



Clallam County Fire District 3

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www.clallamfire3.org

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

FEBRUARY 21, 2017

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman James D. Barnfather at 1:00 p.m. on Tuesday, February 21, 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 Eric Quitslund, Lt. Lawrence Bingham, Lori Coleman, Alwynn Movius and Patti Williams.

Absentees: Assistant Chief Tony Hudson [*on vacation*] and Assistant Chief Dan Orr [*teaching a class*].

Call for Changes to the Published Agenda:

Approval of Minutes: MOTION: Commissioner Chinn moved and Commissioner Gawley provided a second to approve of the minutes from the *Regular Meeting, February 7, 2017* with stated correction:

"The Board of Commissioners recognizes Assistant Chief Eric Quitslund for his efforts to save the District a substantial amount of money for the widening of Carlsborg Road in front of the Maintenance Facility."

The MOTION carried unanimously.

Public Comment: None

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 — Chief Ben Andrews provided a verbal review on behalf of Assistant Chief Dan Orr's written reports which are included as part of these minutes. *The Board of Commissioners commends Assistant Chief Dan Orr and Volunteer EMT Blaine Zechenelly's CERT video presentation.*

Agenda Bill No. 1. Draft Policy — Board of Commissioners — to support the effort of updating the District's 1000 series of policies and procedures, Staff has developed an updated version of Policy 1000, Legal Status and Operation. This effort consolidates multiple existing policies, many of which have become obsolete. The update also integrates current policy into the newly adopted policy format.

The policy drives two forms by attachment. Copies of both forms are included. The oath of office language for both documents is a direct transfer of language from the existing description. The Board wants a very simple description as in the *Washington Fire Commissioner's Handbook*. When ready, Assistant Chief Eric Quitslund will



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email a District "Handbook," partial draft so as to better understand the process/concept he is striving for. As a reference under 4.3 Responsibilities, *Washington State RCW 42.12.070* is included with these minutes.

Agenda Bill No. 2. Burn Permit MOU — Assistant Chief Eric Quitslund explained to the board that in his effort of updating the District's website, as well as to obtain burn permits online via the District's website. In the process of developing this capability, new information was discovered that warrants and makes it timely to re-evaluate the District's role in burn permitting. The attached memo provides a summary of the research conducted regarding the District's role and responsibilities associated with maintaining a burn permitting program.

Burn Permit Memorandum of Understanding was presented already adopted a long time ago. No action is requested, for information only.

Agenda Bill No. 3. Contract for IT Services — Assistant Chief Eric Quitslund provided a verbal review. After discussion the Board's recommendation is to continue exploring "Independent Contractor" versus "Employee" and to present available options at the next regular meeting. Assistant Chief Eric Quitslund will provide an analysis. Discussion only, no Board action requested.

Agenda Bill No. 4. Fire Chief Position Description — Assistant Chief Eric Quitslund provided a verbal review. A draft Fire Chief Position description was presented at the previous meeting. Board discussion identified a few revisions, which have been incorporated into an updated draft at this meeting. Upon discussion it was noted for word changes on Page 3 of 5 Item #7 to read: Ability to work independently as well as to establish, foster, and maintain harmonious relations with all levels of the District staff, Board of Commissioners, as well as the community at large. Also, on Page 5 of 5 under "Recruiting Requirements" Fire Chief Position shall be selected and appointed by the Board of Commissioners. The question remains whether the hiring and termination of staff continues with the Board or to the Chief? No approval requested at this time. A *revised* version will be submitted at the next regular meeting.

Agenda Bill No. 5. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 105750 through 105788, *dated February 21, 2017*, totaling \$60,515.43; Payroll Claim check numbers 105739 through 105749; Payroll EFT's and an IRS deposit *dated February 10, 2017*, in the amount of \$486,556.25 for a disbursement grand total of **\$547,071.68**. The **MOTION** carried unanimously.



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Agenda Bill No. 6. Confirm Offer of Employment for Travis Gosling — Chief Ben Andrews informed the board that Mr. Gosling has completed all of the conditions necessary for employment. **MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second for approval to extend a formal employment offer to Travis Gosling effective March 1st, 2017. The **MOTION** carried unanimously.

Executive Session: None

Call Regular Meeting Back to Order:

Board Action:

Good of the Order:

Adjournment: Chairman Barnfather called for meeting 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

By: 
Commissioner Steven K. Chinn

Attest:

By: 
Ben Andrews, Fire Chief