

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 8, 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 September 10, 1996 | |
| | B. Regular Meeting of September 24, 1996 | |
| | C. Special Meeting of September 17, 1996 | |
| | D. Special Meeting of September 24, 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 |

BOC 10/8/96 Agenda Continued

IX. UNFINISHED BUSINESS

- A. ALS Update**
 - 1. Appoint District 3 Operations Reps**
 - 2. Special Joint Planning Meeting**
10/9/96 7 pm St#11

- B. Long Term Plan** **TAB 1**
Chief DeWitt

- C. Review of '96 Goals** **TAB 2**

- D. Other?**

X. CHIEF'S REPORT **Chief DeWitt**

XI. NEW BUSINESS

- A. Port Ludlow Planning Forum Update**

- B. Conference &/or Seminar Attendance Confirmation**
 - 1. WA Fire Commissioners Assn. Annual Conference**
 - 2. Clark Snure Seminar**
 - 3. VFIS Sexual Harassment Prevention Seminar**

- C. Draft Agreement for Cell Phone Users** **TAB 3**

- D. Draft 2 Mission Statement** **TAB 4**

- E. Other?**

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 October 8, 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 September 10, 1996, Regular Meeting Minutes, the September 24, 1996, Regular Meeting Minutes, the September 17, 1996, Special Meeting Minutes, and the September 24, 1996, Special Meeting Minutes.

MOTION: Commissioner Morrison moved to approve the minutes as presented. Commissioner Wells 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). Commissioner Morrison reviewed the September transfer requests (copies circulated to the Commissioners throughout the month). **MOTION:** Commissioner Flaherty moved to approve the report. Commissioner Wells seconded the motion. The motion carried unanimously. Commissioner Flaherty stated the vouchers total \$7,485.42 (Voucher Numbers 520 - 558) (Fire General \$5,146.96 and EMS \$2,338.46). **MOTION:** Commissioner Morrison moved to approve payment of the vouchers. Commissioner Flaherty seconded the motion. The motion carried unanimously.

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.** Chief DeWitt stated he was on vacation last week when the Life Safety Council met so did not attend, however, the main topic of discussion was the Learn Not to Burn program; Brinnon and Port Townsend schools are participating in the program, but Chimacum is not; Chief DeWitt stated he had been asked by the Life Safety Council to attend the November 7 WIRS IV

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users workshop at the SeaTac Red Lion; and Chief DeWitt requested his attendance request be on the next agenda.

Item B. Building Committee. Chair Raudebaugh stated he is meeting with Mike Derrig, Pope Resources Port Ludlow Planning Forum coordinator, on October 9; that he will set a date for the Fire District committee to meet; and asked Commissioner Wells if he would be willing to serve on that committee. **MOTION:** Chair Raudebaugh moved to keep the Port Ludlow Planning Forum participation within the Board of Commissioners and appointed Commissioner Earl Wells to serve with him instead of the Chief. Commissioner Flaherty seconded the motion. The motion carried.

Chair reported nothing under **INFORMATION COLLECTION.**

Chair called for **OLD BUSINESS, Item A. ALS Update, Appoint District 3 Operations Reps.**

The Board suggested several possibilities to include a member of CLOA, someone from another fire district; Commissioner Hannan suggested each Board of Fire Districts 1 and 3 select one representative and then allow those two people to recommend the third person for committee membership. **MOTION:** Commissioner Flaherty moved to appoint Commissioner Dennis Hannan as Fire District 3's ALS Committee representative. Commissioner Morrison seconded the motion. The motion carried. DS Obtinario reminded the Board of the upcoming joint 1 and 3 Special Meeting set for October 9 and stated a representative from the Auditor's office will attend to discuss options for handling the ALS monies.

Item B. Long Term Plan Chief DeWitt referred the Board to a long term plan (included with this Minutes) which is a reorganization of his presentation of approximately one year ago; Chief DeWitt stated the presentation is laid out in four areas, namely Stations, Personnel, Apparatus, and Equipment; Commissioners Morrison, Hannan, and Wells commented on the quality of the presentation; Chair directed the Board to review the plan for the next meeting; and the Chair stated the Board needs firm dollars on equipment needed for the new ambulance within the next couple months.

Item C. Review of '96 Goals Chief DeWitt stated he had requested DS Obtinario extract the 1996 Goals from the BOC Minutes and put them into a visual format (BOC 1996 Annual Goals Objectives included with these Minutes); Chief DeWitt suggested reviewing the capital equipment plan; he stated his original plan was for a 20-year span; Chair Raudebaugh agreed it is a good time to review the capital purchase plan; Chief DeWitt suggested putting aside money in the Reserve Fund to pay for major facility upkeep projects; Chair Raudebaugh suggested two charts be established, one for facility maintenance and one for apparatus purchases; Chair Raudebaugh stated he will re-run his long range plan and compare it with Chief DeWitt's; and Chair asked the Chief to show the video on how to plan rural water systems at the next meeting.

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Item D. Other? Commissioner Hannan announced Fire District 1's pancake breakfast is October 13th, 8 am to Noon.

CHIEF'S REPORT:

Chair Raudebaugh called upon Chief DeWitt for the **Chief's Report** (included as part of these Minutes). Chief DeWitt highlighted his report with the following items: Engine 31's tank inspection turned out good so will not need to purchase a new tank and can save money on that project; Commissioner Hannan questioned if pump is okay and Chief DeWitt replied the pump has passed the pump test; Rescue 33 has brake overheating problems so have removed the lights, generator, and the jaws in an effort to eliminate some of the weight; Station 31's total cost for the deck replacement project costs \$1,630 to date; Chief requested permission to attend the Wa Fire Commissioners Assn. Annual Conference expressing desire to attend classes on Building a Fire Station and the EMS Levy class; Chair Raudebaugh stated Chief DeWitt will receive a response to his request Monday morning; Chief DeWitt requested permission to apply for a 5 kilowatt diesel generator from the DNR surplus equipment list; he explained this generator would be a mobile generator available for placement from station to station for emergency power; the need is rare, but a 5 kilowatt is better than a 60 kilowatt; Chair stated the best range would be 8 to 10 kilowatts; Chief suggested applying for the dual system on the DNR list and request the single system as the secondary request; and, if received, could share the unit with the County roads during emergency road conditions.

NEW BUSINESS: Chair Raudebaugh called for **New Business**. **A. Port Ludlow Planning Forum** Chair Raudebaugh reported he will be meeting with Derrig on October 9th to set a committee meeting.

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. Commissioner Wells committed to attending the Clark Snure Seminar and the WFCFA Conference.

C. Draft Agreement for Cell Phone Users **MOTION:** Commissioner Hannan moved to accept the Agreement for Cell Phone Users as written. (a copy is included with these Minutes) Commissioner Wells seconded the motion. The motion carried.

D. Draft 2 Mission Statement "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." **MOTION:** Commissioner Morrison moved to

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adopt the Mission Statement. Commissioner Wells seconded the motion. The motion carried.

E. Other? Chair Raudebaugh reported having attended the CLOA meeting; Chuck McConnell talked about obtaining a siren for earthquake preparedness/awareness; Chair Raudebaugh mentioned Station #31 has a siren which was used for civil defense and before 911, plectrons and pagers were established to call volunteers for emergency responses; Chair suggested the siren could be deemed surplus and criteria set for disbursement of the siren.

MOTION: Commissioner Flaherty moved to declare the siren at Station #31 as surplus. Commissioner Hannan seconded the motion. Discussion followed. Commissioner Morrison stated their needs to be a letter of explanation regarding the terms of receipt; Chair asked Chief DeWitt to get a dollar value and asked the Chief to put something together for the next meeting. Question called. The motion carried.

Commissioner Hannan stated Marty Boyd, past Auxiliary President, recalls the readerboard was donated specifically for fire district and auxiliary business.

Chair Raudebaugh excused the District Secretary at 8:30 p.m.; asked Chief DeWitt to standby; and called for an Executive Session.

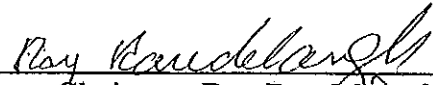
EXECUTIVE SESSION: The Chair called for an Executive Session at 8:30 p.m. to last for approximately one hour for the purpose of discussing the Chief's evaluation/contract. Chief DeWitt entered the Executive Session approximately 9:37 p.m. Chair Raudebaugh called the Regular Meeting back to order at 9:43 p.m. **MOTION:** Commissioner Hannan moved to authorize Chief DeWitt's attendance at the Washington Fire Commissioners Association Annual Conference. Commissioner Wells seconded the motion. The motion carried. **MOTION:** Commissioner Hannan moved to have Chief DeWitt meet with the Board of Commissioners at a Special Meeting on October 21, 1996, 7 p.m. at Station 33 for the purpose of conducting the Chief's evaluation in Executive Session. Commissioner Flaherty seconded the motion. The motion carried.

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

ADJOURNMENT: Chair Raudebaugh called for adjournment at 9:47 p.m.

SIGNED:

BY:



Chairman Roy Raudebaugh

BY:



Commissioner Harry Morrison

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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