



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 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, and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, Firefighter/Paramedic Matt Newell, Kolby Konopaski, Bryce McGinley, Erik Payne and Jack Hueter and Volunteer Bill Miano. Commissioner Gawley's absence was pre-excused.

CHANGES TO THE AGENDA

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

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Barnfather seconded to approve the September 18, 2018, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

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

- The mediation meeting with Local 2933 did not occur as planned; discussions of moving forward with interest arbitration are in process.
- 3 members are out on wildland deployments.
- He will attend the City Council meeting October 8th and is contacting community groups to see if there is interest in the presentation regarding the Levy.
- He will be a panelist for Sequim School District's public forum on school safety on October 17th at 5:00 p.m.
- Staff has begun the process of developing the 2019 budget; Alwynn developed and shared a timeline for the process with all involved.
- 2018 YTD Call volumes continue to stay consistent with 2017 call volumes.

Operation's Report – AC Hudson reviewed call details briefly expanding on what Chief Andrews had reported, noting that the District had 93 fewer calls year to date than in 2017, noting that the call trend still indicates 2018 will have a similar average as 2017; the District has 64 active volunteers, 3 are on "leave of absences"; Captain Swanberg, Firefighter/Paramedic Ivan Hueter and Joel Bower are deployed on wildland fires; Criminal Mass Casualty Incident (CMCI) planning with the City of Sequim continues; he reported that the District's CMCI planning group's focus is limited to response and is not a component of the Safe Schools forum; Recruit class planning is well underway, an orientation was held last week and the District currently has 16, Clallam Fire 2 has 6, and East

Jefferson has 1 interested recruit; on-shift training occurred in September for all 3 shifts; plans are for additional on-shift training in November; MSA self-contained breathing apparatus (SCBA) are available on-site for members to test, Scott SCBA's were tested during shift training. With the SAFER Grant award to replace SCBA's, the District is researching and evaluating all options.

Logistics Report – AC Quitslund reported that: fence repair at the maintenance facility remains underway, some unforeseen complications delayed the process; Pump Testing is complete, necessary repairs are being completed; a connex was installed at ST 35 for a CERT cache; Ladder 34's UL Testing is complete, small repairs are being addressed; quarterly SAFER Grant reporting is due; the 2018 AFG grant application is being drafted; a motor pool vehicle expenditure will be coming forth soon for authorization; off-site alarm monitoring for ST 33 and 34 is being addressed; bids for the surplus Chassis end Oct 9th, the current bid is at \$2,675.00; St 32 siding project is underway; Tenzinga, the Districts Performance Management system, is being implemented with line staff. One-on-one training sessions are underway with on duty crews; St 31 septic project is currently out for bid; two bids have been received; preparation for the Patriot ambulance surplus is underway and several draft SOP's are being reviewed and will be brought forward for adoption when ready.

Agenda Bill 1: Service Delivery Study – Chief Andrews referenced the progress report handed out, updates highlighted in yellow, reporting that: goal setting for 2019 is underway; a shift meeting with each shift to deliver the Levy presentation was held with a Q&A session at the end; backfill on-shift training occurred for all 3 shifts; Target Solutions is fully implemented and functioning well; an apparatus replacement plan was drafted; the District applied for, and anticipates being awarded a grant through the Sequim Dungeness Hospital Guild to purchase software called "First Pass". This software would support the quality assurance and quality improvement (QA/QI) process, the software is a component of a two part program, the District will be required to fund the additional part with funding being considered in the 2019 budget.

Agenda Bill 2: 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 107281 through 107310, dated October 2, 2018, totaling \$108,654.95; Payroll EFT's and IRS deposit for monthly payroll dated September 25, 2018, in the amount of \$39,602.03; for a disbursement grand total equaling \$148,256.98. **MOTION CARRIED.**

Alwynn reported that a PUD bill for 255 Carlsborg Road was withheld from payment during this accounts payable process allowing her time to research the issue and initiate a discussion with the Board. Additionally, the District is charged for sewer consumption based on water flow and rates. Although a majority of the water is used for irrigation, County ordinance stipulates that sewer consumption be based off of water consumption. In the District's case, the water is not being disposed of in the sewer; therefore the District is paying for sewer usage that is not actually occurring. Alwynn asked that one or more of the Commissioners speak with County commissioners to see if there is a way that the ordinance can be addressed so the District will not have to pay for sewer consumption that is not actually used. AC Quitslund is working on a separate meter for irrigation to delineate what water is being used for what purpose. Commissioner Barnfather agreed to speak with the County Commissioners to see if there is something that can be done to make situations like this billed equitably.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:30 p.m., expected to last for 40 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, and Chinn, Chief Andrews and Assistant Chiefs Hudson, Orr, and Quitslund. At 2:10 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

- Chief Andrews will be out of town October 29th through 31st 2018.
- The District will host and Open House on October 16th at 12 p.m., Liz Loomis will be attending.

ADJOURNMENT

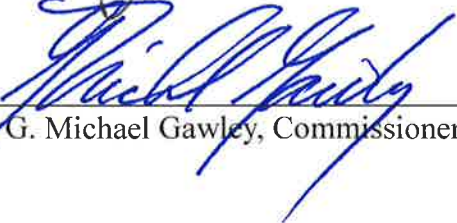
Chair Barnfather called for adjournment at 2:13 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Board Secretary