



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 17, 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 and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PM Bryce McGinley, John Riley, Ivan Hueter and Mark Mullvain and citizen Mel Fisher.

Absent – Commissioner Gawley, previously arranged.

### CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; Chief Andrews added Agenda Bill 7, Draft Letter to Jamestown S’Klallam Tribe.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Barnfather seconded to approve the September 3<sup>rd</sup>, 2019, Regular meeting minutes as amended. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Chief’s Report** –Chief Andrews reported:

- No written report was presented.
- He read aloud and presented a Letter of Accommodation to Lori Coleman for outstanding performance and service. During a routine blood pressure check Lori noticed the patient had an irregular heartbeat; the patient was unaware of this. The patient followed up with their doctor and was able to address an underlying condition that was causing the arrhythmia. The patient stopped by a week later to let Chief Andrews know that he felt the level of service delivered exceeded his expectation.

**Risk Reduction and Planning Report** – AC Orr provided his written and reported that:

- The county split the Building Official and Fire Marshall into two separate positions. Annette Warren was assigned as the Building Official and George Bailey was assigned as the new Fire Marshall. Chief Orr has met with and begun collaboration with Mr. Bailey.
- Inspector Steve Jackson submitted a Letter announcing his intended Retirement; effective May 31<sup>st</sup>, 2020. AC Orr will present information at the next regular board meeting regarding filling the Fire Code Technician position post retirement.
- Two fire investigations were performed last month; one was an arson case and the suspect is in the county jail.
- He participated in the Sequim EOC discussion.

- Planning for a large Active Shooter drill later this month continues.
- The annual CERT drill was held September 7<sup>th</sup>, 2019 at the Fairview school, it was well attended and a written review was attached to this report.
- Jamye Wisecup, a longtime Emergency Management Planner for Clallam County recently passed away while giving a presentation at the Guy Cole Center in Sequim. She will be greatly missed and leaves a huge void to fill in Clallam County's Emergency Management Department. A celebration of Life will be held for Ms. Wisecup on September 21<sup>st</sup>, 2019 at 2 pm held at the Independent Bible Church in Port Angeles. Chief Andrews will provide a card on behalf of the District to send to the service.
- Not on report, but brought up in the report delivery, was PenCom and the regional dispatch center; AC Hudson informed everyone that plans continue regarding the building and collaboration of a regional dispatch center even though recently little information has been brought forth.

**Agenda Bill 1: Chief Officer Compensation** – Chief Andrews reported: the board was distributed copies of the Chief Officer's Employment Agreements for review; the agreements are being presented by staff, recommending Board adoption. Chairman Barnfather requested to revisit this item after executive session.

Post executive session: Chief Andrews reported that the employment agreements were written and approved by the District's attorney, Brian Snure and that employees affected were aware of the contents of the agreements. Chief Andrews requested that the Board consider adoption. Commissioner Chin moved and Commissioner Barnfather seconded to adopt the Fire Chief's Employment Agreement and the Assistant Chief's Employment Agreements as presented. **MOTION CARRIED.**

**Agenda Bill 2: General and Liability Insurance Policy Renewal 2019-2020** – Finance Manager Alwynn Whitaker reported that: the 2019-2020 General & Liability Insurance Policy is due for renewal. She briefly reviewed the policy changes, noting that the rates are increasing 10-11%. She stated, although increases are normal, the District will be re-bidding insurance companies before the 2020-2021 renewal of this policy. She stated that the coverage the District has is good and that when prices are re-bid the District will be looking at plans with similar coverage evaluate. No action requested; information only.

**Agenda Bill 3: AFG Grant Notice** – AC Quitslund reported that: the District received notice indicating that the 2018 Assistance to Firefighters Grant (AFG) application had been awarded. The Board was presented with a memo that outlined the Grant award. Staff was advancing the award notice, seeking Board authorization to accept the award and to execute all of the grant related expenditures. The grant funding will be used to purchase new radio equipment and bring the District into P25 compliancy standards. The District's cost share of the grant will be \$32,000. Commissioner Chinn moved and Commissioner Barnfather seconded to authorize staff to accept the 2018 AFG award as amended and so stipulated in the Award Package and to authorize staff to, within the approved budget allocation, execute each of the grant related purchases. **MOTION CARRIED.**

**Agenda Bill 4: BLS vs ALS Response and Resources** – Chief Andrews reported that: the District currently has 35 line staff, comprised of Firefighter Paramedics (Advanced Life Support or ALS) and Firefighter EMT's (Basic Life Support or BLS). He explained that staff was seeking Board

concurrence to allow staff to deploy the correct resources to the correct call and explore reducing the number of Company Officers that are certified as Paramedics. Currently BLS calls make up 70% of the District's call volume; current response models deploy an ALS member to 100% of calls (typically partnered BLS provider). The dispatch center is using Criteria Based Dispatching which allows them to distinguish ALS and BLS calls at the time of dispatch. As proposed, if it is identified that an ALS provider is needed, one will be requested by the BLS provider on scene. The current model does not meet the community's needs for the actual level of service required. Out of the 35 line staff, about 25 of them are Paramedics. Chief Andrews feels there are other response methods that would allow Company Officers to forgo recertifying as Paramedics (a license that requires a great deal of training and time to maintain each year) so they could focus more on their supervisory duties. Commissioner Chinn moved and Commissioner Barnfather seconded to authorize staff to deploy resources as is determined to best match the demand and to authorize staff to explore reducing the number of Company Officers that are certified as Paramedics and find a response method to allow for this. **MOTION CARRIED.**

**Agenda Bill 5: MOU with Local 2933 (Recruit Academy)** – Chief Andrews reported that: the District's newly hired Firefighter/Paramedics who are enrolled in the Fire Academy need to have their work schedule temporarily redefined. The District and Local 2933 are proposing the MOU presented today that will allow for this to occur. Commissioner Chinn moved and Commissioner Barnfather seconded to approve the temporary work schedule as stipulated in the MOU between the District and IAFF Local 2933. **MOTION CARRIED.**

**Agenda Bill 6: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Barnfather seconded to approve Accounts Payable Claim check numbers 108195 through 108231, dated September 17<sup>th</sup>, 2019 totaling \$137,126.74; Payroll Warrant/Claim check numbers 108184 through 108194, Payroll EFT's and IRS deposit for monthly payroll dated September 10<sup>th</sup>, 2019, in the amount of \$559,296.54; for a disbursement grand total equaling \$696,423.28. **MOTION CARRIED.**

**Agenda Bill 7: Letter to Jamestown S'Klallam Tribe** – Chief Andrews and Commissioner Barnfather drafted a letter to Ron Allen, Chief Executive Officer, of Jamestown S'Klallam Tribe (JSKT). The letter was approved to be written during the last meeting and will be delivered to Mr. Allen before Chief Andrews and Commissioner Barnfather meet with him this Friday. The letter stated that because of the uncertainty of the impact the new Healing Campus will have on the District, the District is requesting a commitment from the JSKT to engaging in continued close coordination with the Fire District to mitigate any impacts to the district as a result of the Healing Campus operations as they have done with law enforcement. No action requested; information only.

## EXECUTIVE SESSION

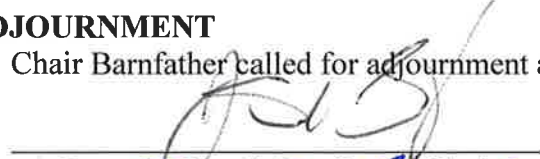
Chairman Barnfather called for an executive session beginning at 1:45 pm, expected to last for 45 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee and RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather and Chinn, Chief Andrews and AC Quitslund, Hudson and Orr. At 1:59 pm Chairman Barnfather excused Chief Andrews, AC Quitslund, Hudson and Orr. At 2:21 pm Chairman Barnfather invited Chief Andrews back in. At 2:30 pm Chairman Barnfather extended the meeting and additional 10 minutes. At 2:40 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

**GOOD OF THE ORDER**

- None

**ADJOURNMENT**

Chair Barnfather called for adjournment at 2:42 p.m.

  
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James D. Barnfather, Board Chair

  
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G. Michael Gawley, Commissioner

  
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Steven K Chinn, Vice Chair

Attest:   
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Ben Andrews, Fire Chief