

Clallam County Fire Protection District #1
Meeting Minutes December 13, 2015

Meeting called to order at 8:34 a.m. at the Forks Firehall, 11 Spartan Avenue, Forks, WA

Commissioners Present: Gerry Morris, Dave Burt, Lowell McQuoid, Chet Hunt

Others Present: Bill Paul, District Chief; Deb Palmer, District Secretary

Volunteer FFs Present: Dick Long, Asst. Chief; Nick Ness, Lieutenant; Justice Barnes, Captain; Ryan Oberfranc, Lieutenant

Vouchers: Vouchers, #15-285 through 15-318, totaling \$11,388.50 were reviewed. Dave moved that the vouchers be approved for payment. Chet seconded. **Motion unanimously carried.**

NOTES:

Original voucher totaled \$11,478.50. Deb found that we had a credit with Board for Volunteer Firefighters, so deleted the payment for \$90.

Payment was also processed to pay a vendor that painted the cabinets in the amount of \$1,230.29

Minutes: Meeting minutes from November 8, 2015 meeting were reviewed. Dave moved and Chet seconded that the minutes be approved. **Motion unanimously carried.**

COMMUNICATIONS—All communications were reviewed:

- County Reports: Cash balance - \$ 426,430.40(was \$418,596.51)
We've collected \$11,112.73 more than expected.
Property taxes collected are reported at 93.37% of budgeted (budget was estimated high to allow for any changes in assessed values).
- Oath of Office: Gerry administered the oath for Lowell's election.

OLD BUSINESS

Water at Beaver: Nothing to report.

Commissioner Position: On hold, not sure how to recruit. Deb requested that the commissioners communicate plans to miss meetings with each other to ensure that we have a quorum.

2016 Budget: We submitted documents separately for Jefferson County annexed properties and the Clallam County properties. We are to submit one document in total and Clallam County Assessor's office handles the Jefferson County assessments. The Assessor's Office was very helpful in coming up with a solution for our assessments for 2016. Dave moved and Chet seconded that Resolution #2015-053 be rescinded and #2015-055 be adopted to correct the levy amount to be collected in 2016. **Motion unanimously carried.**

NEW BUSINESS:

Chief Updates:

PenCom Training:

A 1 hour training session was held on using the PenCom dispatch system, with about 35 people for jurisdictions on the west end attended.

Red Cross prevention:

District volunteers met with them 11/13. On December 12th the district volunteers and representatives from Red Cross installed 80 smoke detectors in 40 homes that didn't have working smoke detectors. Only about 20% of the homes that were checked had working detectors. 25 people showed up, (including on person Dist. #6 to observe—they will also be conducting a session.)

Photos taken and will be provided to the paper.

FFs did installation of detectors. Red Cross logged all the detector installations and went over the education portion with the homeowners.

Last week FFs distributed door hangers a few weeks ago (Smoke Detectors Save Lives)—They were in English and Spanish.

Grants:

Bill has been working on applying for grants for equipment and the paid position.

New FFs:

May have 2-3 new volunteers.

SOGs:

Working on developing written procedures.

Car Seat Clinic:

Checked with WSP about holding a car seat clinic. Will look for donated seats from area vendors.

Lowell suggested that in the press release mention planned activities.

Bill asked if a thank you letter for community was going to be done. Gerry will take a stab at writing something.

Hot water tank in Beaver needs to be moved and replaced (found after L&I inspection). Angeles Plumbing is doing the work.

Access:

The Forum printed a reminder about making sure the access to properties is sufficient.

NEW BUSINESS – continued:

Paid Position: Salary survey has been provided to the commissioners. The range in WFCA salaries were from \$60,000 - \$120,000 year. From Clallam County, only our district participated in the survey. We could canvass area fire districts.

Need to: Determine salary, retirement plan, SSI contribution, medical.

Payroll can be processed through Clallam County by a request through the Board of Clallam County Commissioners.

Earlier this year Bill informed the Commissioners that he can't continue to do both jobs. He has been continuing to bridge until we make the decision

Gerry will do some research on the payroll, and salary for the position.

We also need to develop a plan for replacing the secretary. Discussed possible options. We may need to explore soliciting for contracted services. An option may be to establish the chief position and have the chief determine what the scope of responsibilities needed for the administrative work of the district.

A community resource for advice may be Jennifer Zaccardo.

FF Stipends: Bill checked with Jeff. Co. #2 (Quilcene). They pay on a point system, along the lines of \$10/call (or point).

Discussed deciding on stipends and the consensus seems to be: 1) Hire Chief, 2) Find someone to take care of district administrative duties, and then, 3) Develop a stipend program. Take one thing at a time.

Another issue raised during the vote was making sure that Beaver area is represented.

State Auditor Training: Deb attended State Auditor training on accounting and reporting.

FIRE REPORTS:

11/10/15	1451	Hwy 101, Smoke, nothing found
11/10/15	1716	500 Sitkum-Sol Duc Rd, Smoke reported- authorized burning
11/12/15	1610	790 H Street, Structure fire, candle started, structure saved – no smoke alarms
11/17/15	1129	Hwy 101Near Maxfield Road, Down power lines
11/23/15	1536	131 Calawah Way, Motor vehicle accident assist

FIRE REPORTS – continued:

11/27/15	0121	490 N Forks Ave, Smoke reported, nothing found
11/27/15	1301	121 S Spartan Ave, Smoke detector activated due to fumes from varnish application
11/28/15	0902	1161 Bogachiel Way, structure fire caused by electrical short
11/29/15	1258	200 Camas Ave, broken sprinkler head activated alarm
12/02/15	0110	287 Founders Way, Smoke from cooking
12/07/15	1700	171 S Forks Ave, Motor vehicle accident assist
12/12/15	1905	S. Forks Avenue, transformer blew (loud explosion)

Meeting adjourned at 9:55 a.m.

Next Meeting: January 10, 8:30 a.m., Forks Firehall

Respectfully Submitted: _____
Secretary

APPROVED:

_____, Commissioner _____, Commissioner

_____, Commissioner _____, Commissioner

_____, Commissioner