



Clallam County Fire District 3

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James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

JUNE 20, 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 Tuesday, June 20, 2017, located at Fire District 3's Headquarters Station 34, 323 N. Fifth Avenue, Sequim, WA 98382.

Please Silence Cell Phones

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

Call for Changes to the Published Agenda: There was no call for changes to the published agenda.

Approval of Minutes: MOTION: Commissioner Mike Gawley moved to approve minutes from the *June 6, 2017, Regular Meeting*. Commissioner Steve Chinn provided a second to the motion. The **MOTION** carried unanimously.

Public Comment: *There was no public in attendance, hence no comment. 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 provided a verbal review of his written report, which is included as part of these minutes.

Risk Reduction and Planning Report — Assistant Chief Dan Orr provided a verbal review of his written report, which is included as part of these minutes.

A thank you letter was presented to the Fire Commissioners for their signatures. The correspondence is thanking the Gardiner Salmon Derby Association for a donation in the amount of \$1500, earmarked for the Diamond Point CERT team to purchase medical supplies that will be used during a disaster.

Agenda Bill No. 1. Service Delivery Study — Chief Ben Andrews provided an update to the Board of Commissioners. No action requested. Information only.

Agenda Bill No. 2. Reserve Ladder Truck Assessment/Resolution 2017—01 Declaration of Vehicle F-36 Surplus— This vehicle, namely a 1983 Sutphen ladder truck, VIN 1S9A3K33XD1003144, aka fleet number F-36, is no longer of use to the Fire District operations because it is outdated and has completed its usefulness to the District. The District purchased the ladder truck used in October, 2005. F-36 will be



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made surplus at the dollar amount of \$7,500 or best offer. All sales are completed with the signing of the District's Vehicle Bill of Sale and Hold Harmless Agreement.

As a follow-up to the Board's previous meeting, Assistant Chief Eric Quitslund prepared a resolution to declare the reserve ladder truck surplus for Board consideration.

Staff shall prepare a summary to be brought forward at the next regular meeting for the Board's consideration on whether there is a need to replace, initial cost and options of where the District shall store another ladder truck.

MOTION: Commissioner Steve Chinn moved, and Commissioner Mike Gawley provided a second, to adopt **Resolution 17—01**, declaring vehicle F-36 surplus. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 3. Contract for IT Position Employment Agreement — for further discussion rendered from the last regular meeting, Assistant Chief Eric Quitslund and Chief Ben Andrews had developed wage/benefit scenarios to support the Board's continued discussion of an employment agreement to transition the IT position to a part-time District employee. This position is hourly without benefits, and will not exceed the budget approved amount of \$48,000 through December 31, 2017.

MOTION: Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve **Contract for IT Position Employment Agreement for Joe Lancheros, with a July 1 start date**. The **MOTION** carried with a unanimous aye. The Agreement is included as part of these minutes.

Agenda Bill No. 4. Emergency Vehicle Interlocal Service Agreement with (Jeffcom) 9-1-1 Communications — JeffCom 9-1-1 Communications has reviewed and signed the proposed Emergency Vehicle Maintenance Service Agreement to facilitate the District providing vehicle maintenance and repair services to JeffCom 9-1-1 Communications agency vehicles. Service to partner agencies is done with time permitting. The executed agreement is included as part of these minutes.

MOTION: Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve **Emergency Vehicle Interlocal Service Agreement with (Jeffcom) 9-1-1 Communications**. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 5. Proposed Response Recovery Program — Assistant Chief Dan Orr provided a verbal review of his written report, which is included as part of these minutes. Commissioner Mike Gawley requested more information is needed to move forward.



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Agenda Bill No. 6. Timber Revenue Discussion with Jim McEntire — in the Board of Commissioners packets they had received documents from Jim McEntire providing CCFD3 with information on how decisions made by the Board of Natural Resources would financially impact our District.

Commissioner Barnfather discussed a meeting he and staff had with Mr. McEntire. Commissioner Barnfather presented a draft letter he authored for consideration by the Board.

MOTION: Commissioner Steve Chinn's motion was as follows: "I move to send Commissioner Barnfather's letter to each Board member of the Department of Natural Resources." Commissioner Mike Gawley's motion was as follows: "I second the motion." The **MOTION** carried with a unanimous aye.

As part of these minutes the letter to DNR is included.

Agenda Bill No. 7. Approval of Payroll and Expense Claims — MOTION: Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 106075 through 106104, *dated June 20, 2017*, totaling \$25,362.82; Payroll/warrant claim numbers 106064 through 106074; EFT's and an IRS deposit *dated June 9, 2017*, totaling \$480,702.08 for a disbursement grand total equaling **\$506,064.90**. The **MOTION** carried with a unanimous aye.

Executive Session: Chairman Barnfather announced at 2:15 p.m. to recess the regular meeting for an executive session. The session will end at 3:00 p.m. Chief Ben Andrews and the three Assistant Chiefs remained to join in the session. The following reasons for going into executive session are:

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)(a)**, 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.

Call Regular Meeting Back To Order: Chairman James Barnfather called the regular meeting back to order at 3:00 p.m.

Board Action: The executive session was for information and discussion purposes only; no action was taken.

Good of the Order: Chief Ben Andrews stated that Assistant Chief Tony Hudson prepared a report to answer questions that arose from the last regular meeting, which is included as part of these minutes.



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The data Commissioner Steve Chinn had requested was an informal report on the number of transports to Harrison Medical Center in Bremerton. Year-to-date data showed 25 transports with the paramedic being out of service an average of 3 hrs. 16 minutes.

Adjournment: Chairman James Barnfather called for the meeting to be adjourned at 3:01 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: [Signature]
Commissioner James D. Barnfather, Chairman

By: [Signature]
Commissioner G. Michael Gawley, Vice Chairman

By: [Signature]
Commissioner Steven K. Chinn

Attest: [Signature]
By: Ben Andrews, Fire Chief