



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 18, 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 Chris Corbin and Kolby Konopaski, Volunteer Bill Miano, and Citizens Duane Chamlee and Mel Fisher.

### CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; he changed the order of agenda item 6 to present after Executive Session.

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the December 4, 2018, Regular Meeting minutes. **MOTION CARRIED.**

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews reported that:

- The District and Local 2933 have scheduled interest arbitration for June 25<sup>th</sup> through June 27<sup>th</sup>, 2018.
- Chief Andrews, AC Hudson and Orr, Captain Derrell Sharp, Caity Karapostoles and Lori Coleman attended the Sequim Dungeness Hospital Guild Luncheon where they presented the District with a Grant check in the amount of \$36,600 for purchasing First Pass, a quality assurance/quality improvement (QA/QI) software program.
- Nothing new to report at this time on the cost estimate for a new Dungeness area station.
- The Towne Road project, moving the levee along the Dungeness River, continues to progress. Originally there was not going to be any public access from the Dungeness Creamery heading north; updated plans indicate a new section of Towne Road that connects to Sequim Dungeness Way via round-a-bout that will accommodate emergency access.
- City of Sequim inter-local agreement is progressing. One outstanding issue to resolve is the cost of a jointly shared Emergency Operations Center (EOC). Chief Andrews has provided the City with proposed language and is waiting for a response. He clarified that the vehicle maintenance service provision would be limited to specialized and emergency services; work will only be done if the District has capacity to do so without compromising District projects.
- The SAFER Grant application period has not opened up yet.
- The District had a significant windstorm on December 14<sup>th</sup> where many residents were without power for an extended time. The City of Sequim opened the EOC. Chief Andrews was there

and he reports that they were able to identify some areas that could use refining; noting that it was a successful trial of operations. He also is looking into the District creating a Departmental Operations Center (DOC) for events such as these. Having a DOC would allow the District to help alleviate demand that the Dispatch Center and enable the District to better manage its resources during high call volume events.

**Risk Reduction and Planning Report** – AC Orr reported that: B occupancy inspections continue; Inspector Jackson is working with the Jamestown Tribe to get their cook line compliant after their restaurant remodel; a proposed mobile home park with 66 lots off of Atterberry is being addressed; three fires are under inspection, one at 112 Howard Heights Road, cause appears to be accidental, another at 7494 Old Olympic Hwy, cause was electrical on the boat inside the pole building garage and the last at 383 Secor Rd. CERT graduated 25 people this month and 30 are currently signed up for the January class; met with Homeland Security to discuss school lockdown protocols to work towards common protocol for all schools; and the ARES group has a new leader, David Melvin.

**Agenda Bill 1: Interlocal Maintenance Service Agreement** – Chief Andrews presented an updated agreement with Clallam County Fire District 4, explaining that the update incorporated their request for radio service. The update also incorporated a few changes to: more clearly stipulate that District needs take precedence; update the shop hours to align with a work schedule change; and better clarify how and when overtime will be incorporated into billing rates. The agreement will be presented to Clallam County Fire District 4's Board tomorrow. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Interlocal Maintenance Service Agreement with Clallam County Fire District 4 as presented. **MOTION CARRIED.**

**Agenda Bill 2, SOP 4100, Incident Management**

**Agenda Bill 3, SOP 4120, Response to Structure Fire Incidents**

**Agenda Bill 4, SOP 7000, Mandated Training Requirements** – Chief Andrews presented the three SOP's, explaining that they were developed as part of the project to update all of the District's safety policies to align with and comply with the updated WAC 296-305, Safety Standards for Firefighters. Commissioners reviewed the three draft SOP's, suggesting a few minor changes. Commissioner Gawley moved and Commissioner Chinn seconded to adopt all three SOP's; 4100 - Incident Management, 4120 - Response to Structure Fire Incidents and 7000 - Mandated Training Requirements, as amended with the revisions suggested. **MOTION CARRIED.**

**Agenda Bill 5: SOP 2412, Employee Compensation** – Chief Andrews reported: during negotiations with Finance Manager, Alwynn Whitaker, the Board expressed desire to have the frequency of market adjustments specified in the employee compensation SOP so that employment agreements would be perpetual and their expiration eliminated. The verbiage "typically every three years" was added to section 3.4. Commissioner Chinn moved and Commissioner Barnfather seconded to approve the amendment in SOP 2412, Employee Compensation, with the revised statement 3.4. Commissioner Gawley abstained. **MOTION CARRIED.**

**Agenda Bill 7: 2018 Wildland Billing Update** – Finance Manager, Alwynn Whitaker, handed out an attachment showing wildland billing revenue from 2015-2017 (actual) and 2018 (estimated). She reviewed billing procedures; noting that even though the revenue shows as a positive, wildland billing is essentially a pass-through of funds because the District can only bill for actual costs associated with the deployed firefighters. She estimates about \$20,000 to \$25,000 of the 2018 revenue was generated from deployed apparatus, which does not include operational cost.

**Agenda Bill 8:** H-GAC Interlocal Purchasing Agreement – Chief Andrews presented an Interlocal Agreement with Houston-Galveston Area Council (H-GAC), a cooperative government purchasing group. The agreement was advanced to the Board with a request to authorize Chief Andrews to sign. Joining the purchasing group supports the new SCBA purchase funded through the Assistance to Firefighters (AFG) grant. Commissioner Chinn moved and Commissioner Gawley seconded to authorize Chief Andrews to sign the contract. **MOTION CARRIED.**

**Agenda Bill 9:** Budget Reserves & Definitions – Chief Andrews reported: that he put together the draft document to initiate discussion regarding terminology and definitions to support the District’s development of financial planning policies and procedures. His recommendations in the document were to: 1.) Based on Capital Replacement Plan recommendations, dedicate funds into a Capital Replacement Plan designation at a level that sufficiently supports the self-funded (out of reserves) purchase of the administrative, Emergency Medical, and support vehicles. 2.) Develop a mechanism to designate the amount of the Contingency Reserve based on a risk assessment rather than an arbitrary percentage as previously adopted at 40%. 3.) In order to support accepting a SAFER grant for additional staffing with confidence, he recommended that the Board designate an amount of reserves adequate to cover the District's match for the funding of six full-time positions apart from the other designated reserves. The document was provided as information only; no action requested.

**Agenda Bill 10: 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 107488 through 107527, dated December 18, 2018, totaling \$68,666.08; Payroll Warrant/Claim check numbers 107477 through 107487, Payroll EFT’s and IRS deposit for monthly payroll dated December 10, 2018, in the amount of \$502,985.99; for a disbursement grand total equaling \$571,652.07. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:25 p.m., expected to last for 50 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 AC Orr and Quitslund. At 2:45 Chief Andrews and AC Orr and Quitslund were excused. At 3:15, Commissioner Barnfather extended the session for an additional 10 minutes. At 3:18 Chief Andrews was requested to rejoin the session. At 3:25 Commissioner Barnfather extended the session for an additional 10 minutes. At 3:33 Chief Andrews was excused. At 3:35, Commissioner Barnfather extended the session for an additional 10 minutes. At 3:39 Chief Andrews was requested to rejoin the session. At 3:45 p.m. Commissioner Barnfather called the meeting back into Regular session. Commissioner Barnfather reported that the Executive session was conducted to address Agenda Item 6.

**Agenda Bill 6: Employment Agreement – Finance Manager** – Commissioners conducted executive session in regards to this agenda item. Commissioner Barnfather moved and Commissioner Gawley seconded to approve the employment contract with Finance Manager Alwynn M. Whitaker. **MOTION CARRIED.**


**GOOD OF THE ORDER** – It was reported that”

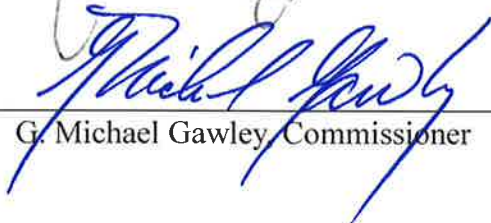
- Thank You letter was prepared for the Sequim Dungeness Hospital Guild – Chief Andrews read aloud a letter, in which the District thanked the Guild for their generous donation of \$36,600 for purchasing QA/QI software.


- Thank You letter for CCFD3's Explorer Post – Commissioners wrote a thank you letter to Chief Andrews thanking him, Captain Marc Lawson, Firefighter Horst and the Explorers for their continued support and efforts for the annual food and toy drive. This event is supported by the participation of the Explorers; without them, the event would not be as easily executed.
- Commissioner Barnfather reported that he, Commissioner Chinn and Chief Andrews attended a meeting in Port Angeles regarding the Emergency Operations Center (EOC). At the meeting discussions about moving the EOC out of the current location to a facility near the Airport were the main topic. That idea seemed to be well supported by attendees.


**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:51 p.m.

  
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James D. Barnfather, Board Chair

  
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G. Michael Gawley, Commissioner

  
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Steven K Chinn, Vice Chair

Attest:   
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Ben Andrews, Fire Chief