



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 1, 2017

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, Steven K. Chinn, Fire Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, FF/EMT Steve Anders, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the July 18, 2017, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews reported that Captain Swanberg was deployed as part of a Type 2 IMT to the Blanket Creek fire in Oregon. He informed the board that Office Assistant Williams is on administrative leave. He reported that he is updating the Olympic Region Fire Defense Plan, which describes the process for deploying resources at the regional and state level. He advised the board that he will be out of town August 16<sup>th</sup> through the 20<sup>th</sup>.

**Operations & Training Report** – No report submitted.

**Logistics Report** – AC Quitslund provided updates related to his written report. In addition, he advised the board of an upcoming shredding event that members are preparing for, purging of old records that need destroyed. He reported that Fire District 4 board has signed their copy of the Vehicle Maintenance Interlocal Agreement, which will be advanced to the board's next meeting for consideration. Commissioner Barnfather asked if the HVAC being repaired at ST 37 is a whole new system. AC Quitslund advised that it is, explaining the reasoning for full replacement. Commissioner Gawley asked if the hydrant program is active. AC Quitslund and Andrews advised that it is not currently active and that it has no bearing on our WSRB rating because they collect their hydrant data through the water districts.

**Agenda Bill 1: Service Delivery Study Update** – Chief Andrews provided a status update of the project, discussing the development of worksheets to identify the tasks associated with addressing each of Study recommendation. Commissioners Gawley and Chinn expressed concern regarding the length of time that it has taken to start seeing results from the study, requesting the Chiefs provide some direction on what and when to expect some of the recommendations to come to fruition.

**Agenda Bill 2: Draft 1320, Ethics Policy** – Commissioners reviewed the revisions, noted no further revisions, and requested a clean copy be advanced for consideration at the next regular meeting.

**Agenda Bill 3: Draft 1330, Conflict of Interest Policy** – Commissioners conducted their second reading of the draft presented at the previous meeting. Commissioner Barnfather asked if this was going to be replicated in the commissioner handbook, Chief Andrews explained that the policy was developed as a stand-alone with dual application, relevant to commissioners by way of its reference to the State Commissioners Handbook, and to all members by way of its adoption as district policy.

Chief Andrews also clarified that conflicts of interest occur when benefits are made to members affiliated with Fire District 3 exclusively, and are not available to other external Firefighters, Paramedics, EMS providers, etc. This policy would not apply towards those benefits. Commissioner Gawley moved and Commissioner Chinn seconded to approve the 1330, Conflict of Interest Policy. **MOTION CARRIED.**

**Agenda Bill 4: Draft 1100, Commissioner Compensation Policy** – AC Quitslund presented the Draft Policy 1100 for the board's first reading. Commissioner Gawley questioned section 3.1.2, asking if they need pre-approval for some of the things they already do that may fall under these guidelines. Chief Andrews explained that this would be a good opportunity to identify some of those when the policy is ready for adoption so they can be addressed in the minutes. Finance Manager Movius will work with individual commissioners to transition to using the new compensation form, 1100F. No revisions noted, will advance for consideration at the next regular meeting.

**Agenda Bill 5: Forest Land Response Agreement Extension** – The DNR has been working on an agreement to use statewide, rather than each region's agreement being different. It appears that it may be some time before the document is ready for distribution. The date was incorrect at the last meeting; therefore it was tabled until today. Chief Andrews presented the extension with the correct date. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Forest Land Response Agreement Extension, starting today until May 4, 2018. **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 106185 through 106212, dated August 1, 2017, totaling \$33,145.28; Payroll EFT's and IRS deposit for monthly draw and volunteer point payments dated July 25, 2017, in the amount of \$84,226.62; for a disbursement grand total equaling \$117,371.90. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:50 p.m. and was expected to last for 40 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee and RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations. In attendance were: commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Orr and Quitslund, and Finance Manager Movius. Finance Manager Movius was excused at 2:06. At 2:30 AC Orr announced an extension until 3:00 p.m., and then at 3:00 p.m. Chief Andrews announced extension until 3:30p.m.

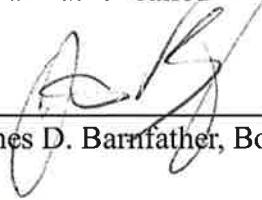
At 3:30p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

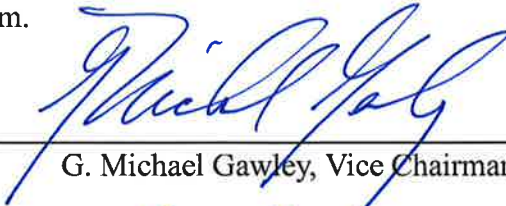
**GOOD OF THE ORDER**


None

**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:31 p.m.

  
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James D. Barnfather, Board Chair

  
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G. Michael Gawley, Vice Chairman

  
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Commissioner Steven K. Chinn

Attest:   
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Ben Andrews, Secretary