



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 19th, 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 and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Office Assistant Caity Karapostoles, FF/PM Chris Corbin, Kolby Konopaski and Joel McKeen, Volunteer Bill Miano and Citizens Duane Chamlee and Mel Fisher.

### CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; adding Agenda Bill 5, SOP 3212, Employee Compensation.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the February 5, 2019, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

Volunteer Bill Miano addressed the Board, stating that he followed the District's last Safer Grant process noting that he had written similar grants and wanted to acknowledge the amount of the work that goes into the process. He acknowledged that he could understand the disappointment of the grant being declined by the Board after all the effort that was put into applying and having been awarded the Grant. He stated that he hopes the Board is prepared to accept the grant if they are willing to go through the application process again.

### REGULAR BUSINESS

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

- No update on Collective Bargaining.
- FEMA has announced that the Safer Grant process will open February 15<sup>th</sup>, 2019 with the deadline being March 22<sup>nd</sup>, 2019. Assistant Chief Quitslund is preparing the grant application and will deliver more details under Agenda Bill 1.
- EMS Levy Renewal information has been delayed due to collective bargaining and winter weather.
- A conditional offer of employment has been extended to Casey Sires, who accepted the offer. Chief Debuc, from Port Angeles Fire Department, provided a letter stating that he had recently underwent their pre-employment medical and psychological evaluation as he was hired there in August of 2018; the District will reimburse the City of Port Angeles for their costs as he had been with them less than 1 year. His expected start date is March 1<sup>st</sup>, 2019.

- Erik Payne has received a conditional offer of employment from Poulsbo Fire Department and is expected to resign once he knows his start date. He noted that Eric has been a great employee and will be missed.
- Several legislative bills are being introduced regarding wildland fires. The Fire Defense Committee is actively reviewing them and providing feedback to the State Fire Chiefs Association, Washington State Patrol and the Department of Natural Resources.
- He has a new work mobile phone number.
- He went over data from the 2019 snow event which included:
  - Working with the City of Sequim in preparation to open the Emergency Operation Center if necessary and creating an ad hoc shelter at the Guy Cole center by pre-positioning equipment and Red Cross supplies in the event they were needed.
  - Most car accidents related to the storm happened on Friday February 8<sup>th</sup> 2019.
  - Additional staffing was added as needed along with great volunteer support to supplement responses.
  - Captain Sharp attributed the noticeable call volume increase on February 10<sup>th</sup> to the fact that caregivers could not reach their patients due to weather conditions.
  - The District fielded a lot of calls for services related to snow removal. He clarified why the District is not able to respond to these types of service calls and members had to inform citizens and redirect them to phone book to locate companies that could.
  - Two concerns that were made apparent during the storm and that need to be addressed further were:
    - **Morse Creek Road Closures** – road closures on Friday February 8<sup>th</sup> were not communicated to the District leaving response members struggling to decide how best to transport patients and where to transport them to. OMC clinics in Sequim closed, sending their employees home, leaving no medical staff in the Sequim area. Roads were closed east of Sequim, so transporting to Jefferson Healthcare was unrealistic as well. Chief Andrews will follow up with necessary individuals to start conversations of how to improve services during events that put Sequim in similar situations.
    - **Power Lines** – The District is often called to the scene of downed power lines that are sparking. Although there typically is not imminent fire danger, crews are often stuck waiting for PUD to arrive which takes staff out of service for other medical/fire responses that could occur.

**Risk Reduction and Planning** – AC Orr reported that: the City of Sequim has hired a new Building Inspector/Fire Marshall, Joel Dressel. He is working to address buildings that had sprinkler systems installed incorrectly and/or with no as built plans. Inspector Jackson has been assisting with this. He attended an emergency notification system (“Code Red”) training in Port Angeles with Joe Lancheros; due to the snow event, the February CERT class has been rescheduled for March; attended the Internal and Public County Hazard Mitigation plan meeting at Peninsula College; arranged for Jesus Villahermosa from Crisis Reality Training to deliver and 8 hour training to roughly 40 attendees from the Sequim School District, Sequim Police Department and District members; and there were four fires this past month, 256541 Highway 101 (appears to be accidental), 1865 W. Washington street (also appears accidental, creosol leaking from behind the fire place

insert); a car fire off Old Olympic Highway, the fire was contained to the car that was located in an old large barn (caused by a block heater); and a trailer in the Blue Mountain RV Park, space 9 (cause was likely a space heater, two cats were in the trailer at the time of the fire).

**Agenda Bill 1: 2018 SAFER Grant Application Period** – AC Quitslund presented his written information sheet noting that the SAFER Grant application period was expected to open February 15<sup>th</sup>, 2019 closing March 22<sup>nd</sup>, 2019. Total grant funding is \$350,000,000, with 300 awards projected; two-thirds of those funds are dedicated to hiring. There are two grant category choices, one is hiring of firefighters and the other is recruitment/retention of volunteer firefighters. Staff’s recommendation is that the District apply for hiring firefighters. Two tables were shown on the information sheet, one for hiring 6 additional firefighters and the other for hiring 8 additional firefighters; the graphs included wage estimates and Federal/District cost sharing amounts.

He noted that wage/benefit estimates were based on current costs using the 2016 Collective Bargaining Agreement. Staff acknowledges that costs will likely increase when the contract is ratified. The goal of the grant is to add additional staffing, therefore funds cannot be used to fill current positions that are or may become vacant; pre-award staffing levels must be maintained. If the timeline of awards is similar to the last grant process, the District may be awarded the grant in late summer/early fall allowing new hires to start as early as January of 2020. Chief Quitslund will contact FEMA to see if the floater positions, authorized at the last meeting, would be allowed to be filled using grant funds since they have not yet been initiated. Chief Andrews advised the Board that staff will seek Board concurrence at the next Board meeting. He requested that questions, between now and then, be addressed directly with him so he can keep all commissioners apprised of pertinent information that comes from inquiries.

**Agenda Bill 2: SOP 7200, Live Fire Training**– AC Quitslund presented SOP 7200, Live Fire Training noting that the SOP is in compliance with all Safety Regulations. The SOP is advanced as an information item to seek Board concurrence with Policy Statements. No action requested; information only.

**Agenda Bill 3: Interlocal Vehicle Service Agreement** – AC Quitslund presented a draft Incident Command Vehicle (ICV) Interlocal Agreement. The ICV was originally purchased with grant funds as a regional resource and the Sheriff’s Office serves as the vehicle’s custodian. The District agreed to store, maintain and deploy the vehicle. There is currently no formal agreement between the Sheriff’s Office and the District for this arrangement. The draft agreement is an information item to the Board, and will be advanced to the Sheriff’s Office for their review. No action requested; information only.

**Agenda Bill 4: 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 107668 through 107691, dated February 19, 2019 totaling \$36,071.59; Payroll Warrant/Claim check numbers 107657 through 107667, Payroll EFT’s and IRS deposit for monthly payroll dated February 8, 2019, in the amount of \$502,858.06; for a disbursement grand total equaling \$538,929.65. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:13 p.m., expected to last for 57 minutes under RCW 42.30.110 (1)(g) to review the performance of a public employee and RCW

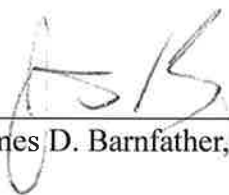
42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews and AC Quitslund and Orr and Alwynn Whitaker. At 2:55 Alwynn Whitaker was excused. At 3:10, Commissioner Barnfather extended the session for an additional 5 minutes. At 3:15, Commissioner Barnfather extended the session for an additional 5 minutes. At 3:20 Commissioner Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

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

- Accolades were given to all career and volunteer members who helped staff the District during the 2019 snow event!!

**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:22 p.m.




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James D. Barnfather, Board Chair




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Steven K Chinn, Vice Chair

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G. Michael Gawley, Commissioner

Attest: 

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Ben Andrews, Fire Chief