

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
August 27, 1996**

**A G E N D A**

- I. CALL TO ORDER** 7:00 pm
- II. FINANCIAL**
- A. Approval of Vouchers
  - B. Transfer of Funds
- III. INFORMATION COLLECTION**
- A. REMINDER: UPCOMING SPECIAL MEETINGS
    - 1. Sept. 4 3 pm Station #31  
Pope Resources Presentation
    - 2. Sept. 24 1 pm Station #33  
Budget/Financial Class
- IV. TOPICS for DISCUSSION and/or DECISION**
- A. ALS Update
    - 1. Bulk Mailing/Levy Fact Sheet TAB 1
  - B. CISM 1997 Annual Fee TAB 2
  - C. 'Pluggie' Maintenance Fund TAB 3
  - D. Clarification of Policy No. 2432 Overtime TAB 4  
RE: Overtime Compensation for Part-time Employees
  - E. Other?
- V. EXECUTIVE SESSION**
- A. Personnel Issues
  - B. New Station Land Acquisition
- VI. GOOD of the ORDER; QUESTIONS and ANSWERS**
- VII. ADJOURNMENT**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
AUGUST 27, 1996**

**CALL TO ORDER:**

Chair Roy Raudebaugh called the Regular Meeting of August 27, 1996, 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 Harry Morrison, Commissioner Robert Flaherty, Commissioner Earl Wells, and Commissioner Dennis Hannan. Also present was District Secretary Arlene Obtinario.

Not present: Chief R. Kent DeWitt

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers for payment. Commissioner Flaherty reported that he and Commissioner Morrison reviewed the vouchers and they total \$3,757.05 (Fire General \$2,194.73 and EMS \$1,562.32 (Voucher Numbers 440 - 455). Commissioner Flaherty went on to state the one large bill was the VFIS Accident & Sickness supplemental insurance policy. **MOTION:** Commissioner Flaherty moved to pay the vouchers as presented. Commissioner Morrison seconded the motion. The motion carried unanimously.

Commissioner Morrison reported the only transfers to be the payroll draw and the August 27 vouchers and the total receipts to date for Charge for Services (ambulance transports) are \$34,808.91.

**INFORMATION COLLECTION: A. Reminder of Upcoming Special Meetings on September 4 and September 24** Chair Raudebaugh reminded the Board of two upcoming Special Meetings; September 4, 3 pm at Station #31 for a Pope Resources presentation and September 24, 1 pm at Station #33 for a Budget/Financial Class to be conducted by DS Obtinario.

**CHIEF'S UPDATE (verbal report):** Chief DeWitt was excused from attending the meeting so there was no report.

**TOPICS for DISCUSSION and/or DECISION**

**A. ALS Update** DS Obtinario reported the Chief had contacted a representative of the Public Disclosure Commission; the PDC had reviewed the EMS Levy Fact Sheet adopted by the Board; made some minor suggestions of change which were incorporated in the fact sheet; PDC rep said the original document was extremely well done; and the PDC rep suggested the District do a bulk mailing of the fact sheet. DS Obtinario presented the Board

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the information on the cost of having the fact sheet printed and doing a bulk mailing; informed the Board there is a Newsletter Bank Account that is not part of the District budget and totals approximately \$430; requested the Board authorize the printing and bulk mailing and to authorize the fees be paid from the Newsletter Account. Chair Raudebaugh explained the Newsletter Account was the result of the Blue Ribbon Committee having some donated money left over after the publication of a District-wide newsletter the winter of 1994. **MOTION:** Commissioner Flaherty moved to approve the printing of the newsletter and the bulk mailing from the Newsletter Account. Commissioner Morrison seconded the motion. During discussion, Chair Raudebaugh asked if there would be any additional funds spent for the bulk mailing permit; DS Obtinario stated the permit is paid for on an annual basis and had already been processed. Question was called. Motion carried unanimously.

Chair Raudebaugh stated David Goldsmith has received \$18,000 from a State grant for equipping a vehicle for a paramedic and will work with the successful District(s) after the September 17 vote on the EMS levies in Districts 1 and 3.

Clark McHuron entered the meeting at 7:20 p.m.

Commissioner Hannan asked the Board to allow Mr. Clark McHuron to report on his coordination efforts with regard to the EMS levy; Mr. McHuron showed the Board the citizens group's handouts and posters for the local businesses; discussed their campaign plans and expressed concern with regard to getting the information to the absentee voters in a timely manner. The Board thanked Mr. McHuron and his team for all their work on behalf of the Fire District. Mr. McHuron left the meeting at 7:35 p.m.

**B. CISM 1997 Annual Fee** Commissioner Hannan reported Stan Thalberg gave a good report at the Jefferson County Fire Commissioners and Secretaries Assn. meeting in Brinnon; he stated Stan discussed the process and purpose of CISM; Stan presented a budget for 1997: requested \$230 from each Fire District be contributed to the EMS Special Agency Fund; and requested quarterly installments to CISM be authorized as recommended by Mary Baldrige in the Auditor's Office. **MOTION:** Commissioner Hannan moved to approve the payment of \$230 with quarterly installments of disbursement. Commissioner Flaherty seconded the motion. Discussion followed. Chair Raudebaugh expressed concern that CISM had requested leftover funds at year's end not be returned to the EMS Special Agency Fund; DS Obtinario explained that CISM will have to provide a budget each year and if the carryover is of a significant amount, CISM would have to ask for a smaller contribution from the Fire Districts. Question was called. Motion passed unanimously.

**C. 'Pluggie' Maintenance Fund** Chair Raudebaugh explained the need to establish a maintenance fund for the fire prevention/education fire hydrant robot named 'Pluggie'; 'Pluggie' is owned cooperatively by all the Fire Districts and the proposal is for each Fire

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District and the City of Port Townsend to pay \$70 into a maintenance fund through the Jefferson County Fire Commissioners and Secretaries Assn.. **MOTION:** Chair Raudebaugh moved to pay the \$70. Commissioner Flaherty seconded the motion. The motion carried unanimously.

**D. Clarification of Policy No. 2432 Overtime RE: Overtime Compensation for Part-time Employees** Board discussed the payment of overtime for a part-time, non fire-related employee; Chair suggested anything over 8 hours in one day should be overtime and anything over the regular work days be straight time; Commissioner Hannan stated the existing policy states "in excess of their regular work week" and he believes this phrase to be the determining factor for overtime payments; Board decided there is a need for more input from Chief DeWitt; and Chair Raudebaugh will meet with the Chief before the next meeting.

**E. Other?** Chair asked for any additional topics for discussion. Commissioner Hannan stated the Board had set down goals at the beginning of the year and still have some to accomplish; long term goals, water plan, apparatus plan, hiring of another employee; Chair stated waiting for the results of the EMS levy proposition; Chair Raudebaugh and Commissioner Flaherty will set a meeting with the Chief on September 11 to work on the plan for hiring another fire fighter; it was stated the Chief and his operations staff have a proposed apparatus plan they've been working on; Chair reported on the extension of the Bywater water system and stated the Shine Road hydrants will be at least another year before installation; discussion followed regarding the areas lacking hydrants; Chair Raudebaugh stated he is working with Jim Parker the Manager of PUD on this issue.

Commissioner Morrison said there has been some confusion regarding what time the Finance Committee will meet to review vouchers, so the Committee has set 2 pm, Station #33 on the Tuesday of the Regular meetings

**EXECUTIVE SESSION:** Chair Raudebaugh called for an Executive Session at 8:44 p.m. to discuss personnel issues and stated the Session would last approximately 45 minutes.

Chair Raudebaugh called the Regular Meeting back to order at 9:40 p.m. and announced there would be no action taken.

**GOOD of the ORDER; QUESTIONS and ANSWERS** nothing reported.

**ADJOURNMENT:**

Chair Raudebaugh called for adjournment at 9:41 p.m.

**SIGNED: BY:**

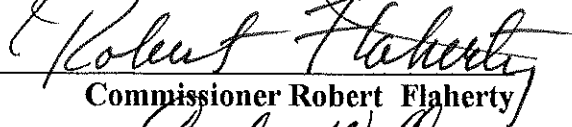
  
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**Commissioner Roy Raudebaugh**

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BY:   
Commissioner Harry Morrison

BY:   
Commissioner Robert Flaherty

BY:   
Commissioner Earl Wells

BY:   
Commissioner Dennis Hannan

**ATTEST:**

BY:   
Arlene F. Obtinario, District Secretary