

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 11, 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 March 10, 1995
B. Regular Meeting of March 14, 1995
- III. FINANCIAL REPORT**
A. Account Updates
B. Vouchers
- IV. PUBLIC PRESENTATIONS None**
- V. CONSENT AGENDA**
A. Motion: Move to accept directive from Mark Rapoza, Wa
State Auditor, to District Secretary Thomas, that there
be no need to post-sign Board Meeting Minutes since they
have been adopted in Open Public Meeting.
- VI. SUB-COMMITTEE REPORTS**
A. Outdoor Burn Regulations
& Various Legislative Topic Updates
B. Building Committee
C. Life Safety Council - Region One
D. Jefferson Co Coordinated Water Plan/Fire Flow Tab 7
- VII. INFORMATION COLLECTION**
- VIII. OLD BUSINESS**
A. Water District Contract Language Tab 1
B. Underground Fuel Storage Tanks Tab 2
C. Station #33 Water Well Tab 3
D. Citizen Committee: New Fire Station Tab 4
- VIX. CHIEF'S REPORT (Chief out-of-town)**

X. VOLUNTEER ASSOCIATION REPORT

XI. NEW BUSINESS

A. Office Computer Malfunction **Tab 5**

**B. Insurance Company's Emergency Vehicle
Response Safety Training Program** **Tab 6**

**C. Selections Announcement for Apprentice
Fire Fighter Program**

**D. Special Meeting Scheduled for Monday,
April 24, 1995, 7:00 p.m. at Station #31**

XII. EXECUTIVE SESSION

A. Personnel Issues

B. New Station Land Acquisition

XIII. ACTION SESSION

XIV. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XV. ADJOURNMENT

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
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APRIL 11, 1995**

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of April 11, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:04 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 was District Secretary Arlene Thomas.

Chief R. Kent DeWitt was attending a Jefferson County disaster preparedness training in Emmetsburg, Maryland.

APPROVAL OF MINUTES:

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

FINANCIAL REPORT:

Chair Raudebaugh called upon Commissioner Flaherty to give the monthly Account Updates and present the vouchers for payment. Commissioner Flaherty presented the March Monthly Financial Statement (a copy of which is included with these Minutes) and stated that he and Commissioner Morrison spent considerable time reviewing the vouchers on Monday, April 10th. Commissioner Flaherty announced the total vouchers to be \$13,934.96 with the General Fund being \$12,009.46 and the EMS Fund being \$1,925.50. **MOTION:** Commissioner Morrison moved to accept the Financial Report as presented and to pay the vouchers as reported. Commissioner Parker seconded the motion. Motion carried unanimously.

Commissioner Parker asked if the money is being invested. Commissioner Morrison stated that all funds are invested with the exception of those required to cover payroll and approved vouchers. Chair Raudebaugh asked if the current General Cash balance will cover the vouchers. **MOTION:** Commissioner Morrison moved to transfer \$5000.00 from General Investment into General Cash to cover wages and bills. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for **PUBLIC PRESENTATIONS**. District Secretary Thomas stated no one had requested to be on the agenda.

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Chair Raudebaugh called for the **CONSENT AGENDA. MOTION:** Commissioner Morrison moved to accept the verbal directive from Mark Rapoza, Washington State Auditor, to District Secretary Thomas, that there be no need to post-sign Board Meeting Minutes since they have been adopted in Open Public Meetings. Commissioner Parker seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for **SUB-COMMITTEE REPORTS.** Item A. Commissioner Morrison gave a brief legislative update highlighting the following bills: the Fire Protection Services Division being moved into the Washington State Patrol has passed the Senate and the House and has been delivered to the Governor; the Leoff bill regarding \$150,000 death benefit for career fire fighter families which did not include police reserves nor volunteer fire fighters went to House Appropriations and appears dead; the outdoor burn regulations bill with the general rule burn will probably carry and the DOE will be the smoke controller and the fire departments will be responsible for regulating burn permits and suppressing fires.

Item B. Building Committee Chair Commissioner Crawford reported that he, Commissioner Parker and Chief DeWitt had met with Pope Resources and the land price is still in negotiations. He reported another meeting with Pope Resources is scheduled for April 24. He went on to state that over 11 architectural services had submitted their dossiers in response to the ad requesting such and he and Commissioner Parker are in the process of reviewing the submittals.

Item C. Commissioner Parker reported having attended a meeting of the Life Safety Council - Region One and explained the Council has a three-fold purpose, codes, training and cause & origin/arson investigation. Commissioner Parker expressed his concern that the State does not provide arson investigation and that he believes it is the responsibility of the State, the County Fire Marshal and the Insurance industry to provide arson investigation. He did indicate that he would be attending future meetings of the Council and would keep the Board apprised of pertinent information.

Item D. Chair Raudebaugh reported on having attended several meetings of the Jefferson County Coordinated Water Plan and indicated State law requires an update every 6 years. In 1992 the County Commissioners turned down the proposed changes so the Plan reverted to the 1986 Plan. He went on to say there is a controversy between the fire service and the builders/developers regarding the cost of the recommended fire flow regulations. He stated an Ad Hoc Committee of fire service representatives and builders/developers has been working on a fire flow document that will meet most needs.

Chair Raudebaugh stated no topics listed in the **INFORMATION COLLECTION** agenda section.

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OLD BUSINESS:

Chair Raudebaugh called for **OLD BUSINESS**. **Item A.** Chair Raudebaugh reported Attorney Hargrove had presented new language regarding the Indemnification Clause of the Maintenance Agreement with the Ludlow Water Company (copy of letter from Attorney Hargrove is included with these minutes).

Item B. Commissioner Crawford reported the underground fuel storage tanks passed their tank tests and the District is now in compliance.

Item C. Chair Raudebaugh reported the District has received written approval from the Department of Health, Southwest Drinking Water Operations, dated March 30, 1995, of the Shine Fire Hall Water System, New Group B Water System, DOH Project #049002 (a copy of specified letter is included with these minutes).

Item D. Chair Raudebaugh reported the North Condo Association has submitted a name of an individual willing to serve on the New Fire Station Citizen Committee. Commissioner Crawford went on to ask the volunteers to contact him if interested in serving on the Committee. Chair Raudebaugh indicated the desire to have one person from each community serve on this Committee. Commissioner Crawford stated the need to get the issue of land settled so there can be advertising for Committee members.

CHIEF'S REPORT:

Chief DeWitt was out-of-town, so there was not a Chief's Report presented.

VOLUNTEER ASSOCIATION REPORT:

Chair Raudebaugh called for the **Volunteer Association Report**. President Thalberg reported, of the 44 EMS transports, 15 quality assurance questionnaires have been returned to the Volunteer Association and the comments have been very favorable. Chair Raudebaugh referred to two aid calls he had witnessed in the past and complimented the EMS teams for doing an excellent job.

NEW BUSINESS:

Chair Raudebaugh called for **New Business**. Chair Raudebaugh stated the Office Manager's computer has been malfunctioning and it has been determined to be the motherboard.

MOTION: Commissioner Crawford moved to authorize the repair and upgrade of the existing computer. Commissioner Flaherty seconded the motion. The motion carried unanimously. Commissioner Morrison indicated he would like to see the repair/upgrade take place as soon as possible and hoped it could be accomplished while Chief DeWitt is out-of-town if there is a need for computer use while down-time on one unit..

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Chair Raudebaugh announced that Chief DeWitt and Lt. Andrews will be attending the Insurance Company's Emergency Vehicle Response Safety Training Program.

District Secretary Thomas announced Wes Lueders, Mike Thompson and Matthew Krysinski as having been selected to participate in the Apprentice Fire Fighter Program and have been voted as members of the District by the Volunteer Pension and Relief Board. She stated the program will begin April 24th.

Chair Raudebaugh announced there is a Special Meeting scheduled for Monday, April 24, 1995, 7:00 p.m. at Station #31.

EXECUTIVE SESSION:

Chair Raudebaugh asked if the Board had any reason to call an **Executive Session**. Commissioner Crawford announced he had nothing to discuss on land acquisition, and no one indicated they had a personnel issue to discuss.

Chair Raudebaugh stated there was nothing for the **ACTION SESSION**, and called for **GOOD OF THE ORDER, QUESTIONS & ANSWERS**. Captain McClure asked for the agenda for the Special Meeting. Chair Raudebaugh indicated the agenda will probably include land acquisition as an Executive Session item and the agenda will be advertised in the Special Meeting notification. Commissioner Morrison confirmed that all action would be taken in the Open Public Meeting proceedings.

Captain McClure pointed out that Voucher No. 162 and Voucher No. 127 appear to be for the same station. District Secretary Thomas stated Voucher No. 127 should be for Station #31 and the error was a typo.

MOTION: Commissioner Parker moved to adjourn the meeting. Commissioner Flaherty seconded the motion.

Commissioner Morrison requested one more topic be addressed. Commissioner Parker withdrew his motion to adjourn and Commissioner Flaherty withdrew his second.

Commissioner Morrison reported that he and Commissioner Flaherty as the Finance Committee reviewed two ambulance transport accounts that are considered bad accounts and require action of writing off or turning to a collection agency. Commissioner Morrison explained one transport had taken place just before the patient had been approved by DSHS for medical coverage and DSHS would not pay for the transport before the actual date of coverage. Commissioner Morrison and Commissioner Flaherty recommended the account be written off.

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MOTION: Commissioner Parker moved the Board concur with the recommendation of the sub-committee. Commissioner Crawford seconded the motion. The motion carried unanimously.

Commissioner Morrison went on to explain the other account had been billed several times, neither Jefferson General Hospital or Port Townsend Fire could obtain a correct address, and the bills were returned with no forward address. Commissioners Morrison and Flaherty asked the Board to authorize turning the second account to collections. **MOTION:** Commissioner Parker moved the Board concurs with the recommendation of the sub-committee. Commissioner Crawford seconded the motion. The motion carried.

Commissioner Morrison asked if the Board desires the (Charge for Services Review Committee CFSR) sub-committee present each questionable account for final action. Commissioner Parker and Commissioner Crawford indicated their desire to take action on the sub-committee recommendations at the whole Board level.

MOTION; Commissioner Parker moved to adjourn the meeting. Commissioner Morrison seconded the motion. The motion carried unanimously.

ADJOURNMENT:

Chair Raudebaugh adjourned the meeting at 8:00 p.m.

SIGNED:

BY: *Roy Raudebaugh*
CHAIRMAN ROY RAUDEBAUGH

BY: *John W. Parker*
COMMISSIONER HARRY MORRISON

BY: *Harry W. Morrison*
COMMISSIONER JOHN PARKER

BY: *Dean Crawford*
COMMISSIONER DEAN CRAWFORD

BY: *Robert Flaherty*
COMMISSIONER ROBERT FLAHERTY

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary