



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 20, 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, Eric Quitslund and Dan Orr; Administrative Assistant Lori Coleman; Finance Manager Alwynn Movius, FF/PM Chris Corbin and Volunteer Recruit William Miano.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Gawley requested to add agenda item 11, “regularly scheduling of back filled shift training for career members”.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the February 6, 2018, Regular Meeting Minutes with amendments. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief’s Report – Chief Andrews reported that:

- Lorrie Kuss, Chief Deputy from the county contacted Alwynn Movius last week to address taxes associated with the Johnston property, which was purchased by the District under a life estate agreement. It was originally thought that the property would be tax exempt, however the County asserts that since there are residents residing there that they have to pay property taxes. The county had reached out to the Johnston’s to have them fill out paperwork to qualify for the Senior rate but had not heard back, that is why the contacted Alwynn. The county said that they would collect future taxes and not collect any back taxes. Alwynn is working with the county and the Johnston’s to make sure this gets settled properly.
- Local 2933 mediation is on hold until a new mediator is assigned to the case, the previous one is no longer employed with PERC.
- Jamestown Tribe has reached out to proactively involve the District in their expansion efforts, Chief Andrews will meet with them in March to learn more about their plans and what our involvement will look like.
- Work continues on the PenCom ILA, Chief Andrews hopes to have a Final Draft for review at the next BOC meeting.

Risk Reduction and Planning Report – AC Orr reported that: a distillery is looking to move into Sequim, the products they have are flammable; B Occupancies are now being inspected; no current fire investigations; welcomed the 10th CERT Team to Area Command 5 at the CERT Captain’s meeting; no faith based meetings in February, they will continue in March; participated with the City of Sequim in a Table Top exercise; fire extinguisher training was presented to the Black Bear Restaurant employees, the Holiday Inn, and the Quality Inn Hotels; Chief Doom talks continue, the presentation was given to the Coast Guard recently; graduated 30 individuals from the CERT class in January and there are 30 more students in the February class; working with KONP on a radio program; he attended a tsunami presentation at the Sequim Yacht Club given by Dr. Laney from the University of Washington.

Agenda Bill 1: Service Delivery Study – Chief Andrews referenced the progress report included in the Board packet, explaining that the updates are highlighted in yellow; he also explained that in 2015 the District conducted a series of multi-company drills using overtime to backfill drill participants. He referred to Appendix A, the backfill graph, explaining how it outlined unit call activity during the scheduled on shift training days and reported that the survey, Appendix B, was optional for member participation.

Agenda Bill 2: Draft 2017 Overtime Analysis – AC Hudson reviewed the Board packet Memorandum that outlined the 2017 Draft Overtime analysis. He explained how the top step Paramedic wage of \$61.88 was used for the calculations to show the most “loaded” comparisons. Chief Andrews and AC Hudson will continue to work on analyzing the data to see if anything glaring is presented. Commissioner Chinn thanked AC Hudson and Alwynn for their work on this project.

Agenda Bill 3: Hazard Communication SOP– Commissioners reviewed the draft SOP 5050, Hazard Communication, developed to update the District’s compliance with WAC 296-305, Safety Standards for Firefighter. AC Quitslund explained that the SOP provides a process for establishing and maintaining a hazard communication program for ensuring that members have access to the Safety Data Sheets associated with chemicals present within the workplace. The SOP was provided as an information item with no action requested.

Agenda Bill 4: Hearing Loss Prevention SOP – Commissioners reviewed the draft SOP 5125, Hearing Loss Prevention, developed to update the District’s compliance with WAC 296-305, Safety Standards for Firefighter. AC Quitslund explained that the SOP establishes the District’s process for establishing guidelines for hearing loss prevention within the workplace. Chief Andrews added that training materials cover levels of decibels relative to the everyday work environment. The SOP was provided as an information item with no action requested.

Agenda Bill 5: Inventory Control Guidelines SOP – Commissioners reviewed the draft SOP 6125 and Form 6125F, Inventory Control Guidelines and Asset Control Form, developed to support the District’s efforts in implementing an inventory control program. Chief Andrews added that we do not use a barcode program to track items, noting that we do track all capital items with values greater than \$10,000.00. Small and attractive items will be identified, tracked and recorded within the system. The SOP was provided as an information item with no action requested.

Agenda Bill 6: Resolution 2018-01, Declaration of Surplus Vehicles – Chief Andrews and AC Quitslund explained that G-20, a 1993 Ford Ambulance, is no longer an operational vehicle and staff recommend that it be declared surplus, a Draft Resolution was presented. Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2018-01 declaring G-20, the 1993 Ford Ambulance VIN #1FDKF38MXPNA60991, surplus. **MOTION CARRIED.**

Agenda Bill 7: 2017 Wildland Billing Report – Alwynn Movius, Finance Manager, presented a written summary of the 2017 Wildland Season. Chief Andrews added that he is pursuing the idea of billing for an administrative fee for the time required by the District as the pass through agency to prepare billings. He also explained how the District is compensated when we send out vehicles with our members on deployments along with how we are compensated when our vehicles are used for resource requests. He reported that we try to have our members rent vehicles when they are deployed as single resources rather than using District vehicles as the wear and tear takes a huge toll on them during wildland deployments.

Agenda Bill 8: 2017 Comprehensive Annual Financial Report (CAFR) – Alwynn Movius, Finance Manager, presented a copy of the CAFR that was filed recently for 2017. This report shows an abundant overview of Clallam County Fire District 3. Alwynn briefly explained the report highlighting how the State uses our detailed information to “roll up” into fund balances they use for reporting purposes. Commissioner Barnfather reported that when he met with the auditor, she stated that the audit was happening early in the year because it was requested to be done at this time and that Alwynn put a lot of work into making sure it was ready on time. This report was provided as an information item with no action requested.

Agenda Bill 9: 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 106701 through 106737, dated February 20, 2018, totaling \$57,582.27; Payroll warrant/Claim check numbers 106690 through 106700, Payroll EFT’s, Payroll EFT’s and IRS deposit for monthly payroll dated February 9, 2018, in the amount of \$488,321.31; for a disbursement grand total equaling \$545,903.58. **MOTION CARRIED.**

Agenda Bill 10: State of Washington Auditor 2016-2017 Entrance Conference – Amy Strzalka, the Assistant Audit Manager/Audit Lead introduced herself to everyone. She provided two documents for review, one detailing the audit’s scope by highlighting the accountability audit, financial statement audit and available resources to the district and the other detailed an IT Security Performance Audit that is available to Local Governments through the Washington State Auditor’s office. She also highlighted areas of interest in this year’s audit such as ambulance and transport billing, general disbursements and processes, surplus items, supplies and inventory, and leave balances and their related parties. This overview was provided as an information item with no action requested.

Agenda Bill 11: Scheduled On Shift Training – Commissioner Gawley requested to start a conversation about conducting scheduled on shift training for career members that is uninterrupted. He believes there is great value in this and wants to advise that he supports the idea of researching ways to budget for this and to ensure that it happens if feasible. Chief Andrews reported that AC Hudson is planning for this type of training in the fall of 2018. He asks for clarification on what action the board would like to see from this conversation at the BOC level versus addressing it with

follow up at the operational level. Commissioner Gawley stated that his intent was to bring up the conversation to advise that if the budget allows for this, noting he understands the cost could be substantial, that he is in support of whatever would be required to ensure this type of training occurs as he believes it is the responsibility of the commissioners to ensure that they support having our responders trained to the best of their ability. He advised that follow up at the BOC level is not necessary unless it requires a change to the budget.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session that began at 2:16 p.m. and was expected to last for 5 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews, and Assistant Chief Hudson.

At 2:17 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER


- Commissioner Barnfather reported that he has been in touch with Pam Rushton from the county auditor’s office and he wants to bring her to an upcoming meeting to explain how the tax rate process works from their perspective. He will advise a date when one had been chosen by her.
- Commissioner Barnfather submitted a letter from Mark Ozias regarding the Lower Dungeness Floodplain Restoration project. Mr. Ozias assured in the letter that the District and our first responders will continue to have a voice in the planning for this project noting that they are planning to include a 2-lane road safely above flood level that will have access from Anderson Road.
- Commissioner Barnfather asked if Joe Lancheros could set some regular “in office” hours? Chief Quitslund explained the pros and cons of that and assured everyone that if they needed Joe, the best way was to set an appointment with him via e-mail or text. Joe is very receptive to both, but has a full-time job with a changing schedule that doesn’t allow for him to keep office hours here on a regular schedule, however much of the work he does for the District is done remotely. Therefore, he is able to better meet our needs when we actually need him, rather than filling office hours with no work needing to be accomplished.

ADJOURNMENT

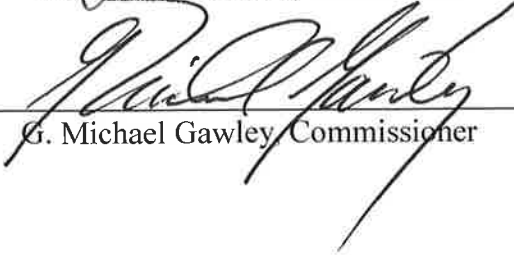
Chair Barnfather called for adjournment at 2:28 p.m.



 James D. Barnfather, Board Chair



 Steven K Chinn, Vice Chair



 G. Michael Gawley, Commissioner

Attest: 

 Ben Andrews, Board Secretary