



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 16th, 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, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson, FF/PM Matt Newell and Kolby Konopaski, FF/EMT Travis Anderson (and son Mason Anderson) and Citizens Duane Chamlee, Troy Tenneson and Mel Fisher.

CHANGES TO THE AGENDA

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

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the April 2nd, 2019, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported that:

- He and AC Orr are working on a newsletter mailer that will focus on what the District has accomplished since the Levy Lid Lift with an emphasis on Emergency Medical Services.
- On April 17th, 2019, back pay associated with the 2017-2020 Collective Bargaining Unit Contract Ratification will be paid.
- Labor and Management are working on an MOU to address the Supreme Court decision regarding Janus vs. ASFME. Management gave Labor choices that would bring the collective bargaining agreement into compliance; anticipated response is by the end of the week.
- He had worked with the City of Sequim to see if there was any feasibility of sharing an Information Technology (IT) Support Technician employee, after much discussion, it was identified, at this time, that this would not work. Chief Hudson has been given a directive to actively search for a replacement; the current IT Technician, Joe Lancheros, remains available until he finalizes his start date for flight school.
- The District is actively seeking to fill the Firefighter/Paramedic position left vacant by Eric Payne's departure.
- Discussions have begun with Local #2933 regarding hiring Firefighter/EMT's and then sending them to Medic school. Research documents from other districts doing the same thing are being collected to help guide the decisions.

- Local #2933 is having the IAFF perform a service delivery study on the District. He and President Corbin are committed to working collaboratively on this as they both want the best product possible.
- Risk Reduction – AC Orr reported that there is a large subdivision going in at the corner of Sequim Dungeness Way and Port Williams road (a map was included); the Sequim School District finally has a functioning alarm system at the Olympic Peninsula Academy school; working with the “Dollar Store” to establish a store located in the Sequim QFC Shopping Center; working with Ferrell Gas on installation of new saddles for their propane tanks; no fire investigations this month; 27 citizens graduated the CERT program and 30 new citizens are interested in the April program; the Peninsula Daily News has distributed two installments of the “Peninsula Emergency Preparedness Guide”; final reporting for the First Federal Grant of \$6,500.00 last year was submitted; Chief Doom meetings continue and AC Orr was the Safety Officer at the volunteer recruit academy training burn.

Agenda Bill 1: Financial Statement Reports – Finance Manager, Alwynn Whitaker, presented financial reports as of March 31, 2019 along with the 2019 revenue receipt ledger. She explained details regarding revenues and expenditures noting that General Property Tax revenue has increased as a direct result of the passing of the Levy Lid Lift; EMS property Tax revenue is increased due to early payments; Charges for Services increased due to 2018 Wildland Revenue received in 2019; miscellaneous revenue increased due to vehicle surplus and planned investment interest; administration costs in 2018 were higher due to employee cash-outs that the District did not incur in 2019 and vehicle costs in 2019 are higher and can be attributed to the 2019 snowstorms where many sets of chains needed to be replaced along with the Pump Ops Simulator upgrade.

Agenda Bill 2: Records Retention SOP – Chief Andrews presented SOP 3210, Records Retention. No actions requested; Information only.

Agenda Bill 3: EMS Levy Renewal – Chief Andrews presented: Chief Andrews reported that the EMS levy needs to be renewed by December of 2020. The Levy has been in effect since 2000, with the latest 10 year renewal occurring in 2009. The Levy makes up just shy of one quarter (¼) of the District’s annual revenue. Research showed that the best time to run the Levy Renewal would be during the General Election in 2019; that election does not have any anticipated Tax measures on it. Also, if the Levy Renewal does not pass the first time, time would allow for a second and even a third opportunity to take it back to the voters before it expires. Chief Andrews recommended that the Levy be renewed at the current rate of .50 cents along with a 10 year term (again). A resolution will need to be drafted and exact dates researched for timely submission of the adopted resolution. He will contact the District’s attorney, Brian Snure, to clarify renewal details. He reported that he will work on calendar preparation, from submission date backwards, to make sure that the timelines are all correct and he will plan a public hearing regarding the Levy. No actions requested; Information only.

Agenda Bill 4: Customer Complaints SOP – Chief Andrews presented SOP 3400, Customer Complaints. Chief Andrews had asked AC Quitslund to draft this SOP to establish guidelines on how to investigate and track customer complaints. No actions requested; Information only.

Agenda Bill 5: Volunteer Pay Reimbursement for 1st Quarter of 2019 – Commissioners reviewed the Volunteer Pay Report for the 1st Quarter of 2019. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Volunteer Reimbursement for January, February and March 2019, in the amount of \$38,095.00, dated April 25, 2019. **MOTION CARRIED.**

Agenda Bill 6: 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 107821 through 107851, dated April 16, 2019, totaling \$82,037.31; Payroll Warrant/Claim check numbers 107810 through 107820; Payroll EFT's and IRS deposit for monthly payroll dated April 10, 2019, in the amount of \$544,143.50; for a disbursement grand total equaling \$626,180.81. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:00 pm, expected to last for 20 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, AC Hudson and Quitslund. At 2:13 AC Hudson and Quitslund were excused. At 2:20 pm Commissioner Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

GOOD OF THE ORDER – It was reported that:

- Chief Andrews will be out of town until next Tuesday and will likely not have cell reception.

ADJOURNMENT

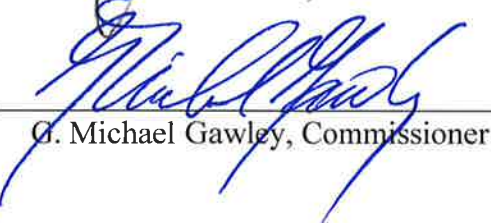
Chair Barnfather called for adjournment at 2:22 p.m.



 James D. Barnfather, Board Chair



 Steven K Chinn, Vice Chair



 G. Michael Gawley, Commissioner

Attest: 

 Ben Andrews, Fire Chief