



Clallam County Fire District #5
PO Box 530, 60 Eagle Crest Way
Clallam Bay, WA 98326
360.963.2371
www.clallamfire5.org

REGULAR BOARD OF COMMISSIONERS MEETING AGENDA

JANUARY 28, 2019
STATION 51 – 1800

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call of Members** - Roy “Spider” Wright, Pos1; Karin Ashton, Pos2; Dan Ahrens, Pos3
- IV. Adopt Agenda - Motion**
- V. Guests - Introduction**
- VI. Consent Agenda**
 - A. ~~Minutes of Regular Meeting~~ – *No December Meeting*
 - B. **Variance Report** as of December 2018 - *Motion*
 - C. **Accounts Payable** dated January 28, 2019 - *Motion*
 - D. **Payroll** – Chief \$5,404.77, Commissioner Wright \$114.00, Commissioner Ahrens \$114.00 - Total \$5,632.77 - *Motion*
 - E. **Revenue Received - Property Tax** \$731.65, **Excise Tax** \$25.68, **Timber Excise Tax** \$11,259.84, **Port of Port Angeles** \$300.00, **EF Recovery** \$345.14, **EMS Fees** \$5,981.47, **Investment Interest** \$551.71 - Total \$19,195.49 - *Motion*
- VII. Old Business**
 - A. EVIP Training
 - B. Communications
 - C. Disaster Preparedness
 - D. Training Update
 - E. Red Cross Update
- VIII. New Business**
 - A. DNR Forest Land Response & Assistance Agreement- *Action*
 - B. WSRB Review – *Info*
 - C. Agency License – *Info*
 - D. 2018 Revenue/Expenditure Report - *Info*
 - E. 2018 Call Volume Report - *Info*
- IX. Personnel**
 - A. New Members
 - a. None
 - B. Other – None
- X. Reports**
 - A. Chief
 - B. Captain
 - C. Commissioner Wright
 - D. Commissioner Ashton
 - E. Commissioner Ahrens
- XI. Public Comment Period**
- XII. Executive Session**
- XIII. Adjournment**

The fire district encourages the participation of disabled citizens at the meetings of the Commissioners. Those wishing to attend the meeting should notify the Chief at least 48 hours in advance if special accommodations will be necessary for participation in the meeting. Announcements of the Commissioners Meetings will include a statement of steps to be taken for the participation of disabled persons.

Commissioners

*Roy “Spider” Wright * Karin Ashton * Dan Ahrens*

Clallam County Fire District # 5 is an equal opportunity provider.



Clallam County Fire District #5
PO Box 530, 60 Eagle Crest Way
Clallam Bay, WA 98326
360.963.2371
www.clallamfire5.org

REGULAR BOARD OF COMMISSIONERS MEETING

MINUTES

JANUARY 28, 2019

STATION 51 – 1800

I. Call to Order

The meeting was called to order by Commissioner Wright at 1800.

II. Pledge of Allegiance

All recited the Pledge of Allegiance.

III. Roll Call of Members

Present Commissioner Roy “Spider” Wright, Commissioner Karin Ashton, Commissioner Dan Ahrens (ABSENT). Also present: Chief Hutson, Captain Rausch.

IV. Adopt Agenda

Commissioner Wright made a motion to adopt the agenda with a second by Commissioner Ashton.

V. Guests

A. Attendees: None

VI. Consent Agenda

A. Minutes – no minutes.

B. Variance Report as of December 2018. A motion was made by Commissioner Ashton to approve the variance report with a second by Commissioner Wright.

C. Accounts Payable dated January 28, 2019 in the amount of \$6,779.95. Commissioner Ashton made a motion to accept the Accounts Payable with a second by Commissioner Wright.

D. Payroll – Chief \$5,404.77, Commissioner Wright \$114.00, Commissioner Ashton \$114.00, Commissioner Ahrens \$114 - Total \$5746.77. Commissioner Ashton made a motion to accept the Payroll with a second by Commissioner Wright.

E. Revenue Received **Property Tax** \$731.65, **Excise Tax** \$25.68, **Timber Excise Tax** \$11,259.84, **Port of Port Angeles** \$300.00, **EF Recovery** \$345.14, **EMS Fees** \$5,981.47, **Investment Interest** \$551.71 - **Total** \$19,195.49. Commissioner Ashton made a motion to accept the revenue with a second by Commissioner Wright.

VII. Old Business

A. EVIP Training

Nothing to report.

B. Communications

Chief Hutson reported that we are awaiting a response to the grant we submitted.

C. Disaster Preparedness

Chief Hutson reported that the CERT Training scheduled by the EOC staff was postponed. Our focus this year is CERT and Map Your Neighborhood training. The only damage reported in the wind storm was the paint shop roof blew off at Gary’s Pay & Save. Captain Rausch reported that he will attend the upcoming HAZWOPER training in Port Angeles. Karin attempted to sign up but did not receive confirmation that she was signed up. The training is focused on animal rescue due to oil spills, but it teaches the full HAZWOPER course.

D. Training Update

Chief Hutson gave an update on training. We are focusing on Firefighter Training. We had a fire at the Corrections Center. Bare wiring caught some cardboard on fire in a freezer. DNR sent us the link to the on-line wildland training. Our two new EMT's were added to the online EMT Training that must be completed annually. Two students are still working on their practice tests to take the EMT Test.

E. Red Cross Update

Captain Rausch contacted the Red Cross about the smoke detectors that we installed that were a part of a recall. They will send us replacement smoke detectors. The Chief's concern is that the smoke detectors were installed by Fire Department members. If a fire happens and the smoke detectors aren't functioning, they will blame it on the Fire Department. Captain Rausch is making contact with the ones that we did the install on.

VIII. New Business

A. DNR Forest Land Response & Assistance Agreement

Chief Hutson presented the DNR Forest Land Response & Assistance Agreement. There are no changes to the previous agreements with the exception of that the agreements are individual agreements with each Fire District, versus an agreement with all Districts. A motion was made by Commissioner Wright to approve the Agreements with a second by Commissioner Ashton. Commissioner Wright asked if it would be beneficial to obtain a water truck. Chief Hutson explained that our equipment is not the issue, the issue is not having enough responders to respond. You can have all the equipment in the world, but without responders, it does you no good. Commissioner Wright stated that members in the community make comments about our response and lack of equipment. Chief Hutson stated again, it is not a lack of equipment, it is a lack of personnel, she encouraged Commissioner Wright to tell them to show up and volunteer on Tuesday evenings. Captain Rausch concurred that it is a lack of volunteers, not a lack of equipment.

B. WSRB Review

Chief Hutson presented the WSRB Review. The only change is that the Airport no longer qualifies as a first out responding fire station due to no Firefighters responding directly from the station. Our fire rating remains the same.

C. Agency License/EMT License

Chief Hutson reported that our agency license was renewed with the Department of Health. This must be done every three years. Three EMT licenses were also renewed for three more years.

D. 2018 Revenue/Expenditure Report

Chief Hutson presented the 2018 Revenue and Expenditure Report. We fell short of our projected revenue due to the loss in timber dollars. For the past few years, we have received our budgeted projections. We went from \$90k a year in timber dollars to \$7k a year. We may need to look at running a Fire Levy to maintain our Fire District. Commissioner Wright explained ran on the basis that we would not run a levy. Chief Hutson explained that if our revenues do not increase, we will not be able to meet the minimum requirements of a Fire and EMS District. A misnomer in the community is that this is a County agency with lots of revenue. We are a Junior Taxing District. The only money that we receive is from our tax payers, EMS billings, fire billings, grants, etc.

We only receive \$55k from tax payers. \$55k will not pay for the fire station, much less anything else. There are mandates that we have to meet every year that cost thousands of dollars, in addition to mandatory equipment replacement regardless of whether it has been used. In addition, we need new radios and a new ambulance. The cost of new radios is \$45K and a new ambulance is \$150k. Commissioner Ashton offered that we need another full-time employee to meet the needs of the District. Commissioner Wright stated that we are a long way away from another full-time employee. Chief Hutson stated that we do need another full-time position. She is on call 24/7 365. She is unable to leave town for any period of time. We do not receive money from the County. Captain Rausch recommended that we put together an information sheet to share with the Community regarding our revenues and expenditures. Chief Hutson also explained that although we are a Volunteer agency, we are still required to meet the same mandates of a career Department. Commissioner Wright is concerned that they will say why do we need fire insurance, when it will just burn down. Chief Hutson again replied that we need more volunteers to respond. If they want the service, they are going to have to pay for it. A fire station is not a given. Chief Hutson also recommended that we raise our EMS Fees. Our fee is only \$600. We are lucky if we get \$250 of that bill. Commissioner Wright stated that almost all fire districts are running levy's. Chief Hutson will put together an information sheet and look into what it will take to run a levy.

The call report was also presented. We did 177 calls in 2018. The volunteer response breakdown was also presented. It is still the same 3 or 4 people responding to all of the calls.

IX. Personnel

- A. New Members
 - a. None.
- B. Other – Chief Hutson reported that her injury is the same. She is awaiting a response from Dr. McGovern.
- C. We had a member state several days following a call that she hurt her arm on a call. She did not report it at the time to the Captain or anyone on the call. She did not submit an accident report.

X. Reports

- A. Chief
 - Nothing.
- B. Captain
 - Captain Rausch shared the call log. Captain Rausch participated in the monthly ham radio check in with FEMA. Captain Rausch asked if we need to do anything with the Measles outbreak. We haven't been mandated anything yet. We should see who in our Department isn't immunized.
- C. Commissioner Wright
 - Commissioner Wright asked on the status of the radio grant. Chief Hutson stated that the grants haven't been awarded yet. Commissioner Wright will be going in for surgery. He will be available for the next meeting.
- D. Commissioner Ashton
 - Commissioner Ashton will be gone for a few days in March.
- E. Commissioner Ahrens
 - Absent.

XI. Public Comment Period

None.

XII. Executive Session

None.

XIII. Adjournment

Commissioner Wright made a Motion to adjourn at 1920 Commissioner Ashton seconded.