



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 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, and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson, FF/PM Bryce McGinley, and Casey Sires, Volunteer Bill Miano and Citizens Duane Chamlee.

Absent – Commissioner Gawley, due to illness.

INTRODUCTIONS – Chief Andrews introduced new career Firefighter Paramedic Casey Sires; the Commissioners welcomed him.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; adding introduction to new hire Casey Sires and Agenda Bill 6, SAFER Grant.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Barnfather seconded to approve the February 19, 2019, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- He will begin incorporating the Assistant Chief Reports into his report, updating on areas they wish to convey to the Board.
- The offer the Board authorized the negotiating team to offer to the Local was accepted. Upon ratification by the Board the new 2017-2020 Collective Bargaining Agreement will be drafted for signing.
- Chief Quitslund will address the 2018 SAFER Grant in more detail under Agenda Item 6.
- He has reached out to other taxing district to start conversations about who else may have items on the upcoming ballot so that they can all strategically place their items when they feel they have the best chances for success. A meeting has been set up for March 13th at 2:00 p.m., at Olympic Medical Center.
- There has been a change in AC Quitslund and AC Hudson's roles. The role transfers better utilize each other's strengths; position descriptions have been modified accordingly. AC Hudson will reassume the responsibility of overseeing the IT Department and AC Quitslund

will assume a portion of the training program development. AC Hudson will continue as the Training Chief. AC Quitslund will facilitate reactivating the training committee, developing training materials and work on employee/organizational development training.

- Emergency Operations Center (EOC) Monthly development meetings continue.
- Erik Payne officially resigned, his last day will be March 25th and his last Shift will be March 10th.
- The District is changing to a new digital archive program called Smarsh. The program has capabilities for archiving all social media and District issued cell phones allowing for easy data retrieval.
- First Watch has been implemented. He and AC Hudson are currently working out the bugs in the new system; once done, the First Pass software can be launched.
- 2017 AFG Grant for SCBA's are beginning to arrive. The 2018 AFG Grant application has been submitted and the grant review process is just beginning.
- The Apparatus TAG (Technical Advisory Group) has been meeting; it is going well with brainstorming ideas for the development of apparatus replacement recommendations.
- The new 2019 Motor Pool Vehicle is in service.
- Maintenance has been working on fire props for the Recruit Class.
- 2019 Call Stats were attached to the report.

Agenda Bill 1: Memorandum of Understanding (MOU) Local #2933 – Floater Language

Clarification – Chief Andrews presented the Memorandum of Understanding (MOU) with Local #2933 – Floater Language Clarification. He explained that updated language clarifies “that the “Floater Positions” default is to be assigned to the least senior qualified employee with that applicable classification as opposed to least senior qualified employee within the bargaining unit”. Commissioner Chinn moved and Commissioner Barnfather seconded to approve the MOU for clarifying floater language with IAFF Local #2933. **MOTION CARRIED.**

Agenda Bill 2: SOP 2412, Employee Compensation – Chief Andrews recommended changes to SOP 2412, Employee Compensation at the request of Commissioners Barnfather. Recommended changes in section 3.2 remove the reference to “market value” in consideration of what is “fair compensation” and has no other practical effect on the intent of the original policy statement. Section 3.4 modifications shift the policy statement from committing to pay competitive wages to having the ability to choose to consider employee wages. Currently 3 non-represented employees have contracts with three year terms, which force conversations about compensation; the District has been converting all contractual employees to contracts without term expirations. Reorganizing the wording of this SOP will allow for a mechanism that assures employee will receive periodic wage reviews by using the “will” statement in lieu of the “may” statement. Commissioner Barnfather moved and Commissioner Chinn seconded to make the recommended changed in Section 3.4 of the SOP 2412, Employee Compensation. **MOTION CARRIED.**

Agenda Bill 3: Training Center Classroom – AC Quitslund distributed a detailed “worst case scenario” estimate of the costs associated with the transfer and installation of the surplus classroom purchased from Central Kitsap School District. The total estimate is \$133,574. The first phase will be to transfer the building to the Training Center estimated at \$30,000. The second phase, occurring later, will have more precise estimates as requirement details solidify. The building site will eventually have a code

compliant parking area. Staff are taking into account that the location may grow in the future thus planning to install utilities accordingly. AC Quitslund asked for authorization to precede with the initial phase expenditures with the understanding that the other phases will follow. Commissioner Chinn moved and Commissioner Barnfather seconded to authorize staff to spend up to \$32,000 to disassemble, transport, and set-up the portable classroom as proposed. **MOTION CARRIED.**

Agenda Bill 4: Ratification of 2017 to 2020 Collective Bargaining Agreement – Chief Andrews reported that negotiation teams for the District and Local #2933 have come to agreement on a 2017-2020 Collective Bargaining Agreement (CBA). On February 28th, 2019, members of Local #2933 agreed to ratify the agreement as proposed by the District. Upon Board ratification, staff and the Local will prepare the 2017-2020 CBA document for signatures. Commissioner Chinn moved and Commissioner Barnfather seconded to approve the full package offer to IAFF Local #2933 for a 2017-2020 Collective Bargaining Agreement as was outlined in the attachment. **MOTION CARRIED.**

Agenda Bill 5: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Barnfather seconded to approve Accounts Payable Claim check numbers 107692 through 107719, dated March 5, 2019 totaling \$79,091.06; Payroll EFT's and IRS deposit for monthly payroll dated February 25, 2019, in the amount of \$33,515.03; for a disbursement grand total equaling \$112,606.09. **MOTION CARRIED.**

Agenda Bill 6: 2018 SAFER Grant – AC Quitslund distributed documents for review that provided a summary of the grant criteria, an operational needs assessment, a summary of the program costs, and an accompanying financial forecast. The documents highlighted:

- Grant Submittal due on or before March 22nd, 2019.
- The request is for six Firefighter positions. Complete costs associated with on-boarding, employee expenses and the District's three-year cost share for all six positions.
- Cost projections were based on the assumption of the 2017-2020 Collective Bargaining Agreement, which was just ratified.
- The grant's goal is based on enhancing the District's ability to attain NFPA 1720 – Urban standard of assembling 15 personnel in nine minutes 90% of the time. Uninterrupted training was noted as an operational benefit.
- The District's last staffing increase was in 2008 to support opening of Station 37.
- Call volume has increased 45% since the last staffing increase in 2008.
- The District has historically staffed ahead of need, being proactive with respect to community needs.
- The District, in collaboration with Labor, will consider using a Peak Unit in the future to add additional in-service capabilities.
- Participation requirements were included.
- Financial Risks/Benefit analyses were included.

Chief Andrews clarified that members hired to fill the grant positions could be rolled over to fill career vacancies if they occurred, noting that the District is obligated to fill grant positions thus would have to re-hire grant position vacancies. He reported that deficit spending would occur in the future if the District stayed status quo on revenue funding acknowledging that the time between now and the expiration of the grant position, if awarded, allows for the District time to consider options for future revenue streams; noting that the near future has predictable funding sources. Chief Andrews asked the Board to carefully consider approval of grant submission while taking into consideration that he is only asking for approval if the Board is confident they will accept the grant if awarded. Commissioner Chinn moved and Commissioner Barnfather seconded to approve submitting a 2018 SAFER Grant application. **MOTION CARRIED.**

EXECUTIVE SESSION

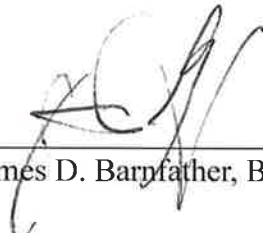
Chairman Barnfather called for an executive session beginning at 2:13 p.m., expected to last for 27 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Barnfather, and Chinn, Chief Andrews and AC Quitslund and Orr. At 2:26 AC Orr and Quitslund were excused. At 2:40, Commissioner Barnfather extended the session for an additional 5 minutes. At 2:45, Commissioner Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER – It was reported that -

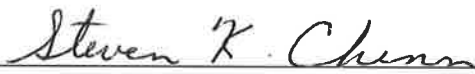
- Commissioner Barnfather gave accolades to staff for the collaboration with the Local to come to an agreement allowing for the Collective Bargaining Unit Agreement to be ratified.

ADJOURNMENT

Chair Barnfather called for adjournment at 2:47 p.m.



 James D. Barnfather, Board Chair



 Steven K Chinn, Vice Chair

 G. Michael Gawley, Commissioner

Attest: 

 Ben Andrews, Fire Chief