



BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 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, and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, Lt. Lawrence Bingham, FF/PM Chris Corbin and Matt Newell and Public Affairs Consultant Liz Loomis.

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 October 2, 2018, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- Discussions continue regarding moving forward to Interest Arbitration with Local 2933.
- Captain Swanberg returned from wildland deployment; Joel Bower and Ivan Hueter were originally extended and expected return soon; Chief Hudson denied a request to re-extend deployments for them.
- He gave a levy presentation to the Sequim City Council on October 8th.
- He was working with the local papers regarding participating in an editorial board.
- Staff is working on the 2019 Budget, calendar attached, the 2019 budget will not assume any increased revenue from the proposed lid lift.
- WSRB has initiated the District's 5 year rating evaluation, asking for an enormous amount of information to be gathered before their site visit on November 5th. He explained that he is trying to delay the visit as that date coincides with the general election.
- Call volumes were attached as information only. Total calls for 2018 YTD are 4,650; night time calls, from 2200 to 0730, for 2018 YTD are 1,056. He noted that he monitors call volume trends, especially night time trends, to assess for possible fatigue along with resource efficiency.

Risk Reduction Report – AC Orr reported that: B occupancies inspections continue; he is working with the City of Sequim and the School District to get a fire alarm system installed in newly acquired portables; fire investigation on 453 Port Williams Road revealed cause as an electrical relay in the

outside freezer; fire investigation on 221 Madrona Way also appeared to be electrical; Faith Based group meetings continue; CERT graduated 38 people in September's class, 30 members are enrolled in the October class; discussions around an Active Shooter drill with Sequim PD continue; participated in the Costco Employee Health Fair; Acting Lt. Horst and Explorers participated in the Sequim High Schools career fair; Chief Doom talks continue with an invite to present to the Coast Guard and their families; ST 35 conex was installed to store CERT supplies and be used as a command post during disasters; hosted the second CERT field day for Area Command 5, many District members participated making the event a success, AC Orr believes this to be the largest CERT event in Washington; and Joe Carter self-initiated a project in Diamond Point campaigning to replace smoke detector batteries for citizens in need. Commissioner Chinn thanked Joe for his efforts!

Public Affairs Consultant Liz Loomis – Ms. Loomis started by discussing ways to continue improving and increasing communication with tax payers. She stated that the District has significantly improved communication in the past year, noting that communication should be the continued focus in the future regardless of whether or not the District is on a ballot. Her recommendation is to continue sending out newsletters, every other month, regardless of the outcome of the levy. If the levy does pass, she suggested the District provide information in the newsletters as to how those additional funds are making a difference within the community. She discussed “incident vs strategic” communication, noting that incident is the “who, what, where and why” in a reactive role whereas strategic is information is distributed proactively. She urged the use of strategic communication as the more effective preference, explaining that citizens like to see value for service. In addition, she recommended that the District utilize Letters to the Editor, attending community events along with keeping the District website updated regularly. She suggested that Open Houses continue; scheduling them shortly after newsletter distribution allowing for questions to be addressed in a timely manner. She thanked the District for their willingness and involvement in this process, remarking that the District's team was a pleasure to work with. Chief Andrews asked if she helps departments with internal communication; which she replied she does and would be willing to do for the District. Commissioner Barnfather thanked her for her work and for coming to the BOC meeting.

Agenda Bill 1: Motor Pool Vehicle Purchase Authorization – AC Quitslund reported that since the drafted agenda item was put together, Tharin Huisman has new research showing that by using a state contract the District could purchase a new SUV for approximately 10% more than the proposed used SUV. AC Quitslund asked the Commissioners to consider authorizing \$32,000.00 for the purchase of a new SUV in lieu of the previous recommended motion for purchasing a used SUV. Alwynn advised that the budget is a “bottom line budget” therefore funds are available to allow for the expenditure within the 2018 budget. Commissioner Chinn moved and Commissioner Gawley seconded to authorize staff to spend up to \$32,000.00 to purchase a new motor pool vehicle through the state contract. **MOTION CARRIED**

Agenda Bill 2: 2018 Financial Statements as of September 30th, 2018 – Alwynn Movius, Finance Manager, presented the 2018 revenue and expense reports. Revenue notes included: property tax increased this year, with a lag in revenue stream because of confusion around the McCleary decision; actual revenue is down due to timing of receipting the Volunteer Coordinator Grant reimbursement; increase in revenue for “Charges for Services” due to wildland reimbursements being higher than anticipated; G21 insurance recoveries increase “Miscellaneous” revenue by approximately \$5,000.00; as anticipated, 2018 “sale of county timber” is significantly down from previous years; 2018

“Commissioners” expenses are inflated due to paying 2017 elections costs in 2018; “Administration” expenses are increased due to an employee buy-out and salary costs associated with IT and Volunteer Coordinator positions; as of September 30th, 2018, the District spent \$12,000.00 on brochures and postage, costs are associated with the Levy Lid Lift newsletter distributions; “Volunteer” expenses are increased due to timing of volunteer pay being posted in 2017 compared to 2018, skewing the comparison; “Suppression” expenses are less due to an unsettled contract with Local 2933. The reports were provided as information items with no action requested.

Agenda Bill 3: Volunteer Pay Reimbursement for 3rd Quarter of 2018 – Commissioners reviewed the Volunteer Pay Report for the 3rd Quarter of 2018. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Volunteer Reimbursement for July, August and September 2018, in the amount of \$33,680.00, dated October 25, 2018 **MOTION CARRIED.**

Agenda Bill 4: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 107322 through 107352, dated October 16, 2018, totaling \$83,050.43; Payroll Warrant/Claim check numbers 107311 through 107321; Payroll EFT’s and IRS deposit for monthly payroll dated October 10, 2018, in the amount of \$562,449.44; for a disbursement grand total equaling \$645,499.87. **MOTION CARRIED.**

Alwynn followed up on the PUD invoice that was withheld last meeting noting that the PUD could not issue a rebate, however, they were able to bill us at the lowest rate. Clallam County public works reduced the fee as well. Both fee reductions save the District roughly \$3,300.00.

GOOD OF THE ORDER –was held before the Executive Session due to audience availability.

- Chief Andrews distributed a letter from Erin Richardson, Firefighter/Paramedic from Camp Blaze 2019. Camp Blaze was held at the Fire Academy in North Bend at the end of July and beginning of August. Camp Blaze, a leadership firecamp for young women, has been held since 2001. Ms. Richardson stated that Volunteer Anaka Hughes served as an assistant instructor and a volunteer for the logistics team, playing a pivotal role in both roles which required multiple skills including resourcefulness, energy and perspective. She stated that Anaka’s contributions were noteworthy and drew many kudos from her colleagues. She thanked Anaka for her service mentioning that she looks forward to welcoming her back for Camp Blaze 2020.

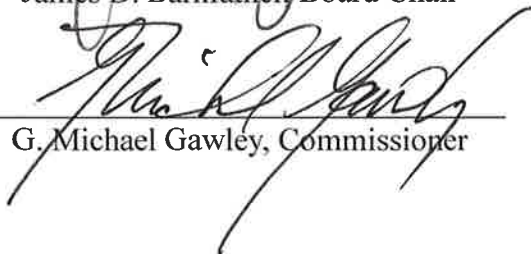
EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:15 p.m., expected to last for 45 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, Chinn and Gawley, Chief Andrews and Assistant Chiefs Hudson, Orr, and Quitslund. At 2:26 AC Quitslund adjourned the meeting, returning at 2:27. At 2:33 Chief Andrews and AC Quitslund, Orr and Hudson adjourned the meeting. At 3:00 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT

Chair Barnfather called for adjournment at 3:02 p.m.


James D. Barnfather, Board Chair


G. Michael Gawley, Commissioner


Steven K Chinn, Vice Chair

Attest:


Ben Andrews, Fire Chief