

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
SEPTEMBER 10, 1996**

**A G E N D A**

- I. CALL TO ORDER REGULAR MEETING** **7:00 P.M.**
  
- II. APPROVAL OF MINUTES**
  - A. Regular Meeting of August 13, 1996**
  - B. Regular Meeting of August 27, 1996**
  - C. Special Meeting of September 4, 1996**
  
- III. FINANCIAL REPORTS**
  - A. Monthly Account Updates**
  - B. Vouchers**
  - C. Transfer of Funds**
  
- IV. VOLUNTEER ASSOCIATION REPORT** **VP Lonnie Reynolds**
  
- V. PUBLIC PRESENTATIONS** **None**
  
- VI. CONSENT AGENDA** **None**
  
- VII. SUB-COMMITTEE REPORTS**
  - A. Life Safety Council-Region One** **Chief DeWitt**
  
  - B. Building Committee** **Chief DeWitt**
  
- VIII. INFORMATION COLLECTION** **None**

**IX. UNFINISHED BUSINESS**

- A. ALS Update
- B. Overtime for Part-time Employees TAB 2
- C. Other?

**X. CHIEF'S REPORT**

Chief DeWitt

**XI. NEW BUSINESS**

- A. Port Ludlow Planning Forum TAB 1
  - 1. Emergency Services & Health Care Committee Appointments
  - 2. Need to set Special Planning Meeting?
- B. Conference &/or Seminar Attendance:
  - 1. WA Fire Commissioners Assn. Annual Conference
  - 2. Clark Snure Seminar
  - 3. VFIS Sexual Harassment Prevention Seminar
- C. Other?

**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 September 10, 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 were Chief R. Kent DeWitt and District Secretary Arlene Obtinario.

**APPROVAL OF MINUTES:**

Chair Raudebaugh called for additions and/or corrections to the August 13, 1996, Regular Meeting Minutes, the August 27, 1996, Regular Meeting Minutes, and the September 4, 1996, Special Meeting Minutes. **MOTION:** Commissioner Hannan moved to approve the minutes as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously.

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to give the financial report. Commissioner Flaherty reviewed the Monthly Account Updates (included with these Minutes). **MOTION:** Chair Raudebaugh moved to approve the report. Commissioner Wells seconded the motion. The motion carried unanimously. Commissioner Flaherty stated the vouchers total as \$9,447.95 (Voucher Numbers 456 - 494) (Fire General \$7,819.66 and EMS \$1,628.29). **MOTION:** Commissioner Wells moved to approve payment of the vouchers. Commissioner Hannan seconded the motion. The motion carried unanimously. Commissioner Morrison stated there were no transfer of funds to report.

Chair Raudebaugh stated the Board agreed, at a previous meeting, to pay a portion of the cost of the computer; he asked Chief DeWitt for the figures on what the repair of the laptop would have been; Chief DeWitt stated the need would be approximately \$1700; Commissioner Morrison asked if there are any additional computer needs and what kinds of costs are involved with having access to the internet; Chief DeWitt stated there is a disc drive ordered but will be paid for out of already budgeted money; Commissioner Flaherty stated there will be a minimal monthly internet fee.

Chief DeWitt left the meeting at 7:05 p.m. to respond to an aid call.

Chair Raudebaugh stated there needs to be a transfer of \$1700 from Mitigation to the General Fund to pay for the rest of the computer; he went on to report \$663.50 was quoted for repair cost of the

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS  
SEPTEMBER 10, 1996, REGULAR MEETING MINUTES  
page 2 of 4**

old computer. **MOTION:** Commissioner Hannan moved to transfer \$1700 from the Mitigation Fund to the General Fund. Commissioner Flaherty seconded the motion. The motion carried. Commissioner Morrison asked if there will be any additional computer-related expenditures; Chair Raudebaugh stated the Board has approved none at this time. General discussion followed regarding computer needs and the internet; Commissioner Morrison was assured the internet fee is a flat monthly or quarterly fee; there is no user fee or line fee; the internet is based in Port Townsend.

**VOLUNTEER ASSOCIATION REPORT:** Vice President Lonnie Reynolds was not in attendance to report.

**PUBLIC PRESENTATIONS:** None and Chair Raudebaugh stated nothing listed under **CONSENT AGENDA.**

Chair Raudebaugh called for **SUB-COMMITTEE REPORTS. Item A. Life Safety Council - Region One** report would have to wait until the Chief returned from the aid call.

**Item B. Building Committee.** Commissioner Flaherty pointed out the deck at Station 31 is being repaired and almost completed.

Chair reported nothing under **INFORMATION COLLECTION.**

Chair called for **OLD BUSINESS, Item A. ALS Update** Commissioner Hannan stated CLOA has distributed signs for the EMS levy.

**Item B. Overtime for Part-time Employees** Commissioner Hannan read Policy No. 2432 Overtime Comp Time, and Administrative Leave to include the proposed section on Part-time Employees. Chair Raudebaugh stated the words "and Administrative Leave" are to be stricken. **MOTION:** Commissioner Hannan moved to strike the words "Administrative Leave" and to adopt the additional item on part-time employees. Commissioner Flaherty seconded the motion. The motion carried.

**CHIEF'S REPORT:**

Chair Raudebaugh bypassed the **Chief's Report** (included as part of these Minutes) since the Chief was on a call.

Commissioner Hannan circulated a draft packet, prepared by Chief DeWitt, to include a Mission Statement and objectives and steps to get there; the Board reviewed the draft Mission Statement. **MOTION:** Commissioner Hannan moved to adopt the Mission Statement as written. ("Jefferson County Fire District No. 3 is organized to provide service to the residents of the district by

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS  
SEPTEMBER 10, 1996, REGULAR MEETING MINUTES  
page 3 of 4**

protecting them and their property from natural or man-made emergencies through both an efficient and effective system of service delivery including medical and rescue emergencies, threats from fire - both structural and wildland in nature, and natural disasters. These services will be accomplished through a cooperative working relationship with other service providers and through the utilization of a strong, competent volunteer organization which is augmented by a career staff of core individuals who will guide the department through planning, prevention, education, incident mitigation, and the utilization of modern technology and training in emergency response techniques.") Commissioner Morrison seconded the motion. Chair Raudebaugh called for the vote. Motion failed for lack of an affirmative vote. Discussion followed involving possible revisions. **MOTION:** Commissioner Hannan moved to adopt the Mission Statement as edited. ("Jefferson County Fire District No. 3 is organized to provide service to the residents of the District by protecting them and their property from natural or man-made emergencies including medical and rescue emergencies. These services will be accomplished through a cooperative working relationship by a volunteer organization augmented by a career staff.") Commissioner Wells seconded the motion. The motion carried. Chair Raudebaugh encouraged the Board to take the objectives draft and be prepared to review them at the next meeting.

**NEW BUSINESS:** Chair Raudebaugh called for **New Business**. **A. Port Ludlow Planning Forum** Chair Raudebaugh reported he and the Chief met with the Volunteer Association and explained the need for representation from the Association on a Port Ludlow Planning Forum committee; the Association plans to appoint two committee members with two alternates; tentative appointments are Matt Miller, Dave Neault, Stan Thalberg and Judy McFerran; Volunteer Association will be in touch with Roy; and Chair Raudebaugh said he would be willing to serve as the BOC's representative.

Chair Raudebaugh called on DS Obtinario to discuss **B. Conference &/or Seminar Attendance**; DS Obtinario reminded the Board of the need to firm up lodging and attendance registrations for the WFCFA Annual Conference, the Clark Snure Seminar, and the VFIS Sexual Harassment Prevention Seminar; and the Board authorized the District Secretary to attend all seminars and the WFCFA Conference.

Chair Raudebaugh excused the District Secretary at 7:55 p.m. and called for an Executive Session.

**EXECUTIVE SESSION:** The Chair called for an Executive Session at 7:55 p.m. to last for approximately forty five minutes for the purpose of discussing the Chief's evaluation. Chief DeWitt returned to the meeting and was called into the Executive Session at 8:05 p.m. Chair called the

**JEFFERSON COUNTY FIRE DISTRICT NO. 3 BOARD OF COMMISSIONERS  
SEPTEMBER 10, 1996, REGULAR MEETING MINUTES  
page 4 of 4**

Regular Meeting back to order at 8:25 p.m. and reported the Board had given the Chief his evaluation and had given Chief DeWitt the Board's decision to not allow Administrative Leave, in writing and signed by all the Commissioners and the Chief.

**GOOD OF THE ORDER; QUESTIONS & ANSWERS** and there were no responses.

**ADJOURNMENT:** Chair Raudebaugh called for adjournment at 8:40 p.m.

**SIGNED:**

**BY:**

*Roy Raudebaugh*

**Chairman Roy Raudebaugh**

**BY:**

*Harry Morrison*

**Commissioner Harry Morrison**

**BY:**

*Robert Flaherty*

**Commissioner Robert Flaherty**

**BY:**

*Earl Wells*

**Commissioner Earl Wells**

**BY:**

*Dennis Hannan*

**Commissioner Dennis Hannan**

**ATTEST:**

**By:**

*Arlene F. Obtinario*

**Arlene F. Obtinario, District Secretary**