



# *Clallam County Fire District 3*

*Motto: Serve, Respect, Prevent and Protect*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**November 19, 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, FF/PMs Ivan Hueter, Bryce McGinley, and John Riley, Maintenance Supervisor Tharin Huisman, Volunteer and Commissioner Elect Bill Miano, and citizen Duane Chamlee.

### **CHANGES TO THE AGENDA**

None

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Gawley seconded to approve the November 19<sup>th</sup>, 2019, Regular meeting minutes. **MOTION CARRIED.**

### **ADJOURN REGULAR MEETING FOR PUBLIC HEARING –**

Chair Barnfather adjourned the Regular Meeting and called the Public Hearing to order at 1:01 p.m.

### **PUBLIC HEARING – 2020 Budget**

Chief Andrews presented information regarding the 2020 Budget. He presented Levy Certifications and Resolutions requiring adoption that will be addressed on Agenda Item 5. He briefly went through changes from the last presentation that include new line staff members that were suggested; those line staff will be authorized today if the commissioners adopt the budget as proposed.

### **PUBLIC HEARING - PUBLIC COMMENT PERIOD**

No public comment.

### **ADJOURNMENT**

Chair Barnfather adjourned the Public Hearing calling the Regular Meeting back to order at 1:04p.m.

### **PUBLIC COMMENT**

None

**REGULAR BUSINESS****Chief's Report** –Chief Andrews reported:

- The EMS Levy passed with a 74% yes vote (compared to a 69% yes vote in 2009 and a 68% yes vote in 200): he believes this shows a good representation of the confidence the community has in the Fire District.
- The District received a complaint from a citizen through the Public Disclosure Commission; a response from the District was sent to the PDC, it is in the “assessment of facts” stage at this time.
- Firefighter/EMT Steve Anders filed a Grievance with the District on November 7<sup>th</sup>, 2019. The grievance was asserting that the District violated the Collective Bargaining Agreement by allowing a non-qualified member participate in the Lieutenant testing process. He intended to have a decision rendered by 11/21/19.
- Firefighter Steve Anders and Firefighter/Paramedic Ron Whitney filed a Grievance with the District on November 15<sup>th</sup>, 2019. The grievance was asserting that the District violated the Collective Bargaining Agreement regarding the ErgoMetric FireTEAM Promote Assessment during the Lieutenant testing. He intended to have a decision rendered soon. There was a complicated public records request submitted along with this that took a lot of time to fulfill; postponing the investigation process start time until that request was complete.
- Commissioner Gawley asked about receiving periodic updates during the BOC Meetings regarding the progress of the hiring processes. Chief Andrews stated that hiring falls within his job expectations as the Fire Chief and that he would bring forward hiring details as he feels they are relevant for the Board of Commissioners. Chief Andrews stated that any commissioner could ask him directly if they have questions while the process is occurring.
- Chief Andrews stated that a “Peak Unit” has been part of Labor Management discussions in the past, but that its “off the table” at this time as Labor is not ready to discuss it in detail.

**Risk Reduction and Planning** – AC Orr reported that: Sequim Calvary Church purchased the old “Doodlebugs” location, Steve is working with the City of Sequim to bring the facility up to code compliance as the renovations are occurring; working with Sinclair place to replace smoke detectors that were compromised during a recent facility painting update and 4 members of the CERT team were invited to assist Providence Medical in clearing out their warehouse, they were able to procure 3 pallets worth of expired medical materials (that would have otherwise went to the landfill) to bring back to Sequim and store in emergency disaster prep containers.

**Agenda Bill 1:** BVFF Local Board Waiver Approval Form – Chief Andrews reported that: the Board of Volunteer Firefighters have a mechanism called a “Local Board Waiver Approval Form” they use to allow the Local Review Board Secretary to appoint a non-commissioner district member to fill the second “Commissioner” position on the Local Review Board. By appointing a non-commissioner member, the District eliminates the need to hold the Local Review Board Meetings as Open Public Meetings. The Board Secretaries recommendation was to have the “Medical Safety Officer” position (which is currently filled by Captain Sharp) fill the second “Commissioner” position on the Local Review Board. Commissioner Chinn moved and Commissioner Gawley seconded to approve the “Local Board Waiver Approval” form with the Medical Safety Officer position named as the second “Board of Commissioner” position on the local Review board for the Board of Volunteer Firefighters. **MOTION CARRIED.**

**Agenda Bill 2: Training Recommendation Status Report** – AC Quitslund reported that: the 2017 Service Delivery Study’s final report had identified a number of findings and recommendations specific to the District’s Training program that he feels are starting to be addressed. He included and briefly went over a list of items that are being resolved through the newly revitalized Training Committee. Members actively work to address the recommendations and use the findings and recommendation as a guide to drive the group’s vision and progress. The group is meeting every other week and they are making great strides. No action requested; information only.

**Agenda Bill 3: WFCB Healthcare ER Application** – Chief Andrews presented the annual WFCB Employer Application and Eligibility/Contribution form. This year the changes to the application include adding the plan “PPO-750 and allowing District Volunteers to participate in the Healthcare Plan. The board was presented a Memo regarding these changes on September 3<sup>rd</sup> of this year; where they agreed to approve the changes during the yearly application process. Commissioner Chinn moved and Commissioner Gawley seconded to approve the 2020 WFCB Employer Application and Eligibility/Contribution form to include the PPO-750 plan and offer Healthcare coverage to Volunteer Members. **MOTION CARRIED.**

**Agenda Bill 4: SOP 2724 FMLA and Family Medical Leave** – Chief Andrews reported that: AC Quitslund has brought back the SOP 2724, FMLA & Family Medical Leave for review. Effective 1/1/2019, the District started paying into the States Paid Family Medical Leave (PFML) plan. The PFML plan will be able to be utilized by District members in 2020. Staff is advancing the SOP as an information item as well as to see Board concurrence on Policy Statements stipulated in Section 3. Chief Andrews will present the SOP to the Union’s E-Board. No action requested; information only.

**Agenda Bill 5: 2020 District Budget and Resolutions** – Chief Andrews reported that: he is asking the Commissioners to approve the Proposed Budget and resolutions as discussed today during the “Public Hearing”. RCW requires that the District file an approved Budget, EMS and General Levy Resolutions and EMS and General Levy Certification each year with the County by November 30<sup>th</sup> of each year. On November 5<sup>th</sup> the Board reviewed the draft proposed 2020 revenue and expense budget. After the November meeting, FM Whitaker has increased General and EMS Levy amounts for new construction, added an additional FF/EMT Step 5 position and increased the capital budget for the Classroom costs that will be delayed until 2020. Commissioner Gawley moved and Commissioner Chinn seconded to approve both resolutions, 2019-2 and 2019-3. Commissioner Chinn moved and Commissioner Gawley seconded to approve the 2020 Budget as presented today. **BOTH MOTIONS CARRIED.**

**Agenda Bill 6: Electric Extrication Tools** – Chief Andrews reported that: the District received an anonymous donation from a Sequim Resident who is a longtime supporter of the Fire District; the citizen requested to not be publicly identified. Command Staff are recommending that the funds be used to purchase 4 new battery operated extrication tools called “Jaws of Life”. These tools will be used to rescue victims when they are entrapped in motor vehicle accidents or other similar situations requiring the use of strong tools to free accident victims. The new tools will replace existing ones that are quickly becoming unrepairable. The new tools will go on first out staffed engines and rescue apparatus. Commissioner Chinn moved and Commissioner Gawley seconded to approve the purchase of four (4) electric extrication tools, with accompanying equipment, not to exceed \$50,000. **MOTION CARRIED.**

**Agenda Bill 7: 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 108368 through 108391, dated November 19, 2019 totaling \$32,051.31; Payroll Warrant/Claim check numbers 108357 through 108367, Payroll EFT's and IRS deposit for monthly payroll dated November 8, 2019, in the amount of \$585,454.07; for a disbursement grand total equaling \$617,505.38. **MOTION CARRIED.**

**GOOD OF THE ORDER**

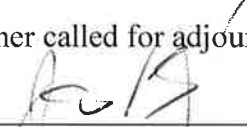
- Commissioner Barnfather will not be in attendance at the next regular BOC Meeting.
- Commissioner Gawley will be gone from November 20<sup>th</sup> -27<sup>th</sup>.

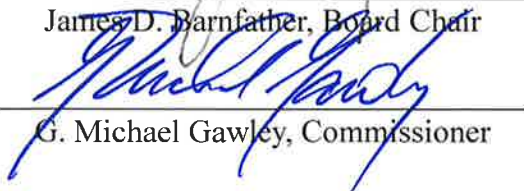
**EXECUTIVE SESSION**


Chairman Barnfather called for an executive session beginning at 1:39 pm, expected to last for 51 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and AC Quitslund, Orr and Hudson. At 1:50 pm Chair Barnfather excused Chief Andrews and all 3 Assistant Chiefs. At 2:03 Commissioner Barnfather came out of the meeting to speak with Chief Andrews privately in his office; he returned back to the Board Room at 2:06. At 2:12 Commissioner Barnfather invited Chief Andrews in. At 2:30 Chair Barnfather extended the meeting for an additional 15 minutes. At 2:45 Chair Barnfather extended the meeting for an additional 15 minutes. At 3:00 Chair Barnfather extended the meeting for an additional 15 minutes. At 3:15 pm Chairman Barnfather called the meeting back into Regular Session. The Commissioners completed Chief Andrews' yearly evaluation; no action was taken during Executive Session.


**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:19 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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 Ben Andrews, Fire Chief