



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 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, and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius, LT. Lawrence Bingham and FF/PM Bryce McGinley.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; adding correspondence.

CORRESPONDENCE

Chief Andrews presented a letter addressed to the Commissioners from Washington Fire Commissioners Association regarding member benefits which included the yearly membership invoice.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the November 6, 2018, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

ADJOURN REGULAR MEETING FOR PUBLIC HEARING –

Chair Barnfather adjourned the Regular Meeting and called the Public Hearing to order at 1:01 p.m.

PUBLIC HEARING – 2019 Budget

Chief Andrews presented information regarding the 2019 Budget. He presented Levy Certifications and Resolutions requiring adoption that will be addressed on Agenda Item 7. He noted that the voters approved the General Levy Lid Lift; therefore the District does not need a Resolution for that portion this year as the election covered that. Last week, post-election and levy passage, the county was able to update assessed valuation numbers. The additional revenue projected is around 1.4 million. The new revenue amounts are addressed in the 2019 budget that is proposed for adoption today.

PUBLIC HEARING - PUBLIC COMMENT PERIOD

No public comment.

ADJOURNMENT

Chair Barnfather adjourned the Public Hearing calling the Regular Meeting back to order at 1:06 p.m.

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- The District and Local 2933 are working to agree on a neutral arbitrator; once that occurs and the assignment is accepted, dates can be scheduled.
- 2019 Health Insurance premiums for Local 2933's pre-chosen plan exceed the District's responsibility as well as the amount of deficit the bargaining unit is capable of making up. Local 2933 and the District's attorney are working to determine a solution before 2019 premiums are due.
- Olympic Region Fire Defense Plan update is complete; the plan has been forwarded to the regional fire defense committee for review and comments before being sent to the State.
- As of 11/14/2018, the District's election results were over 60%, approving the Levy Lid Lift.
- Year to date unit hour utilization data was attached.

Risk Reduction and Planning Report – AC Orr reported that: work has begun with the interim City Building Official as Mrs. Hall recently resigned; "Chief Doom" presentation was given to the HOA meeting for Emerald Highlands, noting that his "Chief Doom" presentation is on YouTube and AC Quitslund believes there are links from our website to the YouTube channel; Inspector Jackson and AC Orr hosted a meeting with local AHJ's and inspectors to discuss installation of new propane tanks and determine common ground among all involved entities. A letter is being drafted to vendors to explain the details; Bill Steele from the University of Washington presented a new early alert system the City of Sequim is considering using, this system can detect shaking allowing for major systems to begin shutting down in the event of an earthquake, potentially protecting major water and waste resources and their necessary infrastructure; observed an evacuation drill at Sequim Health, the evacuation took about 18 minutes to complete and met with KSQM management to discuss on-going segments regarding emergency preparedness.

Agenda Bill 1: 2018 SAFER Grant Consideration – Chief Andrews reported that: staff is asking for formal direction from the Board on whether or not they want staff to proceed with re-application for the 2018 SAFER Grant. The grant has not yet been published, therefore application criteria is still unknown. The best estimate for the Districts cost share if the grant was awarded is around \$871,000. The application is typically open for 30 days, hence staff wanting to start preparations early. If awarded, which can take six months or more, the District could expect that the process would start in about one year from now. The commissioners want to see a financial forecast that shows that the District can afford to accept the grant before the grant is submitted. The commissioners gave their blessing to staff to start gathering data and drafting an application with direction to continue conversation on financial stability with the Board before the application is submitted.

Agenda Bill 2: Response to CMCI – Rescue Task Force SOP – Chief Andrews reported that: staff drafted an SOP, Response to CMCI – Rescue Task Force SOP 4165, establishing response guidelines during Criminal Mass Casualty Incidents (CMCI). The District has worked closely with Sequim Police and the Sequim School District to coordinate response procedures for all agencies. The SOP was drafted in a manner that established the District's integration into responses during CMCI events. Collaboration has been focused on using the "Rescue Task Force" model during CMCI events. This model allows rescuers to work in "warm zones" reaching patients in a quicker fashion than previously models where responders were only allowed to work in "cold zones". Although there are

inherent risks for responders, the level of timely live saving care that can be provided is significant. Career members will be outfitted in appropriate PPE for use during CMCI events. Staff requests commissioner approval on the Policy Statements. Commissioner Gawley moved and Commissioner Chinn seconded to approve policy statements in Response to CMCI – Rescue Task Force SOP 4165. **MOTION CARRIED.**

Agenda Bill 3: 2019 WFCA Employer Application & Eligibility/Contribution Form – AC Quitslund reported that: the yearly 2019 WFCA Employer Application & Eligibility/Contribution is up for renewal. He advised that the form has a few changes this year, including that part-time employees and volunteers can purchase self-pay insurance through the District if the District chooses to offer it. Chief Andrews advised that attorneys have previously steered the District away from offering insurance to volunteers as this can, on paper, make volunteers start to look like career members. Staff's recommendation is to not offer part-time and volunteer members health care insurance at this time. In addition, due to rising premiums, staff has marked the option to offer PPO-750 this year to members. Commissioner Chinn moved and Commissioner Gawley seconded to approve the application as presented, not offering health insurance to part-time or volunteer members and adding PPO-750. **MOTION CARRIED.**

Agenda Bill 4: IT Position Employment Agreement Renewal – Chief Andrews reported that: Joe Lancheros' IT Position agreement expires 12/31/2018. Staff recommends extending the agreement for two years, with a 3.3% COLA in 2019 and a CPI based COLA for 2020. AC Quitslund noted that the addendum references the District's Sick Leave SOP; the SOP is consistent with Washington State RCW for part-time employee's sick leave accruals. Commissioner Gawley moved and Commissioner Chinn seconded to approve the District's employment agreement with Joe Lancheros as presented. **MOTION CARRIED.**

Agenda Bill 5: Vehicle Replacement Plan – Chief Andrews reported that: staff is advancing the basic long-range vehicle replacement plan to the Board for concurrence with content and structure. The next step, after board concurrence, is to put together an "apparatus committee"; essentially forming a work group to address the District's vehicle needs while continually evaluating replacement plans. Commissioner Chinn commended AC Quitslund for his work on drafting the vehicle replacement plan. Commissioners were in favor of moving forward with the vehicle replacement plan as presented.

Agenda Bill 6: Station 31 Septic System – AC Quitslund reported that: As previously reported, Station 31's septic tank has a leak; replacement options need to be addressed. Estimates to repair the tank were between \$8,000 and \$10,000. An alternative option is to decommission the septic tank; staff has researched this as a viable option with the county. An appointment was made with Howard Struve from Rice Fergus Miller to initiate pricing for new construction on a 3 bay building with a functional bathroom for the Dungeness area. Information will be used to further discuss options for a station in the Dungeness response area. Commissioner Gawley moved and Commissioner Chinn seconded to initiate decommission of the Septic at ST 31. **MOTION CARRIED.**

Agenda Bill 7: 2019 District Budget and Resolutions – Chief Andrews reported that: the budget presented on November 6th, 2018 was based on the assumption that there would be no increase in revenue for 2019. The budget presented today, for adoption, has been revised to include items previously cut prior to voters approving the Levy Lid Lift. Chief Andrews highlighted a few of the items that were restored to the budget including; recalculations of revenue from the voter approved Levy Lid Lift, Primary election costs that may arise in 2019, increased expenditures for proposed

salary increases for the Chief Officer (5%) and the Finance Manager (7.5%) positions, and ambulance re-chassis expenditures. Chief Andrews presented copies of Policy 6010 for reference advising that the 2019 budget follows policy statements. He is working on a revenue document that will further define how reserves are met in the future and will address those conversations by seeking Board input. Chief Andrews advised commissioners regarding Resolutions requiring Board adoption; first being 2018-08, General Levy Property Tax for 2019 and second being Resolution 2018-09, EMS Levy Property Tax for 2019. He also advised that he will sign the 2019 EMS and General Levy Property Tax Certification Sheets once Commissioners approve the 2019 District Budget. Commissioner Chinn moved and Commissioner Gawley seconded to approve the 2019 District Budget as presented allowing Chief Andrews to sign and submit the 2019 EMS and General Levy Property Tax Certification Sheets to the County. **MOTION CARRIED.** Commissioner Gawley moved and Commissioner Chinn seconded to approve the 2018-08 Resolution, General Levy Property Tax for 2019 and 2018-09 Resolution, EMS Levy Property Tax for 2019. **MOTION CARRIED.**

Agenda Bill 8: 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 107415 through 107439, dated November 20, 2018, totaling \$17,054.04; Payroll Warrant/Claim check numbers 107404 through 107414, Payroll EFT's and IRS deposit for monthly payroll dated November 9, 2018, in the amount of \$538,228.42; for a disbursement grand total equaling \$555,282.46. **MOTION CARRIED.**


EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:22 p.m., expected to last for 68 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, AC Quitslund and Orr. At 2:45 Chief Andrews, AC Quitslund and AC Orr were excused. At 3:17, Chief Andrews re-joined. At 3:30 p.m. Commissioner Barnfather extended the session for an additional 30 minutes. At 4:00 p.m. Commissioner Barnfather extended the session for an additional 20 minutes. At 4:20 p.m. Commissioner Barnfather extended the session for an additional 10 minutes. At 4:30 p.m., Chairman Barnfather called the meeting back into Regular session. Commissioner Barnfather advised that Chief Andrews 2018 Employment Evaluation was delivered to him.


GOOD OF THE ORDER – None

ADJOURNMENT

Chair Barnfather called for adjournment at 4:31 p.m.



 James D. Barnfather, Board Chair



 Steven K Chinn, Vice Chair



 G. Michael Gawley, Commissioner

Attest: 

 Ben Andrews, Fire Chief