

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
JULY 11, 1995**

A G E N D A

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| I. | CALL TO ORDER REGULAR MEETING | 7:00 P.M. |
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| II. | APPROVAL OF MINUTES | |
| | A. Special Meeting of June 8, 1995 | |
| | B. Special Meeting of June 9, 1995 | |
| | C. Regular Meeting of June 13, 1995 | |
| | D. Special Meeting of June 27, 1995 | |
| | E. Special Meeting of June 29, 1995 | |
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| III. | FINANCIAL REPORTS | |
| | A. Account Updates | |
| | B. Vouchers | |
| | C. SRV Project Fund Transfer | |
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| IV. | PUBLIC PRESENTATIONS | None |
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| V. | CONSENT AGENDA | None |
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| VI. | SUB-COMMITTEE REPORTS | |
| | A. Building Committee/Architectural Service
Commissioner Raudebaugh | |
| | B. Life Safety Council-Region One
Commissioner Parker | |
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| VII. | INFORMATION COLLECTION | None |
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| VIII. | OLD BUSINESS | |
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| VIX. | CHIEF'S REPORT | R. Kent DeWitt |
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| X. | VOLUNTEER ASSOCIATION REPORT | Stan Thalberg |

- XI. NEW BUSINESS**
 - A. Policy No. 6200** **TAB 1**
Purchasing: Authorization and Control
 - B. Policy No. 2741** **TAB 2**
Travel Expense Policy
 - C. Underground Storage Tank Insurance**

- XII. EXECUTIVE SESSION**
 - A. Personnel Issues**
 - B. New Station Land Acquisition**

- XIII. GOOD OF THE ORDER; QUESTIONS & ANSWERS**

- XIV. ADJOURNMENT**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3
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CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of July 11, 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, Commissioner Robert Flaherty, and Commissioner Earl Wells. 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 June 8, 1995, Special Meeting Minutes; June 9, 1995, Special Meeting Minutes; June 13, 1995, Regular Meeting Minutes; June 27, 1995, Special Meeting Minutes, and the June 29, 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 June Monthly Financial Statement (a copy of which is included with these Minutes).

Commissioner Morrison reported having two non-pays (Incident Nos. 94196 & 95024) for ambulance transports. He stated there have been at least 3 attempts to collect and there has been no contact from either guarantor. Commissioner Morrison recommends the two accounts be sent to the collection agency. **MOTION:** Commissioner Morrison so moved. Commissioner Parker seconded the motion. The motion carried unanimously. Commissioner Morrison went on to report the Port Townsend Fire Department Billing Clerk has suggested District 3 utilize the services of a new collection agency named Apex Credit Bureau. **MOTION:** Chair Raudebaugh moved to give the Finance Committee the authority to select the collection agency. Commissioner Parker seconded the motion. The motion carried unanimously.

Commissioner Morrison reported he and Chair Raudebaugh reviewed the vouchers on Monday, July 10th, and the vouchers total \$9,895.38 (\$6,813.23 Fire General & EMS \$3,082.15). **MOTION:** Commissioner Morrison made a motion to pay the vouchers. Commissioner Wells seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morrison moved to transfer \$44,900.00 from General Fire Cash to Investment. Commissioner Flaherty seconded the motion. The motion carried unanimously.

MOTION: Commissioner Morrison moved to transfer \$4,873.56 EMS Cash to Investment.

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Commissioner Flaherty seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Morrison moved to transfer \$7,375.00 into General Fund Investment from Reserve for the purpose of replenishing operations moneys spent on the SRV. Commissioner Flaherty seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Morrison made a motion to raise the Chief's operations budget in the amount of \$7,375.00. Commissioner Wells 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. Building Committee:** Chief DeWitt reported he had talked with David Cunningham of Pope Resources and Malcolm Campbell's sketches have been delivered to Pope Resources for review.

Item B. Commissioner Parker reported having attended the **Life Safety Council - Region One** meeting; the group is increasing in size and the next meeting is scheduled for July 19th, 10 a.m., in Chimacum.

Chair Raudebaugh called for **OLD BUSINESS** and Commissioner Morrison asked to make a report under **INFORMATION COLLECTION**. Commissioner Morrison reported the Finance Committee has been given the responsibility to review the Chief's request to purchase a new computer for Station 32; Commissioner Flaherty has been out-of-town so the Finance Committee will have a recommendation ready at the next meeting; he believes 4 volunteers could go through training for the cost of a computer; and he and Commissioner Flaherty will be talking with Station 32's representative to see if he has a desire to have a new computer.

Chair Raudebaugh stated no **OLD BUSINESS** for discussion.

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 154 with 110 calls in 1993 and 121 calls in 1994 at this same time of year; the SRV is available for viewing tonight; the QRV has been taken to Port Angeles, Ruddell's, to do brakes again; FF Soete started his District employment on July 1, 1995; three new volunteers voted to membership by the Pension and Relief Board tonight, James Walterscheidt, Matthew Miller, and Fritz Bohren; Dave Neault has been promoted to Lieutenant; there is a new telephone line at Station 33 allowing the fax line to be dedicated; the DNR mutual aid agreement seems to be working out, District 3 has had 2 DNR fires in the last week that will result in some remuneration to the District and to personnel.

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VOLUNTEER ASSOCIATION REPORT:

Chair Raudebaugh called for the **Volunteer Association Report**. President Stan Thalberg reported the volunteers will be doing their annual salmon bake on August 12th at the Jefferson County Fair; the Jefferson County CISM (Critical Incident Stress Management) Team has been in existence since May and has already conducted 7 debriefing incidents; the volunteers are planning some community service/exposure type functions such as installing smoke detector batteries for the elderly, replacing fire numbers, litter control; and the Association has T-shirts and hats for sale.

NEW BUSINESS:

Chair Raudebaugh called for **New Business**. **Item A. Policy No. 6200 Purchasing Authorization and Control**. Chair Raudebaugh requested the addition of the word "operations" as a point of clarification between the words 'annual' and 'budget'. **MOTION:** Commissioner Morrison made a motion to approve Policy No. 6200 with the addition of operational in between the words annual and budget. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for **Item B. Policy No. 2741 Travel Expense Policy**. Commissioner Morrison recommended striking the words "and volunteers" from the second to the last paragraph; Mr. Thalberg suggested specifying Commissioners, employees and volunteers; and Chief DeWitt pointed out the District Policy Manual has section 2800 which pertains to Volunteers and references back to various policies such as No. 2741. **MOTION:** Commissioner Wells made a motion to remove the words "and volunteers". Commissioner Morrison seconded the motion. The motion carried unanimously. **MOTION:** Commissioner Morrison made a motion Travel Policy No. 2741 be adopted as amended. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh discussed **Item C. Underground Storage Tank Insurance** and stated the annual insurance costs a minimum of \$1,800 per year. Chief DeWitt reported a preliminary number to have the tanks removed would be a maximum cost of \$5,600 plus tax, removal to include both tanks. Discussion followed. **MOTION:** Commissioner Flaherty made a motion to authorize the Chief to get costs for removing the underground fuel storage tanks. Commissioner Wells seconded the motion. Discussion followed regarding contamination is possible even when tanks have passed the tank tests; there may be a need to remove the underground heating oil tanks at Stations 32 and 31; Chief DeWitt and Commissioner Wells will work cooperatively to get bids for removal projects. Commissioner Parker called for the question. Chair Raudebaugh called for the vote. The motion carried unanimously.

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EXECUTIVE SESSION:

Chair Raudebaugh asked if anyone needed an Executive Session and no need was determined.

Chair Raudebaugh called for **GOOD OF THE ORDER, QUESTIONS AND ANSWERS.**

Mrs. William David Lawson asked Chief Raudebaugh if he had talked with the Chief regarding why an advanced fire fighter and not an advanced EMT was hired to replace her husband. Chair Raudebaugh said he had not talked with the Chief, the Chief had been out-of-town, and he referred the question to Lt. Ben Andrews. Chief DeWitt explained the low number of fire calls and the high cost of fire training necessitated the need for advanced fire fighting skills. He went on to say the high volume of aid calls enables a person to get more medical training. Mrs. Lawson continued to question why her husband cannot be an EMT for the District. Chair Raudebaugh stated the Board, under the advisement of their Attorney, made the employment decision.

MOTION: Commissioner Morrison moved to adjourn the meeting. Commissioner Wells seconded the motion. The motion carried unanimously. **ADJOURNMENT:** Chair Raudebaugh adjourned the meeting at 8:15 p.m.

SIGNED: BY: Roy Raudebaugh
Chairman Roy Raudebaugh

BY: Harry Morrison
Commissioner Harry Morrison

BY: John D. Parker
Commissioner John Parker

BY: Robert Flaherty
Commissioner Robert Flaherty

BY: Earl Wells
Commissioner Earl Wells

ATTEST:

Arlene F. Thomas
Arlene F. Thomas, District Secretary