

**Jefferson County Fire District No. 3  
Board of Commissioners  
SPECIAL MEETING  
December 31, 1996**

**A G E N D A**

- I. **Call to Order** 3:00 p.m.
  
- II. **Financial**
  - A. **Monthly Accounts Update**
  
- III. **Unfinished Business**
  - A. **Appointment of Interim Chief**
    - 1. **Expectations of Appointment**
    - 2. **Effective Date of Appointment**
    - 3. **Additional Renumeration**
  
  - B. **Fire Chief Employment Agreement**
  
  - C. **Fire Engine Refurbish Project & 4" Hose Package** Lt. Andrews
  
  - D. **Review of 1997 Operations Budget**
  
  - E. **Appointment of Committee to Review Station #32  
Equipment Placement**
  
- IV. **Executive Session**
  - A. **Personnel Issue(s)**
  
- V. **Adjournment**

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**BOARD OF COMMISSIONERS**  
**SPECIAL MEETING**  
**DECEMBER 31, 1996**

**CALL TO ORDER:**

Chair Roy Raudebaugh called the Special Meeting of December 31, 1996, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 3:06 p.m, at Station 33 Headquarters located at 101 South Point Road, Port Ludlow, Washington. This Special Meeting was called primarily to appoint an Interim Fire Chief, review the Fire Chief Employment Agreement, purchase 4 inch hose, review the 1997 Operations Budget, appoint a Committee to review equipment placement, and to deal with a personnel issue.

Commissioners present were: Roy Raudebaugh, Harry Morrison, Robert Flaherty, Earl Wells, and Dennis Hannan. Also present: Ben Andrews, Lt. and Arlene Obtinario, District Secretary. Volunteer Lt./EMT.

Chair Raudebaugh called upon Commissioner Flaherty to conduct the November Monthly Accounts Update (included with these Minutes). **MOTION:** Commissioner Flaherty moved to accept the Monthly Accounts Update as presented. Commissioner Wells seconded the motion. The motion carried.

Chair Raudebaugh called for **UNFINISHED BUSINESS Item A. Appointment of Interim Chief** Chair Raudebaugh recommended the appointment of Lt. Ben Andrews as the Interim Fire Chief. **MOTION:** Commissioner Flaherty moved to appoint Ben Andrews Interim Fire Chief. Commissioner Hannan seconded the motion. Chair called for discussion. Lt. Andrews distributed a list of the Chief's responsibilities and customary meetings of attendance; Lt. Andrews asked the Commissioners to review the list (included with these Minutes) and to specify which responsibilities and meetings he would be expected to handle as the Interim Chief; Lt. Andrews stated he feels it is necessary to attend all the BOC meetings, the County Chiefs meetings and the Joint ALS meetings when operations becomes involved; general discussion determined Andrews will attend other meetings as the need arises; the general consensus of the Board indicated to Andrews that as Interim Fire Chief he will have the authority to discipline and to offer praise/reward; Lt. Andrews asked the Board if they expect that he will be available in-District 24 hours a day, 7 days a week; Lt. Andrews assured the Board he and Lt. Brian Soete work cooperatively to try to have one or the other in the District, but they cannot guarantee every day, 24 hour coverage; Commissioner Hannan asked if possible to rely on the Volunteer Officers; Lt. Andrews stated the low call volume and the fact the Volunteer Officers are mainly interested in fires, makes it difficult to expect them to commit to assigned coverage; Lt. Andrews asked to remain an hourly employee rather than be specified an exempt employee for the interim position; Andrews indicated the only additional overtime will be for the required meetings and he currently averages 10 - 14 hours overtime per month. Question was called. Chair called for the vote. The motion carried unanimously.

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**MOTION:** Commissioner Hannan moved to authorize the effective Interim Fire Chief appointment date as January 1, 1997. Commissioner Wells seconded the motion. The motion carried unanimously. Commissioner Morrison suggested Andrews can and should have the use of the Chief's car; that he will have stressful situations to deal with and should be promoted to Captain with an additional \$500 per month and to remain as a captain when the new Fire Chief comes on board; Chair Raudebaugh stated a promotion could be discussed at a later date, but budgetary planning would be necessary; Andrews suggested a mutually agreeable monthly allowance be decided upon; one lump sum payment be made to him at the end of the Interim Fire Chief duty and expressed desire to leave his Lieutenant's pay as is. **MOTION:** Commissioner Hannan moved to authorize \$500 per month as payment for the Interim Fire Chief duty. Commissioner Wells seconded the motion. Lt. Brian Soete asked if a one lump sum is allowed and Chair Raudebaugh directed DS Obtinario to check with Payroll and to set the payment process per Payroll's recommendation. Question called. Motion carried unanimously.

Chair referred the Board to the **Fire Chief Employment Agreement** stating he had received input from the attorney and he, Commissioner Hannan and DS Obtinario had spent considerable time inputting the attorney's changes into the agreement; Commissioner Wells questioned the Daily Activity Report [page 2. g. (1)]; discussion followed as to intent and the necessity for duplication of the station log books; sentences 2 and 3 were deleted, but the practice will be initiated; Lt. Andrews asked to review the Volunteer Assistant Chief clause [page 2. 3.d.]; Lt. Andrews suggested the Board ask the volunteers if they want a Volunteer Assistant Chief; FF Brian Soete asked if it is the Board's intent to eliminate career fire fighters from the position of Assistant Chief; Commissioner Morrison stated he desires more unity between the paid staff and the volunteers; the sentence was ended after the word Captains; Lt. Andrews reminded the Board the first year of employment a \$350 clothing allowance is authorized; Chair Raudebaugh instructed DS Obtinario to include a statement specifying such on page 3, 5.d.; and discussion of page 5, 13. c. resulted in the deletion of the second sentence (corrective notes included with these Minutes).

Chair Raudebaugh called on Lt. Andrews to present the info on the **Fire Engine Refurbish Project & 4" Hose Package** Lt. Andrews stated the fire engine refurbish project is under budget since Dave Lawson has done almost all of the work; if the Board will increase the authorized refurbish amount from \$11,900 to \$13,000, Engine 32 can be completely outfitted with 4 inch hose and Station #32 personnel are used to working with 4 inch hose; probably take one month for order to come in. **MOTION:** Commissioner Hannan moved to increase the authorized amount for the Engine 32 refurbish project from \$11,900 to \$13,000. Commissioner Flaherty seconded the motion.

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Discussion followed to include where the additional dollars will come from and the general consensus is the Mitigation Fund. Question was called. Chair called for the vote. The motion carried. **MOTION:** Commissioner Hannan moved to pay the additional \$1,100 from the Mitigation Fund. Commissioner Flaherty seconded the motion. The motion carried.

Lt. Andrews referred the Board to an additional request to purchase 4 inch hose for Engine 33; the money is in the 1997 Operations budget; the manufacturer will waive the shipping charge for the combined order; and will equip all three fire engines with the same hose which is great for training and consistent hose bed configuration and supply capability for all engines. **MOTION:** Commissioner Wells moved to authorize the order of Engine 33's 4 inch hose. Commissioner Flaherty seconded the motion. The motion carried.

Chair Raudebaugh called for the **Review of 1997 Operations Budget** DS Obtinario referred the Board to their copies of the 97 Operations Budget; informed them Brian, Ben and she had provided the detailed budget; and asked Chair Raudebaugh to review the wages and benefits categories for Fire General and EMS.

Chair Raudebaugh reminded the Board that he had told the residents of Paradise Bay that the Board would look into operations and thus would make an **Appointment of Committee to Review Station #32 Equipment Placement** of Commissioner Morrison, Commissioner Wells, Interim Chief Andrews, and Captain McClure. Lt. Andrews suggested inviting all the station Captains to sit in on the meeting. The Chair instructed the Committee to look at the whole District; placement of equipment and have a report for the Paradise Bay Community at the January 28, 1997, Board meeting.

Chair Raudebaugh called for an **EXECUTIVE SESSION** at 4:55 p.m. to review a disciplinary action recommended by Chief DeWitt prior to his leaving the department. Chair invited Lt. Ben Andrews and District Secretary Arlene Obtinario to stay for the Executive Session.

Chair Raudebaugh called the Regular Meeting back to order at 5:04 p.m. Chair Raudebaugh stated the Board discussed the recommended disciplinary action; the Board will not support the severity of the recommended disciplinary action; and Interim Chief Andrews is directed to draft a disciplinary letter to be signed by the Board of Commissioners.

With no further business to be discussed, Chair Raudebaugh adjourned the meeting at 5:07 p.m.

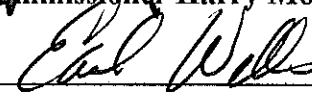
**SIGNED:**


**BY:**

  
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**Commissioner Roy Raudebaugh**

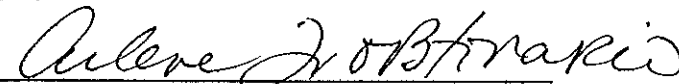
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BY:   
Commissioner Harry Morrison

BY:   
Commissioner Earl Wells

BY:   
Commissioner Dennis Hannan

**ATTEST:**

BY:   
Arlene F. Obtinario, District Secretary