



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 6, 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 and Eric Quitslund, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

### APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; reporting that Pam Rushton could not attend today, therefore there Agenda Bill 1 will have no action; he will advise when they reschedule.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the February 20, 2018, Regular Meeting minutes with amendments. **MOTION CARRIED.**

Commissioner Chinn moved and Commissioner Gawley seconded to approve the February 20, 2018, Special Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### REGULAR BUSINESS

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

- An interlocal agreement (ILA) with the City of Sequim is being developed. The ILA will have several items addressed to ensure that both parties are best prepared to share unique resources when events occur.
- A meeting took place with the City of Sequim to collaborate in drafting a joint resolution to move forward with efforts to improve local medical facilities including adding an emergency receiving facility in Sequim. Although from different perspectives, both the City and the Fire District have common goals.
- PenCom and the City of Port Angeles have resolved “indirect charges” issues in what has become a final draft ILA. Chief Andrews will continue to monitor along with updating everyone on progress. He reports that the intent is for PenCom to become a stand-alone agency, whereas currently they are employees of the City of Port Angeles.
- A grievance was filed by FF/EMT Anders in relation to a denial of overtime for Ongoing Training and Evaluation Program (OTEP) that he opted to complete outside of his regularly scheduled work hours. Chief Andrews anticipates completing the investigation and rendering a decision by March 8<sup>th</sup>, 2018.
- Current Raw Call Count and Apparatus Unit Hour Utilization data were provided for the Board's information.

**Operations Report** – AC Hudson reviewed his written report, reporting that: at present, all line staff positions are filled; we currently have 48 active volunteers and around 5 new members are in various stages of the on-boarding process; Lt. Heydon resigned effective 2/28/2018; January and February call statistics are attached to the written report and were addressed in the Chief's report; 12 classes left in the 2018 Recruit Academy with 15 recruits still in the process; live fire training for recruits is complete with the exception of car fire training, which has been re-scheduled due to an issue with the car fire prop, Commissioner Barnfather asked to be notified when the training is scheduled; AC Hudson clarified questions, confirming that new hire, Erik Sundin, will be on probation for one year and during that time he will be with a preceptor, who currently is Stef Anderson. He will be rotated through all three shifts before his probation rotation is over.

**Logistics Report** – AC Quitslund reviewed his written report, reporting that: all aspects of the sewer connection project are complete; G-22 chassis remount project in underway. The chassis has been ordered and preliminary specs developed; Station 32 repairs are nearly complete; new flooring installation and drywall repairs are slated to begin soon in workout rooms at Station 33, 37 and 34; Kevin and Steve continue to make great progress on pending vehicle projects; the phone system replacement is scheduled to begin next week and should be complete by April; maintenance staff continue to support recruit academy needs with props and supplies; a long-range apparatus replacement plan is being developed; administration projects continue with great progress on shifting duties and responsibilities from the admin assistant to the new office assistant in order to streamline processes and work load.

**Agenda Bill 1: Pam Rushton, County Auditor** – Could not attend, will be rescheduled.

**Agenda Bill 2: Draft 2733, Vacation Leave** – Commissioners reviewed the draft SOP, Vacation Leave, developed to convert the current policy into the new SOP format and to bring consistency amongst all members along with avoiding redundancy by detailing leave accrual rates in each individual employment agreement. In addition, the SOP incorporates an increased accrual rate for members with more than 20 years of service. This was provided as information only with no action requested.

**Agenda Bill 3: Draft 5135, Personal Protective Equipment** – Commissioners reviewed the draft SOP, appendixes and form, Personal Protective Equipment (PPE), developed to update the District's compliance with WAC 296-305, Safety Standards for Firefighters. This SOP establishes the District's process for providing and maintaining PPE within the workplace. Chief Quitslund advised that safety vests are addressed in a different SOP. This was provided as information only with no action requested.

**Agenda Bill 4: Draft 5200, Infectious Disease Exposure Control Plan** – Commissioners reviewed the draft SOP and forms, Infectious Disease Exposure Control Plan, developed to update the District's compliance with WAC 296-305, Safety Standards for Firefighters. This SOP establishes the District's guidelines for an infectious disease control program along with exposure reporting and follow-up procedures. This was provided as information only with no action requested.

**Agenda Bill 5: 305 N 5<sup>th</sup> Ave., Property Tax Exempt Status** – AC Quitslund gave a brief update regarding a resolution on the Tax Status for the Johnston Property, located at 305 N 5<sup>th</sup> Ave, which was purchased by the District under a life estate agreement. Copies of all correspondence to date

were included. Staff consulted with attorney Brian Snure, who responded by providing an example of a similar appeal along with his recommendations. AC Quitslund reiterated the original agreement between the Fire District and the Johnston's stating that all parties originally believed that through the fire departments acquisition of their property, and the terms of the original agreement, that the property would be tax exempt. He also noted that the District feels a responsibility to honor the original understanding. AC Quitslund stated that the situation is being researched and he will keep the Board abreast on outcomes. Commissioner Chinn commended AC Quitslund on his letter to Lorrie Kuss, Chief Deputy, stating that he felt it was well written.

**Agenda Bill 6: 2017 SAFER Grant Application Period** – Chief Andrews reported that the attachment outlined the process in almost an identical fashion to the 2016 SAFER Grant Application. He noted that there has been no significant change in our financial situation to make the outcome of accepting a grant different than before. He also reported that if we do pass the Levy Lid Lift, in the fall of 2018, that we then would have the funds to fund a portion the grant's match. However, we still would not have the funds to sustain the staffing beyond the life of the grant. AC Quitslund stated that if we did apply for the grant that the verbiage would be changed to specifically reflect that we are asking for funding to staff a peak-load unit. The Board directed staff not to apply for the 2017 SAFER grant, noting that if the Levy Lid Lift does pass in our favor that they would be willing to re-address applying for a SAFER Grant in 2019.

**Agenda Bill 7: 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 106738 through 106769, dated March 6, 2018, totaling \$66,337.73; Payroll EFT's and IRS deposit for monthly payroll dated February 23, 2018, in the amount of \$34,438.22; for a disbursement grand total equaling \$100,775.95. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:50 p.m. and was expected to last for 40 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 and Quitslund.

At 2:30 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

## GOOD OF THE ORDER

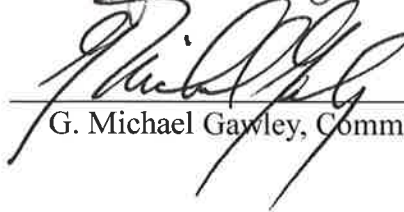
- Commissioner Gawley announced that he will be absent at the April 3<sup>rd</sup> BOC meeting.
- Chief Andrews reported that the State Auditors concluded their Audit last Thursday and that the Exit Interview is scheduled for the April 3<sup>rd</sup>, 2018 at the BOC meeting. He noted that he does not anticipate any finding, but that they will likely mention something about leave accruals being addresses in a timely manner when they occur.
- Commissioner Gawley requests that when acronyms are uses that they are prefaced with the whole definition when originally referenced.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 2:35 p.m.

  
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James D. Barnfather, Board Chair

  
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Steven K Chinn, Vice Chair

  
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G. Michael Gawley, Commissioner

Attest:   
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Ben Andrews, Board Secretary