# JEFFERSON COUNTY FIRE DISTRICT NO. 3
# BOARD OF COMMISSIONERS
# SPECIAL WORKSHOP MEETING
# September 8, 1995

## A G E N D A

I. Call to Order 1:30 pm

II. Review of Draft Minutes (August 4; August 8; and August 16) for Adoption at Regular Meeting

III. Review of Draft Agenda for Regular Meeting of September 12, 1995

IV. Staff/Commissioners Requests for Training and/or Committee Appointments

- A. Review WFCA Annual Conference Attendance
- B. Establish Who Will Attend Clark Snure Seminar
- C. VFIS Seminar "Managing Sexual Harassment & Gender Differences in the Workplace"
  October 25 11:30 a.m. - 5:00 p.m. Spokane, WA

V. Review and/or Selection of Architectural Service

- A. Review/discussion of Malcolm Campbell's bill

VI. Review of Auto Brochures

VII. VFIS Group Insurance Review

VIII. Executive Session

- A. Personnel Issue(s)
- B. Land Acquisition

IX. Good of the Order

X. Adjournment

**JEFFERSON COUNTY FIRE DISTRICT NO. 3**
**BOARD OF COMMISSIONERS**
**SPECIAL MEETING MINUTES**
**SEPTEMBER 8, 1995**

**CALL TO ORDER:**

Chairman Commissioner Roy Raudebaugh called the Special Meeting of September 8, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 1:33 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 September 12, 1995; for taking action on staff and Commissioner requests for training; staff and/or Commissioner appointments to committees; review and/or selection of architectural service(s) and billing for architectural services rendered; and calling an Executive Session to discuss personnel issues and/or land acquisition.

Commissioner Roy Raudebaugh, Commissioner John Parker, Commissioner Harry Morrison, Commissioner Robert Flaherty, and Commissioner Earl Wells were present. 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 August 4th, August 8th, and the August 16th draft minutes and they were placed on the Regular Meeting agenda for approval.

Chair Raudebaugh called for review of the Draft Agenda for the September 12th meeting.

Chief DeWitt gave a brief update on the status of the underground fuel storage tanks, stating the gasoline supply has been depleted; accounts have been established with Beaver Valley Store and the Cenex Card lock system; personnel are in the process of using up the supply of diesel; and he is still waiting for one additional bid on removing the tanks.

Chair Raudebaugh reported regarding the VFIS group insurance that volunteer Lt. David Neault, who is an insurance adjuster by trade, reviewed the package and stated that all items are not beneficial to District 3. Chair Raudebaugh pointed out the cover sheet shows District 3 would pay more and went on to state his concerns that one district would have to act as administrator and that would mean an increase in workload for the individual given the responsibility. Discussion followed.

Chief DeWitt passed to each Board member his written comments/responses to the Board's most recent, proposed Chief employment contract.

Commissioner Morrison asked about the policy of charging District personnel for ambulance transport. Discussion followed with regard to treating all transports the same and only if no means of payment were established would there be a write-off. Chair Raudebaugh stated he

will contact Attorney Bourtai Hargrove for a decision regarding charging or not charging district personnel.

Chair Raudebaugh gave some past history as to the extensive scheduling of the training room by the Coast Guard Auxiliary and stated the training room is primarily for the use of the District and does not want the C.G. Aux. to preclude fire district use. Chief DeWitt explained the Coast Guard Auxiliary's desire to offer classes and materials to fire district personnel as an in-kind service for use of the training room.

Chief DeWitt asked the Board if they want to take possession of a surplus DNR emergency power generator. He went on to explain that some fire districts in King County are looking out in the community for an area that could be serviced by these large generators during a disaster. Discussion followed regarding possible places for use; the cost of hookup and the need for proper hookup. Chief DeWitt stated the initial set up would be at Station 33. The general discussion by the Board indicated the generator is too large and the cost for hookup would be prohibitive.

Chief DeWitt stated he does not know if the alders referred to by Mr. George Wigginston are on District property or the greenbelt.

Secretary Thomas reviewed Board needs for attendance at the Washington Fire Commissioners Association Annual Conference in Spokane.

Chair Raudebaugh stated their is a need to talk with Malcolm Campbell regarding Station 31 upgrades.

Chair Raudebaugh called for an Executive Session to discuss the Chief's evaluation at 2:39 p.m. Commissioner Earl Wells left the meeting (for a pre-announced scheduled appointment) at 2:50 p.m. Chair Raudebaugh called the workshop meeting back to order at 3:00 p.m. Chair Raudebaugh made no announcement of any action to be taken.

Chair Raudebaugh discussed purchasing a new district vehicle and went on to say that he will get further data for consideration.

Chair Raudebaugh called the Board back into Executive Session at 3:02 p.m. to discuss a personnel issue and called Chief DeWitt into the Executive Session.

Chair Raudebaugh called the workshop meeting back to order at 3:08 p.m. and directed District Secretary Thomas to process appropriate paperwork for a $150.00 per month salary increase effective October 1, 1995, for successfully completing her one year of employment. Secretary Thomas thanked the Board for their kind words and the raise.

**CALL FOR ADJOURNMENT:**

**MOTION:** Commissioner Morrison moved to adjourn the meeting. Commissioner Flaherty seconded the motion. The motion carried unanimously. Chair Raudebaugh adjourned the meeting at 3:10 p.m.

**SIGNED:** **BY:** Roy Raudebaugh
**CHAIRMAN ROY RAUDEBAUGH**

**BY:** _____
**COMMISSIONER HARRY MORRISON**

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

**BY:** Robert L. Flaherty
**COMMISSIONER ROBERT FLAHERTY**

**BY:** Earl Wells
**COMMISSIONER EARL WELLS**

**ATTEST:**

Arlene F. Thomas
**Arlene F. Thomas, District Secretary**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS**
**SPECIAL WORKSHOP PLANNING MEETING MINUTES OCTOBER 23, 1995**

**CALL TO ORDER:**

Chairman Roy Raudebaugh called the Special Workshop Planning Meeting of October 23, 1995, of the Board of Commissioners of Jefferson County Fire Protection District No. 3 to order at 7:04 pm. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington. The purpose of the meeting was for Chief DeWitt to present his 10 year plan for the District and to adopt a Mission Statement.

Commissioner Roy Raudebaugh, Commissioner Harry Morrison, Commissioner John Parker, Commissioner Flaherty, and Commissioner Earl Wells were present. Chief R. Kent DeWitt and District Secretary Arlene Thomas were also present.

Chair Raudebaugh reported the request from the September Planning Meeting was for the Chief to present his 10 year plan for the Fire District, and then turned the meeting over to Chief DeWitt to make his presentation (a copy is included as part of these minutes).

Members of the community asked questions regarding fire insurance and response miles. Chief DeWitt explained the Survey and Rating Bureau duties; insurance rating; road miles with respect to fire station and hydrant location; water delivery; and talked about the new allowance for quick attack vehicles with sufficient backup of water within 10 miles.

Chief DeWitt made his very detailed presentation which included staffing, stations and apparatus, call volume data, locations of calls, priorities on an annual basis including the financial impacts.

The meeting closed at 9:00 p.m.

**SIGNED:** **BY:** Roy Raudebaugh
**Chairman Roy Raudebaugh**

**BY:** Harry B. Morrison
**Commissioner Harry Morrison**

**BY:** John D. Parker
**Commissioner John Parker**

**BY:** Robert L. Flaherty
**Commissioner Robert Flaherty**

**BY:** Earl Wells
**Commissioner Earl Wells**

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