



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 16, 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, Assistant Chiefs Tony Hudson, Eric Quitslund and Dan Orr; Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, Office Assistant Caity Karapostoles, FF/PM Bryce McGinley and Volunteer Recruit William Miano.

### APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; receiving none.

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the January 2, 2018, Regular Meeting Minutes and the January 2, 2018, Special Meeting Minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### INTRODUCTION

Assistant Chief Dan Orr introduced Caity Karapostoles as the new Office Assistant. Mrs. Karapostoles started January 1, 2018. He reported that she was previously a long time school district employee.

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews was absent, no report given.

**Risk Reduction & Planning Report** – AC Orr reviewed his written report, reporting that: restaurants within city limits have been inspected, large violations have been corrected; he is working collaboratively with the City of Sequim on an informational/educational flyer for local restaurants regarding code enforcements and processes; a “no Parking Lane” at the Sequim Health and Rehab was completed; inspections on class B occupancies will start soon; 223 Three Crabs Road fire investigation is complete, cause of the fire was Christmas Lights; Insurance Investigators and Attorneys met on site at 20 Thornton Drive; Sequim Library is considering expansion, proper access is being addressed; meeting with the Faith based group continue, they will focus on sheltering operations in 2018; Chief Doom talk was given at 5<sup>th</sup> Ave to the Sequim Singles Club; January and February CERT classes are full, March is filling quickly; at the next Board meeting Blaine Zechenelly will present the Annual Report for CERT.

**Agenda Bill 1: Service Delivery Study Update** – Chief Andrews was absent, no report given.

**Agenda Bill 2: Quarterly Financial Summary** – Alwynn Movius, Finance Manager, presented 2017 Draft Financial Reports, reviewing the details and notes on both expenditures and revenues.

**Agenda Bill 3: Close Call & Hazard Reporting SOP**– Commissioners reviewed the draft SOP, Close-Call & Hazard Reporting, developed to update the District’s compliance with WAC 296-305, Safety Standards for Firefighters. AC Quitslund clarified that the SOP outlines guidelines on how the District expects members to report near miss incidents and that the designated Safety Officer is the MSO. He explained that the reporting system is intended to be a tool to facilitate learning from near misses as a means to prevent similar accidents. AC Orr explained that the reporting system is a non-punitive procedure. This was provided as information only with no action requested.

**Agenda Bill 4: Reporting Workplace Safety Incidents SOP** – Commissioners reviewed the draft SOP, Reporting Workplace Safety Incidents, developed to update the District’s compliance with WAC 296-305, Safety Standards for Firefighters. AC Quitslund clarified that the SOP outlines expectations for reporting safety incidents and clarifies that prompt reporting expectation will be dependent on the type of incident that occurred as outlined in the SOP. This was provided as information only with no action requested.

**Agenda Bill 5: Analyzing Workplace Safety Incidents SOP** – Commissioners reviewed the draft SOP, Analyzing Workplace Safety Incidents, developed to update the District’s compliance with WAC 296-305, Safety Standards for Firefighters. This was provided as information only with no action requested.

**Agenda Bill 6: Approval of Payroll and Expense Claims** – Commissioners reviewed the expense claims and payroll reports and the Board’s questions regarding expenditures were clarified. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 106602 through 106645, dated January 16, 2018, totaling \$114,509.28; Payroll EFT’s, Payroll Benefit check numbers 106589 through 106601 dated January 10, 2018 and IRS deposit for monthly payroll dated January 10, 2018, in the amount of \$529,479.46; for a disbursement grand total equaling \$643,988.74. **MOTION CARRIED.**

**Agenda Bill 7: Volunteer Pay Reimbursement for 4<sup>th</sup> Quarter of 2017** – Commissioners reviewed the Volunteer Pay Report for the 4<sup>th</sup> Quarter of 2017. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Volunteer Reimbursement for October, November and December 2017, in the amount of \$27,600.00, dated January 25, 2018 **MOTION CARRIED.**

## EXECUTIVE SESSION

No Executive Session

## GOOD OF THE ORDER

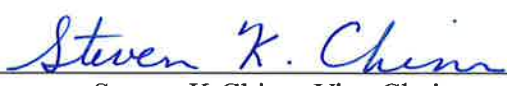
- Commissioner Barnfather welcomed Assistant Chief Quitslund back after a recent medical event.
- Chief Orr reminded everyone that the Annual Awards Banquet is Friday, January 19<sup>th</sup>, 2018.
- Lori Coleman shared the thank you letter to the Sequim Hospital Guild for their generous donation of eight ZOLL AED’s.

- Commissioner Barnfather reported that he did some research after the last board meeting to make sure that the swearing in process was handled accurately, it was, and he submitted the supporting documents for today's final Board Packet.
- AC Hudson handed out the 2017 District Incidents Summary Report.

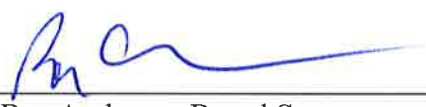
**ADJOURNMENT**

Chair Barnfather called for adjournment at 1:41 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:   
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Ben Andrews, Board Secretary