



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 2, 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 via phone conference, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Lt. Jeff Albers, FF/PM Joel McKeen, Ivan Hueter and Nicholas Pettit, Matt Nash from the Sequim Gazette, Volunteer Bill Miano, and Citizens Jim and Anne McDowell and Duane Chamlee.

PUBLIC HEARING

Commissioner Barnfather opened the Public Hearing at 1:01. Chief Andrews explained the “2019 EMS Levy Renewal” necessity, process; highlighting the fact that the EMS Levy is a continued tax, not a new tax to citizens. He reported that EMS Levy revenue is 25% of the District’s annual budget, with EMS being 87% of the Districts call volume. Thus, if citizens disapprove the EMS Levy Renewal, the District would have to make significant cuts, including personnel, and likely would not be able to continue delivering the same level of service the community has become accustomed to. The current Levy rate is \$0.45 per thousand dollars of assessed valuation. If voters approve this EMS Levy Renewal, it authorizes the continuation of the EMS Levy at a rate not to exceed \$0.50 per thousand dollars of assessed valuation for an additional ten years. The Public Hearing concluded at 1:06.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; none received.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the June 18, 2019, Regular Meeting. **MOTION CARRIED.**

PUBLIC COMMENT

None

INDRODUCTION

Lt. McKeen introduced Clallam County Fire District 3’s newest employee, Nicholas Pettit. Firefighter/Paramedic Pettit gave a brief professional history noting that he was an Army Medic for 4 years and has been employed as a Paramedic with Olympic Ambulance for the past 2 years. The Commissioners welcomed him and wished him a long successful career with Fire District 3.

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- The District and the Maintenance bargaining unit met again regarding contract negotiations; progress continues and they will meet again July 10th.
- The District's newsletter will go out in a few days pending Board approval today for the printing and postage fees.
- He received Draft copies of the 2019 Clallam County Comprehensive Emergency Management Plan (CEMP). He is reviewing it prior to the July meeting, but at first glance it appears well organized and much clearer than previously.
- He, AC Orr and Steve Jackson met with Jamestown S'Klallam Tribe to discuss the future of a Behavioral Health Campus South of 9th Ave. in Sequim set to open in the first quarter of 2021. The Tribe has received funds through legislature to offset their out-of-pocket expenses. The facility is roughly 15,000 sf and the plan is to build it in phases. Phase 2 would include a 16 bed inpatient facility. There was discussion about property taxes and the Tribe's exemption from property taxes. The Tribe does not plan to put this property into Tribal Trust right away, so some taxes may be collected; Chief Andrews will follow up on this as there is a possibility of support for collecting impact fees from the Tribe for their other trust properties. Chief Andrews stated the meeting brought a lot of clarity to the project and that he has less concerns after attending the meeting.
- After the Pre-Employment screening for Hayes Clawson, Chief Andrews notified him that he is no longer being considered for employment with Fire District 3.
- Year-to-Date call stats were attached along with Unit Hour Utilization data.

Logistics - Report included for reference only.

Operations – AC Hudson reported: the District had 61 active volunteers, 2 volunteers were terminated as of July 1st; Nicholas Pettit started as a FF/PM on 7/1/19; Brent Lovell is scheduled to start as a FF/PM on 8/1/19; SCBA in-service training continues; Lieutenant testing was announced, testing will be held at the end of October; the State is hosting a Fire Academy using District facilities this fall starting September 7th and ending December 15th; on-going shift and volunteer training continue; First Watch and First Pass continue to be vetted; the District participated in the annual Safety Stand Down, this year's topic was focused on reducing the risk of cancer and the District had 2 transports this past month.

Agenda Bill 1: EMS Levy Renewal Resolution – Chief Andrews reported that: the heading on the packets cover page should have read “EMS Levy Renewal”, not “EMS Levy Lid Lift”, for historical purposes, the cover sheet will be amended for the final packet and minutes. To bring the audience up to speed, Chief Andrews's reiterated his previous report from the Public Hearing regarding the EMS Levy Renewal as a few attendees arrived to the meeting after the Public Hearing was held. He added that the Levy Renewal is not eligible for a CPI based inflator. This EMS Levy is a renewal (continuation) of an already existing EMS Levy. Commissioner Chinn moved and Commissioner Gawley seconded to adopt Resolution 2019-01 and the necessary documents to place an EMS Levy Renewal Ballot Measure on the 2019 General Election ballot. **MOTION CARRIED.**

Agenda Bill 2: Interviewing District Responders – Chief Andrews reported that: staff, in partnership with the District’s attorney Brian Snure, developed an SOP establishing guidelines for managing requests to interview District responders. Staff advanced the SOP as an information item only, seeking concurrence relating to Policy Statements stipulated in Section 3. Chief Andrews will amend Section 5.2.1 adding in the full section reference. Commissioner Gawley moved and Commissioner Chinn seconded to approve Policy Statements in Section 3 of SOP 3301, Interviewing District Responders, with amendment. **MOTION CARRIED.**

Agenda Bill 3: Hose Testing MOU – Chief Andrews reported that: Labor and Management have agreed to outsource hose testing in lieu of using on-shift personnel to complete the task. Chief Andrews informed the commissioners that members do not have time on-shift to allow for this special project to be completed thoroughly and efficiently; call volumes continue to increase and training time gets interrupted and minimalized. He advised that it is not feasible to expect volunteers to complete this task either; they too have to train and run as many calls as they can outside their normal activities. Commissioner Chinn moved and Commissioner Barnfather seconded to approve the Hose Testing MOU with Local 2933. **MOTION CARRIED.**

Agenda Bill 4: 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 10815 through 108047, dated July 2, 2019 totaling \$128,255.64; Payroll EFT’s and IRS deposit for monthly payroll dated June 25, 2019, in the amount of \$31,486.03; for a disbursement grand total equaling \$159,741.67. **MOTION CARRIED.**

RECESS

Commissioner Barnfather recessed the meeting for 10 minutes at 1:46; calling the meeting back to order at 1:56.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:56 pm, expected to last for 30 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Chinn (via phone) and Gawley, Chief Andrews and AC Hudson. At 2:04 pm Commissioner Barnfather excused AC Hudson. At 2:21 pm Commissioner Barnfather excused Chief Andrews. At 2:26 pm Commissioner Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

ADJOURNMENT

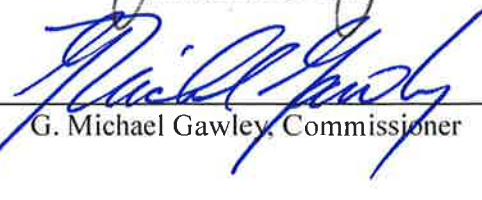
Chair Barnfather called for adjournment at 2:26 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Fire Chief