



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 4, 2018

Chair Barnfather called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners James D. Barnfather, G. Michael Gawley, Steven K. Chinn via phone conference, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; receiving none.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Barnfather seconded to approve the August 21, 2018, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Chief's Report – Chief Andrews reviewed his written report, reporting that:

- No new information regarding the PenCom ILA, a meeting is scheduled for this week; hopefully an update will be brought forward at the next meeting.
- No update on collective bargaining. Chief stated his concern with all of PERC's resources becoming tied up dealing with School District contracts.
- The League of Women Voters may request a presentation regarding the levy during a forum on October 14th. He will advise if they request a representative to attend.
- The District has been working with the Sequim Police Department (SPD) to develop a joint response protocol for Mass Casualty Incidents (MCI). They are collaborating using the Rescue Task Force (RTF) model. The RTF model has been endorsed by the IAFF and the IAFC. Currently, Clallam County Sheriff's office uses the Hillsboro Model; SPD and the District do not believe that the Peninsula has enough resources to effectively implement that model in the event of an MCI. There are more risks associated with personnel responding using the RTF model compared to the Hillsboro model, however, most of those risks can be mitigated with protective gear, and collaborative training drills. A walkthrough of Sequim High school was conducted last week using the RTF model; a collaborative drill is being planned for 2019.
- Enduris, the District's insurance provider, recently asked staff to evaluate vehicle coverage to ensure appropriate insurance values were assigned. Additional research is being conducted; hopefully a strategy will be developed and presented by the next board meeting.

- Two significant EMS developments have come to light recently. One, East Jefferson Fire and Rescue's union agreed to create a "Single Role" employee for EMS only members. Their primary role is to facilitate inter-facility transfers and their secondary is to become an additional available resource. Second, Central Mason Fire & Rescue announced that they signed a letter of intent to purchase Mason County Medic One. They too are looking to integrate "Single Role" resources. Chief Andrews plans to contact both agencies to research implementation benefits and barriers. He will also try meet with Bill Littlejohn to see what the future holds for local Olympic Ambulance.
- 2018 YTD Call volumes continue to stay fairly consistent with 2017 call volumes.

Logistics Report – AC Quitslund reported that: the remounted ambulance will go into service this week; the old chassis is up for auction, 4 bids have been made with the currently bid at \$1,526, bidding will close in about 4 weeks; a crew of 18 inmates cleaned up the training grounds (TOC); irrigation at the TOC has been fully repaired to fully function; AFG grant status is still unknown; 34% of the funds have been awarded to date; annual pump testing is complete, E37 will need repairs, an after action review will be conducted to see if changes that need to be made in the testing process; SOP updating continues; 2019 Budget Development will include updating facility maintenance plans, apparatus replacement plans and capital equipment replacement plans; Eric Jacobsen will attend the next BOC meeting to give an update of his work and give an overview on software and hardware expenditures and replacement plans; Aid 35 is out of service due to a hard start problem and shop fence repairs will be underway soon with a man gate added and privacy options will be considered, repairs will be billed to the Sheriff's office and any upgrades will be at the Districts cost.

Operation's Report – AC Hudson reported that: the Recruit Class planning is underway, we have roughly 16 and District 2 has 4-6 potential recruits, new 4th edition books are ordered and plans are to extend the academy to include appropriate training to allow for post academy IFSAC FF1 testing and certification. Commissioner Barnfather asks if we can contract with volunteers to commit for a certain length of time, Chief Andrews will look into this and report back; call stats through August were distributed; an overview of wildland deployments was given, 2 members demobilize this week, one next week and one extended to 9/12/18; and backfill shift training is slated to start this month.

Agenda Bill 1: Commissioners Association Check – Alwynn Movius presented an update on the refund check received from Sandra Shields. The funds were from closing a bank account in the name of "Clallam County Commissioner's and Secretaries Association" that Sandra was a signer on. After discussing options of how to handle the funds properly, Alwynn will contact the state auditor's office and report back with their recommendations.

Agenda Bill 2: Retroactive Chaplain Pay – AC Quitslund reported that with the implementation of SOP 2810, the Chaplains have a \$100 monthly Stipend. Previous to July 2017, the chaplains were paid with no written policy guidelines. When staff changed in 2017, chaplain compensation ended due to the lack of written and adopted guidelines. With the implementation of SOP 2810 outlining written and adopted guidelines, AC Quitslund asked for Chaplain Compensation to be retroactive to July 1, 2017 being paid on the next ending quarterly cycle of September 30th, 2018. AC Hudson clarified that the District intends to stay with 3 chaplains. AC Quitslund reported that with past practice we did not track chaplain's activity. Chief Andrews added that chaplains respond as non-denominational support staff and if someone does not wish to have their help, they will abide and leave. Commissioner Chinn motioned and Commissioner Barnfather seconded to approve incorporating chaplain compensation into the third quarter volunteer reimbursements, retroactive to

July 1, 2017. Commissioner Gawley abstained. **MOTION PASSED.**

Agenda Bill 3: Fire Apparatus Plan Presentation – AC Quitslund reviewed a draft capital replacement plan. The plan outlined replacement for fire apparatus, including rescue vehicles, engines, brush engines, tenders and the ladder truck. The plan is a major component of the overall capital replacement plan. AC Quitslund thoroughly presented the drafted plan detailing the current fleet analysis while incorporating response analysis for incident types showing apparatus response activity along with apparatus replacement recommendations. NFPA 1901 recommends apparatus 15 years old or greater not be used as first-line service because they often lack important safety features as technology changes rapidly; apparatus 15 years old or greater is recommended to be placed in reserve status and upgraded to current standards with as many safety features as possible; and apparatus 25 years old or greater be replaced. NFPA 1901 is not mandatory; however it does establish logical guidelines.

The apparatus replacement plan displays each vehicle, model year and current age as of 2019 as a visual overview of each apparatus and where it lies within the NFPA 1901 replacement guidelines. One noteworthy change in the draft plan is replacing current aid cars at volunteer stations with SUV's that have the same response capabilities but would not be transport units. He also presented data collected from a 5 year overview to show how apparatus was dispatched; noting that there can be a margin of error in the data when the vehicle dispatched did not actually respond. Mileage and engine hour analyses were completed to incorporate in the replacement plan, however, obsolescence and operational needs are more of a factor when considering fire apparatus replacement. He shared a fleet replacement cost forecast noting that as designed, there would be 1 million dollars saved over a 10 year period. The plan was presented with the intent to starting conversations while leading up to the board's adoption of a finalized plan. The report was provided as an information item with no action requested.

Agenda Bill 4: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Barnfather seconded to approve Accounts Payable Claim check numbers 107212 through 107245, dated September 4, 2018, totaling \$194,032.99; Payroll EFT's and IRS deposit for monthly payroll dated August 24, 2018, in the amount of \$37,684.62; for a disbursement grand total equaling \$231,717.61. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:55 p.m. and was expected to last for 45 minutes under RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn via phone conference, Chief Andrews and Assistant Chiefs Hudson and Quitslund.


Commissioner Chinn left via phone conference at 3:21p.m. At 3:40 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

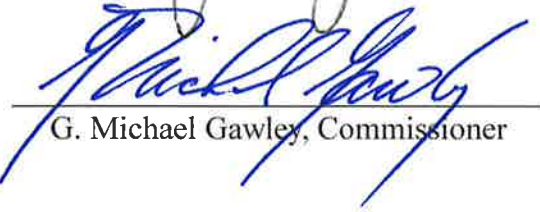
None

ADJOURNMENT

Chair Barnfather called for adjournment at 3:40 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Commissioner



Steven K Chinn, Vice Chair

Attest: 

Ben Andrews, Board Secretary