



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 2, 2018

Chair Barnfather called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners James D. Barnfather, G. Michael Gawley, Steven K. Chinn, Fire Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

### APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Chinn requested to add Agenda item 7 – Levy Lid Lift Information.

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the December 19<sup>th</sup>, 2017, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews reviewed his written report, reporting that: a draft of raw call volume for 2017 had been created, going over the details on his written report he highlighted that this draft indicates a 1% reduction in call volume for 2017 compared to 2016.

**Operations Report** – AC Hudson reviewed his written report, reporting that: Erik Sundin has almost concluded his on boarding process and his projected start date maintains as 2/1/2018; Justin Grider has been on board for a month now, he continues progress in his position; Recruit Class starts 1/3/18, CCFD3 has 13 members in the class; he reiterated the raw call volume report that Chief Andrews reported on noting that there were roughly 7231 calls for 2017, advising that there are still some calls that need to be reviewed to get a more accurate picture.

**Logistics Report** – AC Quitslund was not in attendance today, Chief Andrews reported that today's packet has his latest Logistics report. He reported that G-21 has been thoroughly inspected for damage and that the maintenance crew's determination was that the damage was limited to only the front end of the chassis and not to the patient care module or its mounting. G-21 will be repaired locally, which is currently underway.

**Agenda Bill 1: Oath of Office** – Board Chairman James Barnfather had the privilege of administering the Oath of Office to newly elected Commissioner, Steve Chinn.

**Agenda Bill 2: Election of Board Officers** – Chairman Barnfather opened the floor for nominations for the Board Chair Position. Commissioner Chinn nominated James Barnfather for the Board Chair

position, Commissioner Gawley seconded the nomination. MOTION CARRIED. Chairman Barnfather opened the floor for nominations for the Vice Chair Position. Commissioner Gawley nominated Steve Chinn for the Vice Chair position, Chairman Barnfather seconded the nomination. MOTION CARRIED.

**Agenda Bill 3: 2018 Organizational Goals by Division** – Chief Andrews reported that the handout in today’s packet is the same as the one presented at the last board meeting. Chief Andrews asks for a motion to approve the 2018 goals as it outlines his expectations from the Board during his most recent employment evaluation. Commissioner Chinn moved and Commissioner Gawley seconded to accept the 2018 District Goals as presented by Chief Andrews. **MOTION CARRIED.**

**Agenda Bill 4: Service Delivery Study** – Chief Andrews did not provide an update today. He asked for the board’s concurrence to move this agenda item to monthly, instead of at each meeting, as has been done recently. The board accepted the revision, Chief Andrews noted that the agenda item would be presented at the second meeting of each month.

**Agenda Bill 5: L&I MOU** – Chief Andrews presented a MOU with Local 2933 to allow FF/EMT James Whitaker to buy-back his sick leave with time loss checks submitted to the District. Commissioner Chinn moved and Commissioner Gawley seconded to accept the MOU as presented. **MOTION CARRIED.**

**Agenda Bill 6: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 106563 through 106585, dated December 31, 2017, totaling \$86,643.99 and Accounts Payable Claim check numbers 16586 through 106588, dated January 2, 2018, totaling \$5,212.68; Payroll EFT’s and IRS deposit for monthly payroll dated December 22, 2017, in the amount of \$36,264.32; for a disbursement grand total equaling \$128,120.99. **MOTION CARRIED.**

**Agenda Bill 7: Levy Lid Lift Information** – Commissioner Chinn reported that he would like to see administration start this process by educating our own members first; he identifies value in educating our members by pointing out that they likely will be the ones community members turn to for answers regarding the levy. He advised that he wants members educated on this matter so they can respond to questions confidently and accurately. Commissioner Barnfather and Chief Andrews both agree with the value behind this philosophy. Chief Andrews reported that he already has a rough timeline set for educational meetings with members regarding the levy.

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:37 p.m. and was expected to last for 8 minutes under RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Hudson and Orr.

At 1:45p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

**GOOD OF THE ORDER**

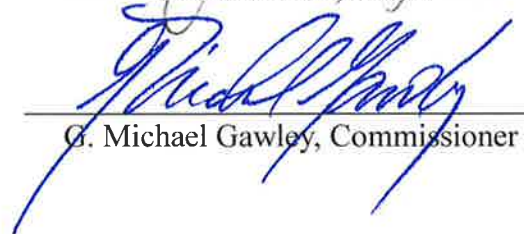
- Chief Andrews reported that a member of the Sequim Hospital Guild had a stroke and is in Harborview. He reported that he will get a card for the Board members to send.
- AC Orr reported that the cause of the fire on 3 Crabs Road was determined to be by Christmas lights.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 1:48 p.m.

  
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James D. Barnfather, Board Chair

  
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Steven K Chinn, Vice Chair

  
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G. Michael Gawley, Commissioner

Attest: \_\_\_\_\_  
Ben Andrews, Board Secretary