



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 4, 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, Captain Marc Lawson, FF/PM Bryce McGinley, FF/PM Matt Newell, FF/PM Kolby Konopaski and FF/PM Jack Hueter, FF/EMT James Whitaker, Volunteer Bill Miano and Citizen Duane Chamlee.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; he changed the order of agenda item 2 and 3 to present item 3 first and item 2 last.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the November 20, 2018, Regular Meeting minutes as amended. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- The District and Local 2933 have agreed on a neutral arbitrator, they are looking at May, June and July dates for the hearing.
- Clallam County will host a BOC Workshop on December 10th at 1:00 p.m. They will discuss the future of the current Emergency Operations Center. Chief Andrews will attend and recommends the commissioners attend as well.
- Sequim Dungeness Hospital Guild will host their annual luncheon on December 13th where they will present the District with the Grant of \$36,600 to purchase First Pass QA/QI software.
- He met with Howard Struve from Rice Fergus to discuss the cost of a new station to replace the current station 31. The rough verbal estimate was about \$400 per square foot; a two bay building with a bathroom would cost about \$750,000. This cost is based on following RCW's for fire station buildings, which are required to be built to higher essential services standards than regular use facilities; the quote did not include site work, permits, engineering etc. He has asked for a written quote and will share that with the Board when received. Everyone agreed to acquire additional quotes.
- Raw Call Count stats were attached; averages are consistent with 2017 stats.

Operations Report – AC Hudson was absent, no report was provided.

Logistics Report – AC Quitslund reported that: he is coordinating final delivery for the three Patriot Ambulances that were auctioned; working to finalize SCBA purchase from the 2017 AFG Grant; the application period for the 2018 AFG grant is anticipated to open 12/12/18, plan to submit for 6 Firefighter positions, more information to follow; motor pool vehicle is expected for delivery late January; vehicle maintenance is focused on year end wrap up including repairing pump trainer software so pump test repairs can be completed, working on the new rehab unit-installing new snow tires, an awning and lettering; wrapping up 2018 billing; facility maintenance is also in wrap up mode which includes finishing up fence repairs at the shop and ST 33 and 34, upgrading bay lighting at ST 33, bay door replacement at ST 35, and getting permit for shop remodel; ST 37 workout room update is complete; working on processes and compliance with the new Paid Family & Medical Leave requirements starting in 2019; miscellaneous logistics information included the unexpected sad news of the passing of our neighbor, Bill Johnston; he thanked the maintenance crew for their support on the Howard Heights Fire; he thanked Lori Coleman and Caity Karapostoles for their support this year with the annual career Christmas Party; he advised that Central Kitsap School District as some portable classrooms for sale, noting that this had been a 2019 project proposal that was cut and if compatible with the District's needs, this could be a financially agreeable solution; he will work with AC Hudson to address extra ladders and research surplus if needed; save the date for the annual banquet, January 18th, 2019; several Draft SOP's have been advanced to Chief Andrews, once complete, these will finish up the safety SOP updates; advancing with efforts to finalize the Facility Vehicle specifications and working with the maintenance division on time management and project prioritization.

Agenda Bill 1: Commissioner Compensation Policy – Commissioner Barnfather reported: that this is an update to Policy 1100, Commissioner Compensation, which raises the reimbursement rates to adjust for inflation as established by the Office of Financial Management. The previous rate was \$114 per event or per day; the new rate is \$128 per event or per day. Commissioner Chinn moved and Commissioner Gawley seconded to adopt Policy 1100, Commissioner Compensation with the compensation increase. **MOTION CARRIED.**

Agenda Bill 3: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 107440 through 107476, dated December 3, 2018, totaling \$62,875.73; Payroll EFT's and IRS deposit for monthly payroll dated November 23, 2018, in the amount of \$34,529.53; for a disbursement grand total equaling \$97,405.26. **MOTION CARRIED.**

Agenda Bill 2: Contract Renewal for Finance Manager – Chief Andrews reported: that the personal employment contract for Finance Manager, Alwynn Movius, is expiring December 31st, 2018. He and Ms. Movius are requesting to address the Commissioners in executive session regarding the details of the contract. Commissioner Barnfather agreed and continued with adjourning into executive session.

EXECUTIVE SESSION


Chairman Barnfather called for an executive session beginning at 1:37 p.m., expected to last for 53 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews and Alwynn Movius. At 2:02 Alwynn Movius was excused. At 2:30, Commissioner Barnfather extended the session for an additional 30 minutes. At 2:41 Chief Andrews was excused. At 3:00, Commissioner

Barnfather extended the session for an additional 15 minutes. At 3:15, Commissioner Barnfather extended the session for an additional 15 minutes. At 3:25 Chief Andrews was requested to rejoin the session. At 3:30, Commissioner Barnfather extended the session for an additional 15 minutes. At 3:33 Chief Andrews was excused. At 3:45 p.m. Commissioner Barnfather called the meeting back into Regular session. Commissioner Barnfather advised that Chief Andrews was authorized to continue contract negotiations with Finance Manager Alwynn Movius and present a contract proposal at the next regular BOC meeting.

GOOD OF THE ORDER – Commissioner Barnfather inquired about the District acquiring a Public Information Office (PIO). Chief Andrews advised that AC Orr has been assigned the PIO position. Commissioner Gawley stated that he would like to see more pictures fed back to AC Orr for use and distribution via newspaper(s) and Facebook. Chief Andrews advised that we currently submit many stories to our local newspaper(s), noting that the Peninsula Daily News (PDN) is co-owned by the Sequim Gazette; therefore most “Sequim” news will print in the Gazette, not the PDN. The District does not decide what gets printed in either paper, we only submit and it’s up to their discretion. Chief Andrews suggest asking Michael Dashiell from the Sequim Gazette to come speak at a BOC meeting to address how their internal processes work when deciding what does or does not get printed. The commissioners liked that idea; Chief Andrews will address the invitation and scheduling of this. Chief Andrews also offered to collect data on our Facebook page, which would show how involved citizens are in our posts, to present to the commissioners; he will work on gathering that.

ADJOURNMENT

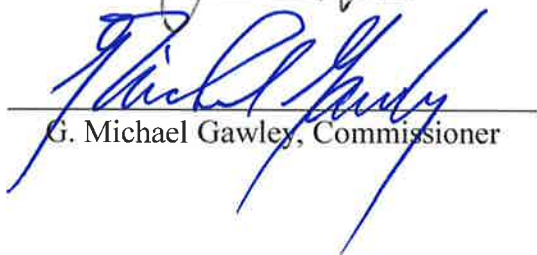
Chair Barnfather called for adjournment at 3:52 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Fire Chief