

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

**CALL TO ORDER:**

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of March 14, 1995, 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 Roy Raudebaugh, Commissioner John Parker, Commissioner Harry Morrison, Commissioner Dean Crawford, and Commissioner Robert Flaherty. Also present were Chief Kent DeWitt, District Secretary Arlene Thomas, and Mr. Malcolm Campbell.

**APPROVAL OF MINUTES:**

Chair Raudebaugh called for additions and/or corrections to the February 10, 1995, Special Meeting Minutes. **MOTION:** Commissioner Morrison moved to accept the February 10, 1995, meeting minutes as presented. Commissioner Crawford seconded the motion. The motion carried unanimously. Chair Raudebaugh called for additions and/or corrections to the February 14, 1995, Regular Meeting Minutes. **MOTION:** Commissioner Morrison moved to approve the minutes as presented. Commissioner Crawford seconded the motion. The motion carried unanimously.

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to give the monthly financial report. Commissioner Flaherty presented the February Monthly Financial statement indicating a correction to the line item of Cash in the Mitigation Fund to be zero with no change to the actual Invest total (a copy of which is included with these Minutes). **MOTION:** Commissioner Parker moved to accept the financial report as presented. Commissioner Morrison seconded the motion. Motion carried unanimously.

Chair Raudebaugh called for the vouchers. Commissioner Flaherty reported that he, Commissioner Morrison and Chief DeWitt spent considerable time reviewing the vouchers on Monday, March 13th. Commissioner Morrison reported holding one voucher to Chek Medical Center for more specific backup and recommended adding a \$60 voucher for '95 membership to the Port Ludlow Chamber of Commerce. Commissioner Flaherty announced the total vouchers to be \$16,184.72 with the General Fund being \$11,564.19 and the EMS Fund being \$4,620.53. District Secretary Thomas stated the totals included the \$60 voucher to the Port Ludlow Chamber of Commerce. **MOTION:** Commissioner Parker moved to accept and pay the vouchers as reported. Commissioner Crawford seconded the motion. Motion carried unanimously.

**PUBLIC PRESENTATIONS, CONSENT AGENDA AND SUB-COMMITTEE REPORTS:**

Chair Raudebaugh reported none. Commissioner Morrison requested permission to address the Board and stated that under Sub-Committee Reports, he had received a legislative report from the Washington Fire Commissioners Association indicating that SB5021 General Rule Burn has passed the Senate and is presently in the House Ecology Committee. He went on to state the bill is expected to pass and a hearing is set for March 17, 1995.

Commissioner Parker asked for an update on SB5093 regarding moving Fire Protection Services to the Washington State Patrol division. Latest WFCALegislative Report just states Rules.

Commissioner Morrison reminded the Board he had circulated a copy of the Federal Act regarding the fallen fire fighter federal fund and went on to report there is a bill in the State Senate regarding a \$150,000 death benefit which, at present, does not include volunteer fire fighters or reserve law enforcement agents.

Chair Raudebaugh passed by the **INFORMATION COLLECTION** agenda item and stated he would return to this agenda item.

**OLD BUSINESS:**

Chair Raudebaugh called for **OLD BUSINESS** and directed the Board to Agenda Item B. Delinquent Ambulance Transport Billings. Chair Raudebaugh appointed the Finance Committee, currently Commissioner Morrison and Commissioner Flaherty, as the Charge for Services Review Committee. Chair Raudebaugh recommended that all wrong or bad addresses be turned to collections.

Chair Raudebaugh directed the Board to Agenda Item A. Water District Contract Language. Chief DeWitt reported Pope Resources had re-submitted the Water District Contract with language that holds harmless only Pope Resources. Chief DeWitt stated that Attorney Harris advised there is no real need for the hold harmless paragraph in the document, but if it is included it should at least be mutual not unilateral. **MOTION:** Commissioner Crawford moved to refer the Water District Contract language to the District's Attorney (Bourta Hargrove) for review and draft language. Commissioner Morrison seconded the motion. The motion carried unanimously.

Chair Raudebaugh returned the Board's attention to Agenda Item VII. Information Collection, A. Underground Storage Tank Regulations. Chief DeWitt stated he has been in contact with State Procurement with regard to an above ground tank and expects to receive a cost quote in two to three weeks. Commissioner Crawford discussed the need for District 3 to be in

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compliance with specific provisions of WAC No. 173-360 since District 3 is deemed a compliance enforcing agency. Commissioner Crawford explained the testing of the underground tank for leaking and the record maintenance required. Chief DeWitt explained the current record keeping. Commissioner Crawford stated Jensen Tank Testing of Quilcene can do the required pressure test, and the District is exempt for replacement or removal until 1999. Recommendations evolving from discussion are to initiate tank tightness testing and monitoring.

Chair Raudebaugh called upon Stan Thalberg, Volunteer Association President, to discuss Item C. Projected Capital Expenditures Memo from Volunteer Association. Mr. Thalberg thanked the Board for working on the projections, but stated the Volunteer Association requests the Board not put funds into an administrative vehicle in 1995, but rather put the funds toward an aid car in 1995 instead of 1996. Chair Raudebaugh expressed appreciation for the input and went on to explain the current Reserve does not allow for any purchases until the tax collections come in the first of May and the first of November. Discussion followed which included statements that the cost of the last new aid car was \$87,000; there is a new, no frills, aid car available for \$65,000; the volunteers are interested in a used aid car and do not need a brand new aid car. Commissioner Parker suggested the Finance Committee review the alternatives.

**CHIEF'S REPORT:**

Chair Raudebaugh called for the **Chief's Report**. Chief DeWitt highlighted his report (March 14, 1995, report which is a part of these minutes) with the following comments: there were 24 alarms during the month of February; E31's tank has a stress crack which was repaired 5 or so years ago and more specific cost details are forthcoming for the Board to decide if there will be a short term fix or a complete refurbish; the SRV is almost complete; the water well is Station 33 not 31; the written exam for the Apprentice Fire Fighter Program and the Lieutenant positions is scheduled for March 29th; and District 3 will be receiving updates on the Hood Canal Bridge grid replacement scheduled for June '95.

**VOLUNTEER ASSOCIATION REPORT:**

Chair Raudebaugh called for the **Volunteer Association Report**. President Thalberg thanked the Board for circulating the information sheet on the Federal Death Benefit; stated the *Satisfaction Questionnaire* has been implemented and of the 21 calls in February, 9 replied, and have been exceedingly positive.

**NEW BUSINESS:**

Chair Raudebaugh called for **New Business** and stated that Item A. Request from Malcolm Campbell to Develop a Preliminary Design Study would be discussed in Executive Session.

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Chair Raudebaugh called upon Chief DeWitt to report on Item B. Life Safety Council - Region One. Chief DeWitt explained the duties of the Life Safety Council and pointed out the fact that the regional Life Safety Councils receive State monies and if Kitsap County has the majority of the participants, then Kitsap County will dictate how the money is spent. Chief DeWitt recommends that Jefferson District 3 be represented. Commissioner Parker offered to attend. Chief DeWitt pointed out there is a need for the representative to have a technical background. Chair Raudebaugh asked Commissioner Parker to attend and bring back information to the Board.

Chair Raudebaugh called for Item C. SEPA Mitigation. Chief DeWitt reported he had written another letter to the County Permit Center to comply with the Board's desire to try one more time. Chief DeWitt indicated that he addresses his concerns within the timelines set by the County, but the County Permit Center sometimes ignores his written concerns. Chief explained there is an appeal process; it is not a lawsuit; and the County Commissioners make the final determination on an appeal. Commissioner Morrison suggested that when there is an appeal, the appeal process should include the Chief, the District Attorney, and one Commissioner. Chief DeWitt reported the \$193.00 mitigation fee has been expanded to all building and developing in District 3, not just Pope Resources projects.

Chair Raudebaugh stated that Item D. Appoint Charge for Services Review Committee had been handled, and went on to discuss Item E. Staff Vacation Policy No. 2733. Chair Raudebaugh desired Item #1 to read "Vacation leave is cumulative to a maximum of two years earned vacation." deleting "unless the staff member's request for leave is deferred by the district." Discussion followed. No revisions were made and the policy Item #1 remains "Vacation leave is cumulative to a maximum of two years earned vacation unless the staff member's request for leave is deferred by the district."

Mr. Thalberg asked the Chair why Malcolm Campbell's presentation was placed in Executive Session. Chair Raudebaugh stated acquisition of land may be discussed in Executive Session and the presentation directly relates to land acquisition for a new fire station.

Chair Raudebaugh called for a short break to allow Board members to sign minutes and vouchers. District Secretary Thomas presented a response letter addressed to the North Bay Condo President composed by Chief DeWitt at the direction of the Board for Chair Raudebaugh's signature.

**EXECUTIVE SESSION:**

Chair Raudebaugh called an **Executive Session** at 8:35 p.m. to discuss personnel issues and land acquisition. Chair Raudebaugh invited Chief DeWitt and Mr. Malcolm Campbell to stay and excused District Secretary Thomas from the proceedings. Chair Raudebaugh called the **Regular Meeting** back to order at 10:30 p.m. and stated no action taken.

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

**ADJOURNMENT:**

Chair Raudebaugh adjourned the meeting at 10:35 p.m.

SIGNED:

BY: Roy Raudebaugh  
CHAIRMAN ROY RAUDEBAUGH

BY: Harry Morrison  
COMMISSIONER HARRY MORRISON

BY: John W. Parker  
COMMISSIONER JOHN PARKER

BY: Dean Crawford  
COMMISSIONER DEAN CRAWFORD

BY: Robert Flaherty  
COMMISSIONER ROBERT FLAHERTY

ATTEST:

Arlene F. Thomas  
Arlene F. Thomas, District Secretary