



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 7, 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, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius and Citizen Mitch Holbrook.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the October 17th, 2017, Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Chinn moved and Commissioner Gawley seconded to approve the October 24th, 2017, SPECIAL Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### ADJOURN REGULAR MEETING FOR PUBLIC HEARING –

Chair Barnfather adjourned the Regular Meeting and called the Public Hearing to order at 1:01 p.m.

### PUBLIC HEARING – 2018 Budget

Chief Andrews and Finance Manager Alwynn Movius presented Revenue and Expense details for the 2018 Budget. They presented Levy Certifications up for adoption on Agenda Item 10, the certified amount for the General Fund for 2018 for the Regular Levy is \$5,995,000.00 and \$13,377.04 for the Refund Levy and the certified amount for the EMS Fund for 2018 for the Regular Levy are \$2,265,000.00 and \$4,654.97 for the Refund Levy. They explained in detail the difference between restricted funds vs. designated funds. The District uses internal designated funds, but does not currently have any restricted funds.

### PUBLIC HEARING - PUBLIC COMMENT PERIOD

No public comment.

### ADJOURNMENT

Chair Barnfather adjourned the Public Hearing and called the Regular Meeting back to order at 1:37 p.m.

**REGULAR BUSINESS**

**Chief's Report** – Chief Andrews reviewed his written report, explaining that: there has been collaboration and communication efforts with the Sheriff regarding the Inter Local Agreement for PenCom to become a stand-alone entity, however Chief Andrews is not in a position to make any formal recommendations to the Board at this time; he explained that Chief Orr attended a workshop on the GEMT program, advising that the program could help cost recover up to 50% more of the allowable amounts when transports are billed to Medicaid which could create an additional revenue source for the District. He also advised that pursuing this would require modifying the EMS contract with Olympic Ambulance. They cannot bill and collect GEMT monies, those monies are only available to Government entities. He will keep the Board apprised as more details become available on this program; he advised that he is participating in planning processes for the North Olympic Library System expansion and the Dungeness Recreational Master Plan; he advised that the Office Assistant process is moving forward and that 6 candidates will be interviewed on 11/8/17; he advised that there is a meeting set for Mediation with Local 2933 on December 13<sup>th</sup>; he answered Commissioner Gawley's question regarding the status of the recovery billing proposal. He indicated that he will follow up by bringing back a proposal soon; he advised that call statistics are attached to the Board Packet.

**Operations** – AC Hudson reviewed his written report, explaining that: the FF/PM Testing is coming up next week and there is a total of 6 candidates; he advises that the Lieutenant's testing was conducted October 27<sup>th</sup> and the promotional list was posted effective today; YTD Incident reports are attached to the Packet along with a report that Captain Sharp ran with Trip Counts by Age for ALS, ALS CPR, ALS STEMI and BLS calls; he advises that Recruit Class planning is underway with an Orientation the evening of 11/9/17.

**Logistics**– AC Quitslund reviewed his written report, explaining that: the Reserve Ladder Truck sold at Auction for \$8,000.00 along with some tailgates for \$325.00, less the 10% commission and title transfer fee netted \$7,408.75; Chief Andrews will meet with Representative Derek Kilmer's Staff about reauthorization of the AFG Grant Process; he advises that the City of Sequim is installing a fuel pump and discussions of alternative fueling arrangements have begun; the Johnston property residents are splitting the cost of a heat pump installation and progress on that project is moving forward. Total cost is just under \$10,000.00; he advised that he has recently attended two HR related training courses, one on Succession Planning and the other on Best Practices for Interviewing and Hiring; he is working on SOP's, the 1000 series is nearly complete and expect to see the 2000 and 5000 series on upcoming agendas.

**Agenda Bill 1: Service Delivery Study Update** – Chief Andrews provided a status update of the project, reviewing the handout of Recommended Progress Report and the recommendations that he would like to start addressing. The commissioners will look over the handout and bring questions back at the next meeting.

**Agenda Bill 2: Draft 1100, Commissioner Compensation Policy** – Commissioners conducted follow-up to their previous readings of the draft. Chief Andrews explained that the attached documents for review show industry standards regarding compensation and approval of commissioner compensation. Commissioner Gawley voiced concerns that the policy may not be followed in the fact that pre-approval for education and reimbursement of education opportunities may not always happen. Chief Andrews advised that pre-approval is recommended to assure

reimbursement but that the Board Chair can give tentative approval until final approval can be made at the next meeting. Commissioner Chinn moved and Commissioner Barnfather seconded, Commissioner Gawley abstained, to approve the 1100, Commissioner Compensation Policy with all of the proposed changes. **MOTION CARRIED.**

**Agenda Bill 3: 2018 WFCA Employer Application & Eligibility Contribution Form** – Chief Andrews presented the application stating that it remains the same as last year. He explained that any changes would have to be negotiated with Local 2933. Commissioner Chinn moved and Commissioner Gawley seconded to approve the 2018 WFCA Employer Application and Eligibility/Contribution Form. **MOTION CARRIED.**

**Agenda Bill 4: Future Revenue & Levy Plan** – Commissioners were presented with a recommendation to engage with Liz Loomis Public Affairs, to obtain a proposal for contracting services to assist the District in levy funding and communication plan development. Chief Andrews advised that he is trying to be proactive before we are in a funding crisis, which could be a reality in 2023. He explained that partnering with Liz Loomis would be a great tool to do just that, from a leadership and a learning perspective for District members. Chief Andrews also advised that he spoke proactively with Charlie Bush, City of Sequim Manager, to advise him on the District's direction as it may also have a financial impact on the cities funding. He reported that Mr. Bush was supportive in the District's efforts of a Lid Lift.

Alwynn advised that she had a conversation with President Tillman, of Local 2933, where President Tillman advised her that the Local does not support a Lid Lift. Alwynn also indicated that she had recommended to President Tillman during that conversation that he should attend today's meeting. Chief Andrews asked the Board if they were in consensus with moving forward with the Levy Plan, each Commissioner expressed their support to move forward as outlined.

**Agenda Bill 5: HR & Training Services Contract** – Commissioners were presented with a recommendation to renew a Professional Service Contract with Janice Corbin, of Sound Employment Solutions, LLC, for effective dates of January 1<sup>st</sup>, 2018 through December 31<sup>st</sup>, 2019. Chief Andrews advised that language in this contract has been modified to transition from a monthly retainer to billing on an hourly basis as services are rendered. He also clarified that services are utilized to whatever degree the District chooses with no obligation as to when or how. Commissioner Chinn moved and Commissioner Gawley seconded to approve the contract with Janice Corbin, Sound Employment Solutions, LLC as proposed. **MOTION CARRIED.**

**Agenda Bill 6: Volunteer/Training Coordinator Recommendation** – Commissioners were presented with a memo recommending approval to extend a conditional job offer to Justin Grider for the part-time position of Volunteer/Training Coordinator. Chief Quitslund gave the commissioners a brief overview of the selection process and Chief Hudson gave the commissioners a brief overview of Justin's work history. Commissioner Gawley moved and Commissioner Chinn seconded to authorize Chief Andrews to make a conditional job offer to Justin Grider for the part-time Volunteer/Training Coordinator position. **MOTION CARRIED.**

**Agenda Bill 7: Termination of Inter Local Agreement PAFD** – Commissioners were presented with the recommendation to terminate the Inter Local Agreement with the City of Port Angeles for the Reserve Ladder Truck. Chief Andrews advised that since the reserve ladder truck was sold at the auction, it is no longer feasible to continue the Inter Local Agreement for the Ladder Truck. He

advised that the terms of the agreement requires a 30 day notice to terminate the agreement and that the effective end date will be December 10<sup>th</sup>, 2017. Commissioner Gawley moved and Commissioner Chinn seconded to terminate the Inter Local Agreement for the use of our Reserve Ladder Truck with the City of Port Angeles with an effective date of December 10<sup>th</sup>, 2017.

**MOTION CARRIED.**

**Agenda Bill 8: 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 106400 through 106444, dated November 7, 2017, totaling \$140,293.12; Payroll EFT's and IRS deposit for monthly payroll dated October 25, 2017, in the amount of \$66,948.52; for a disbursement grand total equaling \$207,241.64.

**MOTION CARRIED.**

**Agenda Bill 9: Liz Loomis Contract** – As follow-up to Agenda Bill 4, Chief Andrews proposed contracting with Liz Loomis Public Affairs, to assist the District in levy funding and communication plan development. Chief Andrews explained that the proposed contract would cost \$58,500. Fiscal Year 2017 will cover \$13,500.00 of that cost and the rest will be covered out of the proposed 2018 budget. Commissioner Chinn asked if a work group is going to be formed for this particular task. Chief Andrews advised that he is working on that now. Commissioner Barnfather moved and Commissioner Chinn seconded to approve Chief Andrews to sign the proposed contract with Liz Loomis Public Affairs. **MOTION CARRIED.**

**Agenda Bill 10: Adopt Resolutions 2017-2 and 2017-3 2018 District Budget** – Commissioners were presented with the Resolutions for the 2018 District Budget. 2017-2, 2018 General Levy Resolution and 2017-3 EMS Levy Resolution were presented during the PUBLIC HEARING meeting and are now being presented for approval. Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2017-2 and Resolution 2017-3. **MOTION CARRIED.**

At 3:15p.m. Chair Barnfather asked for a 10 minute adjournment before an executive session.

## **EXECUTIVE SESSION**

Chairman Barnfather called for an executive session which began at 3:25 p.m. and was expected to last for 30 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn and Chief Andrews.

At 3:55p.m., Chairman Barnfather asked for an extension until 4:30p.m.

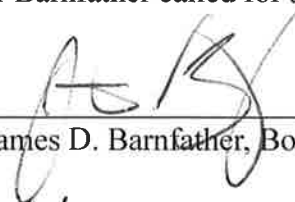
At 4:30p.m. Chair Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

## **GOOD OF THE ORDER**

- Alwynn Movius thanked everyone for their involvement in the 2018 Budget process; acknowledging that she appreciated how smoothly it went.
- Commissioner Barnfather asked Chief Orr how the process for getting members prepared for a possible earthquake is going. Chief Orr advised that he is in the planning stages of preparing for a talk that would include members and their spouses.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 4:33 p.m.



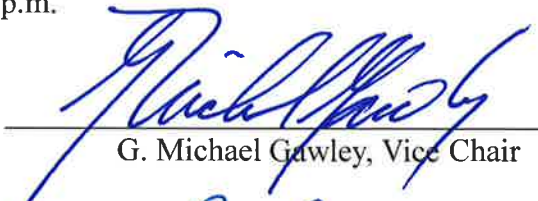
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James D. Barnfather, Board Chair



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Steven K. Chinn, Commissioner



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G. Michael Gawley, Vice Chair

Attest: 

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Ben Andrews, Board Secretary