



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 3, 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, Assistant Chiefs Tony Hudson, Eric Quitslund, and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius, Lt. Kevin VanDeWege, FF/PM Chris Corbin and Jack Hueter, Maintenance Supervisor Tharin Huisman, Mechanic Kevin Smith and Steven Phillips, and Facilities Technician John Brygider.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; receiving none.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Barnfather seconded to approve the September 19, 2017, Regular Meeting minutes. **MOTION CARRIED.**

INTRODUCTIONS

Chief Quitslund introduced the Mechanic Steven Phillips; his start date was October 1st.

COMMENDATION LETTERS

With appreciation, AC Quitslund presented and AC Hudson read aloud a letter to Mechanic Kevin Smith for his commitment to the District. During the recent mechanic vacancy Kevin stepped up to fill a void and did so with enthusiasm and without hesitation. In addition, he participated in the selection process to fill the vacancy ensuring that the best candidate for the position was hired.

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Operations Report – AC Hudson reviewed his written report, explaining that: he advised that one FF/PM position is vacant; the FF/EMT list will expire on November 7th, 2017; Lieutenants testing is scheduled for October 27th and 28th, 2017, 5 members filed to take the test; briefly went over YTD incident statistics; advised that First Aid training is coming up; advised that the district participated in a two day decontamination class that was held in September using the district's Decon Suite; Burn Box training is scheduled for this fall; 2018 recruit class planning in progress.

Logistics Report – AC Quitslund reviewed his written report, explaining that: the Reserve Ladder Truck will go to the Stokes Auction next week, there have been no interested buyers; the Office Assistant hiring process is underway, as is the Volunteer/Training Coordinator position, the application deadlines are October 23rd, 2017, he asks for guidance from the Commissioners if any of them would like to participate in either process; all vehicle maintenance ILA's for are in place; the

purchase of a truck from the City of Sequim is underway; he distributed a Facilities Maintenance Forecast along with a brief overview; advised that PPE lockers are being installed at ST 34.

Agenda Bill 1: Draft Commissioners Compensation Policy – Chief Quitslund answered Commissioner Gawley questions on the pre-approval process of the policy stating that this policy follows previous practices and the same expectations we expect of our members. Commissioner Barnfather tabled this agenda item and asked to bring this back at the next meeting.

Agenda Bill 2: Draft Commissioner Handbook – Commissioners were presented with a copy of a Draft Commissioner Handbook. This was the first reading and was for review only, no action was requested.

Agenda Bill 3: Volunteer/Training Coordinator Position – AC Quitslund briefed the Commissioners on the position announcement for the SAFER Grant funded Volunteer/Training Coordinator position. The application process deadline is October 23rd, 2017. Commissioner Barnfather advised that we should incorporate Commissioner Chinn in on the hiring process, stating that with his work history he would be an asset to the process.

Agenda Bill 4: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 106327 through 106358 dated October 3, 2017, totaling \$164,938.54; Payroll EFT's and IRS deposit for monthly payroll dated September 25, 2017, in the amount of \$36,467.22; for a disbursement grand total equaling \$201,405.76.

MOTION CARRIED.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:48 p.m. and was expected to last for 72 minutes under RCW 42.30.140 (4) to negotiate employment agreements and RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Assistant Chiefs Hudson, Orr, and Quitslund. Assistant Chiefs Hudson, Orr, and Quitslund were excused from the meeting at 2:09 p.m.

At 3:00 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

Agenda Bill 5: Approval of Employment Agreements – Chairman Barnfather announced an amendment to the agenda to add Agenda Bill 5 for the purpose of allowing the Board to consider adopting employment agreement for the Administrative Assistant and Fire Code Technician positions. Commissioner Chinn moved to adopt the employment contract for the Administrative Assistant, Commissioner Gawley seconded. **MOTION CARRIED.** Commissioner Gawley moved to adopt the employment contract for the Fire Code Technician for the period as specified, Commissioner Chinn seconded. **MOTION CARRIED.**


GOOD OF THE ORDER

- Commissioner Chinn read aloud a letter he wrote on behalf of the SAFER Grant decision. He stated that he wanted to express his thoughts regarding the recent decision of the Board of Commissioners to reject the grant during his absence at the last board meeting. He recognized that each commissioner has strengths and weaknesses which are supported and countered by the other

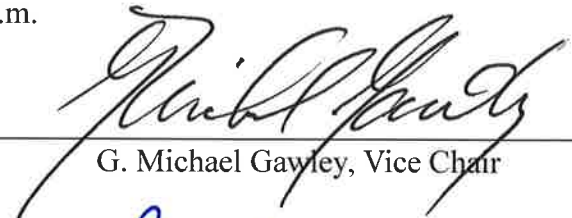
two members and that he believes that they are all doing what they believe is in the best interest of the district. He noted that his vote would not have changed the outcome had the other two commissioners voted the same had he been present, however, he questioned whether his opinion could have done anything to change the way they voted. He also thanked the Administration for their time and effort they invested in the process along with thanking the Line Staff and Volunteers for the excellent job they do for our citizens. He noted that he would like to move toward reapplication of a SAFER Grant when the district is better able to financially handle the stresses brought on by its acceptance. He pledges that he will continue to work to make our department successful.

ADJOURNMENT

Chair Barnfather called for adjournment at 3:06 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Vice Chair



Steven K. Chinn, Commissioner

Attest: 

Ben Andrews, Board Secretary