



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 5, 2019

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 and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PMs Ivan Hueter and John Riley, Volunteer Bill Miano, Matt Nash, form Sequim Gazette and citizens Mel Fisher and Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the October 15th, 2019, Regular meeting minutes; Commissioner Gawley moved and Commissioner Chinn seconded to approve the October 28th, 2019, Special meeting minutes. **BOTH MOTIONS CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported:

- AC Quitslund is notifying agencies, that the District has Inter-Local Agreements with for vehicle repairs and maintenance, of an increase in the hourly rate for shop services; the hourly rate is being adjusted from \$75 to \$85 as of January 1st, 2020.
- Billing for non-emergent services to a resident who has been identified as abusing the 911 system is underway. This citizen has called 911 many times since being notified of the Districts intent to bill for non-emergent calls; of those calls, the resident will be billed for 2 or 3 of them.
- He and AC Orr have reviewed the City of Sequim's Comprehensive Emergency Management Plan (CEMP); the plan appears to be well written and refers to the District's role in emergencies appropriately.
- AC Orr is working with the undersheriff and his staff to draft an inter-local agreement that allows the CERT team to operate as it has done the last several years.
- Lieutenant Lawrence Bingham has announced his retirement; his intent is to retire April 1st, 2020.
- Call stats were attached to the written report; the trend of a 5% increase in call volume is still present.

Operations – AC Hudson reported that: there are currently 60 active volunteers; Lieutenants testing was held October 28-30th, 7 members tested; First Pass/First Watch refinement continues as Captain Sharp identifies issues and concerns to address; the Sequim Dungeness Hospital Guild has approved a Grant to the District in the amount of \$25,303 to buy EMS training supplies; Captain Sharp just returned from a week long training at the National Fire Academy (NFA), he took a Safety Program Operations class; Clallam County EMS Council continues to work on the new Medical Program Director transition; a county-wide instructor cadre is being formed; the state recruit academy continues; backfill shift training is scheduled for early December 2019 and the District is taking advantage of having District 2's live fire training trailer at the Training and Operations Center, two live fire trainings were held for volunteers this past month.

Logistics – AC Quitslund was not in attendance; his written reports for Logistics and the Training committee were included in the board packet; no questions were asked.

Agenda Bill 1: 2020 Budget Proposal – Finance Manager Alwynn Whitaker presented the 2020 budget. She reported line item by line item through the expenditure and revenue summaries. A few key notes were addressed for revenue: the budget includes the general levy's CPI increase of 1.7% and \$50,000 for new construction (she was advised by the County just prior to the meeting that the new construction amount will be closer to \$150,000, the final budget will reflect this update), there is a decrease in the Federal Grant line item due to the AFG grant transitioning from the completed SCBA grant to the new Radio grant; there is a decrease in wildland revenue as it was based off 2019 and in 2019 there was very little wildland activity; investments did well in 2019 and that increases the expectation for 2020 and sale of county timber increased due to projections from the county for more revenue in that line item.

A few key notes were addressed for expenditures: including a decrease in the commissioner line item due to no anticipated election fees in 2020; an increase in administration and volunteers due to CPI increase, state audit fees, and an increase in volunteer participation; an increase in suppression line item due to staffing increases; a decrease in the wildland line item due to scaling back deployments; and increase in emergency management due to a planned joint training with the City of Sequim; a decrease in facilities with the anticipation of less facility maintenance (this is including \$50,000 for a kitchen remodel at the Headquarter Station); an increase in the vehicle line item due to wage increases and a decrease in the capital line item due to project completions in 2019.

She reported that the budget will be presented for adoption during the next meeting along with the Resolutions for filing with the county. Commissioner Gawley moved to increase staffing by adding 3 new positions (beyond the already approved 2 Floater Positions adopted earlier in 2019); this would allow for 1 new member on each shift (respectively A, B and C shifts). This motion was discussed by the Board as was how to fund the positions in the 2020 budget. The consensus of the Board was to direct staff to add three additional step 5 Firefighter positions to the 2020 budget that will be presented at the next board meeting, on 11/19/2019, and the motion and adoption for this staffing increase will be included in the adoption of the 2020 budget. No secondary action was made; presented as information only during this meeting.

Agenda Bill 2: 2018 Annual Report – Chief Andrews reported that the 2018 Annual Report was presented at the last meeting and staff is looking for Board adoption of that report. Commissioner Chinn moved and Commissioner Gawley seconded to approve the District's 2018 Annual Report as presented during the October 15th, 2019 Regular Board Meeting. **MOTION CARRIED.**

Agenda Bill 3: 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 108313 through 108356, dated November 5th, 2019 totaling \$141,321.66; Payroll EFT's and IRS deposit for monthly payroll dated October 25th, 2019, in the amount of \$69,819.41; for a disbursement grand total equaling \$211,141.07. **MOTION CARRIED.**

GOOD OF THE ORDER

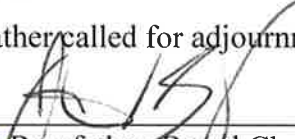
- Mel Fisher, a Sequim citizen, spoke and invited everyone to attend a Veterans Dinner that was to be held Saturday November 9th at 5:00 P.M., by donation, at the Sequim Elks Club at 143 Port Williams Rd.

EXECUTIVE SESSION

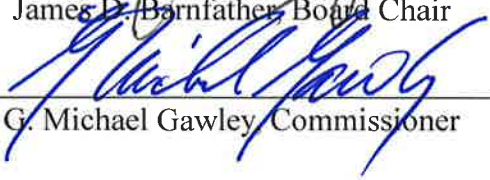
Chairman Barnfather called for an executive session beginning at 1:55 pm, expected to last for 75 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and AC Hudson and Orr. At 2:05 pm Chair Barnfather excused Chief Andrews and AC Hudson and Orr. At 2:58 Commissioner Barnfather invited Chief Andrews back in. At 3:10 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

ADJOURNMENT


Chair Barnfather called for adjournment at 3:11 p.m.



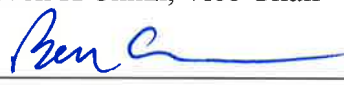
 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief