



Clallam County Fire District 3

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James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

April 4th, 2017

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman James D. Barnfather at 1:00 p.m. on Tuesday, April 4, 2017, located at Fire District 3's Headquarters Station 34, 323 N. Fifth Avenue, Sequim, WA 98382.

Please Silence Cell Phones

Attendance: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, and Alwynn Movius.

Call for Changes to the Published Agenda: Chairman Barnfather commented that he would like to address Agenda Bill No. 2 and No.4 after the other items.

Approval of Minutes: **MOTION:** Commissioner Chinn moved and Commissioner Barnfather provided a second to approve of the minutes from the *Regular Meeting, March 21, 2017*. The **MOTION** carried unanimously. Commissioner Gawley abstained, as he was not in attendance at the March 21 meeting.

Public Comment: None

Regular Business:

Chief's Report — Chief Ben Andrews provided a verbal review of his written report, which is included as part of these minutes.

Operations Report — Assistant Chief Tony Hudson was not present. His report will be given at the April 18 meeting.

Logistics Report — Assistant Chief Eric Quitslund provided a verbal review of his written report, which is included as part of these minutes.

Correspondence: None

Agenda Bill No. 1. Service Delivery Study — Chief Andrews handed out a document that was a more complete version of the worksheets handed out at the previous meeting. This handout included the worksheets for all findings and recommendations in the Service Delivery Study. No action requested, for information only.

Agenda Bill No. 3. Contract for IT Services — Assistant Chief Eric Quitslund provided reviewed of four different options of converting the current independent contractor of IT services to a contractual employee. The four options discussed were 20 hours per week and 25 hours per week without benefits, and 30 hours per week and 40 hours per week with benefits. The various financial impacts for both the initial



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change as well as the on-going expense were discussed. **MOTION:** Commissioner Chinn made a motion to authorize Chief Andrews to negotiate with Joe Lancheros conversion from an independent contractor to a contractual employee with employment expenses not to exceed \$48,000 in 2017. Commissioner Barnfather provided the second to the motion. The **MOTION** carried unanimously.

Agenda Bill No. 5. Maintenance Service Interlocal Agreement — Staff presented at the previous meeting the attached Emergency Vehicle Maintenance Interlocal Service Agreement to facilitate the District providing maintenance service to neighboring fire departments. The draft has been reviewed by the District's insurance carrier and the District's attorney Brian Snure.

Chief Andrews stated there were not proposed changes to what had been presented. **MOTION:** Commissioner Gawley made a motion to approve of the Maintenance Service Agreement Interlocal Agreement. Commissioner Chinn provided the second to the motion. The **MOTION** carried unanimously.

Agenda Bill No. 6. Satellite Phone Request — it has come to the attention of staff that the satellite capabilities on the County's ICV (Incident Command Vehicle), no longer exists. This poses a potential challenge for the District, in that if we had a significant disaster traditional communications capability will not likely exist. Staff feels obligated to communicate with the rest of the world. In discussions with Clallam County, we believe they will be unable to make their satellite operational in the near future.

Assistant Chief Orr is requesting authorization to purchase devices and service to provide satellite phone and internet capability out of existing operational budget. This item was not specifically identified in the 2017 operations budget but the funds will be underspent in another program area.

MOTION: Commissioner Chinn made a motion to authorize the purchase of satellite phone and internet capability expenses not to exceed \$7,850. Commissioner Gawley provided the second to the motion. The **MOTION** carried unanimously.

Agenda Bill No. 7. Firefighter/Paramedic Vacancies — Chief Andrews advised the commissioners that the district currently has two firefighter/Paramedic vacancies. There are only two candidates on the current eligibility list. He has determined that there are an inadequate number of qualified candidates remaining. He is therefore decertifying the list. He will be sending out a letter to inform the two remaining candidates of this action.

SOP 2410 allows for the chief to utilize an expedited hiring process to fill an "...immediate and/or specific need by recruiting new candidates..." Chief Andrews intends on exercising this option to fill these two vacancies. Several qualified candidates have been brought to his attention.



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Agenda Bill No. 8. Approval of Payroll and Expense Claims — MOTION: Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 105871 through 105905, *dated April 4, 2017*, totaling \$79,998.78; Payroll EFT's and an IRS deposit *dated March 24th, 2017*, in the amount of \$31,191.82 for a disbursement grand total of \$111,190.60. The **MOTION** carried with a unanimous aye.

The Meeting was recessed from 14:09 to 14:14

Agenda Bill No. 2. Fire Chief Job Description — the board discussed with Chief Andrews and the assistant chiefs the ramifications of delegating the authority to hire and fire to the fire chief.

First discussed was the authority to hire. Commissioner Gawley sees a need for the commissioners to have a hand in the hiring of new employees. Commissioner Chinn does not see the need to be directly involved as staff is capable of selecting the appropriate person. Discussion continued into the various steps of the hiring process.

The discussion then moved to the authority to terminate employees. There was an overview of the termination process and the checks and balances within that process. The appeals process and Loudermill Hearing processes were discussed in relation to the termination process.

MOTION: Commissioner Chinn made a motion to delegate the authority to the Fire Chief to terminate employees. Commissioner Barnfather provided the second to the motion. The **MOTION** carried with Commissioners Barnfather and Chinn in favor and Commissioner Gawley against the motion.

Agenda Bill No. 4. Draft Policy — Board of Commissioners — the board reviewed the draft Policy 1000. There was agreement for the need of a "Board Handbook" that addresses policy that is not addressed in or is more specific than either RCW or the Washington State Fire Commissioners Handbook. The board discussed striking elements of the policy that are already covered in RCW or the handbook. The board directed staff to retain sections 1.0, 2.0, 3.5, 3.8, 3.9, 5.0 and a modified 4.1, striking the rest of 4.0. The final draft will be brought back to a future meeting for approval.

Executive Session: No executive session was held.

Good of the Order: None

Adjournment: Chairman Barnfather called for the meeting to be adjourned at 4:15 p.m.



Clallam County Fire District 3

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley, Vice Chairman

By: 
Commissioner Steven K. Chinn

Attest:

By: 
Ben Andrews, Fire Chief