



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 20, 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, Assistant Chief Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PM Matt Newell and Chris Corbin, Volunteer Bill Miano, Matt Nash from the Sequim Gazette and Citizens Duane Chamlee and Mel Fisher.

Absent – Chief Andrews, previously arranged.

### 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 August 6<sup>th</sup>, 2019, Regular meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Chief's Report** – In Chief Andrews's absence, AC Quitslund reported:

- That Chief Andrews attended the August 8<sup>th</sup> Jamestown S'Klallam Tribe meeting at the Guy Cole Center regarding the proposed Medication Assisted Treatment Facility. He was approached by citizens asking the Fire District's stance on the facility. He has proposed a statement that is up for adoption on Agenda Bill 5 today to address such inquiries. Chief Andrews continues to do research regarding the affects the facility may have on the District and will bring more to the Board as discovered.
- Chief Andrews will be meeting with Ron Allen from the Jamestown S'Klallam Tribe; Commissioners advised that they would like to be made aware of these meetings in advance so they have the opportunity to accompany District staff to these meetings.
- ST 35 crew attended a dedication in Diamond Point for the new Heli-Pad; the pad was an Eagle Scout Project. The new Heli-pad should resolve issues in regards to apparatus delivering patients to flight crews. When funds are raised, lighting will be installed.

- AC Quitslund briefed the Board regarding the top 10 list of the most frequent users of District services; the list had no surprises. Facilities on the list may be addressed from time to time to see if there are ways to decrease the need to call 911 for non-emergent requests.

**Risk Reduction Report** – AC Orr reported that: the District has been working with the Sequim School District and their new alarm company to get new fire alarm panels to work properly at the middle school and other long term fire alarm issues have been addressed with the School; reviews have been done on the PUD’s solar power panel installation project and response concerns are being identified and addressed; a grant request for \$6,500 has been submitted to First Federal, if received this will help fund the CERT program and AC Orr participated an EOC table top exercise with the City of Sequim.

**Agenda Bill 1: Chief Officer Compensation** – Finance Manager Alwynn Whitaker reported that current copies of the Assistant Chiefs contract and Employment Agreements were handed out just prior to the meeting. She, Chief Andrews and Attorney Brian Snure worked on updating these documents. Commissioners briefly reviewed the documents requesting more time for review and postponed adoption until the next board meeting. This Agenda Bill will be added to the September 3<sup>rd</sup> regular board meeting agenda. No action was taken.

**Agenda Bill 2: Sick Leave SOP Update** – AC Quitslund reported that; SOP 2714, Sick Leave, is being advanced as information only; no action requested.

**Agenda Bill 3: Restricted Duty SOP** – AC Quitslund reported that; SOP 2715 and 2715F, Restricted Duty Guidelines, are being advanced as information only; no action requested.

**Agenda Bill 4: Employment of Relatives SOP** – AC Quitslund reported that; SOP 2437, Employment of Relatives, is being advanced as information only; no action requested.

**Agenda Bill 5: District Statement on MAT Facility** – AC Quitslund reported that: Chief Andrews has been approached by citizens asking for the District’s position on the proposed Medication Assisted Treatment (MAT) facility that Jamestown S’Klallam Tribe is considering in Sequim. The facility is being called the “Healing Campus”. Chief Andrews believes that it is not appropriate for the District take a position of either support or opposition; therefor he is suggesting a statement for the Board to consider on behalf of the District’s position. Commissioner Chinn moved and Commissioner Gawley seconded to approve the statement “Clallam County Fire District 3 (District) will not take a position of either opposing or supporting the planned Medication Assisted Treatment (MAT) facility being built in Sequim. The District has been and will continue to perform research evaluating the potential impacts of the MAT facility that will affect, either positively or negatively, the District’s ability to provide emergency service to our community” as the District’s response given by members when asked about the Districts position on the Proposed MAT Clinic. **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 108139 through 108169, dated August 20<sup>th</sup>, 2019 totaling \$17,590.46; Payroll Warrant/Claim check numbers 108128 through 108138, Payroll EFT’s and IRS deposit for monthly payroll dated August 9<sup>th</sup>, 2019, in the amount of \$591,528.19; for a disbursement grand total equaling \$609,118.65. **MOTION CARRIED.**

**EXECUTIVE SESSION**


Chairman Barnfather called for an executive session beginning at 1:30 pm, expected to last for 30 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 and AC Quitslund. At 2:00 pm Chairman Barnfather extended the meeting for an additional 45 minutes. AC Quitslund was excused at 2:15 pm. At 2:45 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

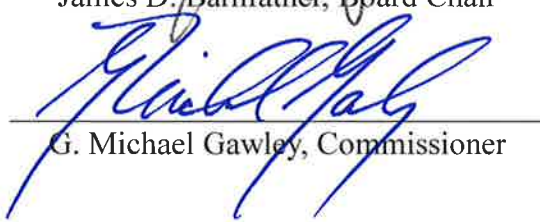
**GOOD OF THE ORDER**


- Commissioner Barnfather reminded staff about the upcoming conference in Las Vegas hosted by “The National Association of Emergency & Fire Officials” (formerly known as the National Association of Elected Officials); he suggested again that a staff member consider attending the conference.
- Commissioner Barnfather advised that the commissioners would appreciate being notified or having access to the administrative staff calendars for meetings with other public agencies as they would like to have the ability to attend some of these meetings with staff members.
- Commissioner Chinn submitted a letter for the official board packet. The letter requests that Chief Andrews consider initiating 2020 budget workshops early this year for chief officers, the finance manager, commissioners and line staff or E-Board members to attend. He would like staff to consider how the District will budget if grants and levy funds are not approved this year along with strategizing contingency plans for all scenarios.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 2:51 p.m.

  
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 James D. Barnfather, Board Chair

  
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 G. Michael Gawley, Commissioner

  
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 Steven K Chinn, Vice Chair

Attest:   
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 Eric Quitslund, Assistant Chief