

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
SPECIAL WORKSHOP MEETING
MAY 5, 1995**

A G E N D A

- I. CALL TO ORDER 1:30 pm**
- II. REVIEW OF DRAFT MINUTES FOR ADOPTION AT
REGULAR MEEING**
- III. REVIEW OF DRAFT AGENDA FOR REGULAR MEETING OF
MAY 9, 1995**
- IV. STAFF/COMMISSIONERS REQUESTS FOR TRAINING**
 - 1. None**
 - 2. Reminder Wa State Secretaries Banquet**
 - 3. Reminder WFCB Seminar at Lake Chelan**
- V. REVIEW AND/OR SELECTION OF ARCHITECTURAL SERVICE**
- VI. REVIEW AND POSSIBLE CHANGE OF TRAINING ROOM
INCOME & EXPENSE REPORT**
- VII. REVIEW OF POLLUTION LIABILITY (District Insurance)**
- VIII. EXECUTIVE SESSION**
 - 1. Personnel Issue(s)**
 - 2. Chief DeWitt's Evaluation**
 - 3. Land Acquisition**
- IX. GOOD OF THE ORDER**
- X. ADJOURNMENT**

JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
MAY 5, 1995

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Special Meeting of May 5, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 1:46 p.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington, Chair Raudebaugh announced the purpose of the Special meeting to be a workshop and a meeting for the review of and setting of the Agenda for the Regular Board Meeting scheduled for May 9, 1995, for taking action on staff and Commissioner requests for training, review and selection of architectural service; calling an Executive Session to discuss personnel issues and/or land acquisition; review and possible change of Training Room Income and Expense Report; and review of pollution liability/VFIS.

Commissioner Roy Raudebaugh, Commissioner John Parker, Commissioner Harry Morrison, Chief R. Kent DeWitt, District Secretary Arlene Thomas, and Volunteer Association President Stan Thalberg were present.

Commissioner Dean Crawford and Commissioner Bob Flaherty were absent.

Chair Raudebaugh called for a review of the draft minutes. No corrections were requested for the April 7, April 11, and April 24 draft minutes and they were placed on the Regular Meeting agenda for approval.

Chief DeWitt reported that he and Lt. Ben Andrews will be attending a safety class presented by VFIS and ICS Haz Mat classes in August and September respectively.

Chief DeWitt reported Malcolm Campbell has made a pre-bond solicitation. General consensus of the Board is to wait for the Building Committee's recommendation. Commissioner Morrison stated a need to wait until the land acquisition issue is settled.

Chief DeWitt recommended the Building Committee select the architect that best meets the District's needs based on experience in building fire stations; the contact person; and the availability to attend meetings, and then have the Board negotiate the architect's price. Discussion followed. Chair Raudebaugh indicated he wants to discuss a site plan, a detailed floor plan, and a topographical survey with Malcolm Campbell.

Chief DeWitt presented a current Training Room Income and Expense Report and suggested the future format reflect only the rental income since the expenses are incurred whether the room is rented out or not. During the review of the report, the Commissioners questioned the inconsistencies from month to month for the building maintenance expense. Chief DeWitt explained that Aileen Lopeman records hours on her time sheet for the day of and day prior to the Auxiliary's spaghetti feed fund raiser. Commissioner Morrison directed District Secretary

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Thomas compose a letter to Mrs. Lopeman from the Board reminding her that only building maintenance hours worked will be authorized for payroll submittal and hours worked as a member of a volunteer association will not qualify for pay.

Chair Raudebaugh conducted the review of the proposed Agenda items during which time the following comments were made: Commissioner Parker mentioned that Pope has plans for commercial use for the land adjacent to the proposed site for the new fire station

Chief DeWitt explained he has provided two separate job descriptions, Fire Inspector and Maintenance & Equipment Officer, with the intent that Dave Lawson will do both. Commissioner Morrison asked if it would be possible to have a county-wide, cooperative fund once Dave is trained to do fire investigation. Chief DeWitt stated the Fire Marshal duties in Jefferson County are numerous and are not getting done and that he has met with Mike Ajax, County Building Official/County Fire Marshal to discuss the possibility of District 3 accepting an active role in some of the Fire Marshal duties. Chief DeWitt provided a copy of Thurston County Fire District No. 3's agreement with the Thurston County Building Division. Chief DeWitt explained the various pay schedules to be presented at the Regular Board Meeting.

Agenda item titled District Car Replacement resulted in much discussion generally directed toward the kinds of repairs required to get the District Car back in service.

CALL FOR ADJOURNMENT:

MOTION: Commissioner Parker moved to adjourn the meeting. Commissioner Morrison seconded the motion. The motion carried unanimously. Chair Raudebaugh adjourned the meeting at 3:34 p.m.

SIGNED:

BY:

Roy Raudebaugh
CHAIRMAN ROY RAUDEBAUGH

BY:

John D. Parker
COMMISSIONER JOHN D. PARKER

BY:

Harry J. Morrison
COMMISSIONER HARRY MORRISON

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary