



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 5, 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, FF/PM Matt Newell, Mark Mullvain, Jack Hueter, Bryce McGinley and Kolby Konopaski.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Agenda Item 8 – Provisional Offer of Employment and Agenda Item 9 – Office Assistant Employment Agreement was added.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the November 21, 2017, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Introduction – of Justin Grider, new Volunteer Training Coordinator was postponed until next meeting.

Chief's Report – Chief Andrews reviewed his written report, reporting that: he and Commissioner Barnfather recently attended a meeting regarding development of the Interlocal Agreement with PenCom, he hopes to bring a Draft Agreement forward soon; he has a meeting with Olympic Ambulance to discuss the GEMT Program reimbursements; the Firefighter/Paramedic Hiring Process is complete and a recommendation is on the agenda today; the first mediation meeting with IAFF Local 2933 is set for December 13th and 14th; Washington State Patrol has hired a new Sergeant, he has been offered temporary housing accommodations at ST 37 until he secures housing in the area; current call data is on the written report.

Operations Report– AC Hudson reviewed his written report, reporting that: the new Volunteer Training Coordinator, Justin Grider, started this week, he will be at the next meeting to be introduced; 2017 call volume to date is 6,613 calls; Recruit Academy is starting January of 2018, 15-20 candidates are anticipated. District 2 will be participating again this year as well as offering administrative support for the academy.

Logistics Report– AC Quitslund reviewed his written report, reporting that: the HVAC for the 5th Ave. house is complete; St 34 Garage door work is almost complete; Sewer Connection at the shop is opening for bids this week; the maintenance shop is getting caught up on back log projects and are ready to add additional capacity for workload to accomplish pending projects; Tharin is working on getting 2017 billing completed as well as expanding the scope of service for District 2’s vehicles; a meeting with Braun Northwest has been scheduled to initiate the ambulance remount process; Joe Lancheros has been working to get new server switches installed along with setting up new members, updating FireRMS, initiating software updates, discussing the feasibility of consolidating Netmotion service with the County, initiating the process for upgraded phone installation, and updating contract for service agreements; Lori Coleman continues to facilitate admin services with on-boarding many new members and planning the Awards Banquet; the Office Assistant Hiring Process is pending final contract adoption; SOP’s continue to be updated and developed.

Agenda Bill 1: Service Delivery Study Update – No report today, Chief Andrews will provide an update at the December 19th meeting.

Agenda Bill 2: Draft Commissioner Handbook – Commissioners conducted follow-up to their first reading of the Draft Handbook. Commissioners have questions to address before adopting the handbook. Chairman Barnfather called for a Special Meeting to be held on January 2, 2018 at 11:30 a.m. located at 323 N. 5th Ave., Sequim WA, the purpose of the meeting will be to conduct a workshop for the Commissioners to review the proposed Commissioner Handbook. Commissioner Barnfather advised that there would not be a public comment period during this meeting.

Agenda Bill 3: Step Increase Percentage Proposal – Commissioners were presented with an updated Step Increase Proposal to standardize the percentage of increases among all positions. The proposal would start wages at 75% of the positions Top Step and increase by 10% at the end of the first year and 5% each year after until 100% Top Step Wage is achieved. AC Quitslund explains that the reason the first step is 10%, compared to the other step increases at 5%, is to establish an entry level wage that better aligns limited prior experience with the learning curve a position may require during the first year. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Step Increase Proposal. **MOTION CARRIED.**

Agenda Bill 4: Response to Wildland Incidents SOP – Commissioners were presented with SOP 4407, Response to Wildland Incidents, to adopt the Policy Statements. Chief Andrews explained the need to comply with the WAC as well as standardizing expectations. Commissioner Barnfather asked for the word “Heroic” to be removed from section 4.2, Chief Andrews agreed to do so explaining that Firefighters need to use safe and sound judgement when fighting fires and that is the intent that paragraph portrays. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Policy Statements in 3.1 in SOP 4407 with the removal of the word “Heroic” from 4.2, Response to Wildland Incidents. **MOTION CARRIED.**

Agenda Bill 5: MRSC Small Works Roster – Chief Andrews explained that MRSC is an organization that offers many services, one of which is developing and maintaining small works rosters for municipal organizations. AC Quitslund supported the conversation by explaining how MRSC lists and advertised small works rosters, consultant rosters, and vendor lists for a nominal yearly fee. He explained how the District has done this independently, which entailed incurring considerable administrative staff time along with advertising costs that cannot compete with their nominal fees. AC Quitslund explained how the vendor list works. Staff is advancing the draft

Resolution 17-4, Small Works, Consultants & Vendor Rosters, developed to facilitate contracting with MRSC for the purpose of developing and maintaining small works, consultant and vendor rosters. Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2017-4, Small Public Works, Consultant, and Vendor Rosters Resolution. **MOTION CARRIED.**

Agenda Bill 6: Lid Lift Discussion – Chief Andrews distributed graphs explaining historical Levy Rates for all Clallam County Fire Districts, Jefferson Counties Fire Districts and 5 other comparable Districts. He gave a brief overview of forecasted expenses vs revenue details with a timeline showing how and when they overlap dependent on lid lift outcomes.

Agenda Bill 7: 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 106469 through 106508, dated December 5, 2017, totaling \$72,924.22; Payroll EFT's and IRS deposit for monthly payroll dated November 22, 2017, in the amount of \$34,438.22; for a disbursement grand total equaling \$107,362.44. **MOTION CARRIED.**

Agenda Bill 8: Provisional Offer of Employment – Chief Andrews informed the Commissioners that he interviewed the top candidate in the Firefighter/Paramedic process. Chief Andrews is ready to advance a recommendation to the Board to offer a Conditional Job Offer to Erik Sundin. Mr. Sundin is a Sequim resident who currently is employed by Port Angeles Fire Department where he has been a Firefighter/Paramedic for the past 15 years. Chief Andrews recommends bringing him on at step Four (4) of the Five (5) step Firefighter/Paramedic wage scale. Commissioner Barnfather moved and Commissioner Gawley seconded to approve the conditional offer of employment to Erik Sundin at step four (4) of the Firefighter/Paramedic wage scale. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:30 p.m. and was expected to last for 30 minutes under RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment or 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 Orr, and Quitslund.

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

Agenda Bill 8: Office Assistant Employment Agreement – Chief Quitslund presented an Employment Agreement for Caity Karapostoles for the position of Office Assistant. The agreement incorporates the recently adopted wage scale that was presented in her conditional offer. Commissioner Gawley moved and Commissioner Chinn seconded to adopt the proposed Office Assistant employment agreement for Caity Karapostoles. **MOTION CARRIED.**

GOOD OF THE ORDER

- None

ADJOURNMENT

Chair Barnfather called for adjournment at 3:05 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Vice Chair



Steven K. Chinn, Commissioner

Attest: 

Ben Andrews, Board Secretary