



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 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 Support Caity Karapostoles, Finance Manager Alwynn Whitaker, FF/PM Ivan Hueter and Citizen Duane Chamlee.

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 July 2nd, 2019, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- The District and the Maintenance and Mechanics bargaining unit are making progress in reaching an agreement.
- He attended a meeting with the Clallam County Emergency Management Department staff who shared the latest draft version of the Comprehensive Emergency Management Plan (CEMP). Much improved.
- He attended a meeting with Jamestown S'Klallam Tribe and the City of Sequim focusing on the proposed Behavioral Health Campus to be located south of 9th Ave and Costco.
- The District is beginning the process of conducting open testing for both EMT and Paramedic positions using the National Testing Network.

Risk Reduction Report – AC Orr reported that the district received blue prints of the new hotel being built next to 7 Cedars casino and A shift were invited for a walk through of the construction; Dollar Tree is opening a retail outlet in the QFC complex; a cannabis oil extraction facility is going in on Octane Lane; a fire in Dungeness Meadows was likely started by a laptop left on a bed; the District was not called out for any fireworks related incidents; a 6 meter radio and antenna is being installed for the radio room at Station 34 to enhance area communication during catastrophic emergencies and AC Orr attended faith based community emergency response meeting.

Agenda Bill 1: Ambulance Remount Authorization – AC Quitslund reported that the District is getting ready to begin the 2nd ambulance remount. Staff requested board approval to move forward and to manage it as a sole source project. Commissioner Gawley moved and Commissioner Chinn seconded to authorize staff to proceed with the ambulance remount project. Commissioner Chinn moved and Commissioner Gawley seconded to authorize the Board Chair to sign the sole source justification memo. Both **MOTIONS CARRIED**

Agenda Bill 2: Air Management SOP –AC Quitslund reported that SOP 4181, Air Management, was being advanced to the Board as an information item. He noted that the former Air Management procedure was converted to the District’s new SOP format, it contained no policy changes, and guidelines were updated to align with the new SCBA. No action requested; information only.

Agenda Bill 3: Purchasing Authority and Control SOP –AC Quitslund reported that SOP 6200, Purchasing Authority and Control, and its corresponding appendix 6200A, Bill Law Matrix, were updated to reflect recent Legislative changes that raised bid law thresholds. No action requested; information only.

Agenda Bill 4: Q2 2019 Financial Reports – FM Whitaker updated the board on the financial climate of the district for the first half of 2019. She indicated everything was on track and shared the Q2 2019 Financial Report and Receipt Register.

Agenda Bill 5: Q2 2019 Volunteer Reimbursement – Commissioners conducted their review of the Volunteer Response Reimbursement Detail for Q2 2019. Commissioner Gawley moved and Commissioner Chinn seconded to approve to pay the Volunteer Response Reimbursement for April, May and June 2019 totaling \$47,395.00. **MOTION CARRIED**

Agenda Bill 6: 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 108059 through 108089, dated July 16th, 2019 totaling \$22012.81; Payroll Warrant/Claim check numbers 108048 through 108058, Payroll EFT’s and IRS deposit for monthly payroll dated July 10th, 2019, in the amount of \$529,361.13; for a disbursement grand total equaling \$551,373.94. **MOTION CARRIED.**

EXECUTIVE SESSION

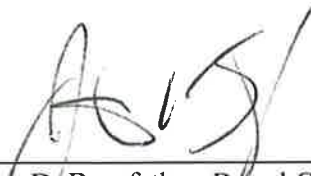
Chairman Barnfather called for an executive session beginning at 1:40 pm, expected to last for 60 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee and to evaluate the qualifications of an applicant for public employment. In attendance were: Commissioners Barnfather, Chinn and Gawley, Chief Andrews, and FM Whitaker. Chief Andrews and FM Whitaker were excused at 1:48 pm. At 2:40 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

GOOD OF THE ORDER


None

ADJOURNMENT

Chair Barnfather called for adjournment at 2:41 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Fire Chief