

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

MEETING MINUTES

REGULAR MEETING

SEPTEMBER 20, 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, September 20th, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

ATTENDANCE: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Tony Hudson, Captain Marc Lawson, Alwynn Movius, Retired Captain Dennis Kettel, Lori Coleman, John Brygider, FF/PM Chris Corbin, FF/PM Matt Newell, and Patti Williams.

EXCUSED LEAVE: Assistant Chief Dan Orr

CALL FOR CHANGES TO THE PUBLISHED AGENDA: Chief Ben Andrews reported that there are two more items to add: Agenda Bill No. 11. "**Carlsborg Station Painting**" and Agenda Bill No. 12. "**SOP 2410, Hiring Process Guidelines**."

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Chinn provided a second to approve *September 6th, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

PUBLIC COMMENT: None

REGULAR BUSINESS:

Report — Risk and Reduction: Chief Ben Andrews provided a verbal review on behalf of Assistant Chief Dan Orr's monthly report that is included as part of these Minutes.

Agenda Bill No. 1. Resolution 2016 — 6 "Warrant Preapproval Authority" — a copy of a draft resolution for the preapproval of payroll benefit checks had been included in the Commissioner packets for their review. The Board asked staff to present the Resolution to the Clallam County Treasurer for her opinion before voting on the matter. In review, it was pointed out that staff had made contact and kept the County Treasurer Selinda Barkhuis updated. **MOTION:** Commissioner Chinn moved and Commissioner Gawley seconded the Motion to Adopt **Resolution 2016-6 "Warrant Preapproval Authority."** The **MOTION** carried unanimously.

Agenda Bill No. 2. Dale W. Kruse Memorial — was a Sequim Volunteer Fire Department Firefighter that was killed in the line of duty in 1978. A memorial plaque was located out front of the previous Sequim City Hall that was removed during construction and is in our possession. Chief Ben Andrews was contacted by Mrs. Shirley Sutterlin advising us that she had provided Chief Steve Vogel with a photo of Mr. Kruse and wanted to know where it is displayed. Patti Williams is in the process of making a display for the front reception area of Station 34 that will include his photo and a small plaque. Patti is also working with the City of Sequim to see about having the memorial plaque re-installed in front of City Hall at the 9/11 Memorial, which was the original intent. Assistant Chief Eric Quitslund and Patti Williams will follow-up and update the Board when there is progress. No action required information only.

Agenda Bill No. 3. Grant Awards from Safeco and Discovery Bay Salmon Derby — Chief Andrews explained that in the last month, the Fire District has been presented with two unanticipated grants. Safeco Insurance presented \$2,000.00 in response to our efforts to provide fire extinguisher training to residents. The Discovery Bay Salmon Derby donated \$3,000.00. The District is directing these funds to support the development of CERT teams in the Gardiner/Blyn/Diamond Point communities'. Press releases are being prepared and Patti is preparing thank you cards that will be presented for signatures at the next regular Board of Commissioners Meeting. No action required information only.

Agenda Bill No. 4. Approval of Station 34 Former Volunteer Kenny Camp [EMS Only] and Lateral FF/EMT Erik Sundin — MOTION: Commissioner Gawley moved and Commissioner Chinn seconded the Motion to approve **Kenny Camp** and **Erik Sundin** as volunteer members contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

Agenda Bill No. 5. SOP 2801, Ride-Along Guidelines — The Standard Operating Procedure has been 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. Assistant Chief Quitslund will send to Attorney Brian Snure for review. No action necessary, information only.

Agenda Bill No. 6. SOP 4020, Daily Notes and Events Calendar — Assistant Chief Quitslund went over the Standard Operating Procedure 4020 with the Board. He stated that to establish standard guidelines for managing the District wide calendar "Daily Notes and Events Calendar" has been implemented for the purpose of establishing a master calendar for coordinating our myriad of daily District activities. No action necessary, information only.

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 105321 through 105358, *dated September 20th, 2016*, totaling \$77,965.18; Payroll Claim check numbers 105310 through 105320, Payroll EFT's and an IRS Deposit, *that were dated September 9th, 2016*, in the amount of \$537,252.24; for a Grand Total Disbursement of \$615,217.42. The **MOTION** carried unanimously.

Agenda Bill No. 8. Approval of Volunteer Reimbursement — MOTION: Commissioner Gawley made a Motion to approve August Volunteer Points being paid September 25, 2016, in the amount of \$9,100.00. Commissioner Chinn seconded the Motion. The **MOTION** carried unanimously. Assistant Chief Hudson indicated that starting January, 2017, the District will go back to quarterly volunteer reimbursement. The Board was in total agreement.

Agenda Bill No. 9. Vice-Chairman Vacancy — with the resignation of Richard Houts, the Board of Commissioners does not have a Vice-Chairman. The District's Policy 1211 is unclear as to how to fill the vacant position before the next regular election. The District's Attorney Brian Snure recommended formally electing a Vice-Chair for the balance of the term. **MOTION:** Commissioner Chinn moved, and Commissioner Barnfather provided a second Motion to elect **Commissioner G. Michael Gawley** as Vice-Chairman and to serve for the balance of the term.

Agenda Bill No. 10. Inquiry by CCFD#2 about Administrative Services — Chief Sam Phillips informed Chief Ben Andrews that their Administrative Assistant is leaving for employment with the Port of Port Angeles. Chief Phillips inquired if we were interested in

exploring the possibility of contracting with District 2 to provide payroll, accounts receivable, accounts payable and board secretary duties. Although, ultimately combining administrative staff may be a good idea, but at this time the Board's consensus is to not pursue due to lack of staff capacity the recommendation, however, we may sometime have the capacity.

Agenda Bill No. 11. Carlsborg Station 33 Painting — The District has contracted with D & K Painting to repaint Station 33. Preparation work is to begin this week. If the Board desires to change colors, now is the time before the paint is purchased. There is only 1 to 1 ½ months left in the season to paint. The building has been needing paint for a while, and we need to preserve what we have. Commissioner Barnfather posed for consideration, the option of engaging the community in some sort of process for selecting the paint colors. After discussion and information, the selected paint colors for the body will be medium gray with white trim and all doors will be dark red.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 1:45 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 2:15 p.m. Chairman Barnfather requested for extension until 2:30 p.m. At 2:30 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 2:35 p.m.


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

Agenda Bill No. 12. SOP 2410, Hiring Process Guidelines — has been developed as a means to update the content of Policy 2410 and Procedure 2410P-1, consolidating and converting them to the District's SOP format. Content was updated to align with the District's current hiring process practices. No action, information and discussion only with possible adoption at the next meeting.

GOOD OF THE ORDER:

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:37 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By:  _____
Commissioner James D. Barnfather, Chairman

By:  _____
Commissioner G. Michael Gawley

By:  _____
Commissioner Steven K. Chinn

ATTEST:
By:  _____
Ben Andrews, Fire Chief