



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

October 28, 2019

Chair Barnfather called the Board of Commissioners Special 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, Fire Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius, Captain Bryan Swanberg, Lieutenant Jeff Albers, FF/PM Mark Mullvain, Iven Hueter, Jack Hueter, Joel Bower and Bryce McGinley, Maintenance Supervisor Tharin Huisman, Volunteer Bill Miano and Citizens Mel Fisher and Duane Chamlee.

Letter – Commissioner Chinn, after reading it aloud, submitted a letter for the record. He stated the intent of the letter was to increase transparency, both, within the District and the community. He conveyed to the audience that the commissioners are elected officials who are responsible for “maintaining a system in health and safety that is efficient and reliable” and “first and foremost we must be good stewards of the tax revenue that we receive”. He stated that he believes the District is in a more positive financial way than two years ago, and, if the EMS Levy renewal passes “we will be in a great place for future growth and development”. He addressed that there has been some criticism about “the District’s level of reserves, both encumbered as well as unencumbered” and that he feels strongly that “identifying special subcategories in the reserve area may help us understand the reserve levels in a clearer way”. He closed by emphasizing the need to clearly communicate policy and financial decisions, both up and down the chain of command as well as to the community.

Agenda Bill 1: Proposed 2020 Revenue and Expense Budget, long-range expense obligations, hiring options, staffing levels, and filling projected staffing vacancies – Chief Andrews delivered a presentation that highlighted the District’s budgeting process. He explained how staff forecast ending fund balances and the following year’s revenue and expense budget status quo. The District typically receives two lump sum payments each year, one in spring and one in fall; making this forecasted information crucial to know so the District’s cash flow will last until the next installment of revenue is received. The majority of the revenue received for the District comes from General Property Tax and EMS Property Tax. The fund balance forecasts are important so the budget can be as accurate as possible in order for the upcoming year’s revenue, expenditures and project plans to be successful.

The District has policies that guide staff in funding reserves; reserves are not intended to be borrowed from for on-going expenses as they are saved funds that are not in the budget yearly to be replenished. He recommended that additional staffing be added using funds from the projected ending fund balance in 2020 (the ending fund balance is unused unencumbered funds at the end of any given year).

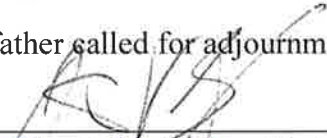
His recommendation was to modify the Firefighter/PM floater position authorized in 2019; shifting the positions to a shift assignment and then adding two additional line staff; this would add one more employee to each shift. He also suggested, if this is done, the District re-apply for the SAFER Grant requesting three additional positions using contingency reserves to fund the “match” portion of the Grant (if awarded).

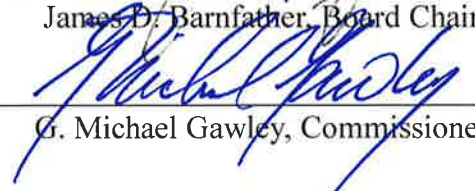
He supported the recommendations by noting that call volume has increased since the last staffing increase, four or more concurrent calls at once are becoming more frequent (particularly during the hours of 0800 - 2000), the District would then be one position closer to the NFPA recommendation of 16 personnel on First Alarm Assignment, Station 34 Firefighter(s) frequently become the driver for both M34 and M34A and 37 total Firefighters on staff would bring the District up to 1.08 Firefighters per 1,000 population; meeting the NFPA West Region Average of 1.07 Firefighters per 1,000.

He identified funding the expense by noting that the District could, with \$195,000 of undesignated ending fund balance projected in 2020, conservatively afford one more position for the next several years (barring unanticipated changes in financial conditions). He also advised that in order to be able to afford the second additional position, the District could either contribute less to Capital Replacement Reserves or reduce the Contingency Reserve Percentage, or a combination of both. The costs of these additional personnel were based on Top Step Firefighter EMT/4th Step Firefighter Paramedic costs. He noted that an analysis would need to be conducted to determine the number of Firefighter EMT's vs. Firefighter Paramedic positions would be sought to fill; these are all recommendations that can be discussed further if the Board decides to consider them.

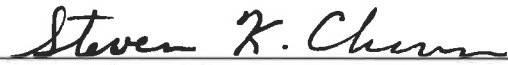
ADJOURNMENT

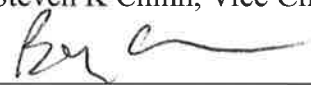
Chair Barnfather called for adjournment at 1:54 p.m.



James D. Barnfather, Board Chair


G. Michael Gawley, Commissioner



Steven K Chinn, Vice Chair
Attest: 

Ben Andrews, Board Secretary