



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 6, 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, and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, Captain Derrell Sharp, and citizen Duane Chamlee.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; the Board agreed to change agenda 7 and 8's order of presentation.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the October 16, 2018, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment. Citizen Duane Chamlee signed the roster and promptly rescinded out his name when he realized the roster was for speaking and not just a sign in sheet.

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- The District and Local 2933 have been certified by PERC for Interest Arbitration. The District has chosen Dan Smith as their partisan arbitrator, there has been no news on who the Local has chosen. He will be issuing a letter to all staff to explain this process.
- Washington State Rating Bureau postponed their evaluation to January 2019; staff is working to collect and organize data the requested for their visit.
- He participated in the School District's Safe Schools Public Forum. He reported that the turnout was good with discussions focusing more on the school's role in incidents of all natures. There was interest of offering the CERT program to High School students, which is something that may be evaluated in the future.
- Olympic Ambulance donated a surplus ambulance to the District; it's being used as an rehab unit as it better suits our needs than the previous rehab unit.
- The new motor pool vehicle was ordered. The color red would have been a custom color costing the District significantly more; therefore, staff chose to go white. To be identifiable as a District vehicle, the new vehicle will have District decals added after its arrival.
- He and Captain Derrell Sharp met with Dr. Finman from the OMC Walk-in-Clinic regarding non-acute inter-facility BLS transports. Dr. Finman was unaware that there was another gateway to activate BLS transports rather than calling 911 directly. After the meeting he better understood the option of calling Olympic ambulance directly, thus freeing up 911 for other

emergency responses. Dr. Finman will be working with staff to ensure they understand alternative options for initiating non-emergency BLS transports in the future.

- 2018 YTD Call stats were attached to the written report; trends continue to stay consistent with 2017 call stats.

Operations Report – AC Hudson reported that: the District currently has 64 active volunteers, 3 are on leave of absences and attendance letters have been sent out for the 3rd Quarter of 2018 which means there may be some expected terminations and/or resignations in the near future; 2018 YTD calls stats were attached to the written report; the MSO report was attached, he noted that the District has been actively participating in the fall prevention program, OMC providers are all on board with participation and Jamestown is coming up to speed with participation as well, the hope is to get most providers participating in the fall study; an MCI training event will be held at Greywolf this month; additionally a difficult airway class will be held this month; Safety Committee work continues; there were 6 District transports in October; 2019 Recruit Class preparation is well underway; live fire training was held last night and 4th quarter on-shift backfilled training is planned for December.

Logistics Report – AC Quitslund reported that: ambulance surplus auction has reached a combined total of \$12,150 thus far, bids begin ending November 19th, more bidding action is anticipated before closure; 2017 SAFER Grant quarterly reporting is complete and 2017/2018 purchase proposals and grant application discussions are agenda items today; PSTrax development continues to make progress; pump repair parts for Engine 37 have arrived and installation will occur soon; preparations are underway for the newly acquired rehab ambulance to prepare the vehicle; waiting on a response from the County regarding the ST 31 septic; St 32 upgrade project is complete; ST 37's workout room upgrade is set for tomorrow; damage repairs to the shop fence are complete and seam connection repairs are being addressed; admin service updates include Recruit Academy on-boarding is well underway, a recruit manual is being developed, Target Solutions set-up for recruits is initiated and stipend agreements for instructors are being addressed; work on the vehicle replacement plan continues; 2019 budget preparations are underway, Tenzinga implementation is underway; prevailing wage affidavit was successful; Department of Enterprise Contract for Usage Agreement was implemented and used to purchase the motor pool vehicle; MRSC Roster Renewal is complete; shop rate for outside work will be increasing this year; several draft SOP's are in various stages of review; and Ladder Testing will occur this Friday.

Agenda Bill 1: Response to Incidents of Violence SOP – Chief Andrews reported that to support the effort of updating the District's compliance with WAC 296-305, Safety Standards for Firefighters, staff has developed SOP 4160, Response to Incidents of Violence. This version converts previous materials to the SOP format; incorporates updated language to further clarify response guidelines; and adds language to comply with WAC 296-305. Chief Andrews noted that the District will not risk its members lives unduly and that CMCI's present different risks that will be addressed in an additional SOP. Chief Andrews clarified that dispatchers may tell units to stage and that if violence is suspected, responding units can advise dispatch that they will stage until they are advised by on-scene law enforcement that the scene is secure. The SOP was provided as an information item with no action requested.

Agenda Bill 2: 2018 Employee Compensation SOP – Chief Andrews presents SOP 2412, Employee Compensation, which was created to consolidate existing policies and procedures and update guidelines to align with FLSA requirements and current practices. The SOP is intended to memorialize the standardization of wage scales and the process for selecting comparables, and

outlines all items related to payroll. The SOP was provided as an information item with no action requested.

Agenda Bill 3: Summary of 2018 AFG Grant Application – AC Quitslund advised that the 2018 AFG application was submitted for communication equipment replacement. He provided a summary that outlined the grant request. Chief Andrews responded to a question, explaining why the District has to use Verizon as its service provider due to the coverage limitations of other service providers. Information item, no action requested.

Agenda Bill 4: Resolution 18-7, Ambulance G-3 Surplus – AC Quitslund reviewed Resolution 2018-07, Declaration of Surplus Vehicles, explaining that G-3, a 1986 Ford Ambulance VIN # 1FDHS34LXGHA89489, no longer has operational value to the District. Staff recommends G-3 be declared surplus. Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2018-07, to declare vehicle G-3 surplus. **MOTION CARRIED.**

Agenda Bill 5: 2019 Budget Guidance – Chief Andrews advised that before completion of the 2019 budget, direction is being requested on the purchase projected for 2019. Chief Andrews and Captain Derrell Sharp explained the proposed purchase of “First Watch” software. The software will provide incident and response reporting and analytics, as well as hosting an additional software component called “First Pass” that would provide Quality Assurance/Quality Improvement (QA/QI) processing. Currently, three career members facilitate the QA/QI process by hand. Consequently turnaround runs months behind resulting in delays that may well impact service delivery. With the proposed program, the turnaround time will be days, therefore, feedback to crews will occur timely, which allows for findings to be used in a more proactive role for future incident of the same nature. This system allows for a better standard of care for citizens than can be offered from the current model.

This purchase will accomplish goal recommendations from the Service Delivery Study, which recommended the District strive for QA/QI of 100% of reports within 72 hours of clinical care . The combined cost for the two programs is \$95,000. Chief Andrews conveyed his intent to convert existing overtime funds used to pay members to do the work to pay for the program. Therefore the District will not be using new funding to cover the costs associated with the purchase. The Sequim Dungeness Hospital Guild has granted the District \$36,600 to cover the “First Pass” portion of the program. Once the software is paid in full, the maintenance fee will be \$12,000 a year thereafter, until then; it is included in the cost. The District’s options for paying off the software are: to pay “in full” or to term the payment over a 3 year period, both options have no extra costs associated to the District. Commissioner’s consensus was to move forward with the purchase paying off the software over the 3 year period.

Agenda Bill 6: 2017 AFG Purchase Authorizations – AC Quitslund advised that the 2017 AFG grant project has progressed to the next step of initiating the actual purchase of new SCBA’s. He noted that they are looking into options for trading in the old SCBA; otherwise they would go up as surplus and be auctioned. Commissioner Gawley moved and Commissioner Chinn seconded to authorize staff to execute each of the grant related purchases up to a maximum amount of \$595,136.00. **MOTION CARRIED.**

Commissioner Barnfather recessed for a 10 minute break starting at 2:53. At 3:03 p.m., Chairman Barnfather called the meeting back into Regular session.

Agenda Bill 7: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 107353 through 107403, dated November 6, 2018, totaling \$69,580.70; Payroll EFT’s and IRS deposit for monthly payroll dated October 25, 2018, in the amount of \$70,786.05; for a disbursement grand total equaling \$140,366.75. **MOTION CARRIED.**

Agenda Bill 8: 2019 Budget Preparations – Finance Manager Alwynn Movius presented and overview of the 2019 Budget Detail spreadsheet along with printed copies of a Budget Workshop PowerPoint presentation. She noted highlights on 2018 Estimated Financial Statements, 2019 Budget Highlights – Revenue, 2019 Budget Highlights – Expenditures, 2019 Proposed Budget Summary, Historical and Estimated Year-end Fund Balances from 2012 through 2019, and Fund Balance Compared to 40% Threshold. The 2019 Budget was developed assuming only current revenue capacity, doing so requires another year of deficit spending. After a question and answer session, both addressed by Alwynn and Chief Andrews, the Commissioners concurred with the information presented. No action was requested.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 4:19 p.m., expected to last for 41 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Chinn and Gawley. At 5:00 p.m. Commissioner Barnfather extended the session for an additional 15 minutes. At 5:17 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER – None.

ADJOURNMENT

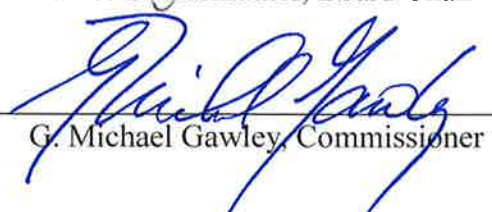
Chair Barnfather called for adjournment at 5:18 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Fire Chief