

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

MEETING MINUTES

REGULAR MEETING

JUNE 21ST, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Barnfather at 1:00 p.m. on Tuesday, June 21st, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

ATTENDANCE: Commissioner James D. Barnfather, Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Inspector Steve Jackson, Alwynn Movius; Retired Chiefs Steve Vogel and Tom Lowe; Captain Bryan Swanberg, Lt. Ryan Tillman, Lt. Chad Cate, Lori Coleman, Retired Captain Steve Chinn, Volunteers Anaka Helseth, Joe Carter, Marydee Countryman, Blaine Zechenelly, and Becca Yucha; FF/PM's Len Horst, Neil Borggard, and Tyler Johnson; Leah, Aaron and Ryan Andrews; George DeBruyn, Herb Cook, Dick Bennett, Patti Kyle, Beverly Howe and Patti Williams.

APPROVAL OF MINUTES: MOTION: Commissioner Houts moved and Commissioner Gawley provided a second for approval of the June 7th, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

PUBLIC COMMENTS: Chairman Barnfather called for those members in attendance who had signed up to make public comment. 4 Gardiner Residents displayed hands. [The District's Public Comment Sign-up Sheet is included as part of these Minutes.] Chairman Barnfather requested George DeBruyn to come up to the podium to speak and to state his name and address.

George DeBruyn, a Gardiner Resident, stated that he was actually here to learn more about the issues and wanted to hold comments until the next Board of Commissioners Meeting.

Herb Cook, a Gardiner Resident, stated that he was active 5 years ago when they annexed from Jefferson County Fire District 5 to Clallam County Fire District 3. He stated that he is satisfied with the District's service. For personal reasons, he would like the District to remain at the Blyn Station 24 hours a day. He would possibly like to speak/make comment at the next Board of Commissioners Meeting.

Dick Bennett, a Gardiner Resident, remained seated and said that he couldn't have said it better than what Herb Cook expressed.

Patti Kyle, a Gardiner Resident, said that she was here to listen.

REGULAR BUSINESS:

Report — Risk Reduction and Planning: Assistant Chief Orr verbally provided a review of his monthly report that is included as part of these Minutes.

Commissioner Barnfather asked for a show of hands to identify who was attending the meeting for the Station 37 pilot study discussion.

EXECUTIVE SESSION/RECESS: Chairman Barnfather called for an Executive Session at 1:20 p.m. to last approximately 10 minutes that the Open Meeting would resume at 1:30 p.m.

This led to discussion over which exception to the Open Public Meetings Act the meeting would fall under. The discussion determined that there was not a valid exemption that was applicable to the intended subject and that the executive session would not take place. The audience was called back notified that the regular meeting would resume at 1:30.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 1:30 p.m., explaining that there was confusion over a matter that was brought to his attention immediately prior to the meeting and that the matter did not meet the criteria for conducting an executive session. He clarified that therefore, an executive session did not occur.

Agenda Bill No. 1. Review of General Insurance Proposals — 2016 — 2017 Property and Casualty Insurance Selection — Chief Andrews reiterated that two proposals for general insurance were presented at the last Regular Meeting. Chief Andrews stated that he is still recommending that the District select Enduris™ risk pool to provide general property and casualty insurance coverage. Alwynn Movius stated that the Board had requested references to be checked out regarding Enduris™. Therefore, she contacted current Enduris™ users and received positive feedback. Selecting Enduris™ risk pool makes much better use of the citizen's tax payer money with a savings of over \$18,000 for the District.

MOTION: Commissioner Gawley moved, and Commissioner Houts provided a second to approve a Master Agreement with Enduris™ Washington to provide the District's general insurance coverage. The District's Commissioners hereby authorize and direct the Fire Chief to execute the Master Agreement on behalf of the District. The **MOTION** carried unanimously. A resolution is necessary to support this decision. Thus the following:

MOTION: Commissioner Houts moved, and Commissioner Gawley provided a second for the Adoption of **Resolution 2016-04** "Resolution Authorizing Enduris™ Membership." The **MOTION** carried unanimously.

Agenda Bill No. 2. Review of the Station 37 Move-up Pilot Program — General Discussion — Chief Andrews verbally reviewed along with using charts graphing response calls and times. Furthermore, he stated that with only 20 days of data, it is too early to form an adequate analysis until more information is gained from the pilot study. He noted to the citizens in the audience that volunteers are needed for the Blyn area. Commissioner Gawley reported that following his own analysis of the rationale for conducting the pilot, he was in support of continuing the pilot. He also stated that his interest in doing so was to ensure the District is providing the greatest good to the greatest number of citizens. Commissioners Gawley and Barnfather requested the Chief provide cumulative statistics covering the pilot program's first month to the Board at the next meeting to see if there is a change in response times. Commissioner Houts requested that the pilot program continue for 3 months. No action. Information only

Agenda Bill No. 3. Possible 2017 Emergency Management Legislative Actions — Chief Andrews explained that a group of people working on emergency management in Clallam County met with congressional staff in Olympia last month to discuss the planning efforts going on here and seeking information about what could be accomplished at the state level to support these efforts. The attached is the suggested action that they put forth. Our staff will be reviewing these recommendations and evaluating what, if any, initiatives we would like to pursue in the next legislative cycle. No action. Information only.

Agenda Bill No. 4. Firefighter/EMT and Firefighter/PM Eligibility Testing Proposal — The Fire District does not currently have an eligibility list for Firefighter/EMT and the list for Firefighter/PM expires in August. To be able to respond quickly to an opportunity to fill vacancies or new positions, we will be conducting tests to establish both lists. We intend on performing these tests in the fall, approximately September. Chief Andrews discussed with the Board the possibility of restricting testing for the Firefighter EMT's classification to current members in lieu of an open test. The District has a large enough number of volunteer

firefighter EMT's that are qualified to restrict the testing pool to current volunteer members. Firefighter/PM's will continue to have an open test. Consensus and direction from the Board is to have Chief Andrews draft a revised procedure on restricting the testing pool for Firefighter EMT's to current volunteer members, to be presented at the next Regular Board Meeting.

Agenda Bill No. 5. Unit Clarification Decision — Chief Andrews explained that on February 2, 2015, the IAFF Local 2933 filed a unit clarification subsequent to a grievance regarding the Volunteer and Training Coordinator position. A unit clarification hearing was held on December 17th, 2015. On June 10th, 2016, the District received the formal decision – an Order of Dismissal finding in favor of the District. The Local has until June 30th to file a Notice of Appeal if they choose to pursue this further. Chief Andrews will also be contacting the Local to see if this satisfies their grievance as well. Attached as part of these Minutes, is the Order of Dismissal; as well as an estimate as to the District's cost for defending this grievance and unit clarification. No action, information only.

Agenda Bill No. 6. Conditional Offer of Employment — MOTION: Commissioner Houts moved, and Commissioner Gawley provided a second to approve a conditional offer of employment with a start date of August 1st, 2016, to **Erik Payne** at step one of the Firefighter/Paramedic scale and **Jack Hueter** at step two of the Firefighter/Paramedic scale, each contingent upon successful completion of all required pre-requisites including medical/psychological examinations, and background/personal reference checks. The **MOTION** carried unanimously.

Agenda Bill No. 7. Approval of Payroll and Expense Claims — MOTION: Commissioner Gawley moved, and Commissioner Houts provided a second, to approve Payroll Warrant/Claim check numbers 105095 through 105106; EFT's and an IRS Deposit totaling \$478,058.45; and Accounts Payable Claim check numbers 105107 through 105139 totaling \$42,022.10; for a Disbursement Grand Total of \$520,080.55. The **MOTION** carried unanimously.

Agenda Bill No. 8. Approval of Volunteer Reimbursement — MOTION: Commissioner Houts made a Motion to approve the Volunteer Points for May that are being paid June 25, 2016, in the amount of \$10,140.00. Commissioner Gawley seconded the Motion. The **MOTION** carried unanimously.

Agenda Bill No. 9. MOTION: Commissioner Barnfather added agenda Item #9, which had been removed. Commissioner Gawley moved, and Commissioner Houts provided a second, to approve the resignation of Station 31 Volunteer Member Don Rice. The **MOTION** carried unanimously. Chairman Barnfather recognized and thanked Mr. Rice for his service to the District.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 2:20 p.m. for approximately 10 minutes that would conclude at 2:30 p.m., in accordance with Washington State RCW 42.30.140 (4) (b) for the purpose of discussing bargaining strategy concerning IAFF Local 2933. Chief Andrews and the District's Assistant Chiefs were invited to remain in attendance. At 2:30 p.m. Chairman Barnfather requested a 5 minute extension.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:35 p.m.

ANNOUNCE BOARD ACTION: None decided or action taken.

GOOD OF THE ORDER: Chairman Barnfather stated that he had received a letter from Commissioner Houts, who announced he will retire from the Board June 30th. Commissioner Houts said that after thoughtful consideration, he believed it was time to step down. He thanked everyone for their support throughout the years and said he was sad to be leaving. Commissioner Barnfather stated that Commissioner Houts has been a Fire Commissioner for the District for 17 years and has been in the fire service for a total of 52 years. Before coming to Sequim, he was the Chief Engineer or Fire Chief for the Los Angeles County Fire Department. Chief Andrews presented Commissioner Houts with a plaque that read: Commissioner Richard Houts — With Grateful Appreciation and Recognition for 17 years of Dedicated Service, Leadership and Mentorship to Clallam County Fire District 3 ~ "We make a living by what we get, we make a life by what we give." ~ Winston Churchill ~ [Commissioner Houts' letter is included with these Minutes]

ADJOURNMENT: MOTION: Vice-Chairman Houts called for an adjournment at 2:45 p.m. and Commissioner Gawley provided a second. The **MOTION** carried unanimously.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 

Commissioner James D. Barnfather, Chairman

By: 

Commissioner G. Michael Gawley

ATTEST:
By: 

Ben Andrews, Fire Chief