



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 18, 2018

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, Chief Ben Andrews, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Captain Marc Lawson, FF/EMT Steve Anders, FF/PM Matt Newell and IT Consultant Eric Jacobson.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; the agenda had Fire Chief, Operations and Logistics on the report section, amend to only Fire Chief and Risk Reduction, removing Operations and Logistics. Move Agenda Bill 1, IT System Update, to before the Fire Chief's report. Add Agenda Bill 7, 2018 AFG Grant Information.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the September 4, 2018, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

Agenda Bill 1: IT System Update – Eric Quitslund introduced IT consultant Eric Jacobson. Mr. Jacobson started by reintroducing himself and stating that he is a long time local resident having grown up in the Elwha Valley. He explained that he has been working with the District since 2013 along with giving an overview of his personal work history some of which included working for Peninsula College, Olympic Medical Center, the Department of Corrections, Port of Port Angeles, School Districts and the PUD. He stated that he was originally brought on to help with upgrading Microsoft Active Directory and Exchange Server and the job has evolved from there. He gave an overview of the changes that have occurred since 2013 explaining that the District requires a complex network system to assure a safe and well-functioning network that is not only user friendly but furthermore is secure enough for HIPAA compliance; an IT System Overview Packet was included to guide this discussion. He is working with Joe Lancheros, as a mentor, making it a priority to show Joe what he is doing at all times so Joe can learn from him. He and Joe work on the system in the background of the District's daily lives as to not affect members in their day to day work while changes and upgrades are made to keep the system functioning to its best ability. He reported that when he first began with the District, they were in a "reactive" state with repairs and upgrades, remarking that since 2013 the District has progressed to being proactive in the IT department. Being proactive has set the District up for success in case of a disaster, as they will be able to recover files and servers from off-site clouds. He reported that the District has a good backup on the server room because it is constantly monitored for overheating; his only recommendation at this time was to purchase an extra switch in case of a switch fail. He stated that the District is now in a place where they can start to forecast costs associated with keeping the IT department functioning well. A major factor in that is using him as a consultant, noting that if the District used similar

companies out of Seattle they would likely pay more with significantly increased wait times for services. AC Quitslund reported on a detailed handouts showing costs associated with Annual Software Licensing, Upgrades and Service Agreement Expenditures and a Draft Replacement Forecast for IT Hardware.

REGULAR BUSINESS

Chief's Report – Chief Andrews reviewed his written report, reporting that:

- Jefferson elected officials wish to speak to the city Port Angeles' elected officials before making recommendation regarding the PenCom ILA.
- A potential mediation date at the end of the month is being discussed.
- Work continues with the City of Sequim to refine protocols for responding to Mass Casualty events. Crews received training requirements to review; they will be discussed at the next Labor/Management meeting.
- He will be a panelist for an upcoming school safety public forum hosted by the Sequim School District.

Risk Reduction – AC Orr reported that: B occupancy inspections continue; two new Subdivisions plans were submitted, one with 80 homes and a barn converting to an A occupancy and one with 57 homes and some small commercial; fire investigation on 13 School House Rd off of Blue Mountain Rd was completed, no definitive results; investigation of 1965 Woodcock Rd is underway; faith based group meetings continue; Red Cross has relocated disaster supplies to the Guy Cole Center; CERT classes have restarted and are full through November; continuing meetings with the Sequim Police Department planning an active shooter drill; Chief Doom talks continue with presentation given to Towne Road and Old Olympic Hwy residents; the Antique Engine attended the Sequim Museum Hot Rod Show; volunteers attended the Unity of Effort in Sequim, CERT Field day is on 9/22/18 and Jamestown Tribe submitted plans for the Blyn area Casino additions.

Agenda Bill 2: Vehicle Insurance Coverage Values – Chief Andrews reported that the District's insurance company, Enduris, tasked staff with auditing coverage for District vehicles. Staff evaluated coverage for all apparatus; presenting a recommendation to the Board based on data collected and compiled in an attached memo. Enduris has three coverage value classifications, one is "replacement cost value", two is "stated value" and three is "liability only". Based off Enduris's three classifications and the Districts four classifications that correlate with frequency of use (high frequency/low risk, high frequency/high risk, low frequency/low risk and low frequency/high risk) staff is recommending to use "replacement cost value" for all 1st Out Staffed apparatus, "Stated value" for 2nd Out Unstaffed apparatus and "liability only" for specialized and reserve apparatus. The cost to the District is marginal between "stated value" and "replacement Value". Staff's goal is to assure that coverage values are assigned at a level that is commensurate with the Board's risk management philosophy and level of comfort; if commissioners approve the recommended strategy, staff will draft an SOP to implement it. Commissioner Gawley motioned and Commissioner Chinn seconded to approve Chief Andrews recommendations for Vehicle Insurance Strategy. **MOTION CARRIED.**

Agenda Bill 3: Ambulance G18 and G19 Surplus – AC Quitslund reviewed Resolution 2018-06, Declaration of Surplus Vehicles, explaining that G-18, a 1993 Ford Ambulance VIN # 1FDKF38M8PNA60990 and G-19, a Ford Ambulance VIN # 1FDKF38M1PNA60989, no longer have operational value to the District. Staff recommend both G-18 and G-19 be declared surplus.

Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2018-06, to declare vehicles G-18 and G-19 surplus. **MOTION CARRIED.**

Agenda Bill 4: Facility Maintenance Budget Forecast – AC Quitslund presented an update to the Facility Maintenance and Capital Improvement Plan noting that the plan reflects projects to be completed in 2018 and 2019. This plan helps to outline work schedules along with being used as a budget tool for the upcoming year's budget proposals. Chief Andrews added that the plan was developed on the assumption that the Levy will not pass. AC Quitslund noted that the plan demonstrates that staff strive to budget time and funds evenly across all stations. Commissioner Gawley asked if the District should walk away from ST 31, wondering what the need is for keeping it open? AC Quitslund agreed that it needs to be continually discussed as the building deteriorates. Chief Andrews stated that the District would need to procure more volunteers for the Dungeness area to increase insurance ratings in the ST 31 response area, old or new, a station would be necessary for that to occur. Commissioner Gawley requested that Chief Andrews to get a price quote for building a new 3 bay station, stating he believed that knowledge would help when making future decisions regarding ST 31. The plan was provided as an information item with no action requested.

Agenda Bill 5: AFG Grant Award Notice – Chief Andrews presented news that the District's application for the 2017 Assistance to Firefighters Grant (AFG) program had been approved and the next step is to accept or decline the award. The award was for \$541,033.00, the District's cost share obligation is \$54,103.00. 90. The line item for extra face pieces included in the original application was amended to approve only 10 extra face pieces in the grant award. Staff requested the Board to accept the 2017 AFG award as amended and so stipulated in the Award Package, and within the approved budget allocations, execute each of the grant related purchases (this is necessary to approve because purchases will exceed the \$20,000.00 threshold established by SOP 6200, Purchasing Authority). Commissioner Gawley moved and Commissioner Chinn seconded to authorize staff to accept the 2017 AFG award as it was amended and so stipulated in the Award Package. **MOTION CARRIED.** Commissioner Chinn moved to authorize staff to, within the approved budget allocations, execute each of the grant related purchases. After discussion, Commissioner Chinn struck this motion agreeing to revisit authorization of purchases related to the 2017 AFG grant as necessary in 2019.

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 107257 through 107280, dated September 18, 2018, totaling \$18,367.04; Payroll Warrant/Claim check numbers 107246 through 107256; Payroll EFT's and IRS deposit for monthly payroll dated September 10, 2018, in the amount of \$540,644.86; for a disbursement grand total equaling \$559,011.90. **MOTION CARRIED.**

Agenda Bill 7: 2018 AFG Grant Information – AC Quitslund distributed information regarding grant submission for the 2018 Assistance to Firefighters Grant program. He would like the Board's concurrence for submission of the grant application. The proposed application will be requesting funding for radio projects. The District can only submit one application, but may submit for multiple projects within the same grant application. The District's cost share would be 10%, estimated at this time to be \$15,000.00 to \$17,000.00. Commissioner unanimously concurred with grant application submission. AC Quitslund will start the application process.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:50 p.m. and was expected to last for 60 minutes under RCW 42.30.140 (4) to discuss on-going collective bargaining negotiations and RCW 42.30.110 (1)(g) to evaluate or review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Orr. AC Orr left the meeting at 3:16. Chief Andrews left the meeting at 3:35. Commissioner Barnfather extended the meeting at 3:50 for an additional 20 minutes. Chief Andrews joined the meeting at 4:05 and left again at 4:10 at which time Commissioner Barnfather extended the meeting an additional 5 minutes

At 4:15 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

Commissioner Gawley would like to be excused from the next meeting; his sister is visiting that day.

ADJOURNMENT

Chair Barnfather called for adjournment at 4:17 p.m.




James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair

G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Board Secretary