

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
AUGUST 8, 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 July 7, 1995**
  - B. Regular Meeting of July 11, 1995**
  - C. Special Meeting of July 26, 1995**
  - D. Special Meeting of July 26, 1995, Continuance**
  
- III. FINANCIAL REPORTS**
  - A. Monthly Account Updates**
  - B. Vouchers**
  
- IV. PUBLIC PRESENTATIONS None**
  
- V. CONSENT AGENDA**
  - A. Motion to Support Commissioner Raudebaugh  
as a Committee Member of the Fire Code Advisory  
Committee**
  
- VI. SUB-COMMITTEE REPORTS**
  - A. Life Safety Council-Region One  
Commissioner Parker**
  
- VII. INFORMATION COLLECTION None**
  
- VIII. OLD BUSINESS**
  - A. Underground Storage Tanks**
  
- VIX. CHIEF'S REPORT R. Kent DeWitt**
  
- X. VOLUNTEER ASSOCIATION REPORT Stan Thalberg**

**XI. NEW BUSINESS**

**XII. EXECUTIVE SESSION**

**A. Personnel Issues**

**B. New Station Land Acquisition**

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

**XIV. ADJOURNMENT**

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**CALL TO ORDER:**

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of August 8, 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 was District Secretary Arlene Thomas. Chief DeWitt was assisting District 1 (Chimacum) with arson investigation and not present.

**APPROVAL OF MINUTES:**

Chair Raudebaugh called for additions and/or corrections to the July 7, 1995, Special Meeting Minutes; July 11, 1995, Regular Meeting Minutes; July 26, 1995, Special Meeting Minutes, and the July 26, 1995, Continuance of the 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 Flaherty to give the Monthly Account Updates and present the vouchers for payment. Commissioner Morrison presented the July Monthly Financial Statement (a copy of which is included with these Minutes). **MOTION:** Commissioner Morrison moved to approve the Monthly accounts as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Commissioner Flaherty reported he and Commissioner Morrison reviewed the vouchers on Monday, August 7th, and the vouchers total \$10,350.33 (\$6,612.73 Fire General & EMS \$3,737.60). **MOTION:** Commissioner Morrison made a motion to pay the vouchers (numbered 337 through 383). Commissioner Wells seconded the motion. The motion carried unanimously.

Commissioner Morrison stated the Finance Committee recommends the transfer of \$20,000 from investment to cash for the purpose of paying bills. **MOTION:** Commissioner Parker moved to concur with the Finance Committee's recommendation to transfer \$20,000.00 from General Fire Investment to General Fire Cash. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Chair Raudebaugh announced nothing on the Agenda for **PUBLIC PRESENTATIONS** and called for the **CONSENT AGENDA**. **MOTION:** Commissioner Flaherty moved to support Commissioner Raudebaugh as a committee member of the Fire Code Advisory Committee. Commissioner Wells seconded the motion. The motion carried unanimously.

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Chair Raudebaugh called for **SUB-COMMITTEE REPORTS. Item A.** Commissioner Parker reported having attended the **Life Safety Council - Region One** meeting; the region encompassing Kitsap, Clallam, Jefferson and Mason Counties. He went on to report Jefferson County is one of the few counties in the State that does not have a Fire Marshal; the Council has organized a group to review PVC pipe and heat resistance; and there was a discussion about water softeners in lines inhibiting water pressure.

Chair Raudebaugh called for **OLD BUSINESS.** Commissioner Morrison reported Chief DeWitt had only received one bid from the three companies contacted regarding **Underground Storage Tanks Removal.** Commissioner Wells suggested, if the tank removals are too costly, certifying one of our own people to inspect thus enabling the District to qualify for a contractor of lesser expense. It was also suggested that rather than removal, the tanks may be filled with cement. Discussion followed and Commissioner Wells reminded the Board there is a law that states the tanks must be upgraded or removed. **MOTION:** Commissioner Parker moved to table the decision until the next meeting. Commissioner Wells seconded the motion. Discussion followed. Commissioner Morrison called for the Question. Chair Raudebaugh called for the vote. The motion carried unanimously.

Chief DeWitt entered the meeting at 7:19 p.m.

**CHIEF'S REPORT:**

Chair Raudebaugh called for the **Chief's Report** (included as part of these Minutes). Chief DeWitt referred the Board to his written report and went onto report on District 3's involvement with the arson fire investigations in Port Hadlock, stating the State Fire Marshal, Washington State Patrol, Jefferson County Sheriff officials, and fire districts are all involved in the investigation process.

**VOLUNTEER ASSOCIATION REPORT:**

Chair Raudebaugh called for the **Volunteer Association Report.** President Stan Thalberg reported the Volunteer Association has chosen to sponsor at least two forums for the District 3 Fire Commissioner candidates prior to the November election. Commissioner Parker asked Mr. Thalberg if volunteers in the pension program would be interested in the District paying their \$30 portion as allowed by recent legislation. Mr. Thalberg stated he is not in the pension program and was not aware of the bill. Chief DeWitt recommended the topic be addressed in the '96 budget.

**NEW BUSINESS:**

Chair Raudebaugh called for **New Business.** Although no New Business was listed on the Agenda, Commissioner Morrison discussed the need to change the budget where vacation

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and sick leave is set aside. He went on to talk about the need to plan for this liability and make certain to have a percent of the liability in reserves. Commissioner Wells stated it

should be part of the salary; the base salary will be the same, but the money will be there as needed. Chief DeWitt stated the money is in the budget and currently is in the operations part of the budget.

District Secretary Thomas announced to the Board the County Auditor's office requires submittal of the '96 budget by November 15, 1995.

District Secretary Thomas reminded the Board of the Special Workshop Planning meeting scheduled for August 16.

Chair Raudebaugh called for **GOOD OF THE ORDER, QUESTIONS AND ANSWERS**. Hearing nothing from the attendees, Chair Raudebaugh called for **EXECUTIVE SESSION** to begin at 7:40 p.m. for the purpose of discussing Chief DeWitt's employment contract and land acquisition. Chair Raudebaugh announced the Executive Session would last for approximately one half hour. Chief DeWitt reported Pope Resources' Greg McCarry is still out of town; there is nothing new to report regarding land acquisition; and he will contact Greg as soon as he is back to work. Chair Raudebaugh moved the Board into Executive Session at 7:40 p.m. Chair Raudebaugh called the Regular Meeting back to order at 8:08 p.m. Chair Raudebaugh stated the Executive Session dealt with Chief DeWitt's contract negotiations. Mr. Thalberg questioned the Board stating it sounds like the Board wants Chief DeWitt to continue in the District as the chief operating officer. Commissioner Morrison indicated that he and the rest of the Board were interested in changing some of the employment conditions not changing the person for the position, and Chief DeWitt will need to decide if he can accept the changes in the employment conditions.. Commissioner Morrison stated Chief DeWitt had received a new contract; Chief DeWitt has rebutted; and the contract needs to be at a point whereby the Board is comfortable with some modifications. Commissioner Wells stated even with a contract, the Board must have things in writing before the Board can discharge a chief. Commissioner Parker stated Chief DeWitt must meet the job classifications. Chair Raudebaugh stated Chief DeWitt has the potential to be a good chief. Discussion followed regarding the contract expiration date and proper notification of the contract ending. Discussion ended.

**MOTION:** Commissioner Morrison moved to adjourn the meeting. Commissioner Wells seconded the motion. The motion carried unanimously. **ADJOURNMENT:** Chair Raudebaugh adjourned the meeting at 8:13 p.m.

**SIGNED:**

**BY:**

  
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Chairman Roy Raudebaugh

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BY: Ray Randall  
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

*At every to 782...*