



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

www.ccfcd3.org

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

MAY 16, 2017

Chairman James D. Barnfather requested that the Regular Meeting of the Board of Fire Commissioners be called to order at 1:00 p.m. on Tuesday, May 16, 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, Karl Hatton, *Regional Emergency Communications Director with PenCom and JeffCom 9-1-1*, Alwynn Movius, Lori Coleman and Patti Williams.

Call for Changes to the Published Agenda: There was no call for changes to the published agenda.

Approval of Minutes: MOTION: Commissioner Chinn moved to approve of the minutes from the *Regular Meeting, May 2, 2017*. Commissioner Gawley provided a second to the motion. The **MOTION** carried unanimously.

Public Comment: *There was no public in attendance, hence no comment. This is the place on the agenda where the public is invited to speak to the Commissioners on any issue. Those wishing to speak are reminded to sign in on the form provided.*

Regular Business:

Chief's Report — Chief Ben Andrews stated he had nothing new to report.

Risk Reduction and Planning Report — Assistant Chief Dan Orr provided a verbal review of his written report, which is included as part of these minutes.

Agenda Bill No. 1. Recognize Neil Borggard — Firefighter of the Year — Chief Ben Andrews announced to the Board of Commissioners that *FF/PM Neil Borggard* was recently recognized by Olympic Peninsula Chapter 74 International Footprinters Association as Firefighter of the Year. Last week Commissioner James Barnfather, Chief Ben Andrews, FF/PM Neil Borggard and his wife, Stevie Borggard attended the ceremony. The Footprinters presented Neil Borggard with a Firefighter of the Year plaque. No action necessary, information only.

Agenda Bill No. 2. PenCom Inter Local Agreement — Chief Ben Andrews introduced **Karl Hatton**, Regional Emergency Communications Director with PenCom, and JeffCom (Jefferson County). The City of Port Angeles provides public safety dispatch services for our police department via interlocal agreement through a center called PenCom. Regional partners are considering moving PenCom from the City of Port Angeles into a stand-alone agency. Doing so could be a step toward



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further regionalization of public safety dispatch services between Clallam and Jefferson County.

Hatton explained that he is in the process of drafting an Interlocal Agreement which would create the new agency. The Board of Commissioners would essentially need to agree upon being a contract agency or a partnership signatory. There would be no monetary difference except legal expenses.

Chairman Barnfather asked where revenue would come from. Hatton answered that the county collects twenty-five cents each on land phones, cell phones and prepaid cards. PenCom also receives sales tax revenue. The balance is paid through user fees. Chairman James Barnfather thanked **Karl Hatton** for his presentation. No action requested; information only.

Agenda Bill No. 3. Service Delivery Study — Chief Andrews provided an update to the Board of Commissioners. Chief Andrews stated that **FF/PM Matt Newell** is working on the QA [Quality Assurance] and QI [Quality Improvement] with regards to reviewing response calls. No action requested, for information only.

Agenda Bill No. 4. Contract for IT Services Agreement — Chairman James Barnfather requested revisiting agenda item number 4 after executive session.

Agenda Bill No. 5. Inventory Control Guidelines SOP — the District has completed a considerable amount of preparation toward implementing an inventory control program. Assistant Chief Eric Quitslund provided the Board with an update of that process. This will include a newly developed SOP designed to establish guidelines needed to implement and manage the District's inventory control program.

Assistant Chief Eric Quitslund was advancing the draft SOP #6125 as an information item, as well as to seek the Board's consideration/concurrence with the policy statement stipulated in Section 3. The Board of Commissioners agreed that they are comfortable with the policy statement stipulated in Section 3.1. Discussion only, no specific Board action requested.

Agenda Bill No. 6. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105981 through 106020, *dated May 16th, 2017*, totaling \$53,091.10; Payroll Warrant check numbers 105970 through 105980; Payroll Claims, EFT's and an IRS deposit for monthly payroll, *dated May 10th, 2017*, totaling \$480,629.48 for a grand total disbursement of **\$533,720.58**. The **MOTION** carried with a unanimous aye.

Executive Session: Chairman Barnfather recessed the meeting for an executive session which began at 2:00 p.m. and was expected to last for approximately 30 minutes. The following reasons for going into executive session are:



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RCW 42.30.110 (1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140 (4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Chief Andrews and the District's three Assistant Chiefs were invited to remain in attendance. At 2:10 p.m., Alwynn Movius was invited into executive session. Alwynn Movius left the executive session at 2:30 p.m. At 2:30 p.m. Chairman Barnfather requested that there be an extension to the executive session until 3:00 p.m. At 3:00 p.m. Chairman Barnfather called for an additional extension until 3:25 p.m. The Chief and the three Assistant Chiefs left the executive session at 3:10 p.m.

Call Regular Meeting Back To Order: The Regular meeting was reconvened as Chairman Barnfather called the meeting back to order at 3:25 p.m.

Board Action: No action was taken; the executive session was for information and discussion purposes only.

Agenda Bill No. 4. Contract for IT Services Agreement — the Board was previously presented with a draft employment agreement to transition the IT position from an independent contractor to becoming a District employee. Assistant Chief Eric Quitslund provided the Board with an update to that process, stating that there were no content changes.

Commissioner Chinn requested that a calendar/schedule be available in advance for the IT employee.

Written documentation is included as part of these minutes. Discussion only, no specific Board action requested.

Good of the Order: Facilities Technician, *John Brygider's* grandmother passed away in Florida. The Board of Commissioners and staff members want to extend their condolences to John and his family.

Captain Bryan Swanberg's family was able to bring their daughter, *Asha* home from the hospital on Sunday. The Swanberg's were overwhelmed with gratitude and happiness for a great turnout this morning from both staff and volunteer members. Assistant Chief Tony Hudson and FF/PM Neil Borggard organized the work party.

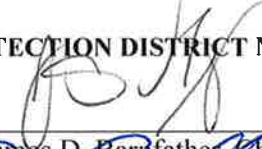
The crew responded to a family who suffered the loss of an infant with a cause of death possibly from SIDS this week. This is a sad story for all responders. There was concern for the staff who responded because of high stress being felt by the responding crews. Help was received through the CISM team [critical incident stress management].



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Adjournment: Chairman James Barnfather called for the meeting to be adjourned at 3:27 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