

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 14, 1995**

A G E N D A

- I. CALL TO ORDER REGULAR MEETING 7:00 P.M.**
- II. APPROVAL OF MINUTES**
 - A. Special Meeting of January 6, 1995**
 - B. Regular Meeting of January 10, 1995**
 - C. Special Meeting of January 17, 1995**
 - D. Special Meeting of January 25, 1995**
- III. FINANCIAL REPORT**
 - A. Account Updates**
 - B. Vouchers**
- IV. PUBLIC PRESENTATIONS None**
- V. CONSENT AGENDA**
 - A. Vacation Policy No. 2733 Corrections**
 - B. Permission to Return DNR Surplus Items:**
 - *breathing air compressor**
 - *large military truck**
- VI. SUB-COMMITTEE REPORTS**
 - A. Outdoor Burn Regulations**
 - B. New Station**
- VII. OLD BUSINESS**
- VIII. CHIEF'S REPORT**
- VIX. VOLUNTEER ASSOCIATION REPORT**
- X. NEW BUSINESS**
 - A.. GMC Pumper Bid Opening**
NEED TO CONDUCT BID OPENING AT 7:30 PM
 - B. County Integrated Emergency Management**

C. Fire Fighter Qualifications Policy No. 2411 Revisions

D. Letter from Volunteer Association Regarding New Aid Car

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
FEBRUARY 14, 1995**

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of February 14, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:02 p.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Roy Raudebaugh, Commissioner Dean Crawford, and Commissioner Robert Flaherty. Also present were Chief Kent DeWitt, District Secretary Arlene Thomas, and Mr. Ed Udd.

Commissioner John Parker and Commissioner Harry Morrison were not in attendance and were excused from attendance for personal and/or health reasons.

APPROVAL OF MINUTES:

Chair Raudebaugh called for additions and/or corrections to the January 6, 1995, Special Meeting Minutes; the January 10, 1995, Regular Meeting Minutes; the January 17, 1995, Special Meeting Minutes; and the January 25, 1995, Special Meeting Minutes. **MOTION:** Commissioner Crawford moved to approve the minutes as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers and to give the monthly financial report. Commissioner Flaherty reported that he, Commissioner Raudebaugh and Chief DeWitt spent considerable time reviewing the vouchers on Tuesday, February 14th and found the vouchers to be in good order. **MOTION:** Commissioner Flaherty moved to pay the vouchers as presented totaling \$14,816.12 (\$13,521.10 General Fund and , \$1,295.02 EMS Fund). Commissioner Crawford seconded the motion. Motion carried unanimously.

Commissioner Flaherty presented the January Monthly Financial statement (a copy of which is included with these Minutes). **MOTION:** Commissioner Flaherty moved to accept the financial report as presented. Commissioner Crawford seconded the motion. Motion carried unanimously.

MOTION: Chair Raudebaugh moved to transfer \$10,000 EMS Cash into EMS Investment. Commissioner Flaherty seconded the motion. Motion carried unanimously.

It was the general consensus of the Board to not move any of the General Cash Funds at this time.

PUBLIC PRESENTATIONS:

Chair Raudebaugh reported there were no requests for public presentations.

CONSENT AGENDA

Chair Raudebaugh called for approval of the **Consent Agenda** which consisted of Vacation Policy No. 2733 corrections and permission to return DNR surplus items, specifically the breathing air compressor and the large military truck. **MOTION:** Commissioner Crawford moved to approve the Consent Agenda as listed. Commissioner Flaherty seconded the motion. The motion carried unanimously.

SUB-COMMITTEE REPORTS:

Chair Raudebaugh called for **Sub-Committee Reports**. Chief DeWitt reported the County decision regarding outdoor burn regulations has been put on hold until the State Legislature makes a decision.

Commissioner Crawford reported there is a scheduled meeting with Pope Resources on February 27th, to discuss the new fire station and possible building sites.

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

CHIEF'S REPORT:

Chair Raudebaugh called for the **Chief's Report**. Chief DeWitt highlighted his report (February 14, 1995, report which is a part of these minutes) with the following comments: there were 26 alarms during the month of January; apparatus log books were placed in each vehicle; Lt. Shawn Russell has been appointed the District Safety Officer; the Fire District is required to enforce No Smoking Ordinances in public buildings and No Smoking signs will be posted in the stations and the District policy will be enforced; H & W Apparatus Company will submit an estimate to retrofit Engine 33 and Engine 31; and the Resident Fire Fighter program has been renamed the Apprentice Fire Fighter Program.

VOLUNTEER ASSOCIATION REPORT:

Chair Raudebaugh called for the **Volunteer Association Report**. No one in attendance to report.

NEW BUSINESS:

Chair Raudebaugh called for **New Business** and directed the Board to discuss Item C Fire Fighter Qualifications Policy No. 2411 Revisions first. Discussion followed with regard to treating staff and volunteers alike with reference to smoking. Chief DeWitt recommended Item No. 10 of Policy No. 2411 read as follows: "Exhibit health and physical fitness including freedom from addiction to alcohol and/or illegal chemical substances or opiates."

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Chair Raudebaugh interrupted the discussion to Call for the GMC Pumper Bid opening at 7:30 p.m. (Item A under New Business). District Secretary Thomas reported receipt of 2 bids. One bid was received from Masterman Vending, Inc. out of Tacoma, WA, by US Mail on January 17, 1995, at 11:45 a.m. The Masterman Vending, Inc. bid was submitted at \$1,850.00. The second bid was received from Western Truck Exchange out of Stanwood, WA, by US Certified Mail on January 31, 1995. The Western Truck Exchange bid was submitted at \$1,875.00. Discussion followed with regard to the fact that neither bid submitted met the minimum \$3000 bid requirement of the bid announcement. **MOTION:** Commissioner Crawford moved to direct Chief DeWitt to contact the District Attorney and verify that the Board can award the bid to the highest bidder when the minimum bid was not met and to take the appropriate action based on Bourtai Hargrove's counsel. Chair Raudebaugh seconded the motion. The motion carried unanimously.

Chair Raudebaugh returned the discussion to Agenda Item C and more discussion followed which included the No Smoking Policy. **MOTION:** Commissioner Flaherty moved to delete the last six words in Item #10 in accordance with Chief DeWitt's recommendation. Commissioner Crawford seconded the motion. The motion carried unanimously. The Board directed Chief DeWitt to enforce no smoking and no chewing of tobacco in District buildings and District apparatus.

Chair Raudebaugh directed the Board's attention to New Business Agenda Item B County Integrated Emergency Management. Chief DeWitt presented a letter from Chief Howard Scott, Chair of the Jefferson County Chiefs Association, encouraging and recommending Chief DeWitt attend FEMA. Commissioner Crawford asked how District coverage would be handled if Chief DeWitt and Lt. Ben Andrews were out of the District for a week or two at the same time. Chief DeWitt explained that whenever he is out of the District, no one is specifically hired to replace him as Chief, however, a volunteer would be hired to cover for Ben. Discussion followed with regard to the training benefits to the District and the County in the event of a county-wide disaster. **MOTION:** Commissioner Crawford moved to send at least one person, and that person to be the Chief for two weeks training and reserve that spot, and if can expand, to also send Ben. Commissioner Flaherty seconded the motion. The motion carried. Commissioner Crawford suggested to the Chair that he contact Commissioner Morrison and Commissioner Parker with regard to the possibility of Lt. Andrews attending.

Chair Raudebaugh mentioned the upcoming meeting of the Jefferson County Fire Commissioners and Secretaries Association on February 16th at Fire District No. 1. It was reported that the EMS Council would be represented at the meeting and the County Coordinated Water Plan would be an agenda topic.

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Chair Raudebaugh reported on New Business Agenda Item D as having received a letter from the Volunteer Association expressing the desire for the Board to buy a new aid car in '95 instead of late '96.

EXECUTIVE SESSION:

Chair Raudebaugh called an **Executive Session** at 8:42 p.m. to discuss personnel issues, Captain Lawson's Employment Contract, and Chief DeWitt's performance evaluation. Chair Raudebaugh stated that the Executive Session would last for 45 minutes or less. Chair Raudebaugh invited Chief DeWitt to stay and excused District Secretary Thomas from the proceedings. Chair Raudebaugh called the **Regular Meeting** back to order at 9:15 p.m. The Board directed authorization of a \$150 per month pay raise for District Secretary Thomas retroactive to February 1, 1995; discussed Captain Lawson's Employment Contract; and circulated evaluation forms for Chief DeWitt's annual evaluation.

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

ADJOURNMENT:

Chair Raudebaugh adjourned the meeting at 9:17 p.m.


SIGNED:

BY: 
CHAIRMAN ROY RAUDEBAUGH

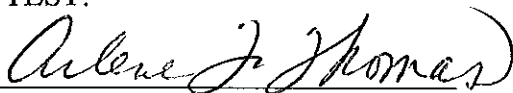
BY: 
COMMISSIONER HARRY MORRISON

BY: _____
COMMISSIONER JOHN PARKER

BY: 
COMMISSIONER DEAN CRAWFORD

BY: 
COMMISSIONER ROBERT FLAHERTY

ATTEST:


Arlene F. Thomas, District Secretary