

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 9, 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 April 7, 1995**
 - B. Regular Meeting of April 11, 1995**
 - C. Special Meeting of April 24, 1995**

- III. FINANCIAL REPORT**
 - A. Account Updates**
 - B. Vouchers**
 - C. EMS Charge for Services 1995 Deposit Report**

- IV. PUBLIC PRESENTATIONS**
 - A. Karen Miltenberger, VFIS**
 - '95/'96 District Insurance Policy**
 - 1. Pollution Liability TAB 1**
 - 2. Insurance Pools TAB 2**

- V. CONSENT AGENDA None**

- VI. SUB-COMMITTEE REPORTS**
 - A. Outdoor Burn Regulations & Legislative Update
Commissioner Morrison**

 - B. Building Committee/Architectural Service
Commissioner Crawford**

 - C. Life Safety Council-Region One
Commissioner Parker**

**D. Jefferson Co Coordinated Water Plan/Fire Flow
Commissioner Raudebaugh**

E. Citizen Committee - New Fire Station

VII. INFORMATION COLLECTION

A. Re-negotiated DNR Mutual Aid Agreement TAB 3

VIII. OLD BUSINESS

A. Pre-Bond Architectural Service TAB 4

B. Post-Bond Architectural Service

C. Station 33 Deck/Stairway TAB 5

D. Fire Investigation Task Force TAB 6

VIX. CHIEF'S REPORT

X. VOLUNTEER ASSOCIATION REPORT

XI. NEW BUSINESS

A. DRAFT Job Descriptions

1. Fire Inspector TAB 7

2. Maintenance & Equip Officer TAB 8

3. Fire Fighter/EMT Advanced TAB 9

4. Pay Schedules TAB 10

B. Budget Modification TAB 11

C. Repair/replacement of District Car TAB 12

XII. EXECUTIVE SESSION

A. Personnel Issues

B. New Station Land Acquisition

C. Chief DeWitt's Evaluation

XIII. ACTION SESSION

A. '95/'96 District Insurance Package

XIV. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XV. ADJOURNMENT

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CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of May 9, 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 were Chief R. Kent DeWitt, District Secretary Arlene Thomas, and Mrs. Karen Miltenberger, VFIS representative.

APPROVAL OF MINUTES:

Chair Raudebaugh called for additions and/or corrections to the April 7, 1995, Special Meeting Minutes, the April 11, 1995, Regular Meeting Minutes, and the April 24, 1995, Special Meeting Minutes. **MOTION:** Commissioner Morrison moved to approve the minutes as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Raudebaugh called upon Commissioner Morrison to give the monthly Account Updates and present the vouchers for payment. Commissioner Morrison presented the April Monthly Financial Statement (a copy of which is included with these Minutes) and stated that he and Commissioner Raudebaugh spent considerable time reviewing the vouchers on Friday, May 5th. Commissioner Morrison announced the total vouchers to be \$13,955.76 with the General Fund being \$10,153.18 and the EMS Fund being \$3,802.58. Commissioner Morrison explained that Kitsap Electronics' total voucher had been adjusted from \$987.16 down to \$804.82. Commissioner Morrison went on to report the total moneys from 1994 carried forward in General Fire are \$22,975.31 and \$14,585.42 in the EMS Fund, bringing the General Fire total to \$103,353.68 and the EMS Fund total to \$144,695.41. **MOTION:** Commissioner Morrison moved to accept the Financial Report as presented and to pay the vouchers as reported. Commissioner Parker seconded the motion. Question called. Commissioner Parker asked for clarification of the Kitsap Electronics bill. Chief DeWitt mentioned the majority of the total bill represented work on the SRV and repair of a siren on one other piece of apparatus and he is contacting Kitsap Electronic to discuss the adjusted amount. Motion carried unanimously.

Commissioner Morrison added there were three rather large bills this past month, specifically, updating one of the computers because the motherboard had gone bad, several bills on the completion of the SRV, and the Department of Ecology underground storage tanks permit each running close to \$1,000.

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Chair Raudebaugh called for a report on the EMS Charge for Services. Commissioner Morrison reported the moneys from 1994 Charge for Services accounts received in 1995 total \$13,992.12 and the 1995 receipts total \$3,353.37 bringing the total deposits, as of April 17, 1995, to \$17,345.49.

Chair Raudebaugh called for **PUBLIC PRESENTATIONS**. Mrs. Karen Miltenberger of VFIS, presented the District's insurance policy renewal and invoices totaling \$16,680 to Chair Raudebaugh and distributed explanatory handouts to the Board, indicating June 1, 1995, to be the renewal date. Mrs. Miltenberger stated the joint facilities quotes for Jefferson County fire districts will be sent out in the near future. She went on to say that once the joint quotes have been circulated, she will then determine how much each fire district may or may not save by participating in the joint program. Mrs. Miltenberger reported the three main insurance claims in the State of Washington to be sexual harassment, wrongful termination, and auto intersection claims. Karen indicated that she had gone over the policy extensively last year and that she would provide a highlight review at this time. Karen reported VFIS is offering some classes and incentives with regard to safety and drivers training and Karen stated that Chief DeWitt and Lt. Andrews had participated in the VFIS Safety Class. Karen went on to say that credits can be earned toward the liability cost if the District can certify on District letterhead that 75% of the staff/volunteers have attended a drivers training course. Karen discussed pollution liability stating there is no coverage for clean-up on underground storage tanks, but the District does have off-premises pollution liability. She went on to state the District has earthquake coverage of \$500,000 per location. Chair Raudebaugh requested Karen provide the Board with information on other insurance companies that will provide underground storage tank liability coverage. Karen stated the coverage will be expensive due to the age of the underground fuel tanks and the single-wall metal construction. Karen continued the policy renewal review and Chair Raudebaugh instructed Karen to move the computer and printer coverage to the contents package of the policy. Commissioner Parker asked about coverage for the volunteers personal vehicles and Karen stated VFIS will always protect the District. She went on to state that State Farm and Farmers Insurance companies are claiming they'll not cover volunteers responding in private vehicles to emergency calls. Karen reported she will be meeting with the Insurance Commissioner on this subject. During the insured vehicle review, Chief DeWitt advised Karen the 1977 DNR rig was never to be insured and that Vehicle #11 should be changed to the SRV and insured for \$25,000. The Board thanked Karen for her presentation.

Chair Raudebaugh called for a break at 8:29 p.m. Chair Raudebaugh called the meeting back to order at 8:40 p.m.

Chair Raudebaugh called for the **CONSENT AGENDA** and reported nothing listed.

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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, appears dead; the outdoor burn regulations bill with the general rule burn will probably carry. Commissioner Morrison reported the State Legislature is in Special Session..

Item B. Building Committee Chair Commissioner Crawford reported that Pope Resources has offered to sell District 3 a piece of land, but clarification is required as to charge for the entire piece or only for the usable portion. Commissioner Crawford offered his personal recommendation to move forward and establish a firm price for the property; to hire, preferably, a local architect to get the District through the pre-bond steps, and then to do as Commissioner Parker had suggested, and visit actual fire station sites designed by architects who had submitted dossiers. Commissioner Parker requested the Chair call an Executive Session for the purpose of discussing land acquisition negotiations. Commissioner Crawford reported that he and Commissioner Parker had each reviewed the architectural submittals and had each picked 4 of the same presentations. Chair Raudebaugh suggested a Special Meeting be set when Commissioners Parker and Crawford were ready to present their top 4 or 5 selections.

Item C. Commissioner Parker reported having attended a meeting of the Life Safety Council - Region One in Silverdale. Commissioner Parker reported Chief Howard Scott of Port Townsend is circulating a cooperative agreement for a County-wide fire investigation task force. Chief DeWitt referred the Board to TAB 6, a letter from Chief Scott regarding the fire investigation task force.

Item D. Chair Raudebaugh reported work is still being done on the Jefferson County Coordinated Water Plan; there was a meeting on May 8th and the County Commissioners were in attendance.

Item E. Chief DeWitt reported there is no formal committee at this point. He stated the North Bay Condo Association has submitted a name of a committeeman for the New Fire Station Citizen Committee and he recommends writing a letter to the various associations requesting participation **MOTION:** Commissioner Parker moved to authorize the Chief to form a Citizen Committee. Commissioner Crawford seconded the motion, The motion carried unanimously.

Chair Raudebaugh called for the **INFORMATION COLLECTION** agenda item of the Re-negotiated DNR Mutual Aid Agreement.. Chief DeWitt said the Agreement will be presented

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at the next County Chiefs meeting and goes from 2 hours on a DNR fire down to 1/2 hour when DNR will reimburse the Districts for incurred expenses of personnel and/or equipment. Chief DeWitt asked the Board to review the draft agreement and to give him input prior to the County Chiefs meeting. Discussion followed regarding the fact that DNR is neither equipped nor trained to fight structure fires. The agreement will be presented to the Board at the next meeting for approval or disapproval.

OLD BUSINESS:

Chair Raudebaugh called for **OLD BUSINESS**. **Item A.** Chair Raudebaugh asked for comments on **Pre-Bond Architectural Service** specifically Malcolm Campbell's proposal. Commissioner Crawford recommended engaging Campbell to take the District through the bond issue once the property issue is settled. Commissioner Parker suggested putting the proposal on hold.

Item B. Chair Raudebaugh stated the **Post-Bond Architectural Service** will be on hold.

Item C. Chair Raudebaugh asked Chief DeWitt to report on **Station 33's Deck/Stairway**. Chief DeWitt stated Mike Ajax, Jefferson County Building official, has assured him the stairs to the deck do not need to be widened by 4", but the hand rails need to be extended down past the lowest steps. Chief DeWitt has made arrangements to have the handrails extended for the cost of materials only; Stan Thalberg has volunteered his carpentry skills.

Item D. Chief DeWitt drew the Board's attention to Chief Howard Scott's letter regarding the formation of a county-wide Fire Investigation Task Force and reiterated it is not an arson task force.

CHIEF'S REPORT:

Chair Raudebaugh called for the **Chief's Report** (included as part of these Minutes). Chief DeWitt highlighted the number of calls pointing out there is a 25% increase in the call volume compared to last year at the same time; it has been a bad month for breakage/repairs on apparatus; the SRV project is complete and the volunteers are to be commended for putting together a quality vehicle; Ed Porter saved the District money by donating the welding and Brian Soete has been the lead volunteer on the project since the beginning; the hydraulic ram to the jaws was lost between Stations 33 and 31; Chief spoke at a Paradise Bay Community meeting regarding equipment and fire issues, Commissioners Parker and Raudebaugh and approximately 46 people attended; Chief felt meeting went very well; Commissioner Parker stated the Chief "did a fine job".

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VOLUNTEER ASSOCIATION REPORT:

Chair Raudebaugh called for the **Volunteer Association Report**. President Thalberg circulated a sheet listing the comments received on 31 satisfaction surveys regarding EMS calls.

NEW BUSINESS:

Chair Raudebaugh called for **New Business**. Chair Raudebaugh called upon Chief DeWitt to present Item A. DRAFT Job Descriptions. Chief DeWitt reminded the Board of their requirement that he submit a draft job description to accommodate Dave Lawson's employment needs. Chief DeWitt reported that he opted to do two job descriptions, a Fire Inspector job description and a Maintenance and Equipment Officer job description. Chief DeWitt pointed out there would be some training and certifications required in the Fire Inspector job description; it is designed at the basic level, but will take some initiative on Dave's part to become certified. Chair Raudebaugh stated that Bourtai Hargrove, Attorney, advised against implementing the fire inspector job until there is an actual agreement set up with the County. Chair Raudebaugh commented the title "Officer" should be replaced with some other title. Chief DeWitt and Commissioner Flaherty suggested having Dr. Toomey review the draft job descriptions. Chief DeWitt said he tried to base the draft job descriptions on the doctors' restrictions. Chief DeWitt mentioned a fire investigation course at the National Fire Academy stating the cost to the District would be approximately \$150 for food, lodging is provided and the Federal Government pays for the air fare. Chief DeWitt indicated the largest percentage of Dave's work time will be the Maintenance and Equipment job initially at approximately 75% of his time and 25% on fire prevention understanding this ratio can change at any time.

Chief DeWitt presented the Fire Fighter//EMT Advanced job description. Chief DeWitt stated he is of the understanding the Board does not desire to replace a fire fighter at the Captain level. Commissioner Crawford asked if the Chief has any other organizational changes in mind within the District. Chief DeWitt stated he would like to opportunity to re-evaluate. Chair Raudebaugh commented on the \$100 live-within-the-District boundaries allowance. Discussion followed with regard to lack of housing for rent; most homes are being built to sell; and the available rentals are expensive. Chief DeWitt explained the allowance helps keep the paid fire fighter/EMT in the area and then is available for emergency call-back. Chair Raudebaugh and Commissioner Parker expressed non-favor of the Live-in District Allowance.

MOTION: Commissioner Morrison moved to accept the pay scale for Fire Fighter/EMT as described and as exists and be re-adopted for another year. Commissioner Parker seconded the motion. The motion carried unanimously.

Chair Raudebaugh called upon the Chief for Item B. Budget Modification. Discussion followed.

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Chair Raudebaugh called for motions to approve the job descriptions. **MOTION:** Commissioner Flaherty moved to accept the Fire Inspector job description. Commissioner Crawford seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for a motion regarding the Maintenance and Equipment Officer job description reiterating the position is not an officer position and the title needs to be changed. **MOTION:** Commissioner Crawford moved to accept the job description for the position of Maintenance and Equipment Technician. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chief DeWitt suggests the job be offered to Dave Lawson at which time he can provide medical clearance from his doctor. Chief DeWitt referred the Board to TAB 10, proposed pay schedules. The Board reviewed and discussed the various pay and work schedules, with Chief DeWitt specifying the need for at least 24 hours per week employment to be eligible for PERS, noting that Dave will no longer be eligible for LEOFF II; specifying the need for at least 20 hours per week employment to be eligible for medical and dental benefits; only full-time employees are eligible for sick leave so there will be no sick leave benefit; and part-time employees may earn vacation at a rate based on the number of hours worked per week. Discussion followed as to how much work is available and how many days or hours of work could or should be scheduled. Chief DeWitt discussed Dave's location as it pertains to his workplace. He went on to suggest some temporary changes be made at Station 32, such as putting a little office in the back of the Station. Commissioner Morrison suggested the new fire station should be the focus, not remodeling Station 32. Chief DeWitt explained that in terms of physically changing the building at Station 32, the changes would be very minimal, but there is an important personal issue that affects this employment transition. Chief DeWitt stated he is trying to be considerate of Dave adapting to the change and expressed his concern that sharing his old space with a new employee would be extremely difficult for Dave and the new person. Chief DeWitt projected the actual building part of the new office would be approximately \$800 for materials with volunteer labor. **MOTION:** Chair Raudebaugh recommended to hire him (William Dave Lawson) for three days per week, to start, to keep him in the medical and retirement programs. **Commissioner Morrison so moved.** Commissioner Crawford seconded the motion. Chair Raudebaugh called for the Question. Commissioners Raudebaugh, Morrison, Flaherty, and Crawford voted in favor of the motion. Commissioner John Parker **abstained** from voting. Motion carried.

Chair Raudebaugh indicated the three-day program is not in concrete, but is the starting program and Chief DeWitt may adjust the hours as needed.

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MOTION: Commissioner Morrison moved to offer Dave (William David Lawson) ten (10) dollars per hour plus the benefits. Commissioner Crawford seconded the motion. The motion carried unanimously.

Chair Raudebaugh called upon Chief DeWitt to talk about Item C. Repair/Replacement of District Car. Discussion followed regarding the pros and cons of repairing existing or purchasing new. **MOTION:** Commissioner Parker moved to go ahead with repairs. Commissioner Flaherty seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION:

Chair Raudebaugh called for an **Executive Session** at 11:00 p.m. for approximately 20 minutes to discuss personnel issues and land acquisition. Chair Raudebaugh called the Regular Board Meeting back to order at 11:20 p.m. Chair Raudebaugh announced no decisions were made during Executive Session and stated that a Special Meeting will be scheduled for May 18th at Station 31 at 7:00 p.m., subject to the availability of the Training Room. Chair Raudebaugh went on to state the primary purpose of the Special Meeting to be land acquisition and Chief DeWitt's evaluation.

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

ADJOURNMENT:

Chair Raudebaugh adjourned the meeting at 11:25 p.m.

SIGNED:

BY: *Roy Raudebaugh*
CHAIRMAN ROY RAUDEBAUGH

BY: *Harry L. Morrison*
COMMISSIONER HARRY MORRISON

BY: *John D. Parker*
COMMISSIONER JOHN PARKER

BY: *Robert L. Flaherty*
COMMISSIONER ROBERT FLAHERTY

BY: _____
COMMISSIONER DEAN CRAWFORD

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary