



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 15, 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, Dan Orr and Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captains Marc Lawson and Bryan Swanberg, Lt. Lawrence Bingham, FF/PM Stef Anderson and Bryce McGinley, Volunteers Blaine Zechenelly, Cindy Zechenelly and Bill Miano and Citizens Troy Tenneson, Charles Meyer and Duane Chamlee.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; receiving none.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the January 2, 2019, Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported that:

- Due to the Federal Government shutdown, the SAFER Grant notice has not been released.
- The contract for the “First Watch/First Pass” software has been reviewed and signed; implementation should begin in February.
- The EMS levy will expire December 31st, 2020. Strategy for renewal is underway.
- Washington State Surveying and Rating Bureau was here for a ½ day site visit: staff is working on follow up data collection for them.
- Lock Down – Active Shooter class will be held on January 26th at the Sequim High School; multiple agencies are participating.
- The Department of Natural Resources Forest Land Response Agreement has been sent to the District for review. Chief Andrews and Finance Manager Alwynn Whitaker have reviewed it; Chief Andrews reports that nothing shows reason to prevent the signing of the contract. The agreement is not open for changes, it is either accept or decline.
- 2017-18 call stats and percentage of change were attached.

Risk Reduction Report – AC Orr reported that: B Occupancies continue; no fire investigation for the past 30 days; Faith Based Groups met in January and will meet every other month from here on; there are 30 citizens in the current CERT class; a private CERT class has started for Sequim Health

and Rehab, this is the first business to partake which includes 30 students; and the Boys and Girls Club is interested in participating as a business class; Active Shooter meetings continue for drill in 2019 and he advised that CERT options are being considered for High School students as well.

Agenda Bill 1: CERT Year End Report – AC Orr introduced Blaine Zechenelly, Volunteer Disaster Coordinator, to present the CERT Year End Report. Blaine introduced Cindy Zechenelly, Disaster Planning Assistant, and Charley Meyer, Author of the written report. Blaine recognized Cindy for all of her efforts behind the scenes, mentioning that if there was paperwork to be done, she did all of it! He also acknowledged Mr. Meyer for having done the majority of the authoring of the Year End Report. Commissioner Barnfather noted their fabulous job with the project. Blaine went over the report noting that the program started in August of 2016 and currently has 483 CERT graduates. There will be 15-16 teams by the end of 2019, which is the highest “per-capita” member count in the State. Chief Orr thanked them all for their hard work and dedication to the CERT program. Chief Orr addressed a question by Commissioner Chinn reporting that if CERT members were included to help in an Active Shooter Scenario, their role would reside in reunification efforts, they have all been vetted by the city and would be a shoe-in for that role; additionally reporting that they are trained to work in “cold” zones. Lastly, with too many to list, they wanted to thank everyone on the last page of the written document for their support with the CERT Program.

Agenda Bill 2, EMS Service Agreement with Olympic Ambulance – Chief Andrews presented a copy of the Service Agreement. He reported that here were minor payment formula corrections made to clarify how the formula is applied, but no other sustentative changes. This agreement is renewed annually. Commissioner Gawley moved and Commissioner Chinn seconded to authorize the agreement as presented. **MOTION CARRIED.**

Agenda Bill 3: Volunteer Pay Reimbursement for 4th Quarter of 2018 – Commissioners reviewed the Volunteer Pay Report for the 4th quarter of 2018. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Volunteer Reimbursement for October, November and December 2018, in the amount of \$27,795.00, dated January 15, 2018 **MOTION CARRIED.**

Agenda Bill 4, Interlocal Agreement with the City of Sequim – Chief Andrews presented a copy of the Interlocal Agreement with the City of Sequim. He reported that he sent the agreement to Brian Snure for his review and with that the only change was the addition of the area that allows either party to terminate the agreement, in part or in whole, at any time prior to the expiration granted they provided six months written notice and if in part, they provide sufficient specificity to identify which services, resources, or other provisions would be terminated. The agreement was approved by the City Council at their meeting the night before. Commissioner Chinn moved and Commissioner Gawley seconded to accept with the City of Sequim agreement as presented. **MOTION CARRIED.**

Agenda Bill 5: 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 107576 through 107608, dated January 15, 2019 totaling \$88,521.92; Payroll Warrant/Claim check numbers 107565 through 107575, Payroll EFT's and IRS deposit for monthly payroll dated January 10, 2019, in the amount of \$522,612.41; for a disbursement grand total equaling \$611,134.33. **MOTION CARRIED.**

EXECUTIVE SESSION

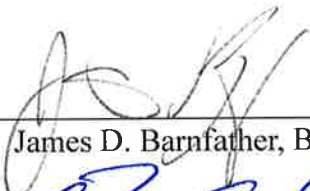
Chairman Barnfather called for an executive session beginning at 1:32 p.m., expected to last for 28 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Chinn and Gawley. At 2:00 Commissioner Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER – It was reported that:

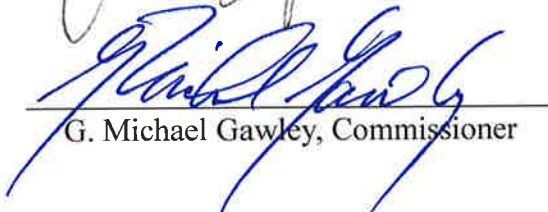
- A probationary Firefighter/Paramedic was terminated. AC Hudson will work to refill that position.
- This year marks the 100th year of the “Sequim Fire Department”; there is a display at the museum.
- The “Footprinters of the Olympic Peninsula” would like the Chief to present at their next meeting with a brief overview of the happenings with Clallam Fire 3; they will contact us for this.
- Washington Fire Chief Association released that Commissioners are subject to the payroll deduction for the Paid Family Medical Leave Act.

ADJOURNMENT


Chair Barnfather called for adjournment at 2:08 p.m.




 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief