



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 15, 2017

Chair Barnfather called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners James D. Barnfather, G. Michael Gawley, Steven K. Chinn, Fire Chief Ben Andrews, Assistant Chiefs Tony Hudson, Eric Quitslund and Dan Orr, Finance Manager Alwynn Movius, FF/EMT Steve Anders, and Jim Clark, Director of Sales from EF Recovery.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Board agreed, in the interest the presenter's time, to move Agenda Bill 7, Response Recovery Proposal to the beginning of the agenda as the first Regular Business item.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the August 1, 2017, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Agenda Bill 7: Response Recovery Proposal – AC Orr introduced Jim Clark, Director of Sales from EF Recovery, who provided an overview of the response recovery programs and services they provide. He explained that the program seeks to recover the actual costs associated with mitigating incidents where the consequences of willful or careless negligence require the use of fire department resources. Examples include reimbursement for response to motor vehicle collisions, extrication incidents, false alarm incidents, hazardous materials incidents, etc. The presentation was followed by a question and answer session. The Board requested staff to develop a draft proposal to facilitate continued discussion.

Chief's Report – Chief Andrews reviewed his written report, explaining that: the mechanic testing process had concluded; Office Assistant Patti Williams remained on administrative leave; there are only two members who are currently engaged in wildland deployments; the District received high praise and appreciation during his presentation to the Lost Mountain community group; year-to-date comparison of 2017 call volume to 2016 activity during the same period demonstrates a reduction in calls; IAFF Local 2933 has filed a grievance regarding wildland callout procedures; Jack Hueter has successfully completed his probation; a public records request regarding travel expense vouchers had been fulfilled; participation in the primary election, which was triggered by a third candidate filing, was estimated to cost the District approximately \$62,000, and he provided a summary of current Washington and Oregon wildfire activities.

Operations & Training Report – AC Hudson reviewed his written report, explaining that: he is finalizing an agreement with National Testing Network to conduct entry level firefighter testing; one Firefighter/Paramedic vacancy currently exists; the current firefighter/EMT list expires on 11/7/17; the lieutenant promotional exam is scheduled 10/27 & 30; the year-to-date incident statistics were provided; and that a number of training events are being scheduled.

Risk Reduction & Planning Report – AC Orr reviewed his written report, reviewing the status of: recent prevention activities, fire investigations, public information presentations, community events, and CERT program activities. He reported that a group recently attended a Navy amphibious exercise; that Robert Ezelle, Washington State EMD Director, in planning a trip to Clallam County for first-hand tour of local disaster management activities; and that training props and equipment used to support CERT training are being organized.

Agenda Bill 1: Service Delivery Study Update – Chief Andrews provided a status update of the project, reviewing how staff had reviewed the Study's recommendations to determine dependency relations between recommendations. He explained that the process identified four areas with multiple dependencies, Training, Response Plan, Medical QA/QI, and Tiered Response. This also distinguished those recommendations that can be addressed independently. Chief Andrews indicated that he has initiated the process of updating the District's Standard of Response document.

Agenda Bill 2: Draft 1320, Ethics Policy – As requested, Commissioners were advanced a clean copy for consideration. Commissioner Chinn moved and Commissioner Gawley seconded to approve the 1320, Ethics Policy. **MOTION CARRIED.**

Agenda Bill 3: Draft 1100, Commissioner Compensation Policy – Commissioners conducted their second reading of the draft presented at the previous meeting discussing concerns and various options for managing pre-approval. Staff was directed to further refine the language describing compensation eligibility.

Agenda Bill 4: Interlocal Vehicle Service Agreements – AC Quitslund reported that the District 4 Board of Commissioners had signed the Emergency Vehicle Maintenance Interlocal Service Agreement. And the City of Port Angeles City Council reviewed the revised draft and was prepared to sign the agreement. AC Quitslund noted that both agreements have not been revised since the Board's last review of them. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Emergency Vehicle Interlocal Service Agreement with Clallam County Fire District 4. **MOTION CARRIED.** Commissioner Gawley moved and Commissioner Chinn seconded to approve the Emergency Vehicle Interlocal Service Agreement with the City of Port Angeles Fire Department. **MOTION CARRIED.**

Agenda Bill 5: Fire Mechanic Recommendation – Chief Andrews reviewed the steps taken during the Fire Mechanic selection process, noting that eight candidates completed the process. He then requested the Board authorize him to make a conditional offer to Steven Phillips. Commissioner Chinn moved and Commissioner Gawley seconded to authorize the Fire Chief to make a conditional offer of employment to Steven Phillips as proposed. **MOTION CARRIED.**

Agenda Bill 6: Volunteer Activity Limit Opinion – Chief Andrews reviewed the legal opinion received regarding volunteer activity concerns raised by IAFF Local 2933, questioning the status of a bona fide volunteer. He explained that in Attorney Brian Snure's opinion; a clear division exists to

distinguish between what constitutes bargaining unit work and volunteer work associated with supporting the CERT program. The opinion also stipulated that the 20% comparison to a firefighter wage should be based on the total cost of compensation and not just the base wage. Using this reasoning, the level of volunteer activity is well below the 20% threshold. Satisfied with the opinion, the Board requested no further action.

Agenda Bill 8: IGA with WAEMD – Chief Andrews explained that to support development of an all-hazards resource mobilization process, an inter-governmental agreement needs to be established. The agreement, modeled after the current State Mobilization agreement used for wildfire incidents. The agreement would be with the Washington State Emergency Management Department and would enable deployment under the state-to-state Emergency Management Assistance Compact (EMAC). Commissioner Chinn moved and Commissioner Gawley seconded to approve the IGA with Washington State EMD. **MOTION CARRIED.**

Agenda Bill 9: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 106224 through 106248, dated August 15, 2017, totaling \$24,009.53; Payroll EFT's and IRS deposit for monthly payroll dated August 10, 2017, in the amount of \$519,079.77; for a disbursement grand total equaling \$543,089.30. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:45 p.m. and was expected to last for 45 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee and RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Hudson, Orr, and Quitslund.

At 3:30p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

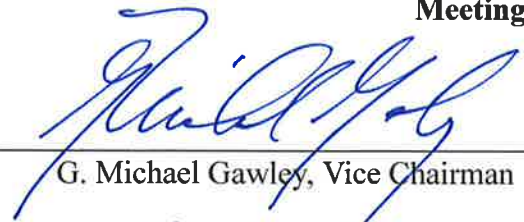
- All three Commissioners expressed their intention to attend the upcoming Washington State Fire Commissioners conference. Chief Andrews indicated that if available, he too intended to attend.
- Commissioner Barnfather relayed a request by the Sequim Valley Airport for fire department participation during the Air Affaire community event August 26th & 27th. AC Orr will follow-up with coordinating arrangements for a crew.
- Chief Andrews reported that the District's antique engine will be on display August 19th during the Sequim Museum's old fashion car show.
- Commissioner Barnfather asked about the status of scheduling a joint Commissioner meeting with District 2. Chief Andrews will follow-up with Chief Phillips.

ADJOURNMENT


Chair Barnfather called for adjournment at 3:33 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Vice Chairman



Commissioner Steven K. Chinn

Attest: 

Ben Andrews, Secretary