



Clallam County Fire District 3

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www.clallamfire3.org

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

JANUARY 17, 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, January 17, 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 Kolby Konopaski, Lori Coleman, Alwynn Movius and Patti Williams.

CALL FOR CHANGES TO THE PUBLISHED AGENDA:

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Chinn provided a second to approve of the minutes from *January 3rd, 2017, Regular Meeting*. The **MOTION** carried unanimously. The Board of Commissioners recognizes Assistant Chief Eric Quitslund for his efforts to save the District a substantial amount of money for the widening of Carlsborg Road in front of the Maintenance Facility.

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.

Risk Reduction & Planning Report — Assistant Chief Dan Orr provided a verbal review of his written reports which are included as part of these minutes.

Agenda Bill No. 1. SAFER Grant Discussion — Assistant Chief Eric Quitslund provided an overview of the program criteria and participation requirements. Since the last meeting the District has received \$420,000 in timber tax revenues which could be used for the District's match requirement. Staff is preparing the District's initial application which is asking for six Firefighter/EMT's. The final application deadline is February 10, 2017. A Firefighter/EMT Cost Projection Worksheet is included as part of these minutes. Information purposes only.

Agenda Bill No. 2. Burn Box Purchase Proposal — Assistant Chief Eric Quitslund explained to the board that the 2017 budget includes for the capital purchase of a burn box to support the District's live fire training. Staff presented a purchase proposal, seeking Board authorization to proceed with the purchase. Burn box is lined with ceramic tiles with a life time guarantee. With the purchase of a second burn box, this will add versatility using both will lessen wear and tear.
MOTION: Commissioner Chinn moved and Commissioner Gawley provided a



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second to approve *authorization for the purchase of a second live fire training burn box for an amount not to exceed \$43,500.00*. The **MOTION** carried unanimously.

Agenda Bill No. 3. Contract for IT Services — At the Board's request, the proposed draft Contract for IT Services has been discussed with staff from Summit Law. Response from Summit Law has indicated that the majority of the contract is on point with the District's interests. However, there are a series of follow-up questions to consider where the responsibilities to provide workers comp reside. These questions are listed in Part B of the attached Independent Contractor Checklist. Staff discussed further options and the Board would like to proceed with this issue with a draft contractual employee. No action requested. Information purposes only.

Agenda Bill No. 4. PENCUM Inter-Local — Chief Ben Andrews for over a decade there has been talk about separating PENCUM, our 911 communications center, from the City of Port Angeles Police Department and converting the organization into a stand-alone agency. The discussion has reached the point now where it is not only a serious consideration, but a necessity of the ultimate goal of a modern regional dispatch center is to be achieved with PENCUM and JeffCom to become a regionalized dispatch.

Using the JeffCom model from neighboring Jefferson County as a template, the PENCUM director is proposing the attached inter-local agreement to accomplish this.

Assistant Chief Tony Hudson and Chief Ben Andrews have gone over the draft and have a few areas that need further discussion and research, primarily the make-up and voting of the governance board.

Chief Ben Andrews is forwarding the document to Attorney Brian Snure for his review and also contacting our Risk Pool representatives at Enduris®, as I am sure they have an interest in this as well.

Clallam County Fire District 3 would be a signatory agency. There will be no reduction in overall fees, however, will improve efficiency for long term benefits to the district

Chief Ben Andrews spoke with Chief Phillips of CCFD#2 and we seem to be of similar opinions.

Chief Ben Andrews will invite Mr. Karl Hatton to attend the next board meeting. If the board has specific questions, please forward them so he can be prepared to respond.

Agenda Bill No. 5. 2016 Financial Review — Alwynn Movius provided a verbal review of her written reports which are included as part of these minutes. No action necessary, information only.

Agenda Bill No. 6. Provisional Job Offer — Chief Ben Andrews advised the board that the background investigations on the two candidates have been completed.



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As stated previously, the two candidates were both well qualified and would appear to make excellent employees. We currently have a single vacancy.

Chief Ben Andrews further explained that after spending considerable time reviewing their background report and application file over the weekend, he requested permission from the board to make a conditional job offer to **Travis Gosling**. If he accepts he will need to complete the required medical and psychological examination to confirm this employment offer.

Chief Ben Andrews anticipates a first date of work to be March 1st or April 1st, depending on the speed of the psychological evaluation results.

MOTION: Commissioner Chinn moved and Commissioner Gawley provided a second to *authorize the Fire Chief to make a conditional offer of employment to Travis Gosling*. The **MOTION** carried unanimously

Agenda Bill No. 7. Citizen Advisory Group Charter — Chief Ben Andrews presented and discussed a proposed charter to serve as a guiding document for the citizen advisory group for the Board for to review and to consider adoption. Chief Ben Andrews will email the Board a list of names and another version being more explicit with regards to “Goals” which the GAG are intended to accomplish to the next regular meeting.

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 105665 through 105688, *dated January 17, 2017*, totaling \$80,361.74; Payroll warrant/claim numbers 105653 through 105664, EFT’s and IRS deposit *dated January 10, 2017*, in the amount of \$497,576.58, for a Disbursement Grand Total of **\$577,938.32**. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an executive session at 2:20 p.m. which was expected to last until 2:50 p.m. in accordance with Washington State [RCW 42.30.110 \(1\)\(d\)](#) for the purpose of discussing bargaining strategy concerning *IAFF Local 2933*. Chief Andrews and the District’s Assistant Chiefs were invited to remain in attendance.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:50 p.m.

BOARD ACTION: No decision or action taken, for information and discussion only.


GOOD OF THE ORDER: None

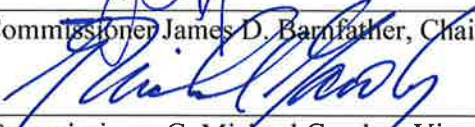


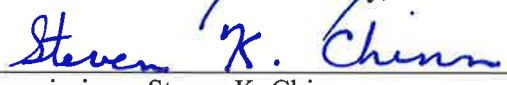
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ADJOURNMENT: Chairman Barnfather called for adjournment at 2:50 p.m.

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