



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 4, 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 Eric Quitslund, Dan Orr and Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PM Chris Corbin and Bryce McGinley, Volunteer Bill Miano and Citizen Duane Chamlee.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; he asked to move Agenda Bill 3 and 4 to after the Executive Session.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the May 21, 2019, Regular Meeting minutes with amendments. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- He participated in a round table discussion hosted by Olympic Medical Center (OMC). OMC reported that they are expanding their cancer center in Sequim and adding, in partnership with Jamestown S'Klallam Tribe, a mental Health Facility. OMC reported that due to Medicare cutbacks, they have a less aggressive plan for Sequim facility expansions. Chief Andrews reported that OMC will be hosting another meeting in collaboration with the Fire District and the City of Sequim sometime in the next six months; he plans to attend the meeting.
- First Pass software installation is underway. As with most new systems, data entry and report gathering issues are being vetted during the implementation.
- Contract negotiations with the Maintenance Facility have begun; they plan to meet again in June.
- Chief Sam Phillips of Clallam Fire District 2 is retiring; all are invited to attend his retirement party on June 27th from 4-6pm at the Vern Burton Center in Port Angeles.
- The District continues to prepare for what could be a bad fire season. There is already a fire in Grant County that has required Type 3 IMT's to be requested. The District is being attentive to changes with this fire incase members are requested to mobilize.
- EMS Levy documents for the November 2019 election have been drafted and will be proposed at the next Board meeting.

- 2019 YTD Call starts were attached.

Operations Report – AC Hudson reported that: there are currently 63 active volunteers; one career FF/PM vacancy with a projected fill date of July 1st, 2019; January-May call stat details were attached; shift and volunteer personnel received SCBA training on the new G1 models; ballistic PPE training for career staff was held; First Pass and First Watch software is installed and being vetted and 9 Clallam Fire 3 recruits graduated recruit class; 2 were lateral transfers.

Agenda Bill 1: Sick Leave Buy Back MOU – Chief Andrews reported that: Firefighter Riley had work related time loss triggering him to use sick leave to offset his pay during time off the job. L&I reimburses members for sick leave with pay to compensate for time used. Historically, because Collective Bargaining Agreement does not address this, these instances have been dealt with by an MOU allowing the member to buy back sick leave as to not deplete their sick leave bank. Commissioner Chinn moved and Commissioner Gawley seconded to approve the MOU with Local #2933 to Firefighter Riley to purchase sick leave hours that were expended during his work related time loss. **MOTION CARRIED.**

Agenda Bill 2: Employee Handbook – Chief Andrews reported that: AC Quitslund drafted an Employee Handbook using a compilation of many policies and procedures that were in need of updating. No policies were changed during the creation of the handbook. The handbook will be assigned through Target Solutions to current members and distributed during the on-boarding process to new members. Chief Andrews noted that he and AC Quitslund worked closely with Labor during the creation of the handbook. This was an information only item.

Agenda Bill 3: Conditional Offer of Employment – Chief Andrews gave a brief overview reporting that he has two individuals that he would like to make conditional job offers to after he speaks with the board regarding their qualifications during executive session. To be continued after Executive Session...

Agenda Bill 4: Advance Hire of FF/EMT – Chief Andrews gave a brief overview reporting that he would like to review the qualifications of an individual during executive session to be hired as a Firefighter/EMT. This individual would fill a position that is known to be vacant from a pending retirement allowing a shortened or eliminating the gap between retirement and replacement. To be continued after Executive Session...

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 107939 through 107966, dated June 4, 2019 totaling \$300,740.50; Payroll EFT's and IRS deposit for monthly payroll dated May 24, 2019, in the amount of \$31,486.03; for a disbursement grand total equaling \$332,226.53. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:31 p.m., expected to last for 29 minutes under RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public

employment or to review the performance of a public employee. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews and AC Orr, Quitslund and Hudson. At 2:00 Commissioner Barnfather called the meeting back into Regular session.

Agenda Bill 3: Conditional Offer of Employment – Continued – After executive session Commissioner Chinn moved and Commissioner Gawley seconded to authorize Chief Andrews to extend conditional offers of employment to Hayes Clawson and Brent Lovell. **MOTION CARRIED.**

Agenda Bill 4: Advance Hire of FF/EMT – Continued – After executive session Chief Andrews rescinded his original proposed request for authorization to make a conditional offer of employment to fill the current Firefighter Paramedic vacancy. He asked the Board to consider the concept of hiring before known vacancies are created. Chief Andrews wants to research the SAFER grant further to clarify when staffing minimums are required to be met, i.e., at time of application or at the time of grant award. He noted that if the District added a member before being awarded the grant, the District may be required to use the additional member as a part of the current staffing level which is not the intent. The Board agrees with the “pre-hire for known vacancies” concept and will revisit when more clarity regarding the SAFER grant process is known.

GOOD OF THE ORDER – It was reported that:

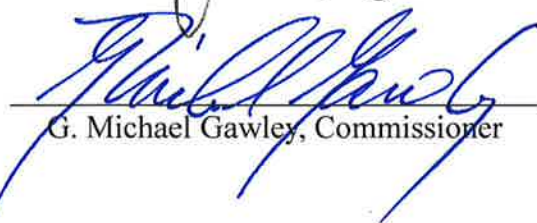
- Commissioner Chinn will attend next meeting via phone.

ADJOURNMENT

Chair Barnfather called for adjournment at 2:02 p.m.



 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner

 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief