



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 19, 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 Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius, FF/PM Ivan Hueter, FF/EMT Steve Anders, and Volunteer Coordinator Justin Grider.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Alwynn Movius requested to add Agenda item 7 – Property Tax Rates Basics.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the December 5, 2017, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

INTRODUCTION

Chief Andrews introduced our new Volunteer Coordinator, Justin Grider, he started December 1st.

REGULAR BUSINESS

Chief's Report – Chief Andrews reviewed his written report, reporting that: a new Draft of the ILA for PenCom was released, discussions are underway and Chief Andrews will inform the board when they have come to a consensus; Janice Corbin was here last week performing a misconduct investigation regarding a volunteer member; Alwynn is working with a consulting firm to complete a preliminary feasibility study on the GEMT Program; mediation with Local 2933 last week was inconclusive and mediation will continue January 25th, 2018; the holidays are upon us and some administrative staff will be taking leave, necessary coverage has been arranged; last week the Sequim Dungeness Hospital Guild presented the District with a grant for \$11,113.60 to purchase 8 AED's that will be issued to EMT volunteers; he reported that he met briefly with Eric Lewis, CEO of Olympic Medical Center, last week to begin conversation about the possibility of a receiving facility in Sequim, Mr. Lewis agreed to meet again to discuss this in January; draft 2018 goals by division were distributed for review.

Risk Reduction & Planning Report – AC Orr reviewed his written report, reporting that: inspection of local restaurants continue, noting a vast improvement in facilities and he commended Inspector Jackson with good communicating allowing for issues to be swiftly handled by establishments; Inspector Jackson testified in court regarding a fire that occurred at John Wayne Marina in 2015, he was commended for his participation; fire investigation on 20 Thornton Drive is

ongoing; staff continue to received requests for “Stop the Bleed” trainings; fire extinguisher training was delivered to the Peninsula Friends of Animals staff and volunteers; Chief “Doom” talks continue, three were delivered this past month; 31 Prince Road is being cleaned up, he advised that there was a recent change in code enforcement that brought forward awareness of this particular property and initial cleanup has begun, pictures were distributed.

Agenda Bill 1: Service Delivery Study Update – Chief Andrews provided a status update of the project, reporting that he created his 2018 District Goals; three (3) e-mails were distributed to members regarding the levy lid lift; Erik Sundin has accepted the Conditional Job Offer and projected start date is February 1st, 2018; the rest of the updates to the Service Delivery Study Progress Report were addressed earlier in his Chief’s Report. Commissioner Chinn asks Chief Andrews to work on data collection on agencies that have implemented Peak Units to include outcomes, he agreed to do so.

Agenda Bill 2: Public Records Request SOP – Commissioners were presented with draft SOP 3300, Public Records Request, and the corresponding appendixes and forms for review of the Policy Statements. Chief Andrews and AC Quitslund gave a brief overview of the SOP, noting that the Records Officer position will be assigned to the Office Assistant. The Records Officer, with assistance from Chief Officers will be able to maintain the essential functions of fulfilling records requests. He advised that in the past there had not been a process for denying requests. The proposed SOP has that process in place, identifying Brian Snure as the reviewer of appeals made. Chief Quitslund clarified for Commissioner Barnfather that section 5.8.3 protects commissioners, along with the District, by making sure that commissioners are able to access records that may not normally be available to them by signing confidentiality statements as necessary. He also advised that electronic records to be viewed by a requestor can be done by any member that has access to the records and has been granted authorization to do so by a chief officer.

Agenda Bill 3: Health & Safety Program Admin SOP – Commissioners were presented with draft SOP 5010, Health and Safety Program Administration and the corresponding form, Health and Safety Program Orientation Checklist, developed to update and meet compliance with WAC 296-305, Safety Standards for Firefighters, for review of the policy statements. Chief Andrews explains that the MSO will oversee the management responsibilities within the SOP. Commissioner Gawley asks how the department enforces 4.1.3, members who are under the influence of alcohol and drugs? Chief Andrews advises that the fire station is an alcohol free environment and that the District is a drug free workplace. Chief Quitslund advised that he will be bringing a draft SOP forward soon that addresses this. Chief Andrews advised, regarding “Fit for Duty” evaluations, that all new members go through a rigorous physical to be eligible for hire, currently we do not require another physical unless it is well documented that they cannot perform essential tasks required to fulfill their position duties.

Agenda Bill 4: Health & Safety Officer SOP – Commissioners were presented with draft SOP, Health and Safety Officer SOP 5015, developed to update and meet compliance with WAC 296-305, Safety Standards for Firefighters, for review of the policy statements. Chief Andrews advised that this SOP outlines duties and responsibilities of the Safety Officer whom oversees the previous SOP 5010, Health and Safety Program.

Agenda Bill 5: Safety Committee SOP – Commissioners were presented with a draft SOP, Safety Committee SOP 5020, developed to update and meet compliance with WAC 296-305, Safety Standards for Firefighters, for review of the policy statements. Chief Andrews advised that this SOP was developed to define the committee’s responsibilities in promoting and maintaining workplace safety.

Agenda Bill 6: 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 106520 through 106562, dated December 19, 2017, totaling \$47,068.71; Payroll EFT’s and IRS deposit, check numbers 106509 through 106519, for monthly payroll dated December 8, 2017, in the amount of \$497,394.08; for a disbursement grand total equaling \$544,462.79. **MOTION CARRIED.**

Agenda Bill 7: Property Tax Rates Basics – Alwynn Movius, Finance Manager, handed out examples of tax rate and excess levy documents she created with examples of pre and post Initiative 747 graphs to aid in her detailed explanation of how property tax collections are assessed, calculated and distributed to taxing districts. She reported that the District’s last lid lift was in 2004. Chief Andrews explained the need for long term levy strategies, highlighting the expenses incurred with running levies along with revenue generated through those levies.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:10 p.m. and was expected to last for 20 minutes under RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chief Orr.


At 2:32 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER


- Chief Andrews wished everyone a Merry Christmas.

ADJOURNMENT

Chair Barnfather called for adjournment at 2:33 p.m.



 James D. Barnfather, Board Chair



 G. Michael Gawley, Vice Chair



 Steven K. Chinn, Commissioner

Attest: 

 Ben Andrews, Board Secretary