

**CLALLAM COUNTY FIRE DISTRICT 3
BOARD OF COMMISSIONERS**

MEETING MINUTES

REGULAR MEETING

DECEMBER 6TH, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman James D. Barnfather at 1:00 p.m. on Tuesday, December 6th, 2016, located at Fire District 3's Headquarters Station 34, 323 North Fifth Avenue, Sequim, WA.

Please Silence Cell Phones

ATTENDANCE: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Tony Hudson, Assistant Chief Dan Orr, Alwynn Movius, FF/EMT Steve Anders, Lori Coleman, FF/PM Ivan Hueter, Janice Corbin (Partner with Sound Employment Solutions), and Patti Williams.

CALL FOR CHANGES TO THE PUBLISHED AGENDA: None

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Chinn provided a second to approve both of the minutes from the *November 15th, Regular Meeting and the November 22nd, 2016, Special Meeting*. The **MOTION** carried unanimously.

PUBLIC COMMENT: None

REGULAR BUSINESS:

Chief's Report — Chief Ben Andrews provided a verbal review of his written report for the week of November 28th, which are included as part of these minutes. Chief Andrews stated that he is thinking of moving the annual appreciation dinner venue from November to after the first of the year. Chief Andrews announced that according to the FCC, CenturyLink is trying to get out of the use of landlines in Clallam County. Assistant Chief Orr has been corresponding with two legislators and a State Senator for our area and will forward those letters to the Board of Commissioners in an email. Chief Andrews will keep the Board aware of any updates.

Operations & Training Report — Assistant Chief Tony Hudson provided a verbal review of his written report that is included as part of these minutes.

Logistics Section Report — Assistant Chief Eric Quitslund provided a verbal review of his written report dated November 30th, 2016, which is included as part of these minutes. There was discussion about having snow versus studded tires. Assistant Chief Eric Quitslund explained to the Board that the cost effectiveness and time efficiency far outweigh the purchase of snow tires. Assistant Chief Eric Quitslund will keep the Board aware at a later meeting regarding computer system software updates.

Agenda Bill No. 1. Chief Andrews presented a **Letter of Recognition — to Firefighter/EMT Steve Anders** — thanking him for his outstanding performance and service to the community. This action was demonstrated on November 6th, the District was dispatched to an aid call and a structure fire call in Station 32's response area back to back. The crew decided to split and send FF/EMT Anders by himself to respond in Engine 32. FF/EMT Anders worked quickly and effectively to size-up and attack the fire from the exterior until additional crews arrived. A copy of FF/EMT Anders' recognition letter as well as an email from Lieutenant VanDeWege will be placed in his personnel file and included as part of these Minutes.

Agenda Bill No. 2. Contract for IT Services — as a follow-up to questions that arose during the previous board meeting, the draft was advanced to Summit Law for reviewing. Chief Andrews will provide a status update to the Board. Information purposes only, with possible action to adopt at the next regular board meeting.

Agenda Bill No. 3. Adopt Resolution 2016-07, Disposal of Surplus District Property — a draft copy with revisions was included for their review in the commissioner packets to consider adoption. **MOTION:** Commissioner Gawley moved and Commissioner Chinn provided a second to **Adopt Resolution 2016-07, Disposal of Surplus District Property and its corresponding Bill of Sale and Hold Harmless exhibits.** The **MOTION** carried unanimously. Resolution 2016-07 with its corresponding “Bill of Sale” and “Hold Harmless” exhibits are included as part of these Minutes.

Agenda Bill No. 4. 2017 Revenue and Expense Budget — at the November 22nd Special Meeting, during the Public Hearing, the Board was presented with a draft Revenue and Expense Budget for 2017. Since that special meeting there have been no changes to proposed revenues or expenses. **MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second to approve the 2017 Revenue and Expense Budgets as presented for the Operations and Maintenance (O & M), Emergency Medical Services (EMS), and Capital Reserve funds as presented. The **MOTION** carried unanimously. The 2017 Revenue and Expense Budget are included as part of these Minutes.

Agenda Bill No. 5. Approval of Bank Account for Website Transactions — **MOTION:** Commissioner Gawley made the Motion and Commissioner Chinn provided a second to approve the opening of a new checking account for Clallam County Fire District 3 through U S Bank for the purpose of receiving on-line transactions with an ongoing balance of \$100.00 and the signers on the account will be Chief Andrews and Lori Coleman. The **MOTION** carried unanimously.

Agenda Bill No. 6. Approval of Volunteer Manuel Servin — **MOTION:** Commissioner Chinn made the Motion and Commissioner Gawley provided a second to approve Manuel Servin as a volunteer member contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

Agenda Bill No. 7. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105509 through 105555, *dated December 6th, 2016*, totaling \$95,866.11; Payroll EFT's and IRS deposit totaling \$41,009.50; for a Grand Total Disbursement equaling \$136,875.61. The **MOTION** carried unanimously.

Agenda Bill No. 8. Inter-Local Agreement with PAFD Reserve Ladder Truck — Chief Andrews explained to the commissioners that he had discussed an agreement with PAFD for them to be able to use our reserve ladder truck on an as-needed basis if their ladder truck is out of service. On November 16th, Chief Andrews forwarded Attorney Brian Snure's comments to Chief Dubuc. Chief Dubuc was agreeable to the changes. He also requested wording to change with the City's membership in a risk pool rather than a traditional company. **MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second to approve the Inter-Local Agreement with Port Angeles Fire Department for the use of CCFD#3's reserve ladder. The **MOTION** carried unanimously.

Agenda Bill No. 9. 2017 WFCA Healthcare Employer Application and Eligibility/Contribution Form — a draft copy of the proposed 2017 yearly application had been included in the commissioner packets for their review. Chief Ben Andrews updated the Commissioners that he had received legal advice from Summit Law specifically Section V which pertains to including/excluding domestic partners. Attorney Otto Klein advised the Chief to not make any changes, as that could be perceived as a unilateral change in benefits that affects two collective bargaining agreements. Commissioner Gawley stated that based on legal advice he would make a **MOTION** to approve, as it stands, the 2017 Employer Application and Eligibility/Contribution Form. Commissioner Chinn provided a second to the Motion. The **MOTION** carried unanimously. The executed 2017 WFCA Healthcare Employer Application and Eligibility/Contribution Form is included as part of these Minutes.

EXECUTIVE SESSION: Chairman Barnfather called for an executive session which began at 2:45 p.m. and was expected to last for approximately 45 minutes. Chief Andrews, the District's Assistant Chiefs and Janice Corbin were invited to remain in attendance. At 3:30 p.m. Chairman Barnfather announced that there would be a 5 minute extension. The following reasons for going into executive session are:

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. However, subject to **RCW 42.30.140 (4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; and

RCW 42.30.110 (1)(d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.


CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 3:35 p.m.

BOARD ACTION: Concluding the executive session Chairman Barnfather stated that there were no decisions to announce, that the session was for information and discussion only.

GOOD OF THE ORDER: None

ADJOURNMENT: Chairman Barnfather called for adjournment at 3:35 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley, Vice Chairman

By: 
Commissioner Steven K. Chinn

ATTEST:
By: 
Ben Andrews, Fire Chief