



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 7th, 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, Lieutenant Lawrence Bingham, FF/PM Chris Corbin, and Citizen Bill Miano.

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 16th, 2019, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported that:

- He, AC Hudson and Captain Swanberg attended the Olympic Region Wildland Summit in Forks.
- He spoke to the District's attorney, Brian Snure, to better understand the School District's levy lid lift bill SB5313 and its potential impact with proration; reassurance was provided that the bill will not affect the Fire District since it is structured as an excess levy falls that would be outside the \$10 levy limit.
- Station 37 Move-up changes have been implemented; ST 37 staff will now be toned by dispatch when a move-up is necessary.
- Travis Anderson has been selected as the Foot Printer's Officer of the Year.
- First Watch software continues to be vetted; several issues have been identified and work continues to resolve them. The First Pass software will be installed within the next few weeks. If anyone is interested in viewing reports, Chief Andrews suggested asking Captain Sharp.
- There was a re-ignition of the recent house fire in Blyn that was attributed to high winds. At the time members were released back to their stations, there was no known re-ignition concern; winds came up later without warning. Chief Andrews assured the commissioners that fire watch will be used in the future to prevent this from happening again.

Agenda Bill 1: WSRB Rating– Chief Andrews reported that he received notice from the Washington Survey and Rating Bureau (WSRB) on the recently completed evaluation. Current Protection Classification ratings for the City of Sequim and Clallam County Fire District 3 remain Class 4 and 5

respectively. Stations 35 and 36 are rated at Class 9 due to lack of volunteers; six or more are needed to improve the rating. Chief Andrews considered asking Discovery Bay volunteers to consider dual roles, but discovered they are mostly exterior firefighters and would not be applicable to the rating. Station 31 has been upgraded to a Class 5.

Agenda Bill 2: MOU - Overtime – Chief Andrews reported that Labor has drafted an MOU to address Force Hire procedures for Captains and Lieutenants. The change incorporates Captains into the eligibility order. Management concurs with the MOU. Commissioner Gawley moved and Commissioner Chinn seconded to approve the MOU with Local #2900 to modify Article 14 and Appendix B of the current collective bargaining agreement. **MOTION CARRIED.**

Agenda Bill 3: EMS Levy Renewal Calendar – Chief Andrews presented a draft EMS Levy Calendar and timeline, seeking the Board’s concurrence. The schedule establishes a series of benchmark due dates. Liz Loomis shared management techniques during the 2018 Levy Lid Lift process and Chief Andrews is using that experience to guide this Levy renewal. The Board concurred with the schedule as presented.

Agenda Bill 4: Response During Adverse Weather SOP – Chief Andrews presented a Draft SOP 4150, Response During Adverse Weather, that AC Quitslund developed. Local #2933 was engaged during the process and concurs with the SOP. Chief Andrews noted that dispatch run cards can be built to address the procedures outlined in the SOP. No action requested; information only.

Agenda Bill 5: CCFD1 Vehicle Maintenance Inter-local Agreement – AC Quitslund presented the Interlocal Agreement with Clallam County Fire District 1. The agreement is a carbon copy of all of the previous Interlocal Agreements. One update was suggested and implemented before signing the contract; to change the CPI from Seattle/Tacoma/Bremerton to Seattle/Tacoma/Bellevue to be consistent with current contract references. Again, as before, outside work will be done secondary as meeting the needs of the District is priority. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Emergency Vehicle Interlocal Service Agreement with Clallam County Fire District 1. **MOTION CARRIED.**

Agenda Bill 6: Employment Agreements – Chief Andrews presented the updated Agreements for the District’s Fire Code Technician, Office Assistant, and Administrative Assistant. The Finance Manager’s Agreement was also presented to amend it to align with the language adopted on 12/18/18; although the current proposed language was adopted, the incorrect contract was signed. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Fire Code Technician, Office Assistant, and Administrative Assistant’s employments agreements as presented. **MOTION CARRIED.** Commissioner Gawley moved and Commissioner Chinn seconded to approve Finance Manager’s amended employment agreement as presented. **MOTION CARRIED.**

Agenda Bill 7: 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 107857 through 107894, dated May 7, 2019, totaling \$108,444.46; Payroll EFT’s and IRS Deposit and Benefit Checks check numbers 107852 through 107856 for Retro-active payroll dated April 17, 2019, totaling \$343,468.62 and Payroll EFT’s and IRS Deposit for Monthly Draw and Volunteer Points dated April 25, 2019 in the amount of \$73,162.76,; for a disbursement grand total equaling \$525,075.84. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:32 pm, expected to last for 38 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and to evaluate the qualifications of an applicant for public employment. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews, AC Orr and Quitslund. At 2:01 AC Orr and Quitslund were excused. At 2:10 pm Commissioner Barnfather called the meeting back into Regular Session. Executive Session action included: Commissioner Barnfather requesting the addition of Agenda Bill 8, Conditional Job Offer and Agenda Bill 9, Hiring Process to be added to the meeting’s agenda.

Agenda Bill 8: Conditional Job Offer – Chief Andrews reported that: he received an application and has interviewed Nicholas Pettit. Nicholas is a Paramedic who comes highly recommended by staff members. He would require fire training; the plan will be to have him participate in the Fall Recruit Academy. Because of the additional training required, he will not be able to be considered for staffing until late 2019 or early 2020. He is asking the Board for concurrence on offering Mr. Pettit a Conditional Job Offer. Commissioner Chinn moved and Commissioner Gawley seconded to offer Mr. Nicholas Petti the Firefighter/Paramedic Position upon successful completion of Fire Recruit Class. **MOTION CARRIED.**

Agenda Bill 9: Hiring Process – Chief Andrews addressed the Board seeking the Board’s agreement in concept to the recruiting option of offering employment to Firefighter/EMT’s that will then be sent to Paramedic School. He reported that there is an extreme shortage of Paramedic candidates and to overcome the shortage, other departments have begun using this approach. Current Firefighter/EMT’s will also be considered for these positions. The Board agreed in concept for staff to continue developing the proposed recruiting approach.

GOOD OF THE ORDER – It was reported that:

- Commissioner Barnfather reported that Legislative updates regarding Wildland processes have been released and readily available to review.
- Commissioner Barnfather will be absent at the next meeting, May 21st, 2019.

ADJOURNMENT

Chair Barnfather called for adjournment at 2:17 p.m.

James D. Barnfather, Board Chair

Steven K Chinn, Vice Chair

G. Michael Gawley, Commissioner

Attest:

Ben Andrews, Fire Chief