



## 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

MAY 2, 2017

Chairman James D. Barnfather called the Regular Meeting of the Board of Fire Commissioners to order at 1:00 p.m. on Tuesday, May 2<sup>nd</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 Dan Orr, Captain Bryan Swanberg, Lt. Lawrence Bingham, Lt. Ryan Tillman, FF/PM Stefanie Anderson, Retired Captain Dennis Kettel, Alwynn Movius, Lori Coleman and Patti Williams.

**Absent:** Assistant Chief Eric Quitslund [on vacation]

**Call for Changes to the Published Agenda:** Commissioner Barnfather requested moving Agenda Bill No. 4 until after Executive Session.

**Approval of Minutes: MOTION:** Commissioner Chinn moved to approve as amended the minutes from the *Regular Meeting, April 18<sup>th</sup>, 2017*. Commissioner Gawley provided a second to the motion. The **MOTION** carried unanimously.

**Public Comment:** *There was no public in attendance. 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 will provide a written report to the Commissioners next week.

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

**Logistics Report —** Chief Ben Andrews provided a brief review stating there was no report of any new changes from Assistant Chief Eric Quitslund's written report, which was in the Commissioner's board packet and is included as a part of these minutes.

**Agenda Bill No. 1. Service Delivery Study —** Chief Andrews distributed copies which included the District's vision and value statements. Chief Andrews provided a brief project status to the Commissioners. The handout is included as part of these minutes.

Chief Andrews stated that the Chiefs have had some preliminary discussions on prioritizing recommendations. The Chiefs have been looking primarily at the staffing issue as well as station location issues. A list of dependencies must be completed



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before the prioritization can be completed. Staff has not had the capacity to work on the dependencies in the last two weeks.

Another key issue to prioritizing and evaluating the *Fitch Service Delivery Study* recommendations will be how they align with the mission vision and values (MVV) of the organization. The District has not reviewed its MVV in more than a decade. Chief Ben Andrews was given the Board's consent to engage Bob Norton of Tenzinga to facilitate a one day workshop to re-establish the District's MVV, for \$3,500. Tenzinga's website describes the process as follows:

"Foundation Development is a one day session that develops a Vision Statement, Core Values, Communication/Behavior Agreement, and a strategic plan for rolling out these tools. These elements will assist the organizations in creating a culture that has clear direction and focus for years to come. It also assists with clarity, problem-solving, consistency and communication for every level within the organization."

No action requested, for information only.

**Agenda Bill No. 2. Reschedule July 4<sup>th</sup> Meeting** — The July 4<sup>th</sup> Regular Board of Commissioners Meeting falls on a federally recognized holiday. The Board needs to identify an alternate date. Patti Williams will advertise the date change as legally required.

**MOTION:** Commissioner Steve Chinn moved and Commissioner Gawley provided a second to reschedule the first regular board meeting of July to **Wednesday, July 5<sup>th</sup>**. The **MOTION** carried unanimously.

**Agenda Bill No. 3. Land Clearing Permits End Date** — at a previous meeting the board passed a motion to discontinue issuing land clearing burn permits effective June 1<sup>st</sup>. The burning season continues until June 30<sup>th</sup>. Robert Moody with Olympic Region Clean Air Agency has requested that we continue issuing burn permits through June, expiring on June 30<sup>th</sup>, to allow ORCAA to pick up the permitting responsibilities after the summer burn ban.

**MOTION:** Commissioner Gawley made a motion to continue issuing land clearing burn permits through the month of June. Commissioner Chinn provided the second to the motion. The **MOTION** carried unanimously.

**Agenda Bill No. 5. Approval of Payroll and Expense Claims** — **MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 105945 through 105969, *dated May 2<sup>nd</sup>, 2017*, totaling \$38,886.64; Payroll EFT's and an IRS deposit for monthly draws and quarterly volunteer points *dated April 25<sup>th</sup>, 2017*, totaling \$69,881.23 for a grand total disbursement of **\$108,767.87**. The **MOTION** carried with a unanimous aye.

**Agenda Bill No. 6. MOU with Local 2933 Vacation Accrual Cap** — Chief Andrews explained to the Commissioners that due to an omission during the set-up of the District's payroll system, the District was not able to provide Firefighter Paramedic Ivan Hueter with a warning that he was approaching and ultimately exceeding his vacation accrual cap. Firefighter Paramedic Ivan Hueter did not



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realize on his own that he was approaching and ultimately had exceeded his vacation accrual cap.

In an attempt to prevent Firefighter Ivan Hueter from forfeiting vacation, on April 5<sup>th</sup>, Chief Ben Andrews proposed to the executive board of Local 2933 the following as a solution:

A *Memorandum of Understanding* (MOU) that would allow Firefighter Ivan Hueter to exceed the two year accrual cap until the end of April. Today Chief Andrews was informed by President Tillman that Local 2933 has agreed to the MOU.

**MOTION:** Commissioner Gawley moved and Commissioner Chinn provided a second to approve the MOU with *IAFF Local 2933* allowing Firefighter Ivan Hueter to exceed the two year accrual cap until the end of April. The **MOTION** carried with a unanimous aye.

**Executive Session:** Chairman Barnfather called for an executive session which began at 1:35 p.m. and was expected to last for approximately one hour. Chief Andrews and District's Assistant Chiefs were invited to remain in attendance. The following reasons for going into executive session are:

**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.

The District's Chiefs were excused at 2:19 p.m. from the executive session. At 2:35 p.m., Chairman Barnfather called to extend the executive session twenty minutes until 2:55 p.m. Chief Ben Andrews was invited back at 2:50 p.m. Chairman Barnfather called for an extension until 3:10 p.m. Chief Andrews was excused at 3:00 p.m.

**CALL REGULAR MEETING BACK TO ORDER:** Chairman Barnfather called the Regular Meeting back to order at 3:10 p.m.

**BOARD ACTION:** No action; the session was for information and discussion purposes only.

**Agenda Bill No. 4. Firefighter/Paramedic Vacancy —** Chief Andrews stated that *Mickey Cotter* was offered and had accepted the provisional offer after last meeting. He has since contacted us to retract that acceptance, as he has decided to continue with North Mason Fire & Rescue with whom he had accepted an offer the week before. This leaves us with a vacancy.



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After a great deal of consideration Chief Andrews stated that he has decided to recommend that the District fills the vacancy with a Firefighter/EMT rather than a Firefighter/Paramedic. The pool of paramedic candidates has been depleted with multiple agencies hiring paramedics in the last several months as well as many agencies still looking to fill vacancies.

Staff has looked at the impact of hiring an EMT would have on overtime. For the balance of this year the impact would be minimal if any. We will monitor this over time for future reference.

If the Board is agreeable to an EMT, Chief Andrews recommended and requested permission to offer the position to John McIntyre who is currently employed by the District as a mechanic and is also a volunteer lieutenant. John is qualified for the position and would be subject to the same conditions as any other new hire such as the required CPAT, background, medical, physical and psychological examinations to confirm this employment offer.

Chief Ben Andrews anticipates a first date of work to be June 1<sup>st</sup> or July 1<sup>st</sup>, depending on the speed of the psychological evaluation results.

The Board would need to reach concurrence with IAFF Local 2933 as to the understanding of how John's prior service will be applied to accruals, seniority, etc.

**MOTION:** Commissioner Steve Chinn moved and Commissioner Barnfather provided a second to authorize the Fire Chief to make a conditional job offer to John McIntyre as a 3<sup>rd</sup> to 4<sup>th</sup> step Firefighter/EMT. The **MOTION** carried with a unanimous aye.

**Good of the Order:** Chief Ben Andrews announced that he will be gone Monday through Thursday of the last week in May [May 22 – 25<sup>th</sup>]; also, he will be on vacation starting Friday, May 26<sup>th</sup> through May 30<sup>th</sup>.

**Adjournment:** Commissioner Barnfather called for the meeting to be adjourned at 3:20 p.m.

### CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: [Signature]  
Commissioner James D. Barnfather, Chairman

By: [Signature]  
Commissioner G. Michael Gawley, Vice Chairman

By: [Signature]  
Commissioner Steven K. Chinn

**Attest:**

By: [Signature]  
Ben Andrews, Fire Chief