



# Clallam County Fire District 3

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[www.ccf3.org](http://www.ccf3.org)

James D. Barnfather

G. Michael Gawley

Steven K. Chinn

**Commissioners**

Ben J. Andrews, Fire Chief

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## BOARD OF COMMISSIONERS

### MEETING MINUTES

#### REGULAR MEETING

MARCH 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, March 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 Steven K. Chinn, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Captain Marc Lawson, Lt. Ryan Tillman, Lori Coleman, Alwynn Movius and Patti Williams.

**Excused Absence:** Commissioner G. Michael Gawley

**Call for Changes to the Published Agenda:** Chairman Barnfather commented that there was a request to add Agenda Bill No. 10. The Board gave their consent.

**Approval of Minutes: MOTION:** Commissioner Chinn moved and Commissioner Barnfather provided a second to approve of the minutes from the *Regular Meeting, March 7, 2017*. 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 —** Assistant Chief Dan Orr provided a verbal review of his written report, which is included as part of these minutes.

**Correspondence: Clallam County Public Works Department: Sewer Connection Fee —** The Commissioners had received a copy of the correspondence in their board packets. *The Chief commends Assistant Chief Eric Quitslund on due diligence of his foresight on water consumption and saving the District a significant amount of money.*

**Agenda Bill No. 1. Service Delivery Study —** Chief Andrews stated that he is continuing to work on a document that has all of the findings and recommendations extracted from the larger document. Chief Andrews handed out a document that will be used in moving forward in the evaluation and implementation efforts. A copy of Chief Andrews written report is included as part of these minutes. No action requested, for information only.



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**Agenda Bill No. 2. Burn Permit MOU** — Assistant Chief Eric Quitslund explained that during previous meetings, the Board has considered the District's role and responsibilities associated with maintaining a burn permitting program. Research by staff has determined that:

- ORCAA no longer restricts residential burning to only two weekends per year.
- ORCAA does not require residential burn permits.
- Land clearing burn permits can now be obtained from ORCAA via their website.
- The risk reduction value of burn permitting is questionable.

Staff seeks to obtain the Board's direction regarding what the District's role should be moving forward. **MOTION:** Commissioner Chinn moved to approve the discontinuation of issuing both residential and land clearing burn permits. However, his recommendation would be to have the District hold a campaign on public education and media exposure. Commissioner Barnfather provided a second to the motion. The **MOTION** carried with a unanimous aye.

**Agenda Bill No. 3. Fire Chief Position Description** — Chairman James D. Barnfather requested moving approval until there is a full board being present and voting and to table agenda item until the next regular board meeting.

**Agenda Bill No. 4. Contract for IT Services** — Assistant Chief Eric Quitslund provided a verbal review of his written reports, which were included as part of their board packet. Staff would like to continue discussion regarding the options for providing IT services. Staff discussed the option of transitioning from an independent contractor arrangement to a part-time employee. The discussion presented a range of employment options, providing a comparative analysis of the options. Assistant Chief Quitslund stated he had found information from [www.indeed.com](http://www.indeed.com) which is a national agency that provides national versus local comparable options. Discussion only, no Board action requested.

**Agenda Bill No. 5. Draft Policy — Board of Commissioners** — Chairman James D. Barnfather requested moving approval until there is a full board present and voting and to defer to the next regular board meeting.

**Agenda Bill No. 6. Maintenance Service Interlocal Agreement** — Staff has drafted the attached Emergency Vehicle Maintenance Interlocal Service Agreement to facilitate the District providing maintenance service to neighboring fire departments. The draft has been reviewed by the District's insurance carrier and the District's attorney Brian Snure.

The insurance carrier indicated that they can support the agreement under the provisions of the District's current insurance policy. They offered no recommended revisions to the ILA as written.



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Attorney Brian Snure is the one who authored the original template used to develop the proposed draft. He submitted one modification, which has been incorporated into the attached version.

Maintenance Service Interlocal Agreement was presented as a first reading to inform the Board's future consideration. Review only, no Board action requested.

**Agenda Bill No. 7. SOP: 2861 Volunteer Relief and Pension Benefits** — Staff has updated the Volunteer Firefighter/EMT Relief and Pension Benefits procedure to convert it into the District's SOP format. The update also removes the provision that volunteer members pay a portion of the first year's pension premium.

Staff is advancing the draft SOP as an information item as well as to seek the Board's concurrence with the policy statements stipulated in Section 3. No action requested, for information only.

**Agenda Bill No. 8. Finance Department Efficiency and Planning** — In an effort to improve efficiency in the Finance Department as well as prepare in case Alwynn is out, we are looking at several options to streamline and automate the finance work including:

- Preparing the monthly draw at the same time as the regular payroll.
- Adjusting the cut-off date for Volunteer Points so they can also be processed during the regular payroll cycle.
- Re-addressing the integration of Tele-Staff with the payroll/accounting system.
- Cross training a back-up for Alwynn.
- Payment of warrants monthly rather than semi-monthly.
- Automating the accounts payable process.

No decision or action was taken, for discussion purposes only.

**Agenda Bill No. 9. Approval of Payroll and Expense Claims** — **MOTION:** Commissioner Chinn moved, and Commissioner Barnfather provided a second, to approve Accounts Payable Claim check numbers 105832 through 105870, *dated March 21, 2017*, totaling \$44,997.78; Payroll Warrant Claim check numbers 105821 through 105831; Payroll EFT's and an IRS deposit *dated March 10, 2017*, in the amount of \$515,857.35 for a disbursement grand total of **\$561,855.13**. The **MOTION** carried with a unanimous aye.

**Agenda Bill No. 10. MOU with Local 2933 Sick Leave Buy Back Rate** — On August 18<sup>th</sup>, 2016, John Brygider was injured on-the-job and was off work for two weeks. In November, John Brygider re-injured himself and was not able to work. The re-injury occurred when responding as a volunteer. Initially it was routed through the Board for Volunteer Firefighter relief fund process. It was later determined to be a re-injury of his previous work related injury. It took a significant amount of time to work through the process to get L&I to re-open his previous claim.



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During this process John exhausted his sick leave bank. The Chief authorized him to stay in paid status by allowing him to go into deficit in his sick leave bank. He has since received time loss compensation checks that he has turned over to reimburse the District for the sick leave. The Fire District does not have a policy, procedure, or contract language that provides a rate at which this is converted.

The Chief met with Mr. Brygider and members of Local 2933's executive board and offered this MOU to allow the District to credit back John Brygider's sick leave bank at a rate of \$26.81 for one (1) hour of sick leave.

**MOTION:** Commissioner Chinn moved, and Commissioner Barnfather provided a second, to approve the MOU with Local 2933 allowing the buyback of sick leave hours by John Brygider at a rate of \$26.81 for one (1) hour of sick leave. The **MOTION** carried with a unanimous aye. *A copy of the Memorandum of Understanding is included as part of these minutes.*

Chief Andrews will be sending out an email asking career staff to donate sick hours to John Brygider.

**Executive Session:** Chairman Barnfather called for an executive session which began at 2:20 p.m. and to last for approximately 60 minutes. Chief Andrews, the District Assistant Chiefs and Captain Marc Lawson were invited to remain in attendance. The following reasons for legitimately going into executive session are:

**RCW 42.30.110 (1)(d)** for the purpose of discussing bargaining strategy concerning *IAFF Local 2933*.

**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.

*Accordingly, as a reference guide, a copy of RCW's 42.30.110 and 42.30.140 are included as part of these minutes.*

At 2:35 p.m. Captain Lawson was excused and Alwynn Movius was invited to attend. Alwynn Movius was excused at 2:53 p.m. Chief Andrews and the District's Assistant Chiefs remained in executive session.

**Call Regular Meeting Back to Order:** Chairman Barnfather called the meeting back to order at 3:20 p.m.

**Board Action:** No action requested, for information only.



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**Good of the Order:** Chairman Barnfather addressed the question about who pays for forcible entry. Assistant Chief Tony Hudson stated that practice has been that the District will typically repair item and or send out to contractors. When responding to an emergent situation and no one answers residence, staff will try all due diligence to avoid forcible entry.

Chief Andrews publicized that our new Fire District website [www.ccf3.org](http://www.ccf3.org) went live March 15<sup>th</sup>. Assistant Chief Quitslund and staff have been working hard to implement the new site.

Commissioner Chinn stated that the Board of Commissioners had addressed a letter to **Firefighter/Paramedic Tyler Johnson** thanking him for his 8 years of service to the department as well as the citizens of the Valley.

An announcement was made that this week, **Firefighter/Paramedic Kolby Konopaski** became the proud new parent of a 3<sup>rd</sup> baby girl. Congratulations go out to Kolby and his family.

**Adjournment:** Chairman Barnfather called for meeting adjourned at 3:25 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