

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

**MEETING MINUTES**

**REGULAR MEETING**

**NOVEMBER 15, 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, November 15<sup>th</sup>, 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 [left meeting at 2:40 p.m.], Volunteer Bob Lake [left meeting at 2:40 p.m.], LT. Ryan Tillman, FF/PM Len Horst, Lori Coleman, FF/PM Tyler Johnson, 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 *November 1<sup>st</sup>, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

**PUBLIC COMMENT:** None

**REGULAR BUSINESS:**

**Chief's Report** — at the last regular meeting, November 1<sup>st</sup>, 2016, Chief Andrews inquired whether the Board would prefer a recurring Chief's Report on a regular basis. All of the Commissioners were agreeable. Therefore, Chief Ben Andrews provided a verbal review stating that this is his first written Fire Chief's Report. Chief's Report is included as part of these minutes.

**Risk Reduction and Planning Report** — Assistant Chief Dan Orr provided a verbal review of his written report that is included as part of these minutes. Commissioner Chinn commented "nice job on the CERT."

**Agenda Bill No. 1. Draft 2017 Revenue and Expense Budget** — a copy of a draft was presented at the meeting for the Commissioners review. Chief Andrews explained that as of today, the District is over budget. Further, he explained that if we take 1% fire levy this would mean \$129,709 revenue more than last year. We have the capacity to take up to 9% EMS levy over last year which would mean an additional \$223,811.00. If we want to hire more staff we need to take full advantage. No action necessary, information only.

**Agenda Bill No. 2. 2017 WFOA 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. After review and discussion the Commissioners requested that Chief Ben Andrews check with Attorney Brian Snure specifically Section V which pertains to including/excluding domestic partners. Accordingly, the Board determined to table agenda item to the next regular meeting. No action necessary, information only.

**Agenda Bill No. 3. Adopt Resolution 2016-07, Disposal of Surplus District Property** — after review and discussion, it was determined to table agenda item and to bring forward at the next regular meeting. No action necessary, information only.

**Agenda Bill No. 4. Adopt Resolution 2016-08, Approval of Surplus Items — MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second to adopt **Resolution 2016-08**. The **MOTION** carried unanimously. Resolution 2016-08 and the List of Items to Surplus Exhibit "A" dated, November 15<sup>th</sup>, 2016, are included as part of these Minutes.

**Agenda Bill No. 5. Approval of Contract for IT Services** — after discussion the Commissioners were in general consensus to direct Chief Andrews to send the proposed Contract for IT Services to Summit Law for advice. Commissioner Gawley will meet with Chief Andrews to discuss L & I [Labor & Industries] concerns. It was determined to table agenda item and to bring forward at the next regular meeting. No action necessary, information only.

**Agenda Bill No. 6. Approve 2017 Recruit Academy Volunteers — MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve the following volunteers for the 2017 Recruit Academy contingent upon successful completion of all required pre-requisites: Robert Bolton, Patrick Brockway, Brad Buchser, Royce Chen, Hayes Clawson, Donald Johnson, Kristin Kudebeh, John McKenzie, Raymond Meyer, Steve Miller, Sarah Moores, Bo Pinnell, Paul Prince, Christopher Ross, LeRoy Ross, Matt Shore, Mike Spears, Kate Streck, Eliza Winne, Barry Wood, and Terry Wood. The **MOTION** carried unanimously.

**Agenda Bill No. 7. Administration of District Policies** — Assistant Chief Eric Quitslund provided a verbal review of Board Policy 1310. It was determined to table agenda item and bring to the next regular meeting. No action necessary, information only.

**Agenda Bill No. 8. AFG Grant Application** — Assistant Chief Eric Quitslund provided a verbal analysis. The District is currently in need of one hundred plus SCBA cylinders that need replacement. Assistant Chief Eric Quitslund is currently preparing an application and hopes to submit it before Friday, November 18<sup>th</sup> 3:00 p.m. deadline. No action necessary, information only.

**Agenda Bill No. 9. Approval of Payroll and Expense Claims — MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105482 through 105508, *dated November 15th, 2016*, totaling \$66,812.71; Payroll Warrant/Claim Numbers 105471 through 105481 *that were dated November 10<sup>th</sup>, 2016*, totaling \$495,879.63; for a Grand Total Disbursement equaling **\$562,692.34**. The **MOTION** carried unanimously.

**Agenda Bill No. 10. Approval of Volunteer Reimbursement — MOTION:** Commissioner Chinn made a Motion to approve October Volunteer Points being paid November 25<sup>th</sup>, 2016, in the amount of **\$9,120.00**. Commissioner Gawley seconded the Motion. The **MOTION** carried unanimously.

**EXECUTIVE SESSION:** Chairman Barnfather called for an executive session which began at 3:00 p.m. and to last for approximately 60 minutes. Chief Andrews and the District's Assistant Chiefs were invited to remain in attendance. 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 4:00 p.m.

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

Chairman Barnfather announced that there would be an agenda item added to the meeting, henceforth:

**Agenda Bill No. 11. Employment Agreement Proposals for Office Assistant II, Administrative Assistant, and Fire Code Technician — MOTION:** Commissioner Chinn made the Motion to approve and Commissioner Gawley provided a second to approve employment contracts for Patti Williams, Office Assistant II, Lori Coleman, Administrative Assistant, Steve Jackson, Fire Code Technician, beginning January 1<sup>st</sup>, 2017 through December 31<sup>st</sup>, 2017. The **MOTION** carried unanimously. Employment Agreements are included and attached as part of these Minutes.

**GOOD OF THE ORDER:** Chairman Barnfather stated that he wanted to share that when “the big one” hits, a policy decision for emergencies is found in **RCW 42.30.070** “Times and places for meetings – Emergencies – Exception” It shall not be a violation of the requirements of this chapter for a majority of the members of a governing body to travel together or gather for purposes other than a regular meeting or a special meeting as these terms are used in this chapter: PROVIDED, That they take no action as defined in this chapter. Travel arrangements RCW is included as part of these Minutes.

Chief Andrews announced that the Sequim Dungeness Hospital Guild is holding its annual holiday party at St. Luke’s Church on Thursday, December 15<sup>th</sup>, 2016. Lunch will be followed by presentation of a gift to Clallam County Fire District 3 and entertainment by the Sequim High School Select Choir.

Chairman Barnfather inquired whether new decals were placed on the tender yet. Assistant Chief Tony Hudson answered stating that we have to wait one year for the paint to cure.

**ADJOURNMENT:** Chairman Barnfather called for adjournment at 4:10 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