



# *Clallam County Fire District 3*

*Motto: Serve, Respect, Prevent and Protect*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**September 5, 2017**

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, and Finance Manager Alwynn Movius, Captain Lawson, Lieutenant McKeen, FF/PM McGinley, Mullvain and Borggard, FF/EMT Romberg and Volunteer Anaka Hughes.

### **Introductions**

New FF/PM Mark Mullvain was introduced to the Board of Commissioners as the District's recently hired Firefighter/Paramedic. His official start date was 6/1/2017.

### **APPROVAL OF AGENDA**

Commissioner Barnfather called for changes to the agenda; Agenda Item 6 was added – Safer Grant Award - for discussion only.

### **APPROVAL OF MINUTES**

Commissioner Gawley moved and Commissioner Chinn seconded to approve the August 15, 2017, Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

No public comment.

### **REGULAR BUSINESS**

**Chief's Report** – Chief Andrews reviewed his written report, explaining that: Steve Phillips has accepted the conditional job offer for the Fire Mechanic position and has an anticipated start date of October 1st, 2017; Ms. Patti Williams accepted her separation agreement, she will remain on Administrative Leave as an employee until her contract expires on December 31<sup>st</sup>, 2017; Wildland deployments continue, which allow our individuals the ability to receive significant learning opportunities these fire deployments offer; went over the 2017 raw data of call statistics though August of 2017; investigated and filed the “Anders and Whitney” Grievance to the Local Executive Board, they have until this Friday to appeal; continue to make progress on the PenCom Interlocal Agreement; met with Julie Knoble, the Assistant Region Manager for the Olympic Region of the DNR, to discuss hiring district volunteers for filling resource requests outside the Olympic Region; contract negotiations with Local 2933 continue, Chief Orr is in the process of requesting a PERC mediator.

**Operations & Training Report** – Assistant Chief Hudson reviewed his written report, explaining that: one FF/PM position is still vacant; Lieutenant testing will be held in October; on Duty Fire Training scheduled for September and October; advise of current call statistics and Chief Hudson

addressed questions regarding what dispatch errors are by explaining that they are typically wrong locations, unknown addresses, wrong units dispatched and typically they are caught and fixed by dispatch themselves by the time we are made aware of them; First Aid training is scheduled for Non-EMS District members.

**Logistics Report** – Assistant Chief Quitslund reviewed his written report, explaining that: a conditional job offer has been accepted by Steven Phillips for the mechanic position with an anticipated start date of October 1st, 2017; the Burn Box is still in Oregon, the goal is to have it back and in service before the on Duty Fire Training this fall; Surplus items went out last Monday; we have had a few inquiries on the Ladder Truck, nothing promising at this time; Fuel Tank at shop is in service; Pump Testing is complete; St 37 HVAC in Service; Chief Quitslund commends Lori Coleman for stepping up and helping out with the extra workload that was created from the vacant Office Assistant position, she is working on streamlining the uniform ordering process as well as many other processes that she finds while helping fill the vacancy; property tenants at 305 N. 5<sup>th</sup> Ave. have asked permission to install a heat pump in the house, currently their primary source of heat is a pellet stove and with them aging they cannot keep up with the physical demands that stove creates, Maintenance Supervisor Tharin Huisman will meet with the District's vendor tomorrow to assess the options.

**Agenda Bill 1: Service Delivery Study Update** – Chief Andrews did not have anything new to report at this time.

**Agenda Bill 2: Draft 1100, Commissioner Compensation Policy** – Commissioners conducted follow-up to their second reading of the draft policies to review revisions made to the eligibility criteria. Commissioner Gawley motioned to postpone this agenda item until the 1<sup>st</sup> meeting in October and Commissioner Chinn seconded. **MOTION CARRIED.**

**Agenda Bill 3: Draft 1400, Commissioner Meetings Policy** – Commissioners conducted their first reading of the draft policy, developed to update and consolidate current policies. Commissioner Chinn questions whether you can telephone or Skype into a meeting to make a Quorum. Chief Andrews advised that we and other districts have in the past and that he would clarify before the next meeting that it is an acceptable practice. Commissioner Gawley asks if we are in the practice of pre-posting the agenda prior to meetings as the Policy states we have to, A/C Quitslund advises that we do post the agenda on the website prior to each meeting. Commissioner Barnfather asks if we have to give a board packet to interested citizens prior to the meeting, Chief Andrews advises that we do not; we only have to make draft meeting minutes available upon request.

**Agenda Bill 4: Proposed Polices for Suspension** – Commissioners were presented, as their first reading, with a series of current policies that staff identified as being obsolete and/or no longer relevant. A/C Quitslund explained that these policies require board action to suspend, he will bring back next meeting for consideration.

**Agenda Bill 5: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 106249 through 106285, dated September 5, 2017, totaling \$137,081.43; Payroll EFT's and IRS deposit for monthly payroll dated August 25, 2017, in the amount of \$35,452.72; for a disbursement grand total equaling \$172,534.15. **MOTION CARRIED.**

**Agenda Bill 6: Safer Grant** – The 2016 Safer Grant opened in January of 2017; the District applied for the Grant in February 2017 and were awarded the Grant September 1<sup>st</sup> of 2017. Chief Andrews recommended that the board consider holding a special meeting to go over the District’s financial obligations if they choose to accept the Grant. Commissioner Barnfather requests that a Special Meeting be held on September 12, 2017 at 1:00 p.m. located at 323 N. 5<sup>th</sup> Ave., Sequim WA, the purpose of the meeting will be to address all obligations associated with accepting the Safer Grant as awarded.

**EXECUTIVE SESSION**

Chairman Barnfather called for an executive session which began at 2:03 p.m. and was expected to last for 42 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and 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 2:45 p.m. Assistant Chief Hudson advised of an extension until 3:00 p.m., and then at 3:00 p.m. Chief Andrews advised of another extension until 3:15 p.m.

At 3:15 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

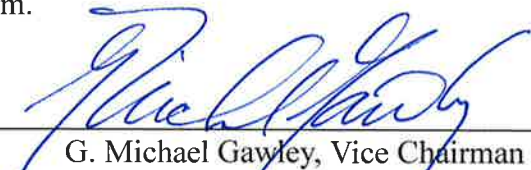
**GOOD OF THE ORDER**

- Assistant Chief Orr advised that he was sending letters of appreciation to Mike Gatchell, William Littlejohn and Mike West for their support of the CERT program. Each one was instrumental in providing significant assistance to the Gardiner Community Emergency Response Team's (CERT) effort to site an emergency shipping storage container for use in the event of a major natural disaster.
- Commissioner Barnfather handed out RCW 46.37.195 regarding the sale of emergency vehicles that would not be used by another public agency as emergency vehicles. He has concerns about some of these vehicles in the area that may be confused with District vehicles. He advises that he was told that if we have concerns and report the vehicles, that law enforcement will follow up with compliance on said vehicles.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:19 p.m.

  
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 James D. Barnfather, Board Chair

  
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 G. Michael Gawley, Vice Chairman

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 Commissioner Steven K. Chinn

Attest:   
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 Ben Andrews, Secretary