

JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
April 22, 1997

**A G E N D A**

- I. CALL TO ORDER REGULAR MEETING 7:00 pm

*Dedicate the Meeting to the Memory of  
Commissioner Earl Wells*

Resolution No. 97-2 Appreciation of Service  
Commissioner Earl Wells

II. FINANCIAL

- A. Approval of Vouchers
- B. Transfer of Funds

III. CHIEF'S UPDATE

Chief Ben Andrews

IV. VOLUNTEER ASSOCIATION

President Lonnie Reynolds

V. INFORMATION COLLECTION

VI. TOPICS for DISCUSSION and/or DECISION

- A. Station #31 Office Relocation Update
- B. Station #31 Repairs Update
- C. ALS Update
- D. Fire Chief Selection UPDATE
  - 1. Select Date for Final Interview/Special Meeting
  - 2. Memo from ESCG re: Assessment Candidates TAB 1
- E. Port Ludlow Planning Forum/Fire Station & Emergency Services Committee Report Chair Raudebaugh
- F. 20 Year Capital Plan TAB 2
- G. Net Accrual/Chief's Salary/Benefits TAB 3

- H. Sunpro Package TAB 4
  
- I. Clark Snure Seminar Report
  - 1. Meetings of the Board of Commissioners
  - 2. Fire District Records
    - a. Tape recording meetings
  
- J. VFIS Invitation to Seminar Dinner 05/22/97 Dist#6 TAB 5
  
- K. Other?

**VII. GOOD of the ORDER; QUESTIONS and ANSWERS**

**VIII. EXECUTIVE SESSION**

- A. Personnel Issues

**IX. ADJOURNMENT**

**JEFFERSON COUNTY FIRE DISTRICT NO. 3  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 22, 1997**

**CALL TO ORDER:**

Chair Roy Raudebaugh called the Regular Meeting of April 22, 1997, of the Board of Commissioners for Jefferson County Fire District No. 3 to order at 7:03 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, and Commissioner Dennis Hannan. Also present were Chief Ben Andrews and District Secretary Arlene Obtinario.

Not Present: Commissioner Earl Wells died April 17, 1997.

**Chair Raudebaugh called upon Commissioner Dennis Hannan to read Resolution 97-2 Appreciation of Service dedicating the Board Meeting in memory of Commissioner Earl Wells. Commissioner Hannan read Resolution 97-2. MOTION: Commissioner Hannan moved to adopt Resolution 97-2. Commissioner Morrison seconded the motion. Commissioners Flaherty and Raudebaugh voted in favor of the motion. The motion carried unanimously.**

District Secretary Obtinario stated the quote included in Resolution 97-2 which reads "*giving back some of my time to this fine community*" is a direct quote from Commissioner Wells' letter of interest when he first applied requesting to serve as a Fire Commissioner.

**FINANCIAL REPORT:**

Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers for payment. Commissioner Flaherty reported that he and Commissioner Morrison had reviewed the vouchers, they total \$3,532.00 (Fire General \$2852.92 and EMS \$679.08) (Voucher Numbers 196 - 216). **MOTION:** Commissioner Morrison moved to pay the vouchers as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously.

Chair Raudebaugh called on Commissioner Morrison to report on the Transfer of Funds. **MOTION:** Commissioner Flaherty moved to approve Commissioner Morrison's report. Commissioner Hannan seconded the motion. The motion carried.

**CHIEF'S UPDATE:** Chief Andrews reported Lt. Soete has completed the FEMA paperwork; Lakeside is scheduled to do the asphalt work at Station #31 on Thursday; Engine 32 was involved in a minor backing accident at Station #32 due to a shadow being cast during the day; will be checking into better lighting; and Arlene's computer arrived today.

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**VOLUNTEER ASSOCIATION:** President Lonnie Reynolds was not present, but it had been suggested to use the Earl Wells memorial contributions for a flagpole at Station #33. Chair Raudebaugh asked Chief Andrews to check into the cost.

**INFORMATION COLLECTION:** None.

**TOPICS for DISCUSSION and/or DECISION**

**A. Station #31 Office Relocation Update** Chief Andrews reported the new office at Station #31 requires a change of use permit since the storage room will become a business occupancy and Lt. Soete is waiting for Mike Ajax, Jefferson County Building Dept., to issue the permit.

**B. Station #31 Repairs Update** Chair Raudebaugh stated this subject was discussed earlier.

**C. ALS Update** Chair Raudebaugh called on Commissioner Hannan to report on the last Joint Board Meeting; Commissioner Hannan stated the Joint Board adopted a salary schedule for the fire fighter/paramedic positions; Chair Raudebaugh stated the Joint Board agreed to a Joint Resolution to be filed with the County Auditor for the Interlocal Agreement; and DS Obtinario reported No. Kitsap Fire & Rescue Chief Paul Nichol had okayed the draft Management Services contract for submittal to Clark Snure.

**D. Fire Chief Selection UPDATE** Chair Raudebaugh reported having talked with Thor Johnson of ESCG with regard to the Board interviewing the final candidates; Thor suggested the Board call a Special Meeting the evening of the assessment center so candidates would not have to travel back to Port Ludlow to get the final results; the Board agreed to setting a Special Meeting on Tuesday, April 29<sup>th</sup> and directed DS Obtinario to coordinate the time with Mr. Johnson. DS Obtinario asked which Commissioners will be attending the Assessors dinner meeting; response was Commissioners Raudebaugh, Flaherty, and Hannan; and the DS asked which Commissioners will be attending the Assessment Center, and Commissioners Raudebaugh and Hannan answered in the affirmative.

**E. Port Ludlow Planning Forum/Fire Station & Emergency Services Committee Report** Chair Raudebaugh explained the meeting of the 18<sup>th</sup> was postponed but will be re-scheduled; three possible building sites are in review (1) Station #31's existing site (2) the area at the Village on Breaker Lane and (3) the 2<sup>nd</sup> or 3<sup>rd</sup> lot beyond the new church site on Oak Bay Road; it was stated the existing Station #31 site would be advantageous because of the 5-mile radius and Pope wouldn't have to donate valuable land.

**F. 20 Year Capital Plan** Chair Raudebaugh reported he, Commissioner Flaherty, and Chief

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Andrews had worked on the 20 year capital plan; he stated it is "just a plan and can be changed"; Chief Andrews went over the plan with the Board explaining the engine and ambulance replacement schedule; Chair Raudebaugh asked if the Board would adopt the plan; and the Board asked to have it placed on the next meeting agenda for adoption.

**G. Net Accrual/Chief's Salary/Benefits** Chief Andrews referred the Board to a tracking sheet specifying the monthly accrual of the Chief's wages and benefits not being spent from January through April; Chief Andrews stated the \$500 per month Chief's stipend he is to receive has been deducted from the accrual totals of \$18,704; and Chief Andrews listed the current unbudgeted expenditures charged against the total accrual as \$1,404 for uniforms and \$5,000 for the Chief hiring process; showing a balance of \$12,300. Chief Andrews stated his report was to comply with Commissioner Morrison's request for such.

Commissioner Morrison thanked the Board for their understanding and patience while he's been dealing with health issues.

**H. Sunpro Package** District Secretary Obtinario and Chief Ben Andrews presented a request to upgrade the whole process of records management by purchasing the SUNPRO Records Management System (RMS) for \$4,470. DS Obtinario and Chief Andrews explained the benefits of recording data one time by one person as opposed to the current system of each staff member entering like or similar data individually to generate reports that may or may not be compatible; stressed the importance of a compatible recording system; and informed the Board of the problem with the current bubble sheet forms for EMS calls stating the State will recognize and accept the data entered in the SUNPRO program which will eliminate the volunteers having to complete the 'bubble sheets'. Chief Andrews stated the bubble sheets are being returned from the State because they are not completed properly, a bubble may have been missed and the forms are cumbersome and frustrating. Commissioner Morrison stated he is in favor of the purchase. Commissioner Flaherty asked where will the dollars come from to pay for the software upgrade; and Chief Andrews stated from the Fire Chief wages and benefits accrual. **MOTION:** Commissioner Morrison moved to authorize Chief Andrews to purchase the complete SUNPRO package. Commissioner Flaherty seconded the motion. The motion carried.

**I. Clark Snure Seminar Report, Meetings of the Board of Commissioners, Fire District Records, and Tape Recording Meetings** Commissioners Hannan and Flaherty and DS Obtinario reported on Clark Snure's recommendation to not tape record the Board meetings; discussed the fact the tape recordings become another public document of the open public meeting and there is only need for one document; the tape cassettes become a storage and filing challenge in that they take up a lot of space and it is difficult to retrieve

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specific information from them; they are not easily accessed or copied to meet the needs of the public; the District Secretary stated she does not use the tape recordings after the meeting in preparation of her minutes; the Board agreed to discontinue taping the Board meetings, and the Chair directed the District Secretary to write a resolution to be adopted at the next Board meeting stating such.

**J. VFIS Invitation to Seminar Dinner 05/22/97 District #6** Commissioners Raudebaugh and Hannan and DS Obtinario will attend the VFIS Seminar dinner.

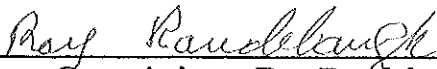
**K. Other?** Chair Raudebaugh called for other business and there were no responses.

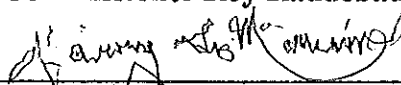
Chair Raudebaugh called for **GOOD of the ORDER; QUESTIONS and ANSWERS** and there were no responses.

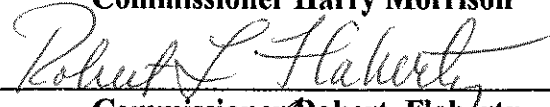
**EXECUTIVE SESSION:** Chair Raudebaugh called for an Executive Session at 8:25 p.m. to review the performance of a public employee and for the session to last fifteen minutes.


Chair Raudebaugh called the Regular Meeting back to order at 8:40 p.m. and stated no final action to be taken..

**ADJOURNMENT:** Chair Raudebaugh called for adjournment at 8:41 p.m.

**SIGNED: BY:**   
**Commissioner Roy Raudebaugh**

**BY:**   
**Commissioner Harry Morrison**

**BY:**   
**Commissioner Robert Flaherty**

**BY:**   
**Commissioner Dennis Hannan**

**ATTEST:**

**BY:**   
**Arlene F. Obtinario, District Secretary**