

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
DECEMBER 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 November 12, 1996**
  - B. Regular Meeting of November 26, 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. SUB-COMMITTEE REPORTS**
  - A. Life Safety Council-Region One Chief DeWitt**
  
  - B. Building Committee Chair Raudebaugh**
  
- VII. INFORMATION COLLECTION None**
  
- VIII. UNFINISHED BUSINESS**
  - A. ALS Update/Committee Appointments TAB 1**
    - 1. Next Special Joint Planning Meeting  
January 21, 1997 7 pm St#31**
  
  - B. Readerboard Policy Update TAB 2**



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

**CALL TO ORDER:**

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of December 10, 1996, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:05 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.

Chief R. Kent DeWitt was not present.

**APPROVAL OF MINUTES:**

Chair Raudebaugh called for additions and/or corrections to the November 12, 1996, Regular Meeting Minutes, and the November 26, 1996, Regular Meeting Minutes. **MOTION:** Commissioner Flaherty moved to approve the minutes as presented. Commissioner Hannan seconded the motion. The motion carried unanimously.

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to give the financial report. Commissioner Flaherty stated the Monthly Account Updates will be included at the next meeting; the report had not come in from the Treasurer's Office. Commissioner Flaherty stated the vouchers total \$7,645.53 (Voucher Numbers 645 - 681) (Fire General \$4,532.82 and EMS \$3,112.71) and the largest number of bills are for the engine refurbish project. Chair Raudebaugh asked that a report be submitted when the refurbish project is complete. **MOTION:** Commissioner Flaherty moved to approve payment of the vouchers. Commissioner Morrison seconded the motion. The motion carried unanimously. Commissioner Morrison reviewed the transfers of funds for the month of November. **MOTION:** Commissioner Morrison moved to approve the transfers of funds. Commissioner Flaherty seconded the motion. The motion carried.

**VOLUNTEER ASSOCIATION REPORT:** Vice President Lonnie Reynolds thanked the Board for increasing the 1997 operations budget for the volunteer appreciation function; reminded the Board of the upcoming volunteer appreciation dinner; and announced the 1997 Officers to be Lonnie Reynolds, President; Judy McFerran, Vice President; and Matt Miller, Secretary/Treasurer. Chair Raudebaugh inquired about the Volunteer Association's finances for this year's banquet; VP Reynolds stated the budget will be tight; Chair asked if the Board would be willing to help out; and Commissioner Hannan suggested the Association make a request at the January meeting.

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**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 was not in attendance to report.

**Item B. Building Committee.** Chair Raudebaugh stated he has been trying to contact Mr. Derrig; Commissioner Hannan reported he had attended Pope Resources' Planning Forum meeting on December 9; approximately 300 people were in attendance; and there was talk about health care issues.

Chair reported nothing under **INFORMATION COLLECTION.**

Chair called for **OLD BUSINESS, Item A. ALS Update** Commissioner Hannan reported the ALS Fact Finding Committee met with the EMS Council and solicited suggestions on how an ALS call might work outside Districts 1 and 3; Clallam 3 is not interested in bidding on providing ALS service to Districts 1 and 3; Commissioner Wells stated other committees have been formed to work on topics such as ALS service outside Districts 1 & 3; operating costs; uniform charge for ambulance transport services; Commissioner Hannan stated the desire is to contract with North Kitsap/Kingston, Poulsbo or Port Townsend Fire; expressed hope it will be Port Townsend Fire; Chair Raudebaugh reported having received a call from Neil Good and they talked about the Bainbridge Island program; and Commissioner Hannan has a manual from EMS Regional Director Mark Bowes regarding private ambulance companies desiring to handle the ALS program. Chair Raudebaugh reminded Board the next Special Joint Planning Meeting is scheduled for January 21, 1997, 7 p.m. at Station 31.

**Item B. Readerboard Policy Draft** District Secretary Obtinario explained the Auxiliary is not meeting during the holidays, so there won't be a response to the Chief's letter until later.

**Item C. Cedar Fencing/Mats Mats Water Trailer** Chair Raudebaugh reported having talked with FF Soete regarding Chief DeWitt's offer to sell the District cedar fencing for placement around the water trailer and FF Soete stated he does not feel a fence is appropriate and recommended shrubbery suggesting shrubbery might be safer should a child climb up on the trailer and fall. **MOTION:** Commissioner Morrison moved to not purchase the fencing. Commissioner Flaherty seconded the motion. The motion carried. Commissioner Morrison suggested making a decision after the first of the year as to the best method of beautifying the area around the Mats Mats water trailer.

**Item D. Station #31 Surplus Siren - Status** No contract written yet.

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**Item E. Fire Chief Job Description - FINAL** Commissioner Hannan suggested the verbiage be 'responsible for' instead of "implement" in financial section; discussion followed. **MOTION:** Commissioner Wells moved to accept the job description as written. Commissioner Flaherty seconded the motion. The motion carried.

**Item F. New Ambulance/Equipment Bids** Chair Raudebaugh stated FF Soete is still under the \$20,000 expenditure limit; the Board reviewed the Aid Car Equipment bid package; and discussion followed regarding the anticipated delivery date of the new ambulance.

**Item G. Other?** Commissioner Flaherty reported having attended the VFIS Discrimination and Sexual Harassment class; asked permission from the Board to review Fire District 3's current policy; and the Board gave their general consensus of approval.

**CHIEF'S REPORT:**

**No Chief's Report available.**

**NEW BUSINESS:** Chair Raudebaugh called for **New Business**. **A. Preferred Providers/Medical & Dental Employee Benefit** District Secretary Obtinario presented data to the Board documenting an annual savings of \$3,420.48 on the medical and dental employee benefits package if the Board offers the Preferred Providers insurance package instead of the Traditional; DS Obtinario explained the current employees are all using physicians already on the Preferred Providers list so would not make sense to spend the extra money on the Traditional plan; and DS Obtinario explained the PPO is equal or better than the Traditional plan. **MOTION:** Commissioner Hannan moved to adopt the Preferred Providers Medical and Dental Employee Benefit plan. Commissioner Flaherty seconded the motion. The motion carried.

**B. Jeff Co Fire Comm & Sec Assn. December Meeting** DS Obtinario reminded the Board of the December 19 dinner meeting; confirmed reservations for the Commissioners and their guests; and reminded the Commissioners they would be financially responsible for their guests' meals.

**C. Other?** DS Obtinario reported having received a letter addressed to Chief DeWitt from Chief Paul Nichol of North Kitsap Fire & Rescue stating his Board of Commissioners have put the maintenance program on hold for the time being.

Commissioner Hannan asked for a review of the Operations Budget at the first January meeting. Chair Raudebaugh directed DS Obtinario to have the review ready.

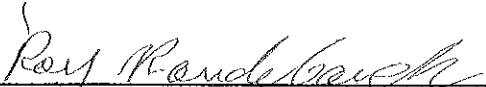
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FF/EMT Stan Thalberg asked if the Board had determined the potential salary range for the new Fire Chief; Chair Raudebaugh stated the salary will be addressed in Executive Session; FF Thalberg asked why when the contract is not for an individual; the salary range will be advertised; Commissioner Wells stated a range may be \$35,000 to \$50,000; FF Thalberg asked if the Board has an anticipated date of hire; Commissioner Wells stated the Board is trying for the first of 1997; had desired to have the job description and the salary ready by January 1; FF Thalberg asked if the Board plans to utilize a panel or a screening company, and what the plans are for taking care of operations while the Chief is being hired; the Commissioners indicated neither topic had been discussed at length.


Chair Raudebaugh excused the District Secretary at 8:10 p.m.

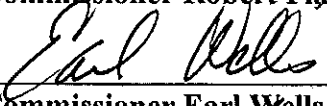
**EXECUTIVE SESSION:** The Chair called for an Executive Session at 8:10 p.m. for the purpose of discussing the Fire Chief contract and personnel items and all Commissioners except Commissioner Hannan agreed the discussion must be handled in Executive Session. Chair Raudebaugh called the Regular Meeting back to order at 8:40 p.m. and announced no action to be taken.


**ADJOURNMENT:** Chair Raudebaugh called for adjournment at 8:42 p.m.

**SIGNED:** BY:   
Chairman Roy Raudebaugh


BY:   
Commissioner Harry Morrison

BY:   
Commissioner Robert Flaherty

BY:   
Commissioner Earl Wells

BY:   
Commissioner Dennis Hannan

ATTEST:

By:   
Arlene F. Obtinario, District Secretary