



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 3, 2018

Commissioner Chinn 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 (via phone), and Steven K. Chinn, Fire Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, FF/PM Kolby Konopaski and Mark Mullvain.

APPROVAL OF AGENDA

Commissioner Chinn called for changes to the agenda; Commissioner Chinn asked to move Agenda Item 1 to follow approval of the minutes so Ms. Strzalka could be excused after her presentation of the 2016-17 Audit Exit Reports.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Barnfather seconded to approve the March 20, 2018, Regular Meeting minutes and the March 20, 2018 Special Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Agenda Bill 1: Auditor's Report – Amy Strzalka from the State Auditor's office presented copies of their Exit Reports for the 2016-2017 audit which included an Accountability Audit Report, a Financial Audit Report and an Exit Conference. Ms. Strzalka highlighted areas the Auditors focused on, identifying that the District has clean controls in all areas they reviewed. One Exit Item was identified that had to do with leave balances for an employee who was allowed to incur a sick leave deficit. Their recommendations were to ensure that employees receive consistent treatment for leave balances, and to establish a policy and/or language in the Collective Bargaining Agreement to address leave buyback procedures, advancement of leaves and any other relevant factors.

She reported that the original cost estimate for the audit was \$12,500.00, however, she believes the actual cost will come in around \$9,500.00, attributing the cost savings to the District's controls and level of organization. She stated that everything they asked for or needed was presented in a timely and organized fashion, which allowed them to accomplish their audit more quickly than anticipated. Chief Andrews thanked Ms. Strzalka, stating that the audit was a good experience for all involved. The next audit will be in 2020, focusing on the years 2018-2019.

Chief's Report – Chief Andrews reviewed his written report, reporting that: the agreement between the District and Olympic Ambulance just underwent the annual review and update, he noted that reimbursement rates are going up 2% and the agreement has been updated to reflect that increase; the Wildland Callout SOP has been reviewed by all necessary parties and once the revisions are incorporated will be advanced shortly for adoption. He noted that the new procedure allows for

individuals to sign up on a calendar for times they prefer to be deployed which will be a benefit to the member and the requesting agency because this will streamline turn out times for resources. And he highlighted the Raw Call Count data, stating that the YDT is up 3.4%.

Operation's Report – No report as AC Hudson was not in attendance today. His report will be provided at the 4/17 Board meeting.

Logistics Report – AC Quitslund reviewed his written report, reporting that: they are finalizing specs for the ambulance remount on G-22; Station 32 repairs are complete; the vehicle maintenance backlog has been addressed and significant progress is being made to stay up to date on projects; phone system install is complete with activation of direct dial lines to follow; recruit academy is over, therefore the shop is done with the support needed for the academy; Station 34 bathroom upgrades will be starting soon; continued progress of the ILA (inter local agreement) with the City of Sequim for vehicle maintenance is underway; the District continues to service vehicles for District 2, District 4 and PenCom and admin services continue to progress with the Front Office transition, SOP development, and implementing the use of Target Solutions by transitioning classes over from Moodle.

Agenda Bill 2: Joint Resolution with the City of Sequim – Chief Andrews presented a Joint Resolution with the City of Sequim for approval by the commissioners. The resolution is intended to convey a commitment to a long-term priority to realize an emergency medical facility in Sequim. Commissioner Barnfather moved and Commissioner Chinn seconded to approve the Joint Resolution, 2018-02, with the City of Sequim supporting Emergency Medical Services authorizing Commissioner Barnfather to sign on the Board's behalf. **MOTION CARRIED.**

Agenda Bill 3: Mandated Training Requirements SOP– Commissioners reviewed the draft SOP 7000, Mandated Training Requirements, developed to update the District's compliance with WAC 296-305, Safety Standards for Firefighters. The SOP was provided as an information item with no action requested.

Agenda Bill 4: Incident Management SOP– Commissioners reviewed the draft SOP 4100, Incident Management, developed to update the District's compliance with WAC 296-305, Safety Standards for Firefighters. The SOP serves to adopt the NIMS and the ICS and establishes the District's procedural guidelines for managing emergency incidents. The SOP was provided as an information item with no action requested.

Agenda Bill 5: 2016 Annual Report– Chief Andrews presented the Draft 2016 Annual report noting that it may seem to be more of a condensed version in comparison to the previous reports as the intent was for this report to be more of an overview of the year instead of a comprehensive historical document as previously created for annual reports prior to 2016. It was mentioned that the turn out times are not identified as to whether they are Fire or EMS, Commissioner Barnfather feels that identifying them may create a more clear view of turn out times. Chief Andrews agrees and reports that in the future where it seems relevant to differentiate. He will address that change in recommendations to updating the Standard of Cover as the turn out times for fire related incidents take more time as members have to don proper PPE for response. The report was provided as an information item for the Board's first reading with no action requested until its second reading during the 4/17 Board meeting.

Agenda Bill 6: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Barnfather seconded to approve Accounts Payable Claim check numbers 106814 through 106850, dated April 3, 2018, totaling \$131,599.97; Payroll EFT’s and IRS deposit for monthly payroll dated March 23, 2018, in the amount of \$34,438.22; for a disbursement grand total equaling \$166,038.19. **MOTION CARRIED.**

EXECUTIVE SESSION

Commissioner Chinn called for an executive session which began at 1:58 p.m. and was expected to last for 12 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather (via phone), and Chinn, Chief Andrews and Assistant Chiefs Orr, and Quitslund.


At 2:10 p.m., Commissioner Chinn called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

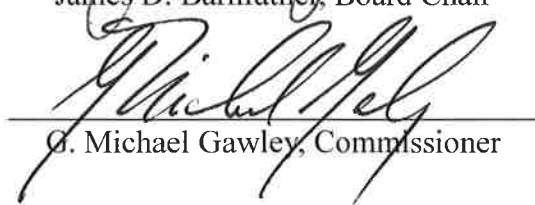
- Commissioner Barnfather commended AC Orr on his “Chief Doom” presentation that he recently attended, stating that there were 180 guests and he had all of their attention, he was very impressed with the presentation and turn out.

ADJOURNMENT


Commissioner Chinn called for adjournment at 2:12 p.m.



 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Board Secretary