



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 6, 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 6, 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 Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, 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 Gawley moved to approve minutes from the *Special Meeting, and the Regular Meeting, held respectively on May 12 and 16, 2017*. Commissioner 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 reports, which is included as part of these minutes. Chief Andrews distributed and explained graphs of unit hour utilization and incident call counts year to date, as well as call count from 2005 to 2016, which is included as part of these minutes.

Operations Report — Assistant Chief Tony Hudson provided a verbal review of his written report, which is included as part of these minutes.

Commissioner Chinn requested from Assistant Chief Tony Hudson that he provide a report regarding STEMI stats; how many trips to Harrison? When transporting a patient to Harrison Hospital, how long is a paramedic out of service?

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. The Chief will bring more definitive information to the next meeting. No action requested. Information only.



Clallam County Fire District 3

Agenda Bill No. 2. Contract for IT Services Agreement — Assistant Chief Eric Quitslund reported that he had developed a series of wage/benefit scenarios to support the Board's continued discussion of an employment agreement to transition the IT position to a District employee. He provided a brief explanation of how the benefits were prorated and how they would improve the position.

Assistant Chief Eric Quitslund and Chief Ben Andrews will further discuss how to assure the wage and benefit package will be competitive. Agenda bill item shall be placed on the next regular Board meeting for further discussion.

Agenda Bill No. 3. SAFER Grant Application Status — Assistant Chief Eric Quitslund provided the Board with a status report regarding the District's SAFER grant application which is to hire six additional firefighter positions if the new employees started August 1, 2017. Included in the review and as part of these minutes is an updated cost projection estimate. Discussion only, no specific Board action requested.

Agenda Bill No. 4. Reserve Ladder Truck Status — working with the District's mechanics, Assistant Chief Eric Quitslund reviewed information he has compiled on the District's reserve ladder truck to initiate Board level discussion regarding the cost/benefit value of maintaining this vehicle. The attached assessment provides a narrative description of the vehicle's current mechanical condition and performance concerns. Clarification from WSRB [Washington Surveying and Rating Bureau] has been sought to verify the degree of impact that maintaining a reserve ladder has to the District's WSRB insurance rating. Assistant Chief Eric Quitslund will be providing a cost estimate for repairing the deficiencies at the next meeting. Discussion only, no specific Board action requested.

Agenda Bill No. 5. MOU Local 2933 McIntyre Wage — The Board of Commissioners authorized the offer of employment to **John McIntyre** to include a wage between 3rd and 4th Step at the Regular Meeting held May 2, 2017.

Chief Andrews offered Mr. McIntyre a starting wage of \$6,140.55 per month salary until he progresses to Step 4 Firefighter/EMT. This amount is above 3rd Step and below 4th Step for Firefighter/EMT.

MOTION: Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve the MOU with Local 2933 allowing Firefighter McIntyre to be compensated at the rate of \$6,140.55 per month base salary until the employee progresses to Step 4 Firefighter/EMT. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 6. SOP: 2410 Hiring Process Guidelines Change — Chief Andrews has updated the Hiring Process Guidelines to eliminate the option of transferring an existing employee from another workgroup into a Firefighter position. No action requested; information only.



Clallam County Fire District 3

Agenda Bill No. 7. Fire Chief Employment Contract — Previous Board discussion led to delegating firing authority to the Fire Chief, which necessitates revising the duties stipulated within the position's employment agreement.

At the April 18th regular meeting the Board agreed to reopen the Employment Agreement with Fire Chief Ben Andrews.

Chief Ben Andrews requested that in addition to the changes to the job duties, four benefits be revisited as well. They are:

1. Increase in monthly group insurance benefit from \$1,450 per month to \$1,500 per month. Almost all other employees currently receive the \$1,500 per month benefit. Annual cost to the district \$600.00.
2. Increase of deferred compensation amount by \$50 per month. Annual cost to the district \$600.00.
3. Supplemental Medical as outlined in the Assistant Chiefs' employment agreement. Annual cost to the district \$2,400.00.
4. Executive Leave as outlined in the Assistant Chiefs' employment agreement. Annual cost to the district \$0.00.

MOTION: Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Fire Chief Ben Andrews' employment contract that supersedes the current agreement and shall be retroactive to January 1, 2017. A copy is included as part of these minutes. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 8. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 106021 through 106063, *dated June 6, 2017*, totaling \$72,966.81; Payroll EFT's and an IRS deposit *dated May 25, 2017*, totaling \$31,191.82 for a grand total disbursement of **\$104,158.63**. The **MOTION** carried with a unanimous aye.

Executive Session: Chairman Barnfather announced at 2:19 p.m. to recess the regular meeting for an executive session. The session will end at 3:00 p.m. Chief Andrews and the three Assistant Chiefs remained to participate 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)**, 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.



Clallam County Fire District 3

Chairman Barnfather announced at 2:55 p.m. that there shall be an anticipated 20 minutes added to the executive session or to resume the regular meeting at 3:15 p.m.

At 3:15 p.m., Chairman Barnfather requested to add 15 minutes time to the executive session. Chairman Barnfather made an announcement at 3:30 p.m. that more time is needed and to extend the session an additional 10 minutes until 3:40 p.m.

Call Regular Meeting Back To Order: Chairman Barnfather called the regular meeting back to order at 3:40 p.m.

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

Good of the Order: Chief Andrews explained that if and when the “big one” hits, Sequim and its surrounding communities will be much more prepared than they were a year ago. A crowd of Sequim community residents who are part of CERT [Community Emergency Response Teams] joined first responders, in all, about 200, on Saturday, June 3, in what local emergency preparedness leaders call the first-of-its-kind earthquake response training. Chairman Barnfather announced that the Board is happy for the opportunity and experience of this great drill/exercise.

Assistant Chief Dan Orr announced that the District had received a donation from the Gardiner Salmon Derby Association in the amount of fifteen hundred dollars. The District will use the donation in a way that benefits the Diamond Point CERT Team.

Adjournment: Chairman James Barnfather called for the meeting to be adjourned at 3:45 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley, Vice Chairman

By: 
Commissioner Steven K. Chinn

Attest:
By: 
Ben Andrews, Fire Chief