



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 1, 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, Fire Chief Ben Andrews, Assistant Chiefs Tony Hudson, Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

### APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Barnfather added Agenda Bill 7 – Commissioner Handbook.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the April 17, 2018, with the correction of FF/PM Chad Cate to Lt. for Chad Cate, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment.

### REGULAR BUSINESS

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

- He met with Ron Allen from the Jamestown S'Klallam Tribe last month to speak about future plans for both the tribe and the Fire District and how both can support each other with projected growth. Another meeting will be planned in the near future.
- A historical analysis of operation costs from 2014-2018 was completed; identifying an average annual increase of 3.4% in operation costs.
- He started conversations with the Clallam and Jefferson County officials regarding partnering and maintaining a single emergency management office, received mixed responses he intends to continue to encourage the discussions.
- He reported that our MPD drafted and consented to a new County Operating Procedure (COP) that allows departments to administer medication that are beyond their labeled expiration dates. The COP was drafted because of the continued wide spread drug shortages and is supported by research of the efficacy of medications beyond their labeled expiration date. Procedures for administering and documenting the use of expired medications have been thoroughly outlined in the COP.
- April call volume data was attached to the written report.

**Logistics Report** – AC Quitslund reviewed his written report, reporting that: Station 31 is due for a septic inspection; Station 33 exterior lights and sign have been installed; Station 34 bathroom and weight room refurbishing are underway; maintenance members continue to support training needs by building necessary props and helping with logistics for making sure proper supplies are available; outdoor facility maintenance is in full swing again; ambulance remount project is underway; agreement with the City of Sequim for vehicle maintenance is pending; outside vehicle maintenance continues with a couple of recent District 2 services and an engine scheduled to come in for a head gasket repair; volunteer station inventories are being developed to support implementing them to PSTRax; phone replacement is complete, refinement set-up issues are being addressed; admin services continue to progress with the transition of duties from Lori to Caity; gearing up for another round of surplus, SAFER Grant reporting is complete; migration of SOP's to Target Solutions continues to progress; Safety related SOP's are pending review and personnel policies and SOP's are next to be reviewed.

**Operations Report** – AC Hudson reviewed his written report, reporting that: staffing continues to be at full capacity, with FF/EMT McIntyre, FF/PM Mullvain and FF/PM Sundin all on probation; currently we have 48 active volunteers with approximately 7 new volunteers in various stages of the on-boarding process; Stop the Beed training was provided to Sequim High School this week during their professional development time, other schools are scheduled to receive the training in the weeks to come, once complete the training will have been delivered to all schools in the Sequim District; recruit class completed on March 31<sup>st</sup>, the District had 9 members graduate; recruit class instructors have met once already to debrief on the academy; a Tactical Emergency Casualty Care class is being held this weekend, the District has 24 students attending; Bainbridge Island Fire recruits completed live burn training, They will be billed for the associated cost; attached was the current MSO Report and call statistics by detail.

**Agenda Bill 1: PenCom ILA Discussion** – Chief Andrews provided a draft of the Inter-local Agreement (ILA) as a third reading, and answered questions. He reiterated that the District, if we participate in the ILA, will become part of the governing body, which provides us a voice in the dispatch center's policy level decision making. He explained that service fees are outlined in the ILA and the intent is for fees to be calculated the same way they always have been; he offered to have an example of the calculation table for commissioner review upon their request. He reported that our attorney has not reviewed the document as it was drafted and vetted through the City of Port Angeles's attorneys and other entities have had their attorneys review it as well. He clarified that ownership of the dispatch equipment would be transferred to the new standalone entity as it was purchased with funds supported through tax collection and does not belong to the City of Port Angeles. In addition, he explained that the motion proposed today is to support the ILA that will convert PenCom to a standalone entity, noting that the City of Port Angeles and Sequim have already showed their support regarding the ILA. Commissioner Chinn moved and Commissioner Barnfather seconded to support the collaboration and adoption of the ILA. **MOTION CARRIED.**

**Agenda Bill 2: Purchasing Authority & Control SOP** – Commissioners reviewed the draft SOP 6200 and Appendix 6200A, Form 6200F and 6200F1, Purchasing Authority & Control, developed to update and convert existing policy and procedures. The SOP retains existing purchasing procedures to align them with current bid laws and process requirements. AC Quitslund reported that we are now registered with MRSC to produce and maintain our Small Works Roster. They update the roster twice a year, the cost to be a member is far less that the cost associated with maintaining our own roster; he noted that we were only able to update it yearly compared to their biannually updates. The

SOP was provided as an information item with no action requested.

**Agenda Bill 3: Ambulance Replacement Plan Presentation** – A/C Quitslund presented the commissioners with a draft Ambulance Replacement Plan. He gave an extensive overview of the plan, noting that he worked with a group of individuals comprised of line staff, volunteers, administration, and one commissioner incorporating their input into the draft plan. He reported that the new plan will allow for stations that do not often transport to have first response SUV's instead of the traditional ambulances; this will allow for the same level of care with a vehicle that is more nimble to staff and operate, easier to park at scenes and will result in a significant savings in upkeep and future replacement. The commissioners and Chief Andrews praised AC Quitslund's work and due diligence in the preparation of the plan. They asked that he put together a replacement plan for this option for a projection of 15-20 years to compare against his already prepared replacement plan for current vehicles if we chose to stay status quo. The vehicle replacement plan was provided as an information item with no action requested.

**Agenda Bill 4: Volunteer Coordinator Employment Agreement** – Commissioners were presented with an employment agreement for the SAFER grant funded position for a Volunteer/Training Coordinator. The agreement has an effective date of 12/1/17, when Justin Grider was hired to fill the position. Commissioner Gawley moved and Commissioner Chinn seconded to approve the employment agreement for Justin Grider for the position of Volunteer/Training Coordinator with an effective date of 12/1/17. **MOTION CARRIED.**

**Agenda Bill 5: Personal Protective Equipment SOP** – Commissioners reviewed the draft SOP 5135, Appendix 5135A and 5135A1, and Form 5135F, Personal Protective Equipment (PPE), developed to support compliance with WAC 296-305, Safety Standards for Firefighters. The SOP updates and converts existing policy and establishes the guidelines for purchasing, inspecting and maintaining PPE. Chief Andrews reported that Body Armor was included in the SOP to outline that specialized PPE will be issued to members when there is a reason to suspect that a member could be injured by a projectile. Currently we have a few members who are trained to the Tactical Medic level, they have issued body armor supplied with their training; future body armor needs are unclear at this time, but he notes that we are training members in Tactical Emergency Casualty Care so there likely will be a future need for specialized PPE for members. The SOP was provided as an information item with no action requested.

**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 106900 through 106934, dated May 1, 2018, totaling \$107,739.08; Payroll EFT's and IRS deposit for monthly payroll dated April 25, 2018, in the amount of \$79,869.11; for a disbursement grand total equaling \$187,608.19. **MOTION CARRIED.**

**Agenda Bill 7: Commissioner Handbook** – Commissioner Barnfather read a prepared statement noting that the commissioners understand the need to revise the Board's policies by eliminating outdated and obsolete elements that lost their relevance. In doing so, the Board is electing to follow the guidelines already set forth in the WFOA Handbook and augmenting them with a District Handbook. Because of the change in the Board's policy documents, it is necessary to reflect this in the Board Policy 1000, Board of Commissioner, specifically noting changes to 3.2 and 3.3; the revised version was presented. Commissioner Chinn moved and Commissioner Gawley seconded to

approve changes in Board Policy 1000, Board of Commissioners and adopt the Commissioner Handbook as presented. **MOTION CARRIED.**

**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 [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and Assistant Chiefs Hudson, Orr, and Quitslund.

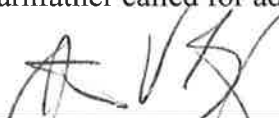
At 3:50 p.m., Chairman Barnfather extended the meeting for an additional 5 minutes. At 3:55 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

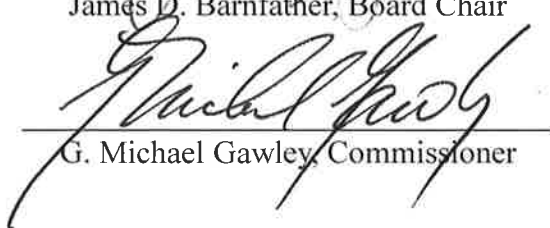
**GOOD OF THE ORDER**

- Commissioner Chinn will be attending the next meeting via teleconference.
- AC Orr and Captain Sharp will attend the annual Sequim Hospital Guild Fashion Show May 3<sup>rd</sup>, 2018.
- Chief Andrews will attend that National Day of Prayer May 3<sup>rd</sup>, 2018.

**ADJOURNMENT**

Chair Barnfather called for adjournment at 3:57 p.m.

  
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 James D. Barnfather, Board Chair

  
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 G. Michael Gawley, Commissioner

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Steven K Chinn, Vice Chair

Attest:   
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 Ben Andrews, Board Secretary