



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 17, 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, Fire Chief Ben Andrews, Assistant Chiefs Tony Hudson, Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, FF/PM Bryce McGinley and citizen Troy Tenneson.

### APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Agenda Item 6 was added, Dungeness Heights Homeowners Settlement.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the July 3, 2018, Regular Meeting minutes with amendments. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### REGULAR BUSINESS

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

- This Thursday will be the first meeting with PenCom Stakeholders to discuss regionalization of the Clallam and Jefferson 911 Dispatch centers.
- An agreement has been reached regarding the Dungeness Heights Tower dispute, this will be further discussed in Agenda Item 6.
- He met with Eric Lewis, CEO of OMC, to discuss a receiving facility in Sequim. He is optimistic that they will give this serious consideration and hopes that we can be part of the process.
- No new information on Collective Bargaining with Local 2933.
- DNR Wildland patrols have ended. Captain Sharp is deployed, expected to last 14 days, as part of an Incident Management Team.
- Levy Lid lift documents have been filed with the County Auditor's Office. He is working on appointing Pro and Con committee representatives.
- The June 2017 to June 2018 Consumer Price Index numbers have been released, there was a 3.3% increase.

**Risk Reduction & Planning Report** – AC Orr reviewed his written report, reporting that: Class B occupancy inspections continue; preparing for Lavender Festival; reviewing plans for the Cancer Center expansion; fire investigation on 99 Dickinson Rd was inconclusive but appears accidental; two other fires occurred this past month; faith based groups continue to meet and discuss shelter concerns; Active Shooter reunification meetings with the schools and the Police Department continue with a tentative walk through set for August; three Stop the Bleed classes were provided to Sequim Health and Rehab employees; attended a meeting with Sequim Valley Airport and the Director of Washington State Transportation Center. The meeting brought great clarity to what airports are and are not recognized for Disaster Preparedness. Follow up discussions are in the works with other state leaders regarding local airports and disaster preparedness needs they were unaware of; met with Derek Kilmer to discuss repositioning disaster supplies in our district; looking into obtaining surplus military supplies through a partnership with the City of Sequim; met with Alan Barnard regarding the Disaster Airlift Response Teams and ability to provide volunteer emergency airlift services to areas affected by disasters; and the Tribe is breaking ground on a new Judicial facility in Blyn.

**Agenda Bill 1: Service Delivery Study Update** – Chief Andrews referenced the progress report he handed out, explaining that the updates are highlighted in yellow. He reported that: three projects have been delayed as administration could not complete them 100% with the other goals and programs still in process; 3<sup>rd</sup> and 4<sup>th</sup> quarter on shift training dates have been set; the District did not enroll in the GEMT program as the cost to complete the required reporting outweighed the return on investment; discussion about a floater position has been initiated with Local 2933 in an effort to reduce the need to force hire members and to reduce overtime requirements; details will be worked through before staff has a recommendation for Board consideration; purchase of First Watch software is being considered for the 2019 budget. The software should significantly reduce workload on the members who currently do QA/QI processing. Commissioner Gawley suggested that Service Delivery Updates be presented on a quarterly basis instead of a monthly basis, everyone agreed, the schedule will be adjusted to present updates on the first meeting of each quarter. The report was provided as an information item with no action requested.

**Agenda Bill 2: 2018 Q2 Financial Reports** – Alwynn Movius, Finance Manager, presented the 2018 revenue and expense reports and their footnotes. She noted that due to a recommendation by Senator VanDeWege, because of the McCleary decision, to citizens to postpone making property tax payments has produced a lag in revenue collection; actual grant revenue is down due to the timing of reimbursement for the SAFER grant funded volunteer coordinator position; transport billing revenue is up, which is in part due to timing of quarterly payment from Olympic Ambulance; investment revenue is up because the County investment pool is doing well, also, insurance recoveries are posted to that line item, however recoveries are not actual revenue. They include insurance reimbursement for accident claims and the reduced sale of county timber this year. This was anticipated based on significant research done to better understand how timber tax works. Chief Andrews asked the commissioners if they would like administration to follow up again with EF Recovery to pursue incident related insurance recoveries. Commissioners stated their interest to pursue revenue recovery options; Chief Orr will work on this. The reports were provided as information items with no action requested.

**Agenda Bill 3: Draft Appendix 2800A, Volunteer Handbook** – Commissioners acknowledged receiving the handbook. Commissioner Gawley asked for more time to review the handbook before

giving input. AC Quitslund advised that he welcomes input from the commissioners via e-mail noting that this was brought to the BOC meeting as an information item only and no Board action was required.

**Agenda Bill 4: 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 107108 through 107131, dated July 17, 2018, totaling \$53,618.30; Payroll Warrant/Claim check numbers 107097 through 107107; Payroll EFT's and IRS deposit for monthly payroll dated July 10, 2018, in the amount of \$536,101.49; for a disbursement grand total equaling \$589,719.79. **MOTION CARRIED.**

**Agenda Bill 5: Volunteer Pay Reimbursement for 2<sup>nd</sup> Quarter of 2018** – Commissioners reviewed the Volunteer Pay Report for the 2<sup>nd</sup> Quarter of 2018. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Volunteer Reimbursement for April, May and June 2018, in the amount of \$32,910.00, dated July 25, 2018 **MOTION CARRIED.**

**Agenda Bill 6: Dungeness Heights Homeowners Settlement (DHHOA)** – Chief Andrews advised that an agreement had been made in the legal dispute that stipulated that the DHHOA would drop all current charges and not file any future action regarding the site. The District remains responsible for paying its legal fees and the costs related to the legal action. The notice was provided as an information item with no Board action requested.

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:59 p.m. and was expected to last for 21 minutes under RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Hudson, Orr, and Quitslund.

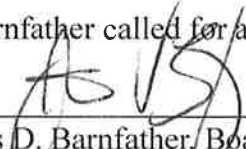
At 2:20 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.


## GOOD OF THE ORDER

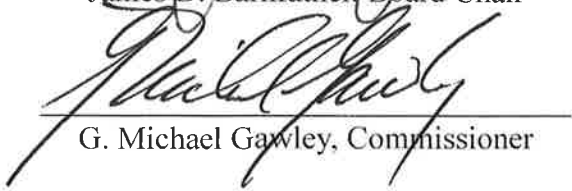
- The Tribe is no longer doing fireworks sales from the Blyn location.
- All three commissioners want to attend the annual WFCA Conference.
- Two letters of appreciation were drafted and signed for retiring volunteers, Doug Heydon and Clint Rushton, thanking them for their volunteer service.

## ADJOURNMENT

Chair Barnfather called for adjournment at 2:22 p.m.

  
James D. Barnfather, Board Chair

  
Steven K Chinn, Vice Chair

  
G. Michael Gawley, Commissioner

Attest:

  
Ben Andrews, Board Secretary