



## Clallam County Fire District 3

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[www.ccf3.org](http://www.ccf3.org)

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

**Commissioners**

Ben J. Andrews, Fire Chief

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### BOARD OF COMMISSIONERS

#### MEETING MINUTES

#### REGULAR MEETING

**JULY 5, 2017**

Chairman James D. Barnfather requested that the Regular Meeting of the Board of Fire Commissioners be called to order at 1:00 p.m. on Wednesday, July 5, 2017, located at Fire District 3's Headquarters Station 34, 323 N. Fifth Avenue, Sequim, WA 98382.

**Attendance:** Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, Lori Coleman and Patti Williams.

At approximately 1:45 p.m., Assistant Chief Tony Hudson directly went into the executive session.

**Call for Changes to the Published Agenda:** Chairman Barnfather stated that the published agenda stands.

**Approval of Minutes:** Chairman Barnfather called for approval of the minutes. **MOTION:** Commissioner Gawley moved to approve of the minutes from the *Regular Meeting, held on June 20, 2017*. Commissioner Chinn provided a second to the motion. The **MOTION** carried unanimously.

**Public Comment:** *There was no comment, as there wasn't any public in attendance. This is the place on the agenda where the public is invited to speak to the Commissioners on any issue. Those wishing to speak are reminded to sign in on the form provided.*

#### **Regular Business:**

**Chief's Report —** Chief Ben Andrews stated that he had no formal written report, as there was nothing notable to report on at this time.

**Operations Report —** Chairman Barnfather announced that Assistant Chief Tony Hudson was not in attendance at this time and he would address his report later.

**Logistics Report —** Assistant Chief Eric Quitslund provided a verbal review of his written report, which is included as part of these minutes.

**Agenda Bill No. 1. Service Delivery Study —** Chief Andrews provided an update to the Board of Commissioners on the current project status reporting that he is continuing to work on developing and researching tasks recommended by Fitch and Associates. The Chief will bring draft copies to the next meeting. No action requested. Information only.



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**Agenda Bill No. 2. Interlocal Vehicle Service Agreements** — Assistant Chief Eric Quitslund reported that Fire District 2 had reviewed and signed the attached Emergency Vehicle Interlocal Service Agreement which will provide vehicle maintenance service to their agency vehicles. The agreement with Fire District 2 was being advanced to the Board with the staff's recommendation to accept the recommended changes and to sign the agreement as amended.

**MOTION:** Commissioner Mike Gawley moved, and Commissioner Steve Chinn provided a second, to approve the Emergency Vehicle Interlocal Service Agreement with Clallam County Fire District 2. The **MOTION** carried with a unanimous aye.

The **City of Port Angeles** attorney has made amendments to the Emergency Vehicle Interlocal Service Agreement for PA Fire which will be advanced to the Board with the staff's recommendation to accept the recommended changes and to sign the agreement as amended at the next regular meeting.

**Agenda Bill No. 3. HIPAA Compliance Program Update — SOP 3310, Using, Disclosing and Protecting PHI** — Assistant Chief Eric Quitslund provided a current progress report and advanced the policy as an information item, as well as to seek the Board's concurrence with the policy statement stipulated in Section 3 which is as follows:

### **3.0 District Policy**

1.1 The District shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA) in accordance with [RCW 70.02](#), Medical Records – Health Care Information Access and Disclosure.

1.2 In accordance with [Chapter 70.02 RCW](#), [45 CFR 164.502](#), and [45 CFR 164.512](#), the District shall ensure that all members limit their use and disclosures of Personal Health Information (PHI) pursuant to the applicable HIPAA restrictions. Where HIPAA permits the District to use or disclose PHI, the District shall generally make reasonable efforts to use, disclose, and request only the minimal amount of PHI necessary to accomplish the intended purpose of the use and/or disclosure.

Chief Andrews requested from the Board of Commissioners to present a Motion if they were in concurrence with the policy statement within the SOP.

**MOTION:** Commissioner Steve Chinn moved, and Commissioner Mike Gawley provided a second, to accept the two policies dealing with HIPAA. The **MOTION** carried with a unanimous aye.

**Agenda Bill No. 4. Approval of Payroll and Expense Claims** — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 106105 through 106144, *dated July 5, 2017*, totaling \$91,194.18; Payroll EFT's and an IRS deposit *dated June 23, 2017*,



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totaling \$34,235.32 for a grand total disbursement of **\$125,429.50**. The **MOTION** carried with a unanimous aye.

**Executive Session:** Chairman Barnfather announced at 1:40 p.m. to recess the regular meeting for an executive session. The session will conclude at 2:20 p.m. Chief Andrews, Assistant Chief Orr and Assistant Chief Quitslund remained to participate in the session. Assistant Chief Tony Hudson entered the executive session at approximately 1:45 p.m. The reasons for assembling into executive session are as follows:

**RCW 42.30.110 (1)(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140 (4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**RCW 42.30.110 (1)(d)** To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.

**Call Regular Meeting Back To Order:** Chairman James Barnfather called the regular meeting to order at 2:20 p.m.

**Board Action:** No action was taken; the executive session was for discussion only.

**Operations Report —** Chairman James Barnfather asked Assistant Chief Tony Hudson if he would give his report. Assistant Chief Hudson requested to give his report at the next regular meeting.

**Good of the Order:** Assistant Chief Dan Orr had sent an email to the Board of Commissioners with a video link for them to view regarding recent CERT Exercise that was filmed by Ed Evans.

**CERT** Classes will resume for the month of July.

**Adjournment:** The meeting was adjourned at 2:25 p.m.

### CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: \_\_\_\_\_  
Commissioner James D. Barnfather, Chairman

By: \_\_\_\_\_  
Commissioner G. Michael Gawley, Vice Chairman



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By: Steven K. Chinn  
Commissioner Steven K. Chinn

Attest:  
By: Ben Andrews  
Ben Andrews, Fire Chief