



# Clallam County Fire District 3

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[www.clallamfire3.org](http://www.clallamfire3.org)

James D. Barnfather  
G. Michael Gawley  
Steven K. Chinn  
**Commissioners**

Ben J. Andrews, Fire Chief

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## BOARD OF COMMISSIONERS

### MEETING MINUTES

#### REGULAR MEETING

FEBRUARY 7<sup>TH</sup>, 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, February 7, 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 Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, FF/PM Ivan Hueter, Lori Coleman, Alwynn Movius and Patti Williams.

#### CALL FOR CHANGES TO THE PUBLISHED AGENDA:

**APPROVAL OF MINUTES:** Chairman James D. Barnfather requested moving approval of the meeting minutes until after the *executive session* and to add **agenda bill number 10 "Citizens Advisory Group (CAG)."**

**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 provided a verbal review of his written reports which are included as part of these minutes.

**Logistics Report** — Assistant Chief Eric Quitslund provided a verbal review of his written reports which are included as part of these minutes.

**Agenda Bill No. 1. Olympic Ambulance Compensation Adjustment** — Chief Ben Andrews provided an overview of the District's current agreement with Olympic Ambulance. The provision that reimburses a portion on the revenue received by Olympic Ambulance for ALS transports and BLS transports that had an ALS evaluation. This reimbursement is intended to recover some of the costs of the District's paramedics either conducting an ALS level evaluation or providing ALS care on the transport into the hospital. Currently the District receives \$117,613.41 per year in monthly payments. The proposed agreement language is as follows:

Olympic agrees to pay the District an amount equal to the portion the District would receive in billings for paramedic services provided during ALS transports. Said payments shall be made to the District on a quarterly basis within 30 days after the close of the business quarter. The parties shall mutually adjust the annual fee prior to December 31<sup>st</sup> of each year based on the difference between the Medicare reimbursements for ALS and BLS, a reasonable billing fee and approximated collection



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rate reviews for the prior year. The amount shall be determined by using the formula set forth in Addendum A.

**MOTION:** Commissioner Chinn made a motion and Commissioner Gawley provided a second to approve Memorandum of Understanding (MOU) as written with proposed language change and Chief Andrews will update Appendix A. The **MOTION** carried unanimously. Memorandum of Understanding (MOU) is included as part of these minutes.

**Agenda Bill No. 2. Position Descriptions SOP 2430** — Assistant Chief Eric Quitslund explained to the board that as part of the housekeeping effort of updating the District's personnel documents, as well as to prepare for the new performance management system, position descriptions are being updated. To fully support this effort the attached SOP and corresponding Appendixes have been developed.

Staff is advancing the draft SOP as an information item as well to seek the Board's concurrence with the policy statements stipulated in Section 3. No action is requested, information only.

**Agenda Bill No. 3. Fire Commissioner's Position Description** — Assistant Chief Eric Quitslund provided a verbal review. The Fire Commissioner's position description has been developed so that it is included within the District's collection of position descriptions. Previously, this position has been excluded. Commissioner Gawley requested a generic job description as it compares/relates in the Washington Fire Commissioner's Handbook and to present it at the next regular meeting.

**Agenda Bill No. 4. Fire Chief Position Description** — Assistant Chief Eric Quitslund provided a verbal review. The Fire Chief position description has been created to prepare for implementing the new performance management system. The duties listed within the general duties and responsibilities section were transferred from the current Policy 2300 and the Fire Chief's Employment Contract. No approval requested at this time. A *revised* version will be submitted at the next regular meeting.

**Agenda Bill No. 5. Employment Agreement (Williams)** — Assistant Chief Eric Quitslund stated that Patti Williams has asked the District to consider reducing her work week from 40 hours per week to 32 hours per week. The attached is a revision to her current employment agreement with draft language to accommodate her request. The proposed language maintains her current hourly rate of pay as well as all current benefits. **MOTION:** Commissioner Gawley made a motion, and Commissioner Chinn provided a second to approve of the District's employment agreement with Patti Williams when she is ready at a future date. The **MOTION** carried unanimously.



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**Agenda Bill No. 6. Status Report — Station 34 Flooding Incident —** Assistant Chief Eric Quitslund provided the Board with a status report regarding the January 25<sup>th</sup> flooding of Station 34. A proposed *Memorandum of Understanding* (MOU) with *IAFF Local 2933* was developed to address the use of a private contractor to complete drywall repairs. Assistant Chief Eric Quitslund further reported that carpets in the “flood” affected areas will get cleaned. The water damage in the two bedrooms that had their carpets removed will be re-carpeted; painted and new blinds will be installed and replaced in all of the bedrooms as well.

Assistant Chief Quitslund stated that they have modified the tender by installing a switch so as to not have a repeat.

Assistant Chief Quitslund gave a thank you out to all volunteers and staff members that helped make the water situation manageable.

**MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second to approve of the MOU between *IAFF Local 2933* and the *District*, authorizing the signer to be the Board Chair. Memorandum of Understanding (MOU) is included as part of these minutes

**Agenda Bill No. 7. Part-Time Employees SOP 2415 —** Assistant Chief Eric Quitslund provided a verbal review. This SOP has been updated to convert an existing policy into SOP format and to address some content revisions that needed to be made. Staff is advancing the draft SOP as an information item as well as to seek the Board’s concurrence with policy statements that are stipulated in Section 3. No action is requested, information only.

**Agenda Bill No. 8. Approve Jessica McGinley as a Volunteer — MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second to approve *Jessica McGinley* as an EMS only volunteer member contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

**Agenda Bill No. 9. Approval of Payroll and Expense Claims — MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105689 through 105738, *dated February 7, 2017*, totaling \$100,086.31; Payroll EFT’s and an IRS deposit *dated January 25, 2017*, in the amount of \$31,191.82, for a disbursement grand total of **\$131,278.13**. The **MOTION** carried unanimously.

**Agenda Bill No. 10. Citizens Advisory Group —** Chief Ben Andrews presented to the Board a list of names and another version being more explicit with regards to “Goals” which the GAG are intended to accomplish. The board made the following suggestions: eliminate word content “input and” in each of the bullet items. In the third bullet, also change the word “*alternate*” to “*various*.” Chief Andrews will submit a *revised* version at the next regular meeting.



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The Citizen Advisory Group will start meeting this month and one commissioner will be attending. Fire Chief's Report: February 7<sup>th</sup>, 2017, is attached and included as part of these minutes.

**EXECUTIVE SESSION:** Chairman Barnfather called for an executive session at 2:50 p.m. which was expected to last until 3:15 p.m. in accordance with Washington State [RCW 42.30.110 \(1\)\(G\)](#). Accordingly, as a reference guide, a copy of [RCW 42.30.110](#) is included as part of these minutes.

**CALL REGULAR MEETING BACK TO ORDER:** Chairman Barnfather called the Regular Meeting back to order at 3:15 p.m.

**BOARD ACTION:** No decision or action taken, executive session was for information and discussion only.

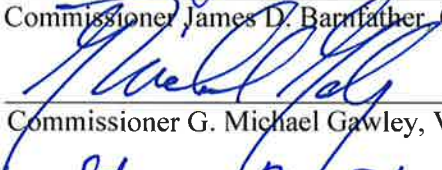
**APPROVAL OF MINUTES: MOTION:** Commissioner Gawley moved and Commissioner Chinn provided a second to approve of the minutes from the *Regular Meeting, January 17<sup>th</sup> and a Special Meeting, held January 24<sup>th</sup>, 2017*. The **MOTION** carried unanimously.

**GOOD OF THE ORDER:** Chief Andrews announced that he and Assistant Chief Orr are traveling to Lacey for *team building and leadership* training. Chief Andrews stated to the board that he will be out of the office until Monday, February 13<sup>th</sup>.

**ADJOURNMENT:** Chairman Barnfather called for meeting adjourned at 3:25 p.m.

### 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