



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 6, 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 Chief Eric Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, District Attorney Brian Snure, Captain Bryan Swanberg, FF/PM Bryce McGinley, FF/EMT Travis Anderson, Maintenance Supervisor Tharin Huisman, Volunteer Bill Miano and Citizens Duane Chamlee and Mel Fisher.

### CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Barnfather tabled Agenda Bill number 2, 3 and 4 until the next regular board meeting.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the July 16<sup>th</sup>, 2019, Regular meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews reported that:

- He researched Medication Assisted Treatment Facilities in areas that are demographically comparable to District 3; research did not prove to be helpful as there is only one similar facility and nothing noteworthy was discovered. He attended, as a citizen not a District Member, a public meeting held by the City of Sequim at the Guy Cole Center regarding the Methadone Facility, noting that there were many citizens in attendance that are against the proposed facility. A follow up meeting will be held this Thursday, August 9<sup>th</sup> and a larger crowd is expected. The District is proactively working with other agencies to pre-plan response capabilities in the event there are any emergencies at the venue during the meeting.
- He is preparing for a discussion with the Jamestown S'Klallam Tribe to review Fire Protection and EMS Services for their properties. Attorney Brian Snure was available for the commissioners to ask questions that have been addressed during this review. He is reviewing the lease agreement thoroughly, along with Brian Snure, as he was not involved in the original agreement process.

- Historically the Explorer Program members have helped with parking during the annual Hurricane Kennel Dog Show, however, this year they were unavailable so the CERT members were used in lieu. CERT members used this activity as an opportunity to train. The event closely simulated a re-unification center and the exercise allowed them to improve proficiency in the event something similar is needed during a true emergency situation.

**Agenda Bill 1: Mobilization Agreement with WSP** – Chief Andrews reported that: the District’s current agreement with the Washington State Patrol has expired. The agreement is necessary for the District to participate in state fire mobilizations. He advised that the agreement has no substantive changes from the previous agreement. Commissioner Chinn moved and Commissioner Gawley seconded to authorize the Fire Chief to sign the 2019-2023 Mobilization Agreement with the Washington State Patrol. **MOTION CARRIED.**

**Agenda Bill 2: Sick Leave SOP Update** – Commissioner Barnfather tabled this topic until the next regular board meeting.

**Agenda Bill 3: Restricted Duty SOP** – Commissioner Barnfather tabled this topic until the next regular board meeting.

**Agenda Bill 4: Employment of Relatives SOP** – Commissioner Barnfather tabled this topic until the next regular board meeting.

**Agenda Bill 5: Maintenance Projects Authorization** – Chief Andrews reported that: the District’s 2019 Maintenance plan includes two major parking lot projects. The first is to repair damage at the maintenance facility along with applying asphalt sealer to the entire surface area and the second is for Station 33’s public parking lot; the parking lot needs to be properly paved. Expenses for both projects were budgeted for in the 2019 budget. Due to the cost of the projects, both require pre-approval from the board. Commissioner Gawley moved and Commissioner Chinn seconded to authorize staff to proceed with the repair and seal coating of the Maintenance Facility asphalt as proposed and to authorize staff to proceed with asphaltting the Station 33 public parking area as proposed. **BOTH MOTIONS 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 Gawley seconded to approve Accounts Payable Claim check numbers 108090 through 108127, dated August 6, 2019 totaling \$106,705.44 and Payroll EFT’s and IRS deposit for monthly payroll dated July 25<sup>th</sup>, 2019, in the amount of \$82,608.23; for a disbursement grand total equaling \$189,313.67. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:20 pm, expected to last for 60 minutes under RCW 42.30.110(1) (i) to discuss with District legal counsel in a forum that maintains the attorney client privilege legal risks of a proposed action or current practice that is likely to result in an adverse legal or financial consequence to the agency if discussed in public. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews, AC Orr, Attorney Brian Snure and FM Whitaker. Chief Andrews, AC Orr and Attorney Brian Snure were excused at 2:09 pm. At 2:20

pm Chairman Barnfather extended the meeting for an additional 15 minutes. At 2:35 pm Chairman Barnfather extended the meeting for an additional 10 minutes. FM Whitaker was excused at 2:40. At 2:45 pm Chairman Barnfather extended the meeting for an additional 10 minutes and invited FM Whitaker back in.

**RECESS:** At 2:55 Chairman Barnfather recessed the meeting for 20 minutes, allowing staff time to prepare for returning to executive session.

At 3:15 pm Chairman Barnfather returned from the recess and extended the executive session meeting for an additional 10 minutes. In attendance were: Commissioners Barnfather, Chinn and Gawley and Chief Andrews. At 3:22 Chief Andrews was excused. At 3:25 Commissioner Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

**REGULAR BUSINESS CONTINUED...**

Commissioner Barnfather reported that during executive session attendees discussed and reviewed the Assistant Chief’s wage scale. Commissioner Gawley moved and Commissioner Chinn seconded to increase Step 5 on the Assistant Chief’s wage scale to \$131,750.00 annually with an effective date of 1/1/2019. If retro pay is not an option, another method may be substituted to insure all affected employees are paid the difference in salaries from 1/1/2019 to current. Chief Andrews and FM Whitaker advised the board that they will consult with Attorney Brian Snure on how to legally pay the unsettled salaries. **MOTION CARRIED.**

**GOOD OF THE ORDER**

- Chief Andrews will be absent for the next board meeting as he will be out of the office from August 17<sup>th</sup> through August 25<sup>th</sup>.
- Commissioner Barnfather advised regarding an upcoming conference in Las Vegas hosted by “The National Association of Emergency & Fire Officials” (formerly known as the National Association of Elected Officials); he suggested that a staff member consider attending the conference.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:34 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: \_\_\_\_\_  
 Ben Andrews, Fire Chief