

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING
MAY 13, 1997
A G E N D A**

- I. CALL TO ORDER REGULAR MEETING 7:00 P.M.**
- II. FINANCIAL REPORTS**
- A. Monthly Account Updates**
 - B. Vouchers**
 - C. Transfer of Funds**
 - 1. Motion to transfer 1996 Unexpended Funds TAB 1
- III. VOLUNTEER ASSOCIATION REPORT President Lonnie Reynolds**
- IV. PUBLIC PRESENTATIONS None**
- V. SUB-COMMITTEE REPORTS**
- A. Building Committee**
 - 1. Port Ludlow Planning Forum, Fire Station & Emergency Services Committee
 - B. ALS UPDATE**

Reminder: Joint Special Meeting Districts 1 & 3
May 16, 1997 6:30 pm St#31

 - 1. Chief Andrew's Letter to the EMS Council
 - 2. Memo from VFIS RE: insurance for ff/medics
- VI. INFORMATION COLLECTION None**
- VII. UNFINISHED BUSINESS**
- A. Chief Hiring Process UPDATE**
 - 1. Special Meeting to meet with Wayne Kier, May 21, 6 pm, St#31
 - 2. Background Check
 - 3. Physical Exam
 - 4. Other?

**B. Adopt Resolution No. 97-3 Tape Recording
Board of Commission Meetings**

TAB 2

C. Other?

VIII. CHIEF'S REPORT

Chief Ben Andrews

IX. NEW BUSINESS

A. Seminars/Meetings:

1. EMS Council Special Meeting May 19, 7:30 pm, Quilcene Fire Station
2. VFIS Dinner Meeting May 22, 7:00 pm, Fire District #6, Cape George Station
3. WFCM Chelan Seminar June 7, Campbell's in Chelan
4. "Better Business thru Better Environments" Seminar June 13 Silverdale

B. Speed Limit Letter

Chief Andrews

C. In-District Living Allowance

Chief Andrews

D. Board Vacancy Announcement

TAB 3

E. Other?

X. GOOD OF THE ORDER; QUESTIONS & ANSWERS

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

JEFFERSON COUNTY FIRE DISTRICT NO. 3
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 13, 1997

CALL TO ORDER:

Chairman Commissioner Roy Raudebaugh called the Regular Meeting of May 13, 1997, 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, and Commissioner Dennis Hannan. Also present were Chief Ben Andrews and District Secretary Arlene Obtinario.

FINANCIAL REPORT:

Chair Raudebaugh called upon Commissioner Flaherty to give the financial report. Commissioner Flaherty reviewed the April 30, 1997, Monthly Account Updates (included with these Minutes). **MOTION:** Commissioner Hannan moved to approve the Account Updates as presented. Commissioner Flaherty seconded the motion. The motion carried unanimously. Chair Raudebaugh called upon Commissioner Flaherty to present the vouchers for payment. Commissioner Flaherty stated the vouchers total \$20,985.52 (Voucher Numbers 217-261) (Fire General \$18,675.36 and EMS \$2,310.16). **MOTION:** Commissioner Flaherty moved to approve payment of the vouchers. Commissioner Morrison seconded the motion. The motion carried unanimously.

Chair Raudebaugh called for motions to transfer funds. **MOTION:** Commissioner Flaherty moved to transfer 1996 Unexpended funds as follows: \$11,552.27 from General Fire Fund to Reserve Fund and \$14,911.96 from EMS Fund to Reserve Fund. Commissioner Morrison seconded the motion. The motion carried.

Chief Andrews stated the 20-Year Capital Improvement Plan should have been placed on the Agenda for approval. Chair Raudebaugh called for a motion to approve the plan. **MOTION:** Commissioner Hannan moved to adopt the 20-Year Capital Improvement Plan. Commissioner Flaherty seconded the motion. Chair Raudebaugh called for discussion. Chair Raudebaugh asked Commissioner Morrison if he had had time to review the plan and the answer was affirmative. Question called. Motion carried unanimously.

VOLUNTEER ASSOCIATION REPORT Chair Raudebaugh announced there would be no report and for **PUBLIC PRESENTATIONS** Chair Raudebaugh stated nothing listed.

Chair Raudebaugh called for **SUB-COMMITTEE REPORTS**. **Item A. Building Committee.** Commissioner Hannan stated the April meeting was postponed just after Commissioner Well's death; Chair Raudebaugh reported Clark McHuron has a Station #31 map showing District 3 owns more land than originally thought; Commissioner Hannan stated Clark McHuron is a

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geological engineer; and a suggestion is to not install a septic system but to hook into an existing sewer system.

Item B. ALS Update Chair Raudebaugh suggested rather than purchase an infusion pump, purchase an additional Life Pak 10; Chief Andrews stated District 3's new defib unit has a card that changes the unit from BLS to ALS; EMT's can use the defib unit in the automatic mode and medics can use it in the manual mode; Chief Andrews went on to report District 3 currently has 2 Heartstart 2000 units and they cannot utilize the ALS card; Chair Raudebaugh suggested using DOT grant dollars for upgrading the defib units; Chief Andrews stated no agency in the neighboring counties is using the infusion pump and he stated a need to cost out the number of uses against the replacement cost; and Chief Andrews informed the Board the MPD does have the final say on the purchase of the infusion pump.

Chief Andrews reviewed his letter to the EMS Council requesting the Council call a special meeting to address five issues; certification of paramedics, protocols, training, unwillingness to work towards common protocols, and an MPD who doesn't practice in the area. Chief Andrews reported the EMS Council meeting will be the 19th; it is not his intent to "go after" Syd; he has positive suggestions for each area of concern; and he feels Dr. Schneidman has become used to making all the decisions and now the fire district has the personnel to monitor these decisions thus creating need for change.

VFIS has submitted a memo to Fire Districts 3 and 1 stating an additional premium to insure the new medics will cost approximately \$600; the premium fee will be billed to District 3 and District 3 will, in turn, bill District 1 for their half. The additional premium may be added the day of hire.

Chair Raudebaugh stated no information gathered under **Information Collection**.

Chair Raudebaugh called for **UNFINISHED BUSINESS, A. Chief Hiring Process UPDATE**. Chair Raudebaugh reminded the Board of the upcoming Special Meeting scheduled for May 21, 6 p.m. at Station #31, for the purpose of negotiating the Fire Chief Employment Agreement with Wayne Kier. The Board directed DS Obtinario to contact ESCG and request the in-depth background check referred to in their services agreement; the Board agreed a physical exam would be required of Wayne Kier; DS Obtinario asked if the Board wanted her to schedule a psychological exam for Mr. Kier; and the Board agreed to not conduct such an exam at this time.

B. Adopt Resolution No. 97-3 Tape Recording Board of Commission Meetings. **MOTION:** Commissioner Hannan moved to adopt Resolution No. 97-3 which discontinues the tape recording of Board of Commission meetings. Commissioner Flaherty seconded the motion. The motion carried.

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Chair Raudebaugh called for **C. Other Unfinished Business**. There were no responses.

Chair Raudebaugh called for the **CHIEF'S REPORT**. Chief Andrews highlighted his report with statistical information regarding calls for the month of April and an update on apparatus, equipment, stations, training and personnel (Chief's Report included with these Minutes).

NEW BUSINESS: Chair Raudebaugh called for **New Business**. **A. Seminars/Meetings DS** Obtinario reviewed upcoming seminars with the Board: the EMS Council Special Meeting, May 19, 7:30 pm, Quilcene Fire Station; the VFIS Dinner Meeting, May 22, 7pm, JCFD#6, the WFCM Chelan Seminar June 7th, and a "Better Business thru Better Environments" Seminar, June 13th in Silverdale. **MOTION:** Commissioner Raudebaugh moved to authorize Arlene to attend the June 13 seminar in Silverdale. Commissioner Hannan seconded the motion. The motion carried.

B. Speed Limit Letter Chair Raudebaugh called on Chief Andrews regarding the speed limit letter; Chief Andrews stated he received a copy of a letter from the Shine Community Action Council, written by Ms. Wendi Wrinkle, Secretary to the Council, asking support for lowering the speed limit from 60 MPH to 45 MPH; Chief Andrews remarked the majority of MVA's are caused by inappropriate passing; believes lowering the speed limit might even cause more accidents; feels Ms. Wrinkle referenced the Fire District without authorization; and Chief Andrews asked the Board how best to answer the letter. **MOTION:** Commissioner Raudebaugh moved to have Chief Andrews contact Ms. Wrinkle and ask her to take the Fire district out of her letter. Commissioner Flaherty seconded the motion. The motion carried.

C. In-District Living Allowance Chair Raudebaugh called on Chief Andrews; Chief Andrews reported the previous Chief had split the wages designating \$300 of the monthly wage to be an in-District living allowance; the new fire fighter/medics may choose to live in surrounding communities; the employment of 24-hour medics will cut down on Lt. Soete and Chief Andrews' after-hour responses; and Chief Andrews requests the Board amend the wage scale to reflect straight pay no matter where the employee lives. **MOTION:** Commissioner Flaherty moved to eliminate the in-District living allowance contingency and to include that dollar amount in the base wages. Commissioner Hannan seconded the motion. Chair Raudebaugh called for discussion of the motion. Discussion followed regarding the legalities of an in-District living allowance and the pros and cons of such. Question was called. Chair called for the vote. Commissioners Hannan, Flaherty, and Raudebaugh voted for the motion. Commissioner Morrison abstained. Motion carried.

Chair Raudebaugh directed Chief Andrews to produce a revised wage scale, eliminating the in-District living allowance and including the fire fighter/paramedic position

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D. Board Vacancy Announcement MOTION: Commissioner Morrison moved to authorize the District Secretary to advertise the Fire Commissioner vacancy brought about by Commissioner Earl Wells' death. Commissioner Hannan seconded the motion. The motion carried. DS Obtinario will advertise in the LEADER May 21 and May 28; will request a letter of interest/resume to be turned into Station #33 by 4:00 p.m., Wednesday, June 4th; and interviews, appointment, and Oath of Office to be conducted at the June 10th Regular Board Meeting. Marcie Ruskin suggested not everyone subscribes to the LEADER and requested the readerboard be utilized to solicit interest.

E. Other? Chair Raudebaugh called for Other New Business and received no input.

GOOD OF THE ORDER; QUESTIONS & ANSWERS Chair Raudebaugh called for Good of the Order; Questions & Answers, and received no input.

EXECUTIVE SESSION: The Chair called for no Executive Session

ADJOURNMENT: Chair Raudebaugh called for adjournment at 8:08 p.m.

SIGNED: BY: Roy Raudebaugh
Chairman Roy Raudebaugh

BY: (Resigned)
Commissioner Harry Morrison

BY: Robert Flahearty
Commissioner Robert Flahearty

BY: Dennis Hannan
Commissioner Dennis Hannan

ATTEST:

By: Arlene F. Obtinario
Arlene F. Obtinario, District Secretary