

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
SPECIAL WORKSHOP MEETING
JULY 7, 1995**

A G E N D A

- I. CALL TO ORDER 1:30 pm**
- II. REVIEW OF DRAFT MINUTES FOR ADOPTION AT
REGULAR MEETING**
- III. REVIEW OF DRAFT AGENDA FOR REGULAR MEETING OF
JULY 11, 1995**
- IV. STAFF/COMMISSIONERS REQUESTS FOR TRAINING**
- V. REVIEW AND/OR SELECTION OF ARCHITECTURAL SERVICE**
- VI. Review of Policy No. 6200 Purchasing: Authorization and Control
Review of Policy No. 2741 Travel Expense Policy**
- VII. Discussion on Chief's follow-up letter to Mr. Ron Allen, Jamestown
S'Klallam Tribal Office**
- VI. EXECUTIVE SESSION**
- 1. Personnel Issue(s)**
 - 2. Land Acquisition**
- VII. GOOD OF THE ORDER**
- VIII. ADJOURNMENT**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
JULY 7, 1995**

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Special Meeting of July 7, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 1:49 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 July 11, 1995; for taking action on staff and Commissioner requests for training; review and selection of architectural service; review and possible revision(s) to Policy No. 6200, FISCAL MANAGEMENT, Purchasing: Authorization and Control, and calling an Executive Session to discuss personnel issues and/or land acquisition.

Commissioner Roy Raudebaugh, Commissioner John Parker, Commissioner Harry Morrison, and Commissioner Earl Wells were present. Commissioner Robert Flaherty was out-of-town and unable to attend the meeting. Chief R. Kent DeWitt, District Secretary Arlene Thomas, and Volunteer Association President Stan Thalberg were also present.

Chair Raudebaugh called for a review of the draft minutes. No corrections were requested for the June 8th, June 9th, June 13th, June 27th, and June 29th draft minutes and they were placed on the Regular Meeting agenda for approval.

Commissioners Morrison and Raudebaugh set Monday, July 10th at 1:30 p.m. to review the vouchers. Chair Raudebaugh took Commissioner Flaherty's place on the Finance Committee while Commissioner Flaherty was out-of-town.

Chair Raudebaugh announced Malcolm Campbell's presentation is ready to be presented to Pope Resources for their review and comments.

District Secretary Thomas asked for discussion, explanation and clarification regarding the most recent revisions to Policy No. 6200 adopted by the Board. Chair Raudebaugh directed the District Secretary and the Chief to draft appropriate language to include some control and to present the draft to the Board at the Regular Meeting for possible adoption.

Chief DeWitt questioned the wording of the current Travel Expense Policy No. 2741 specifically regarding the use of per diem for meals. Chair Raudebaugh directed the Chief to re-write the Travel Expense Policy and submit it in draft form at the Regular Meeting for possible adoption.

Chief DeWitt gave an update on his letter to the S'Klallam Tribal Council regarding possible funds to go toward a new aid unit, stating he has heard nothing in response and wants to know if the

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Board wants him to pursue the issue further. Commissioner Wells recommended the Chief make at least one more contact and the Board agreed.

Chair Raudebaugh called for review of the draft Agenda.

Discussion followed regarding the **Old Business** item of purchase of an office computer for Station 32. Chief DeWitt recapped the history behind the initial request for the purchase; Commissioner Parker suggested the Finance Committee review the cost, need and funding and report back to Board with a recommendation

Chair Raudebaugh shared, with the Board, plans of the County Commissioners to form, by resolution, a Fire Code Board of Appeals Advisory Committee, and indicated the Jefferson County Fire Commissioners and Secretaries Association and the County Chiefs Association would be contacted for representatives to serve on the new committee; Commissioner Raudebaugh expressed his desire to be named to the committee; Chief DeWitt asked for direction from the Board should he be asked to represent the County Chiefs Association and the general concensus was an okay for the Chief to pursue the appointment.

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 3:55 p.m.

SIGNED:

BY: *Roy Raudebaugh*
CHAIRMAN ROY RAUDEBAUGH

BY: *John D. Parker*
COMMISSIONER JOHN D. PARKER

BY: *Harry P. Morrison Jr*
COMMISSIONER HARRY MORRISON

BY: *Earl Wells*
COMMISSIONER EARL WELLS

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary