



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

**June 18, 2019**

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 and Steven K. Chinn via phone conference, Chief Ben Andrews, Assistant Chief Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson, FF/PM Matt Newell, and Kolby Konopaski, Matt Nash from the Sequim Gazette, Volunteer Bill Miano, and Citizen Duane Chamlee.

### CHANGES TO THE AGENDA

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

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the June 4, 2019, Regular Meeting. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Chief's Report** – Chief Andrews reported that:

- The District and the Maintenance bargaining unit had their second Collective Bargaining meeting; substantial progress has been made and another meeting is scheduled for July.
- A surprise drill was held at the Sequim EOC. AC Orr had planned a table top exercise to get all the necessary players to the event and then sprung an Active Shooter Drill scenario on the attendees. Many important areas of improvement were identified; work will continue to develop and improve the EOC staffing capabilities.
- The vehicle maintenance inter-local with Clallam County Fire District 1 was signed and returned.
- He attended a meeting with Clallam County Board of Commissioners who are considering enacting regulations that would ban the discharge of fireworks during times of elevated fire danger. They proposed basing the decision on the Department of Natural Resources' fire danger levels. After the meeting Chief Andrews was quoted in an article in the Peninsula Daily News referencing the need to make decisions based on scientific data and not arbitrarily. He attached firework related incident data to his report; showing that in Clallam County Fire District 3, from 2014 to date, 1.6% of fire incidents were related to fireworks, and of that 1.6%, there was no Dollar losses.

**Risk Reduction** - Report included for reference only.

**Agenda Bill 1: EMS Levy Lid Resolution** – Chief Andrews reported that: he drafted, with guidance and approval from Attorney Brian Snure, an EMS Levy renewal Resolution with a cover sheet, a Ballot Issue Explanatory Statement, a Pro & Con Committee Advertisement and an EMS Levy Renewal Consideration documents included in the Board packet. He requested the Board to consider holding a “Public Hearing” during the next Regular Board Meeting, on July 2<sup>nd</sup>, 2019, to discuss and receive feedback regarding the proposed resolution for EMS Levy renewal proposition on the November 5<sup>th</sup>, 2019 ballot. Commissioner Gawley moved and Commissioner Chinn seconded to include a Public Hearing during the July 2<sup>nd</sup>, 2019 Regular Board Meeting. **MOTION CARRIED.**

**Agenda Bill 2: Advance Hire of Firefighter/EMT** – Chief Andrews reported that: he followed up with research from the last meeting where the question was asked whether or not the District could hire an employee to fill a known retirement vacancy before knowing the status of an award for the SAFER Grant and not have that person count as “current staffing” if the District is awarded the grant before the other member retires. Research showed that if the District did hire a new member, that member would count towards current staffing levels when the grant was awarded even though the intent would be to fill an existing position upon another member’s retirement. Knowing this, Chief Andrews could not request to move forward with this hiring concept until the District is notified of the outcome of the SAFER Grant application. No action was requested; information only.

**Agenda Bill 3: Training Program Needs Assessment** – Chief Andrews reported that AC Quitslund has reconstituted the District’s Training Committee. He noted that the Board packet included a copy of the Training Committee’s Training Program Needs Assessment. He explained that the Assessment will be used as a foundation, as well as providing a means, for holding itself accountable. No action was requested; information only.

**Agenda Bill 4: 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 107978 through 108014, dated June 18, 2019 totaling \$46,428.30; Payroll Warrant/Claim check numbers 107967 through 107977, Payroll EFT’s and IRS deposit for monthly payroll dated June 10, 2019, in the amount of \$585,919.84; for a disbursement grand total equaling \$632,348.14. **MOTION CARRIED.**

**EXECUTIVE SESSION**

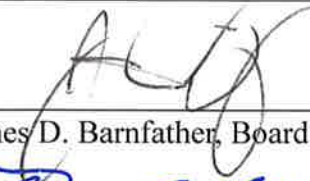
None

**GOOD OF THE ORDER**

- Chief Andrews will be out of the office this Thursday through Sunday; AC Quitslund will be Duty Chief.
- Commissioner Chinn will be in Montana during the July 2<sup>nd</sup>, 2019 regular board meeting and will unlikely be able to attend via phone.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 1:35 p.m.

  
James D. Barnfather, Board Chair

  
Steven K Chinn, Vice Chair

  
G. Michael Gawley, Commissioner

Attest:

  
Ben Andrews, Fire Chief