

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
September 12, 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 August 4, 1995**
  - B. Regular Meeting of August 8, 1995**
  - C. Special Meeting of August 16, 1995**
  
- III. FINANCIAL REPORTS**
  - A. Monthly Account Updates**
  - B. Vouchers**
  
- IV. PUBLIC PRESENTATIONS None**
  
- V. CONSENT AGENDA**
  - A. Motion to Authorize Chairman Raudebaugh to Sign Interlocal Agreement for Jefferson County Fire Investigation Task Force once District 3 Receives a Copy of the County Commissioners and Port Townsend City Council Signing Page.**
  
- VI. SUB-COMMITTEE REPORTS**
  - A. Life Safety Council-Region One  
Commissioner Parker**
  
  - B. Building Committee  
Chairman Raudebaugh**
  
- VII. INFORMATION COLLECTION None**
  
- VIII. OLD BUSINESS**
  - A. Underground Fuel Storage Tanks**
  - B. VFIS Group Insurance TAB 1**

- C. VFIS Letters RE: Water Rescue Teams TAB 2
- D. Chief DeWitt's Employment Contract

**VIX. CHIEF'S REPORT** **R. Kent DeWitt**

**X. VOLUNTEER ASSOCIATION REPORT** **Stan**  
**Thalberg**

- XI. NEW BUSINESS**
- A. Removal of Alder Trees Station 31 **TAB 3**
  - B. US Coast Guard Auxiliary Request **TAB 4**
  - C. Emergency Power Generator **TAB 5**

- 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  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 12, 1995**

**CALL TO ORDER:**

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of September 12, 1995, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:04 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 August 4, 1995, Special Meeting Minutes; August 8, 1995, Regular Meeting Minutes; and August 16, 1995, Special Meeting Minutes. **MOTION:** Commissioner Morrison moved to approve the minutes as presented to include a correction of a typographical error (there) on page 2, first paragraph, second to last line of the August 8, 1995, Minutes. Commissioner Flaherty seconded the motion. The motion carried unanimously.

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to give the Monthly Account Updates and to present the vouchers for payment. Commissioner Flaherty presented the August Monthly Financial Statement (a copy of which is included with these Minutes), and presented the vouchers for payment totaling \$25,330.69 (\$19,267.52 (Fire General and \$6,063.17 EMS). **MOTION:** Commissioner Morrison moved to approve the Monthly accounts as presented and to pay the vouchers as presented. Commissioner Flaherty 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 Morrison moved to authorize Chairman Raudebaugh to sign the Interlocal Agreement for Jefferson County Fire Investigation Task Force once District 3 receives a copy of the County Commissioners and Port Townsend City Council signing page(s). Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for **SUB-COMMITTEE REPORTS**. **Item A.** Commissioner Parker reported he and Chief DeWitt attended the **Life Safety Council - Region One** meeting; the region encompassing Kitsap, Clallam, Jefferson and Mason Counties. He went on to report the meeting was highly technical regarding water pressure, size of pipes and codes; and that Mason and Clallam Counties are interested in borrowing Jefferson County's idea of the Fire Code Advisory Committee.

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS**  
**SEPTEMBER 12, 1995, REGULAR MEETING MINUTES**  
page 2 of 4

**Item B.** Chair Raudebaugh reported the **Building Committee** met with the architect and sketches of the proposed footprint on the land and the artist concept of what the building will look like are forthcoming. Chief DeWitt and Commissioner Flaherty reported having attended the Port Ludlow Chamber meeting and it was reported that Pope Resources has an exit plan; discussion at the meeting dealt with incorporation and there needs to be 1500 homes in the Port Ludlow development in order to incorporate. It was further reported the number of homes is based on water taps and hookups.

Chair Raudebaugh called for **OLD BUSINESS**. **A. Underground Fuel Storage Tanks.** Chief DeWitt reported having set up fuel accounts with the Beaver Valley Store and Cenex Card lock; the gasoline fuel tank has been emptied; in the process of using the diesel; has received two extremely high bids for tank removal; and is waiting for a bid from a State agency that uses prisoners for a job training situation.

**B. VFIS Group Insurance.** Chair Raudebaugh explained VFIS is offering joint coverage under one policy for four fire districts in Jefferson County, Districts 1, 3, 5 and 6. Commissioner Morrison expressed the desire to know how many claims each District has filed during the last one to two years. Concerns expressed were that one district with a rash of insurance claims would reflect back on each premium; District 3's liability insurance would be increased. Discussion followed. No decision made until further information is gathered.

**C. VFIS Letter RE: Water Rescue Teams.** VFIS states no coverage while 'on the water'. Commissioner Parker asked the Chief to contact the City of Port Townsend Fire and the Jefferson County Sheriff's Department regarding insurance coverage for their water rescue service.

**D. Chief DeWitt's Employment Contract.** Chair Raudebaugh asked Chief DeWitt if he wanted to address the Board regarding his counter proposal. Chief DeWitt declined.

**CHIEF'S REPORT:**

Chair Raudebaugh called for the **Chief's Report** (included as part of these Minutes). Chief DeWitt highlighted his report with the following comments: 42 calls in July and 24 in August, however still ahead in call volume of last year at same time; FF Soete completed heavy rescue class; received a donation of a house from Pope Resources for training fires; Lt. Ben Andrews is back on light duty, but will be able to respond after the 22nd; road closure on Oak Bay Road; a Grant County fire district will be picking up the DNR truck; and acquitter a trailer from DNR surplus.

**VOLUNTEER ASSOCIATION REPORT:**

Chair Raudebaugh called for the **Volunteer Association Report**. President Stan Thalberg stated nothing to report.

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS**  
**SEPTEMBER 12, 1995, REGULAR MEETING MINUTES**  
page 3 of 4

**NEW BUSINESS:**

Chair Raudebaugh called for **New Business**. **A. Removal of Alder Trees Station #31.** Chief DeWitt reported having been told the Ludlow Greenbelt Committee has received approval to cut the alders near Station 31. Discussion followed regarding whose property the alders are on and that if on fire district property, **MOTION:** Commissioner Wells moved to okay the cutting of the alders as long as no debris is left behind. Commissioner Morrison seconded the motion. The motion carried unanimously.

**B. US Coast Guard Auxiliary Request.** Chief DeWitt asked the Board if the US Coast Guard Auxiliary can conduct classes and meetings in the Training Room and work out a cooperative in-kind service for District members, i.e., classes and materials free of charge. Chair Raudebaugh stated fire district business will pre-empt all other functions and the Chair directed the District Secretary draft a letter stating such. The Board agreed to allow Chief DeWitt to work out a cooperative program with the Coast Guard Auxiliary.

**C. Emergency Power Generator.** Chief DeWitt reported District 3 has been selected to receive a DNR surplus 60 kilowatt generator on a one-and-a-half ton trailer. He went on to state District 3 had put in for a 15 or 30 kilowatt generator. Chief DeWitt suggested the larger generator could be used in the community for an emergency site. Discussion followed. The general consensus was not in favor of accepting the 60kw generator due to the size and the cost of putting it in service.

Chair Raudebaugh introduced an additional item under **New Business**. He reported having received two telephone bids for a staff vehicle and asked the Board if ready to go out for bid. Volunteer FF Dennis Hannan asked to address the Board, and questioned why the Board would be considering the purchase of a new staff vehicle when a few months ago, the Volunteer Association had requested the purchase of a new aid car receive first priority. Chair Raudebaugh stated an aid car will be purchased in 1996 and the funds will be accumulated by December 31, 1996. Volunteer Association President Stan Thalberg asked why the Board is placing the staff vehicle before the aid car. Chair Raudebaugh stated the Chief will not be using a personal vehicle and the District will provide the Chief with a vehicle. Volunteer FF Hannan questioned whether or not the present vehicle is sufficient. Chair Raudebaugh said a new staff vehicle would meet both convenience and volunteers' transportation needs. Discussion followed. **MOTION:** Commissioner Parker moved to table for discussion at a later date. Commissioner Flaherty seconded the motion. The motion carried.

Chair Raudebaugh called for **GOOD OF THE ORDER, QUESTIONS AND ANSWERS**. Mrs. Aileen Lopeman asked that the Water District be contacted regarding the alder tree removal, and Chair Raudebaugh directed Chief DeWitt to make the contact.

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS**  
**SEPTEMBER 12, 1995, REGULAR MEETING MINUTES**  
page 4 of 4

Chair Raudebaugh called for **EXECUTIVE SESSION** to begin at 8:38 p.m. for the purpose of discussing Chief DeWitt's employment contract. Chair Raudebaugh called the Regular Meeting back to order at 9:20 p.m. and reported no action.

**MOTION:** Commissioner Morrison moved to adjourn the meeting. Commissioner Parker seconded the motion. The motion carried unanimously. **ADJOURNMENT:** Chair Raudebaugh adjourned the meeting at 9:23 p.m.

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

BY: \_\_\_\_\_  
Commissioner Harry Morrison

BY: John D. Parker  
Commissioner John Parker

BY: Robert F. Flaherty  
Commissioner Robert Flaherty

BY: Earl Wells  
Commissioner Earl Wells

ATTEST:

Arlene F. Thomas  
Arlene F. Thomas, District Secretary