



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 5, 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 via phone conference, Assistant Chiefs Dan Orr and Eric Quitslund, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the May 15, 2018 Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Chief's Report – Chief Andrews was absent, AC Orr reviewed his written report, reporting that:

- The PenCom ILA will be presented to the Port Angeles City Council tonight by the City Manager and Police Chief in order to gain approval to move forward with a plan to authorize a group of signatories to the ILA to begin discussions with Jeffcom regarding regionalization. AC Hudson and Orr will attend that meeting. Sheriff Benedict's stance on the ILA is still unknown.
- No update on the Radio Tower Legal Action.
- No response to the request for data from CEO of OMC, Eric Lewis. If not received shortly, a public records request will be pursued.
- Collective Bargaining mediation continues Monday and Tuesday, June 11th and 12th.
- Two Firefighters successfully completed probation. A badge pinning ceremony will be held for FF/PM Mullvain and FF/EMT McIntyre June 19th at 6:30 pm at Station 34 – 323 N Fifth Avenue, Sequim, WA.

Operations Report – Chief Hudson was not in attendance today, a report will be given at the next meeting.

Logistics Report – Assistant Chief Quitslund reviewed his written report: G-22 will be delivered to Braun tomorrow for the chassis remount. A timeline for its return will be clearer after they meet with staff there; currently finishing up carrier contract for the new phone installation; lighting upgrades were made to Chief Andrews vehicle to align with previous upgrades to AC Hudson's vehicle;

John Brygider and Steve Phillips are finishing up their CDL's which are required for them to drive emergency vehicles while they are servicing them; all brush engines are in service; Station 34 upgrades are in progress. These include shower and bathroom repairs, painting and repairs to the hallway in the living quarters, PPE locker installation and weight room upgrades; apparatus replacement plan and updating SOP's are still in progress; a copy of the surplus certification list was attached to written report as an information item, all items are less than \$500.00 in value; AFG Grant awards have still not started; Station 31 septic inspection is this coming Monday. Expect an update soon; the Safety Committee Meeting is currently developing a charter and aligning their mission, vision and values towards creating a proactive safety culture; yearly pump testing is underway and research for proper disposal and surplus of Aqueous film forming foam (AFFF) is underway because the containers are failing and will need repackaging if not disposed of soon.

Recess: At 1:26 p.m., Chairman Barnfather called for a recess due to a structure fire call that took AC Orr away from the meeting. At 1:31, Chairman Barnfather extended the recess an additional 5 minutes. The meeting was called back into Regular session at 1:36, AC Orr returned.

Agenda Bill 1: Volunteer Relief and Pension Benefits SOP – Commissioners reviewed the draft SOP 2861, Volunteer Relief and Pension Benefits SOP, that was updated to address the provision of medical coverage of non-emergency response volunteers, updates are contained in section 3.2. Commissioners requested further discussion on SOP regarding the response activity requirement when AC Hudson is available to participate. The SOP was provided as an information item with no action requested.

Agenda Bill 2: Sale of County Timber – Finance Manager Alwynn Movius reported that: she has researched how Timber Taxes Revenue works and how funds are allocated to entities within the Tax Code Area where the timber is harvested. She noted that entities like the Library Districts serve county-wide and therefore receive tax revenue from all County timber harvests. Local Districts only receive revenue timber harvested within their Tax Code Area. She provided a handout showing how funds are handled before we receive them. To stay informed, she will attend DNR's quarterly meeting with the county and has asked the DNR to send notices of when timber is harvested in our Tax Code Areas. This report was provided as an information item with no action requested.

Agenda Bill 3: Volunteer Compensation SOP – Commissioners reviewed the draft SOP 2810, Volunteer Compensation SOP, and Forms 2810F, 2810F1 and 2810F2, created to establish written guidelines for managing volunteer compensation. The SOP is being shared to introduce the concept of Stipends. The SOP was based on guidelines developed by Brian Snure and the International Association of Fire Chiefs. The SOP was provided as an information item with no action requested.

Agenda Bill 4: Private Vehicle (POV) Response SOP– Commissioners reviewed the draft SOP 4115, Private Vehicle (POV) Response SOP, which was updated to support follow-up education related to a "Near Miss Report" recently reviewed by the Safety Committee. Captain Sharp also made a "Traffic Incident Management Safety Bulletin" that has been sent to all members regarding Tips for Responder Safety at Traffic Related Incidents. The SOP was provided as an information item with no action requested.

Agenda Bill 5: Alternative Fuel Resolution – AC Quitslund presented Commissioners with Resolution 2018-03, Alternative Fuel Exemption, for adoption consideration. The resolution was drafted due to the District's inability to comply with RCW requirements for alternative fuels and to

exercise the available exemption. Commissioner Gawley moved and Commissioner Chinn seconded to approve the adoption of Resolution 2018-03, Alternative Fuel Exemption. **MOTION CARRIED.**

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 106979 through 107019, dated June 5, 2018 totaling \$59,276.34; Payroll EFT’s and IRS deposit for monthly payroll dated May 25, 2018 in the amount of \$34,438.22; for a disbursement grand total equaling \$93,714.56. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:53 p.m., expected to last for 22 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather and Gawley, and Assistant Chiefs Orr, and Quitslund.


At 3:15 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

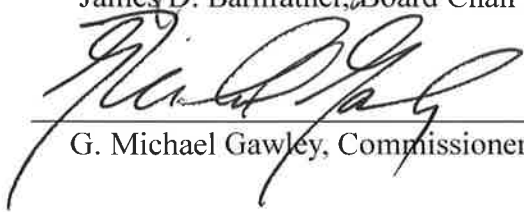
- July 3rd Regular Board Meeting will go ahead as scheduled.

ADJOURNMENT

Chair Barnfather called for adjournment at 3:16 p.m.



 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Board Secretary