker called for the voting of the 1995 Chair position. The District Secretary distributed paper ballots listing each member of the current Board of Directors. Commissioner Morrison asked to speak before the ballot was cast, basically stating that he's been a Commissioner just over a year and if selected as the Chair, will do a lot of delegating. Chair Parker commented that Commissioner Morrison's request to speak prior to the vote was a bit unusual, but Commissioner Morrison explained that he had assumed the voting process would be by calling for nominations not by a paper ballot. Commissioner Raudebaugh asked to speak. Chair Parker recognized Commissioner Raudebaugh. Commissioner Raudebaugh talked about the present Chair's excellent job for the past two years, his commitment and involvement in the fire service and his desire for Commissioner Parker to teach the present Commissioners and act as an assistant to the Chair. Commissioner Raudebaugh nominated Commissioner Morrison for Chair with Commissioner Parker as Assistant. Commissioner Morrison nominated Commissioner Parker for Chair. Chair Parker called for further nominations. No further nominations were made. The Board of Commissioners used the paper ballots for casting their votes. Secretary Thomas collected the ballots and read the votes as follows: Two votes for Commissioner Parker; Two votes for Commissioner Morrison; and one vote for Commissioner Raudebaugh, a tie vote. Chair Parker called for a second paper ballot vote and the District Secretary reported a second tie vote. Chair Parker expressed his dismay and disillusionment. Discussion followed. Commissioner Morrison offered to withdraw his name from the nominations and Chair Parker stated that he resigned. Chief Kent DeWitt entered the meeting at 7:15 p.m. arriving from responding to a mutual aid MVA call with District #5. Chair Parker left the Board Meeting at approximately 7:18 p.m. At 7:20 p.m., Commissioner Crawford asked his fellow Board members for an Executive Session to discuss Commissioner Parker's resignation. The Regular Business Meeting resumed order at 7:45 p.m. and Commissioner Crawford apologized to the attendees for the disruption. Commissioner Crawford stated that Commissioner Parker's resignation was just verbal and would not be recognized or accepted by the Board. **MOTION:** Commissioner Crawford moved to appoint Commissioner Raudebaugh as Temporary Chair for the

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purpose of conducting the rest of the meeting. Commissioner Flaherty seconded the motion. The motion carried.

APPROVAL OF MINUTES:

Temp Chair Raudebaugh called for additions and/or corrections to the December 9, 1994, Special Meeting Minutes. **MOTION:** Commissioner Morrison moved to approve the minutes as presented. Commissioner Crawford seconded the motion. The motion carried unanimously. Temp Chair Raudebaugh called for additions and/or corrections to the December 13, 1994, Regular Meeting Minutes. **MOTION:** Commissioner Morrison moved to approved the minutes as presented. Commissioner Crawford seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Temp Chair Raudebaugh called for the December Monthly Financial Statement a copy of which is included. **MOTION:** Commissioner Raudebaugh moved for the acceptance of the Financial Report. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Temp Chair Raudebaugh reported that he, Commissioner Morrison and Chief DeWitt spent considerable time reviewing the vouchers on Monday, January 9th, and found the vouchers to be in good order. **MOTION:** Commissioner Raudebaugh moved to pay the vouchers as presented totalling \$36,639.61 (\$8,450.35 General Fund , \$931.94 EMS Fund, and \$27,257.32 Sea First loan). Commissioner Morrison seconded the motion. Motion carried unanimously.

Commissioner Raudebaugh reported on the year-end Training Room Rental Expense and Income Sheet (a copy of which is included with these minutes) showing the Total Revenue as \$3,350.00, the Total Expense as \$2,743.69 with a year-end Net Income of \$606.31. **MOTION:** Commissioner Morrison moved to accept the Training Room Rental financial report as presented. Commissioner Crawford seconded the motion. The motion carried unanimously.

Commissioner Raudebaugh reported on the 1994 EMS Charge for Services financial report ending November 30, 1994, (a copy of which is included with these Minutes). Commissioner Raudebaugh explained each column of the spreadsheet and stated that he has heard a few comments against charging for ambulance transport, but the money does help. Lt. Ben Andrews stated that of the 7 transports from the first of the year, only one was a District 3 resident.

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Temp Chair Raudebaugh recognized Chief DeWitt for **PUBLIC PRESENTATIONS** and Chief DeWitt stated that during his contact of local businesses for volunteer recruitment, the new owner of Barker's Store expressed a desire to rent the Training Room kitchen for the purpose of cleaning utensils until he can build his own kitchen. Chief DeWitt recommended the District take action once a written request is received.

SUB-COMMITTEE REPORTS:

Temp Chair called for Sub-Committee reports. Chief DeWitt reported that an architect has been contacted and will provide a preliminary design sketch of a new station at no cost. He went on to say that everything is a draft at this point in time. Mr. Udd asked if the land will be donated. Chief DeWitt answered that the land issue is an unknown at this time and will be the next step to deal with. Commissioner Raudebaugh reported that the meeting with Pope Resources' David Cunningham and Greg McCarry resulted in their requesting a preliminary plan they can submit to their boss. Mr. Udd asked if the design will accommodate the Sheriff's Department? Chief DeWitt answered there would probably be a room available for the Deputy to use to fill out reports. Commissioner Crawford suggested looking into working cooperatively with the Sheriff's Department and other government entities and perhaps share some of the costs. Chief DeWitt stated the proposed building will house 8 pieces of equipment with 4 double bays.

Temp Chair called upon Commissioner Morrison to report on the Outdoor Burning Regulations proceedings. Commissioner Morrison stated that he had attended one meeting since the last Board meeting and it appears a 4x4 fire will not need a permit but will be specified as a rule burn and a pile 4x4 to 10x10 will require a permit. Commissioner Morrison stated that no permit fee has been finalized nor has it been determined which agency will issue the permits. Commissioner Morrison indicated the next meeting is scheduled for January 25 at 10 a.m. at the Chimacum Fire Station. He went on to say that at the last meeting, the majority of the attendees were the State Air Pollution people. Chief DeWitt stated that during the permitting process, the education process can aid in eliminating hostile fires. Commissioner Morrison stated that most of the regulations are WAC's, administrative law, not hard and fast and that it is important to contact legislators with regard to desired regulations.

Temp Chair Raudebaugh called for any other **SUB-COMMITTEE REPORTS** and for **OLD BUSINESS**. There were no further responses.

CHIEF'S REPORT:

Temp Chair Raudebaugh called for the **Chief's Report**. Chief DeWitt highlighted his report (January 9, 1995, report which is a part of these minutes) with the following comments: there were 304 alarms in '94; there is currently a district wide recruitment for volunteers; the

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following volunteers were honored at the Annual Awards Banquet FF Brian Soete Fighter of the Year; FF/EMT Brian Lawson EMT of the Year; Station Inspiration Awards Station 31 Chad Lawson, Station 32 Dave Neault, and Station 33 Stan Thalberg; new Lieutenants are needed at Stations 32 and 33; thank you to the Board for authorizing Engine 32, the District Car, Lt. Andrews, and 10 volunteers to attend the Seattle Fire Department's 4 Fire Fighters Memorial Service on January 11th; working on a new idea whereby the Fire District may enter into a contract with the County for inspections/fire prevention; included a list of all the things the District has accomplished; and there is forthcoming a complete Chief's annual report which will include some analysis of '94.

VOLUNTEER ASSOCIATION REPORT:

Temp Chair Raudebaugh called for the Volunteer Association Report. President Stan Thalberg reported the '95 Officers were installed in December; there was a telephone poll to all members of the Association asking permission to send a substantial donation to the Seattle Fallen Fire Fighters Fund; plans to circulate a questionnaire (included with these minutes) regarding level of care.

NEW BUSINESS:

Temp Chair Raudebaugh called for **New Business**.

- A. Registrations for Seminars: Chief asked about the status of his request to Chair Parker to attend the May 22nd Wenatchee Conference sponsored by Fire Protection Services. Commissioner Morrison requested the Secretary provide copies of the flyer detailing the conference and then the Board would make a decision.

MOTION: Commissioner Raudebaugh moved for Arlene to attend the Secretary's Conference. Commissioner Crawford seconded the motion. The motion carried unanimously.

- B. Temp Chair Raudebaugh suggested waiting to make the appointment of a Commissioner to the Volunteer Pension & Relief Board to replace Herb Stowe.
- C. Chief DeWitt referred the Board to the letter requesting the donation of 'old' Engine 32 for a community in Mexico. Chief DeWitt recommended to put the bid out with no minimum if the District receives no bids at the \$3,000 minimum.

GOOD OF THE ORDER, QUESTIONS & ANSWERS:

Temp Chair Raudebaugh moved the agenda to Good of the Order, Questions & Answers, and District Secretary submitted a letter of condolence to Chief Claude Harris of the Seattle Fire Department written on behalf of all members of District 3. Commissioner Crawford read the letter to the attendees.

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Temp Chair Raudebaugh called for a short recess of the meeting at 8:50 p.m. The meeting resumed at 9:00 p.m.

EXECUTIVE SESSION:

Temp Chair Raudebaugh called an **Executive Session** at 9:00 p.m. to discuss personnel issues and Captain Lawson's Employment Contract. Temp Chair Raudebaugh invited the Chief and District Secretary to stay. Temp Chair Raudebaugh called the **Regular Meeting** back to order at 9:57 p.m. **MOTION:** Commissioner Morrison moved the Secretary be directed to pen a letter extending by 30 days the extension of contract and also to notify Mr. Lawson that his job is not in jeporady and that the Board will meet with him on January 25th at 4:00 p.m. at Station #33 if convenient with him. Commissioner Flaherty seconded the motion. The motion carried unanimously.

MOTION: Commissioner Crawford moved to hold a Special Meeting on January 25, 1995, at 4:00 p.m. at Station #33 to discuss the employment of Mr. Lawson with the Fire District. Commissioner Morrison seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morrison moved to adjourn the meeting. Commissioner Crawford seconded the motion. The motion carried.

ADJOURNMENT:

Meeting adjourned at 10:00 p.m.

BY: *Roy Raudebaugh*
TEMP CHAIR ROY RAUDEBAUGH

BY: _____
COMMISSIONER HARRY MORRISON

BY: *Dean Crawford*
COMMISSIONER DEAN CRAWFORD

BY: *Robert Flaherty*
COMMISSIONER ROBERT FLAHERTY

BY: _____
COMMISSIONER JOHN PARKER

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