



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 6, 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; Finance Manager Alwynn Movius, FF/PM Kolby Konopaski, Bryce McGinley; CERT members, Joel Ogden, Pat Baxter, Linda Enger, Cindy and Blaine Zechenelly, Jim Buck; Volunteer Recruit William Miano, Consultant Janice Corbin, and Citizen Sandy Goodwich.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the January 16, 2018, Regular Meeting Minutes and the January 16, 2018, Special Meeting Minutes. **MOTION CARRIED.**

PUBLIC COMMENT

Citizen Sandy Goodwich, a retired teacher who lives in the Agnew area, provided public comment in support of the District's consideration of anti-harassment and anti-bullying SOPs.

INTRODUCTION

AC Hudson introduced Erik Sundin as the District's newest Firefighter/Paramedic. Mr. Sundin started February 1, 2018. He previously served for 20 years as a Firefighter/Paramedic with the Port Angeles Fire Department.

REGULAR BUSINESS

Chief's Report – Chief Andrews reviewed his written report, reporting that:

- Described the GEMT medical reimbursement program's purpose and concept for reimbursing transport costs. He reported that the District had completed an initial benefits assessment and that the analysis indicated that pursuing the program is not cost effective at this point, although that may change in the future.
- He participated in the recent Wildland Fire Summit that served as the kick off for a statewide strategic planning process. He reported that he was encouraged by the discussion and the direction the process appears to be headed.
- He, AC Orr, and representatives from the City of Sequim recently met to discuss the prospect of locating a medical care receiving facility in Sequim in the future. He reported the Fire District and City have common goals for doing so and that he is working with City Manager Charlie Bush to develop a resolution in support of a Sequim based receiving facility.

- The draft PenCom interlocal agreement continues to progress. He explained that the remaining issue is how to address the indirect charges associated with the County receiving and distributing funds for PenCom.

Operations Report – AC Hudson reviewed his written report, reporting that: the volunteer drill schedule for the first six-months is nearly complete; Volunteer Coordinator Justin Grider is reaching out to members to address low participation, facilitate separation, and collect gear; reviewed January call activity; reported the recruit academy’s status, enrollment numbers, instructional staff, and status of billing District 2 for reimbursement.

Logistics Report – AC Quitslund made reference to the Board packet’s written report, reporting that: Station 32 repairs and refurbishment efforts are progressing well and that upon completion, the facility will be able to serve as a meeting place; the Station 33 sewer connection is complete, work to connect the Shop is expected to begin soon; mechanics are focused on completing pending projects; discussing taking on vehicle services for District 2; meet 2/7 to initiate the ambulance remount process; met with the County to discuss benefits of integrating NetMotion systems; ready to initiate phone system replacement project; the new Office Assistant is settling in well and the transition of duties and responsibilities is underway; Lori and Caity deserve kudos for the great work they did planning and organizing the District’s awards banquet; the AFG grant application for SCBA replacement was submitted; and SOP updates & development continues.

Agenda Bill 1: 2017 CERT Program Report – AC Orr introduced Volunteer Blaine Zechenelly and the CERT members in attendance, explaining their roles and what contributions they bring to the team. Blaine noted that they were all State certified instructors who played an integral role in the program’s training efforts. Blaine provided a “year in review” report of the CERT program’s status and activity highlights. He explained the role and importance of the annual report documents for supporting the program, which accompanied the board packet.

Agenda Bill 2: Phone System Replacement – AC Quitslund reviewed the memo submitted to Chief Andrews seeking authorization to proceed with the expenditures associated with the phone system replacement. Commissioner Gawley moved and Commissioner Chinn seconded to authorize staff to spend up to \$30,000 from capital reserves for the phone system replacement project. **MOTION CARRIED.**

RECESS

Commissioner Barnfather called for a five-minute recess at 1:40 to allow for Commissioners to thank each CERT member as they departed the meeting. At 1:47 p.m., Chairman Barnfather called the meeting back into Regular session.

Agenda Bill 3: Equal Opportunity Employment SOP– Commissioners reviewed the draft SOP 2101, Equal Opportunity Employment Non-Discrimination, developed to update the District’s personnel series of policies and procedures. AC Quitslund explained that the update converts a previous policy to the District’s SOP format and incorporates updated language consistent with current industry practices. The SOP was provided as an information item with no action requested.

Agenda Bill 4: Eliminating Workplace Harassment SOP – Commissioners reviewed the draft SOP 2102, Eliminating Harassment & Promoting Respect and its accompanying appendix and reporting form. These materials were developed to update the District’s personnel series of policies

and procedures. AC Quitslund explained that the update converts a previous policy to the District's SOP format and incorporates updated language consistent with current industry practices. The SOP was provided as an information item with no action requested.

Agenda Bill 5: Workplace Hazing, Bullying & Violence SOP – Commissioners reviewed the draft SOP 2103, Workplace Hazing, Bullying & Violence, developed to update the District's personnel series of policies and procedures. AC Quitslund explained that the update converts a previous policy to the District's SOP format and incorporates updated language consistent with current industry practices. It was noted that an exception should be included to address pocketknives that members carry and use in the workplace for customary purposes. The SOP was provided as an information item with no action requested.

Agenda Bill 6: Public Education Photos – Commissioner Barnfather initiated discussion regarding the use of professionally taken photographs to support publication needs. This included sharing a sample of pictures taken from a previous photoshoot. Commissioner Barnfather recused himself from participating in any decision-making based on his relation to the photographer. The Board reviewed a contract for photographic services. Commissioner Chinn moved and Commissioner Gawley seconded to authorize entering into a contract for photographic services with Olympic Peninsula Adventures. **MOTION CARRIED.**

Agenda Bill 7: Legislative Update – Commissioner Barnfather reported on the status of legislative bills supported by the WFC and WCFA that are of interest to the Fire District. This included bills to extend the State Mobilization Plan's expiration, annexation requirements, distribution of privilege tax revenue collected by PUD, adjustments to the 1% limit to property tax levy increases, and State Fire Training Academy funding.

Agenda Bill 8: AFG Grant Application – AC Quitslund reported that the AFG grant application for SCBA replacement had been submitted, reviewing what was included in the grant request.

Agenda Bill 9: Historical Review of Reserves – Chief Andrews prefaced the review of historical reserve balances presented by Finance Manager Movius by explained the distinction between encumbered reserves needed to fund capital purchases, employee leave liability, and unrestricted reserve funds. Discussion addressed how the end-of-year fund balance aligns with the budget year and does not provide an accurate representation of the actual reserve fund balance. Reserve fund balances are reflected more accurately by the fund balance of the months preceding first and second half property tax deposits.

Agenda Bill 10: Approval of Payroll and Expense Claims – Commissioners reviewed the expense claims and payroll reports and the Board's questions regarding expenditures were clarified. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 106646 through 106689, dated February 6, 2018, totaling \$75,231.83; Payroll EFT's, Payroll EFT's and IRS deposit for monthly payroll dated January 25, 2018, in the amount of \$64,961.22; for a disbursement grand total equaling \$140,193.05. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session that began at 2:40 p.m. and was expected to last for 50 minutes under RCW 42.30.110 (f) to discuss complaints brought against a public employee and RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were:

Commissioners Barnfather, Gawley and Chinn, Chief Andrews, Janice Corbin, and Assistant Chiefs Hudson, Orr and Quitslund.


At 3:30 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

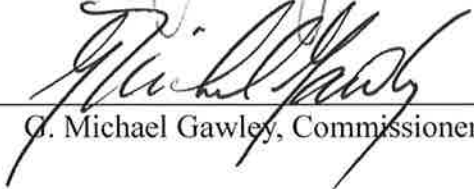
- The Board directed staff to begin binding the hard copy board packets.
- Commissioner Chinn requested staff analyze the use of overtime in an effort to identify the cost feasibility of filling floater positions funded by overtime savings to reduce overtime costs.
- Commissioner Barnfather reviewed correspondence from Emergency Management Program Coordinator Penny Linterman discussing the use of private civilian aircraft to support supply distribution during disaster events. AC Orr provided input and clarification on the subject.
- Commissioner Barnfather called for a special meeting on February 20th beginning at 11:00 a.m. to continue the Board’s process of editing the Commissioner Handbook.

ADJOURNMENT


Chair Barnfather called for adjournment at 3:37 p.m.




 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Board Secretary