



## Clallam County Fire District 3

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[www.ccf3.org](http://www.ccf3.org)

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

### BOARD OF COMMISSIONERS

#### MEETING MINUTES

REGULAR MEETING

MARCH 7, 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, March 7<sup>th</sup>, 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, Captain Marc Lawson, Captain Bryan Swanberg, Lt. Lawrence Bingham, FF/PM Travis Gosling, Alwynn Movius and Patti Williams.

**Call for Changes to the Published Agenda:** Assistant Chief Tony Hudson requested to move up Agenda Bill No. 1 before the Chief's reports. The Board gave their consent.

**Approval of Minutes:** **MOTION:** Commissioner Gawley moved and Commissioner Chinn provided a second to approve of the minutes from the *Regular Meeting, February 21, 2017*. The **MOTION** carried unanimously.

**Public Comment:** None

#### **Regular Business:**

**Agenda Bill No. 1. Introduction of FF/PM Travis Gosling —** Chief Ben Andrews introduced Firefighter/Paramedic Gosling to the Board of Commissioners. FF/PM Travis Gosling began work on March 1<sup>st</sup>, 2017, and is currently on days for orientation. No action requested, for information only.

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

**Operations and Training Report —** Assistant Chief Tony Hudson provided a verbal review of his written report, which is included as part of these minutes.

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



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**Agenda Bill No. 2. Service Delivery Study Update** — Chief Ben Andrews explained to the Board that he had met with Mr. Bill Littlejohn and discussed some of the findings and recommendations. Chief Ben Andrews plans to meet with the Sequim City Manager and Jamestown Tribe next.

Chief Ben Andrews stated that he and Assistant Chief Tony Hudson are developing tools to be able to easily monitor the measures used in the service delivery study. Chief Andrews announced that his short term goal is to have them available for Board meetings periodically. Chief Ben Andrews and Assistant Chief Tony Hudson are developing a program for the District's website.

Chief Ben Andrews announced that he is also compiling a document that has all of the findings and recommendations extracted from the larger service delivery study document. This will be used to move forward in evaluation and implementation efforts. No action requested from the Board of Commissioners, information purposes only.

**Agenda Bill No. 3. Burn Permit MOU** — at its previous meeting, the Board was provided a summary of Assistant Chief Eric Quitslund's research regarding the District's role and responsibilities associated with maintaining a burn permitting program. Staff seeks to continue discussion of the risk reduction value of burn permitting and to obtain the Board's direction regarding what the District's role should be moving forward. After considerable discussion, the Board requested that more research and legal advice was needed and to keep agenda item on next month's agenda.

**Agenda Bill No. 4. Fire Chief Position Description** — a draft was presented and discussed at the previous meeting. Previous Board discussion led to delegating hiring and firing authority of volunteer members to the Fire Chief. Subsequent discussion raised the question of delegating hiring and firing authority of career members to the Fire Chief. The discussion noted the importance of the Board being able to impartially hear termination appeals in a manner that preserves the employee's right to due process.

The Board wants more specific language from the previous meeting minutes with word changes on Page 3 of 5 Item #7 to read: *Ability to work independently as well as to establish, foster, and maintain harmonious relations with all levels of the District staff, Board of Commissioners, as well as the community at large.* Also, on Page 5 of 5 under "Recruiting Requirements" *Fire Chief Position shall be selected and appointed by the Board of Commissioners.* The question remains whether the hiring and termination of staff continues with the Board or to the chief?

The attached draft, proposed new language that delegates hiring and firing authority to the Fire Chief, so that the Board maintains separation between the act of terminating an employee and the District's ability to assure the employee's right to due process with hiring appeals. The revisions needed to support this delegation are highlighted in the attached draft for Board consideration.



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Commissioner Gawley stated that in his opinion the Board of Commissioners need to be actively involved and that this is part of their various roles, duties and responsibilities. Accordingly, Commissioner Gawley requested that a legal opinion is needed and for Chief Andrews to research labor laws regarding an appeal process.

Commissioner Chinn requested Chief Andrews to look into how other fire departments process their career hiring and firing.

A *revised* version of the Fire Chief's position description will be submitted at the next regular meeting.

**Agenda Bill No. 5. Performance Management System SOP 2450** — staff has updated and converted it into the District's standard operating procedure format and it now replaces the existing performance evaluation procedures. Doing so facilitates the District's transition from traditional performance evaluation methodology to the new Tenzinga Performance Management system.

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

**Agenda Bill No. 6. Sewer Connection Update** — in their Board packets the Commissioners had received copies of Assistant Chief Quitslund's correspondence to Meggan Uecker [Clallam County Public Works] as an effort to seek consideration for a connection fee rate reduction based on our actual water consumption rather than meter size. Assistant Chief Eric Quitslund provided a verbal review which is included as part of these minutes. No action requested, for information only.

**Agenda Bill No. 7. Clallam County Treasurer Signature Authorization** — Alwynn Movius informed the commissioners that in an effort to improve controls, the Clallam County Treasurer's Office is requiring updated names and signatures of those authorized to transact business with the County.

**MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve the signature authorization form and sign for submission to Clallam County. The **MOTION** carried unanimously. *The Signature Authorization Form is included as part of these minutes.*

**Agenda Bill No. 8. Approval of Payroll and Expense Claims** — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105789 through 105820, *dated March 7, 2017*, totaling \$74,803.34; Payroll EFT's and an IRS deposit *dated February 24, 2017*, in the amount of \$31,191.82 for a disbursement grand total of **\$105,995.16**. The **MOTION** carried unanimously.



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**Executive Session:** Chairman Barnfather called for an executive session at 3:00 p.m. which was expected to last until 3:30 p.m. in accordance with Washington State RCW [42.30.140](#). Accordingly, as a reference guide, a copy of RCW [42.30.140](#) is included as part of these minutes. Chief Andrews and the District's Assistant Chiefs remained in executive session. At 3:30 p.m. the executive session was extended for five minutes.

**Call Regular Meeting Back to Order:** Chairman Barnfather called the Regular Meeting back to order at 3:35 p.m.


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

**Good of the Order:** Chief Ben Andrews announced that there will be a small dedication for the Dale Kruse Memorial.


Commissioner Gawley announced that he will be absent at the next Board of Commissioners Meeting on March 21, 2017, as he will be out of town.

**Adjournment:** Chairman Barnfather called for meeting adjourned at 3:40 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