



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 5, 2019

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, Dan Orr and Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Office Assistant Caity Karapostoles, Captain Marc Lawson, FF/PM Chris Corbin, Matt Newell, Kolby Konopaski and Neil Borggard, FF/EMT Travis Anderson and Volunteer Bill Miano.

CHANGES TO THE AGENDA

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

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the January 15, 2019, Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – No report was given.

Operations Report – AC Hudson reported that: currently there are 52 volunteers; one terminated since January's report; one FF/PM vacancy; January call-stats were attached to written report; MSO Report was attached to Operations Report; Recruit class has 24 total students, one of the District's recruits dropped out; and two current members are auditing the class in preparation for IFSAC Tests.

Logistics Report – AC Quitslund reported that: 2017 Grant reporting and fund requests are complete; SCBA order through grant is complete, delivery is pending; 2018 Grant process is delayed, no update; Technical Advisory Group (TAG) for apparatus replacement planning is progressing; new motor pool vehicle is in service; obtaining a new facility vehicle is underway; Brush Engine refurbish is being delayed until 2019 post season; radio installation for the City of Sequim is being scheduled; a portable (building) classroom has been purchased through the Central Kitsap School District for \$100,000. Tharin is working on details regarding its delivery and set up. The classroom will be located at the TOC and once cost estimates are acquired, more firm cost projections can be provided. Station 34 classroom update is complete, new paint, white board, projector screen and tables were addressed; IT department has installed new UPS Units and server upgrades along with preparing for the "First Watch/First Pass" software installation; District Banquet was a success, kudos to Caity and everyone that helped play a role in the event; Admin services cross training and professional development collaboration continue to progress; annual performance evaluations have been completed on those individuals who are using the Tenzinga Performance Program; recent snow caused two accidents, one being a car that hit M-34 causing minor damage and the other being chains that got caught in a grate in Station 34's bay and caused some airbrake damage; SOP updates continue with positive collaboration with Labor/Management; disaster management development of a Departmental Operation Center (DOC) is underway, the DOC will be activated to more efficiently

manage low priority 911 calls during major events; the Pump Trainer is being upgraded and “Train the Trainer” instruction is being given while the company representative is on site; Safety Committee charter development is progressing and the facility safety inspection process is being refined along with addressing chemical and flammable storage and proper safety data sheet record keeping and another round of surplus is being worked on.

Agenda Bill 1: Floater Analysis – Chief Andrews reported that he, AC Hudson and FM Whitaker have compiled data for the attached cost analysis for floater positions. He went over the written report noting that floaters will be used fill vacancies and are not assigned to a specific shift; 2018, January through June, data collected shows a need for a floater position to fill vacancies, especially for a Lieutenant floater position. When floaters are not filling vacancies they can be used to backfill members so they can work on special projects while on shift, thus not producing “off-shift” overtime costs. Data collection shows the District is at the ‘break even” point, where it costs as much in overtime as it would to add on a Full Time Employee (FTE) for the Captain/Lieutenant position and is very close to that point with the Firefighter position.

Chief Andrews will work with Labor to refine verbiage for an MOU regarding how assignments will be made to address filling the floater position creating a fair “order of seniority”; the position cannot be filled by a probationary member, thus it will need to be filled by an existing member until the floater hired is off probation; a current member can offer to take the position if qualified, to do so, allowing it to be filled without having to go down the list of seniority. Chief Andrews’ recommended that the Board consider authorizing two (2) floater positions paid for out of existing 2019 overtime funds with a likely implemented date of June 1st, 2019. Commissioner Chinn moved and Commissioner Gawley seconded to authorize creating two floater positions, one (1) for a Lieutenant position and one (1) for a Firefighter/Paramedic position pending Labor/Management agreement on MOU language to address seniority concerns. **MOTION CARRIED.** Commissioner Gawley requested feedback when floater implementation is done and data can be collected and studied to show trends.

Agenda Bill 2: DNR Agreement– Chief Andrews presented the DNR agreement with a recommendation to approve for signing. He noted that we have met all the requirements in the agreement. The term of this agreement is until February 1st, 2024. Commissioner Gawley moved and Commissioner Chinn seconded to authorize signing of the DNR agreement. **MOTION CARRIED.**

Agenda Bill 3: SOP 4180, Call Back Procedures– Chief Andrews presented SOP 4180, Call-Back Procedures, developed to standardize protocols for managing Call-Back procedures. This SOP clarifies “Call-Back” for Career and Volunteer members and addresses “stand-by pay”. Work is underway with the Local to agree on verbiage in the SOP, once done he can adopt the final SOP. Chief Andrews asked the Board to consider concurrence on policy statements within SOP 4180, Call-Back Procedures. Commissioner Chinn moved and Commissioner Gawley seconded to concur and adopt policy statements in SOP 4180, Call-Back Procedures, pending formal adoption of the SOP by Chief Andrews until Labor/Management agree on SOP verbiage.. **MOTION CARRIED.**

Agenda Bill 4: Training Center Classroom – AC Quitslund addressed this agenda item in his Logistics Report and no further questions arose.

Agenda Bill 5: Conditional Offer of Employment – Chief Andrews presented his recommendation for a candidate to fill the vacancy of a Firefighter/Paramedic position. He asked the Board to consider addressing the candidate’s qualifications in Executive Session as the candidate has asked to

keep his identity anonymous until a formal offer has been extended. The Board agreed; further information will appear under the executive session area.

Agenda Bill 6: Abuse of 911 System – AC Orr presented two cases to the Board where staff considers the use of the 911 system is being abused. Both cases are unrelated; although both individuals are very well known by local police and medical facilities. In 2003, there was a similar instance; at that time a policy was drafted to allow billing citizens for calls that were considered abusive to the 911 system. AC Orr drafted a letter to one of the individuals currently abusing the 911 system advising her that if it continues, she will be billed by the District for all “Non-Emergency” responses. AC Orr has directed staff to treat each response medically, ONLY addressing medical needs, so as not to create an environment where citizen(s) feel they can rely on the District for “Non-Emergency” services.

Captain Sharp has been in touch with many local agencies that could be of support to these individuals; unfortunately they can, and have, declined intervention from those resources. Local support resources do not carry the level of need or support that is often needed. Captain Sharp will continue to be tenacious about getting outside help for these citizens. Attorney Brian Snure has reviewed the case: his written recommendation was included in the packet. AC Orr would like the City or County to make an ordinance to follow; AC Orr reported that he discussed this with the City of Sequim’s Chief of Police who was unwilling to do so at this time. Bills to individuals who abuse the 911 system will be \$75.00 for each response that is considered to be “Non-Emergent”.

Agenda Bill 7: 2018 Financial Year in Review – Finance Manager Alwynn Whitaker presented a “2018 Financial Year in Review” document. Revenue details were reported along with notes that included: Federal Grant Reimbursements being down due to payment timing issues, Charges for Services being inflated due to 2017 wildland billing being posted in 2018, Ambulance Services increased due to payment timing issues, Sale of County Timber down due to lack of harvesting within the District and Miscellaneous Revenue was up for investments through the County’s Investment Pool. Expenditure details were reported along with notes that included: Commissioner costs were down with no elections on the ballot in 2018, Administration costs were higher due to buy-outs for employee leaves, the addition of an IT employee and costs associated with running the Levy; Volunteer costs were higher due to adding the volunteer coordinator position; Suppression and EMS costs were less due to the unsettled Labor Contract; Wildland costs were higher due to (reimbursable) travel costs and Capital was less due to the delayed 2018 vehicle purchase that didn’t occur until 2019.

Agenda Bill 8: Interlocal Agreement with the City of Sequim - Update – Chief Andrews presented an amended Interlocal Agreement with the City of Sequim. The change was that one of the surplus vendors was struck from agreement. Commissioner Gawley moved and Commissioner Chinn seconded to approve the amended agreement. **MOTION CARRIED.**

Agenda Bill 9: 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 107609 through 107656, dated February 5, 2019 totaling \$100,951.36; Payroll EFT’s and IRS deposit for monthly payroll dated January 25, 2019, in the amount of \$63,436.38; for a disbursement grand total equaling \$164,387.74. **MOTION CARRIED.**

EXECUTIVE SESSION


Chairman Barnfather called for an executive session beginning at 2:48 p.m., expected to last for 72 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate the qualifications of an applicant for public employment or 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 AC Quitslund, Hudson and Orr. At 3:25 Chief Andrews and AC Quitslund, Hudson and Orr were excused. At 4:00 p.m. Commissioner Barnfather called the meeting back into regular session. Commissioner Barnfather moved and Commissioner Gawley seconded to authorize Chief Andrews to make a provisional job offer to the undisclosed candidate. **MOTION CARRIED.**

GOOD OF THE ORDER – It was reported that -

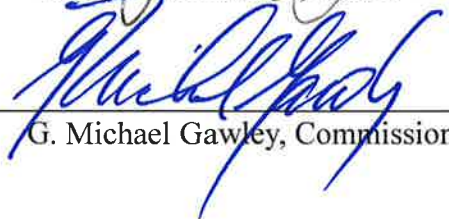
- Commissioner Chinn asked Chief Andrews to bring forth information regarding the District’s EMS Levy renewal with an intended plan of action including a timeline.
- There was a structure fire on Gunn Road earlier this week.

ADJOURNMENT

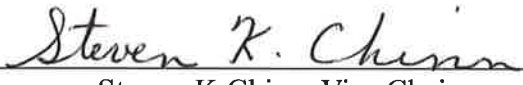
Chair Barnfather called for adjournment at 4:05 p.m.




 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief