

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
JUNE 13, 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 May 5, 1995**
 - B. Regular Meeting of May 9, 1995**
 - C. Special Meeting of May 18, 1995**

- III. FINANCIAL REPORT**
 - A. Account Updates**
 - B. Vouchers**
 - C. EMS Fund '94 Carry-over Review**

- IV. PUBLIC PRESENTATIONS None**

- V. CONSENT AGENDA None**

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

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

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

 - D. Citizen Committee - New Fire Station
Chief DeWitt**

- VII. INFORMATION COLLECTION**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 13, 1995**

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of June 13, 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, and Commissioner Robert Flaherty. Also present were Chief R. Kent DeWitt. and District Secretary Arlene Thomas.

APPROVAL OF MINUTES:

Chair Raudebaugh called for additions and/or corrections to the May 5, 1995, Special Meeting Minutes, the May 9, 1995, Regular Meeting Minutes, and the May 18, 1995, Special 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 Morrison to give the monthly Account Updates and present the vouchers for payment. Commissioner Morrison presented the May Monthly Financial Statement (a copy of which is included with these Minutes). **MOTION:** Commissioner Morrison moved to transfer \$27,250.00 from Cash General Fund to Reserve and \$2,450.00 from EMS Cash to Reserve. Commissioner Flaherty seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Morrison moved to transfer \$14,585.42 from EMS Cash to EMS Reserve. Commissioner Flaherty seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Morrison presented the vouchers for approval of payment of \$16,571.10 General Fire and \$14,197.37 EMS with a total of \$30,768.47 and moved to pay these vouchers. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh announced nothing on the Agenda for **PUBLIC PRESENTATIONS** or the **CONSENT AGENDA**.

Chair Raudebaugh called for **SUB-COMMITTEE REPORTS**. **Item A. Outdoor Burn Regulations & Legislative Update:** 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 signed by 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, did not pass; the outdoor burn regulations bill with the general rule burn was signed by the Governor and exempts certain non-urban areas from outdoor burning permit requirements.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
REGULAR MEETING MINUTES OF JUNE 13, 1995
page 2 of 4

Item B. Building Committee member Chair Raudebaugh reported that he, John and the Chief met with Malcolm Campbell and also with the CLOA group. He went on to report Malcolm Campbell did a great presentation to CLOA and that CLOA indicated the Fire District will receive their input within 30 days regarding their support on the new station location at the gravel pit or the commercial center.

Item C. Commissioner Parker reported the **Life Safety Council - Region One** meeting dealt mainly with width of driveways, plans to require modular home construction include breaker walls with fire retardant, Council attendees expressed interest in Jefferson County's fire flow committee process, and Jefferson County Building Official Mike Ajax was in attendance.

Item D. Citizen Committee. Chief DeWitt reported there is no formal committee at this point because there is no agenda at this time.

OLD BUSINESS:

Chair Raudebaugh called for **OLD BUSINESS. Item A. Pre-Bond Architectural Service.** Chair Raudebaugh reported he, Commissioner Parker and Chief DeWitt having met with Malcolm Campbell on Monday, June 12th, and Mr. Campbell presented his Pre-Bond Architectural package.

Item B. DNR Mutual Aid Agreement. MOTION: Commissioner Parker moved to accept the DNR Mutual Aid Agreement. Commissioner Morrison seconded the motion. The motion carried unanimously.

Item C. Inter-Local Agreement for Jefferson County Fire Investigation Task Force. Chief DeWitt reported no final action necessary with regard to the Inter-Local Agreement for Jefferson County Fire Investigation Task Force, but all agencies need to submit changes to Chief Howard Scott, Port Townsend Fire Department. Chief DeWitt pointed out the changes he has already submitted and asked the Board to give him input on their recommendations for revisions.

Item D. Fire Control Facility Maintenance Agreement (with Water Districts). Chief DeWitt presented the Fire Control Facility Maintenance Agreement as signed by Ludlow Water officials. He reminded the Board Bourtai Hargrove had previously expressed some concerns with some of the contract language and had offered a revision, with which Ludlow Water Company officials have agreed. **MOTION:** Commissioner Morrison moved to accept the Fire Control Facility Maintenance Agreement. Commissioner Flaherty seconded the motion. The motion carried unanimously.

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
REGULAR MEETING MINUTES OF JUNE 13, 1995
page 3 of 4

CHIEF'S REPORT:

Chair Raudebaugh called for the **Chief's Report** (included as part of these Minutes). Chief DeWitt highlighted the total number of alarms as 103; stated the SRV has been placed in service; the District Car had some repair work completed; there have been 2 minor accidents that still need to be investigated; Station #32's new office space is nearing completion and has been accomplished by all volunteer work, specifically donated by Stan Thalberg, assisted by Wm. Dave Lawson, Shawn Russell and others. He went on to say the office addition project has passed all inspections and is ready for finish work. Chief DeWitt went on to report on the new career advanced Fire Fighter/EMT selection process, stating of 13 applicants, 2 were ineligible since they did not meet the minimum requirements, so 11 went through the testing process. The top 6 went through the interview process; Commissioners Morrison and Raudebaugh and one person from the community sat on the review panel. Chief DeWitt named the following top three candidates: No. 1 Brian Soete, No. 2 Chris Rahl, No. 3 Wes Lueders. Chief DeWitt requested Brian Soete be named to the position. Chief DeWitt reported on the status of FF/EMT Hector Gonzalez, explaining he does not work or live in the District, so is not eligible for membership, the Volunteer Pension and Relief Board has voted to drop him from the District rolls, and requests the Board terminate him. **MOTION:** Commissioner Flaherty moved to terminate Hector Gonzalez. Commissioner Parker seconded the motion. The motion carried unanimously. Chief DeWitt announced he is seeking summer help through the Jefferson County Job Services Council; the worker must be between the ages of 16 and 21 and be in financial need.

VOLUNTEER ASSOCIATION REPORT:

Chair Raudebaugh called for the **Volunteer Association Report**. President Stan Thalberg reported a near 50% response on their satisfaction survey with only one area of concern expressed by approximately 25% of the patients stating too many people arrived to help. He went on to report the Volunteer Association has decided to suspend the survey until the new year. President Thalberg reported there has been the formation of a Jefferson County Critical Incident Stress Management (CISM) team and Fire District 3 has two members volunteering on the CISM team.

NEW BUSINESS:

Chair Raudebaugh called for **New Business. Item A. New FF/EMT-Advanced Selection.** Chair Raudebaugh reminded the Board that Chief DeWitt had requested Brian Soete be selected for the position. **MOTION:** Commissioner Morrison moved the Chief be authorized to hire Brian Soete as the new Fire Fighter/EMT effective July 1, 1995. Commissioner Parker seconded the motion. The motion carried unanimously.

Chair Raudebaugh directed the Board to skip **Item B. Board Vacancy** and called for **Item C. Revisions to Policy No. 2300 & Policy No. 6200.** Chair Raudebaugh indicated the only revision to Policy No. 2300 PERSONNEL Chief be the addition of the word "operations" to

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
REGULAR MEETING MINUTES OF JUNE 13, 1995**

page 4 of 4

Item No. 5 between the words "annual" and "budget". **MOTION:** Commissioner Morrison moved to revise Policy No. 2300 as stated. Commissioner Parker seconded the motion. The motion carried unanimously. Commissioner Morrison went on to say Policy No. 6200 FISCAL MANAGEMENT Purchasing: Authorization and Control had previously said \$100.00" and the Board is proposing the amount be changed to \$300.00 (three hundred dollars). **MOTION:** Commissioner Morrison moved to revise Policy No. 6200 as proposed. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Item B. Board Vacancy. Chair Raudebaugh announced having received a letter of resignation from Commissioner Dean Crawford. **MOTION:** Commissioner Harry Morrison moved to accept Dean Crawford's resignation as tendered with regret. Commissioner Parker seconded the motion. The motion carried.

EXECUTIVE SESSION:

Chair Raudebaugh called for an **Executive Session** at 7:58 p.m. for approximately one half hour to discuss personnel issues. Chair Raudebaugh requested District Secretary Thomas stay in Executive Session.

Chair Raudebaugh called the Regular Board Meeting back to order at 8:14 p.m. Chair Raudebaugh announced the Board vacancy will be advertised. District Secretary Thomas read the following timelines to be followed regarding the Board vacancy: Help wanted article in the **Leader** on June 21st; applicants must respond by noon on the 29th; and a Special Meeting will be scheduled on June 29th at 7:00 p.m. for the purpose of interviewing the applicants.

Chair Raudebaugh called for **GOOD OF THE ORDER, QUESTIONS AND ANSWERS.** Dennis Hannan asked for clarification of the Special Meeting date.

MOTION: Commissioner Parker moved to adjourn the meeting. Commissioner Morrison seconded the motion. The motion carried unanimously. **ADJOURNMENT:** Chair Raudebaugh adjourned the meeting at 8:17 p.m.

SIGNED: BY: Roy Raudebaugh
Chairman Roy Raudebaugh

BY: Harry F. Morrison
Commissioner Harry Morrison

BY: John D. Parker
Commissioner John Parker

BY: Robert Flaherty
Commissioner Robert Flaherty

ATTEST: Arlene F. Thomas
Arlene F. Thomas, District Secretary