

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

MEETING MINUTES

REGULAR MEETING

OCTOBER 4, 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, October 4th, 2016, located at Fire District 3's Headquarters Station, 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, Coleman, FF/PM Ivan Hueter, and Patti Williams.

CALL FOR CHANGES TO THE PUBLISHED AGENDA: None submitted

APPROVAL OF MINUTES: MOTION: Commissioner Chinn moved and Commissioner Gawley provided a second to approve *September 20th, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

PUBLIC COMMENT: None

REGULAR BUSINESS:

Operations Report —: Assistant Chief Hudson provided a verbal review of his written Operations/Training/MSO monthly reports that are included as part of these Minutes. From our current eligibility list Chief Andrews will make a recommendation at the next Board Meeting who he intends to interview around November 1st. As of today there are 13 applicants for the Firefighter/Paramedic test. Assistant Chief Hudson announced that there is one applicant [Len Horst] for the Captains Promotional test. The eligibility list is valid for 2 years.

Logistics Report —: Assistant Chief Quitslund provided a verbal review of his written *September 27th, 2016*, report that is included as part of these Minutes.

Agenda Bill No. 1. SOP 2801, Ride-Along Guidelines — The Standard Operating Procedure was developed as a means to more efficiently coordinate and manage ride-along opportunities with on-duty responders. The SOP defines civilian, student, and member rider classifications and establishes guidelines for each classification. The SOP is accompanied by 2801F "Rider Release and Waiver" and a "Rider Guidelines" acknowledgement form. At the September 20th Board meeting, the Board requested that Attorney Brian Snure review the "Rider Release and Waiver" form. The form was updated to incorporate Attorney Snure's recommendations. The SOP was updated to disallow riders under age 18. Commissioner Barnfather requested that under "Rider Guidelines Agreement" in particular "Dress Code" and for the Captains' to watch for safety issues regarding hair. Both of the aforementioned documents were reviewed by Enduris®, the District's insurance carrier. No action necessary, information only.

Agenda Bill No. 2. Service Delivery Study Status Report — Fitch & Associates Visit October 24th, 2016 — this visit was not included as part of the initial proposal. Chief Andrews announced that this would be for the purpose to provide an opportunity for staff and

the public to have a clear understanding of what the Data and GIS reports indicate. Further, Chief Andrews explained his agenda recommendations for the day would consist of the following:

1. *Local 2933 Contract Negotiations Teams*
2. *Staff / Volunteers*
3. *Open Public "Special Meeting"*

Chief Andrews has signed an amendment to the contract to include pay for their time and travel expenses. No action necessary, information only.

Agenda Bill No. 3. SOP 2410, Hiring Process — previously discussed at the September 20th Commissioner meeting, the additional revisions that were requested by the Board were presented. SOP 2410 incorporates standards that meet with the District's current hiring process practices. Commissioner Gawley said that he wanted an open competitive process where each applicant would test. More discussion ensued regarding section 5.0 "General Guidelines" 5.2 Hiring Process Options (1) *where currently employed full-time District employees who are qualified for vacant positions would be "grandfathered in."* This agenda item was for information and discussion purposes only, with possible adoption at the October 18th BOC Meeting.

Agenda Bill No. 4. Contract for IT Services — a proposed draft Contract for IT Services was developed to formalize the existing arrangement with Eric Jacobson for computer network system consulting services he provides to the District. The proposed contract is based on the language currently in place for services provided by Joe Lancheros. After discussion, the Board was in agreement for the presented contract, accordingly, **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second to approve Eric Jacobson's IT Services Contract. The **MOTION** carried unanimously.

Agenda Bill No. 5. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 105359 through 105388, *dated October 4th, 2016*, totaling \$256,958.43; Payroll EFT's and an IRS Deposit, *that were dated September 23rd, 2016*, in the amount of \$43,496.49; for a Grand Total Disbursement of **\$300,454.92**. The **MOTION** carried unanimously.

Agenda Bill No. 6. Thank you Letters for Donations — that were acknowledged at the previous Board of Commissioners Meeting were prepared for signatures to Insurance Service Group and the Gardiner Salmon Derby Association. The District will use these generous donations to assist CERT teams to prepare for disasters.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session which began at 2:20 p.m. for approximately 30 minutes in accordance with Washington State RCW 42.30.110 (1) (d) 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 2:50 p.m. a 5 minute extension was requested by the Board.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:55 p.m.

ANNOUNCE BOARD ACTION: No action to announce, information and discussion only.

GOOD OF THE ORDER: Chief Andrews reported that Maura Mattson and Retired Chief Tom Lowe had contacted him with regards to the Dale Kruse Memorial. The Commissioners will be informed as to any updates on the progress of a ceremony paying homage to Mr. Kruse, who died in the line of duty. Assistant Chief Orr reported that on Thursday, October 13th, there will be a meeting of intent to adopt and amend zoning of the Carlsborg Urban Growth Area [UGA].

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:59 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