



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 17, 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, Finance Manager Alwynn Movius, FF/PM Bryce McGinley, Volunteer Bob Lake, Clallam County Assessor Pam Rushton, Interim Treasurer Teresa Marchi, and PenCom Director Karl Hatton.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Barnfather added Agenda Bill 10, Ambulance Remount Authorization and moved Agenda Bill 1 and 2 prior to the Chief Reports.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the April 3, 2018, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Agenda Bill 1: Presentation by Pam Rushton, Clallam County Assessor – Ms. Rushton introduced herself and Teresa Marchi, the Interim Treasurer. She handed out a spreadsheet that showed a brief synopsis our 2017-2018 Levy information along with our past levy amounts, increases, property values and levy rates. She explained that this was a very basic overview of how levy funds are calculated for collection. Ms. Marchi advised that our interest funds are doing well with the investment pool that the county uses. The commissioners and Chief Andrews all thanked both of them for coming. No action was taken at today's meeting.

Agenda Bill 2: PenCom Inter-Local Agreement (ILA) – Director Karl Hatton presented a summary of the ILA and gave an elaborate overview of processes that led up to the creation of the ILA and the progress that has been made to date. He reported that PenCom is currently operated by the City of Port Angeles, thus giving the City of Port Angeles all of the decision making authority. The intent of the ILA is for PenCom to become a stand-alone agency governed by a Board of Representatives from each entity that enters into the ILA. This would give those stakeholders the ability to govern the entity with decision making authority. He explained that the county has historically collected the funds that financially support the entity, essentially being their bank and reported that they are working together to keep the cost of processing of those funds to a reasonable fee as there is very little work involved in receipting in the funds and transferring them to PenCom's account. He reported that the ILA was drafted by the City of Port Angeles's attorney; has been reviewed by other interested parties attorneys; and it is up to us whether we want our attorney to

review it as well. He also reported that once PenCom is a stand-alone agency, there is hope that eventually PenCom and JeffCom will merge making them a regional dispatch center. The commissioners and Chief Andrews all thanked him for coming. No action was taken at today's meeting.

Chief's Report – Chief Andrews reported that:

- Jefferson County lost their full Time Emergency Management Director and Clallam County is looking to hire for the same type of position. Chief Andrews believes this would be a great time to consolidate resources and sought Commissioner approval to approach Jefferson County and the Clallam County Sheriff to discuss the idea of creating a regional Emergency Management Center. Commissioners supported starting this conversation.
- He has been attending the “Safe Schools” meetings; these meeting are that of a grass roots group started by parents and community members who want to support a safe school environment for the community. He has made it clear that his participation is not in the form of prevention, he's participating to have a clear understanding of what they are doing in case it affects us during a response to the schools. He has offered to provide “Stop the Bleed” classes for the members of this group.
- Mediation continues, they met yesterday, no agreement has been made.
- He and Alwynn continue to actively work on developing a series of proposed reserve strategies.
- 2016 Annual Report is on agenda for today for final adoption, the 2017 Annual Report has been started.
- Our 2016-17 financial audit was published on the State Auditors webpage.

Risk Reduction & Planning Report – AC Orr reviewed his written report, reporting that: the school district submitted demolition plans for the community school; B occupancy inspections continue; work with the local market and festival events continue; he participated in a walkthrough of the Vintage organized by Lt. Chad Cate; no current fires are being investigated; faith based group met in April, active shooter reunification meetings continue with the School District and the Police Department; basic fire extinguisher training was given to the Boys and Girls Club staff; Chief Doom talks continue; graduated 30 people from CERT and have 30 more in the April class; began discussions with the Fairgrounds to host the annual CERT drill; mediation with Local 2933 continues; attended the annual collective bargaining and arbitration conference in Seattle; and attended the ISO class sponsored by CCFD2.

Agenda Bill 3: Service Delivery Study – Chief Andrews referenced the progress report included in the Board packet, explaining that the updates are highlighted in yellow. The report was provided as an information item with no action requested.

Agenda Bill 4: Wildland Team Callout Procedures SOP – Commissioners reviewed the draft SOP 4145, Wildland Team Callout Procedures, developed for managing the process of attempting to fill wildland mobilization requests in a timely manner while also preserving the established practice of minimizing the likelihood of the mobilization triggering mandatory call back. Chief Andrews reported that he is working on an MOU to present to the union that will facilitate backfilling the 1st 7 days prior to authorizing members for deployment. Once an agreement is accepted by the union, it will be brought to the Board for review. The SOP was provided as an information item with no

action requested.

Agenda Bill 5: 2018 QTR 1 Financial Reports – Alwynn Movius, Finance Manager, presented the 2018 revenue and expense reports and financial statement notes. She noted that property tax revenue is down compared to 2017, possibly because of the public's confusion with regard to the new state school levy rate. She also noted that the County Assessor projects Timber Taxes to be down, around \$38,000.00 for 2018. The reports were provided as information items with no action requested.

Agenda Bill 6: 2016 Annual Report – Chief Andrews presented the 2016 Annual report for Adoption by the Commissioners. He noted that Chief Quitslund made the report in a fashion that would support yearly updating in a relatively easy manner. The commissioners reported that they like the new format. Commissioner Gawley moved and Commissioner Chinn seconded to approve the adoption of the 2016 Annual Report. **MOTION CARRIED.**

Agenda Bill 7: Disposal of Surplus Property SOP – Commissioners reviewed the draft SOP 6330 and its appendixes, Disposal of Surplus Property, developed to convert Board Resolution 2016-07 to SOP format and replace the existing policy and procedure that are both outdated. The SOP was provided as an information item with no action requested.

Agenda Bill 8: 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 106862 through 106899, dated April 17, 2018, totaling \$39,249.85; Payroll warrant/Claim check numbers 106851 through 106861, Payroll EFT's and IRS deposit for monthly payroll dated April 10, 2018, in the amount of \$503,345.44; for a disbursement grand total equaling \$542,595.29. **MOTION CARRIED.**

Agenda Bill 8: Volunteer Pay Reimbursement for 1st Quarter of 2018 – Commissioners reviewed the Volunteer Pay Report for the 1st Quarter of 2018. Commissioner Gawley moved and Commissioner Chinn seconded to approve the Volunteer Reimbursement for January, February and March 2018, in the amount of \$40,660.00, dated April 25, 2018 **MOTION CARRIED.**

Agenda Bill 10: Ambulance Remount Authorization – AC Quitslund provided information to support the approval of the sole source justification and authorization to spend up to \$155,000.00 for the ambulance remount for G-22. Commissioner Chinn moved and Commissioner Gawley seconded to approve the adoption sole source justification memo. **MOTION CARRIED.** Commissioner Chinn moved and Commissioner Gawley seconded to authorize expenditures related to the remount of G-22 up to \$155,000.00. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 3:09 p.m. and was expected to last for 51 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.

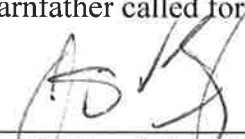
At 4:00 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

- Chief Andrews met with Ron Allen form the Jamestown Tribe. Chief Andrews is working on a proposal for the Tribe to review that will fund a full time employee (FTE). The FTE will be used to support staffing at the Blyn Station.
- Commissioner Barnfather called for a special meeting to be held on May 1st at 11:00 to continue efforts on editing the Commissioner Handbook. No public comment period will be held during the meeting.

ADJOURNMENT

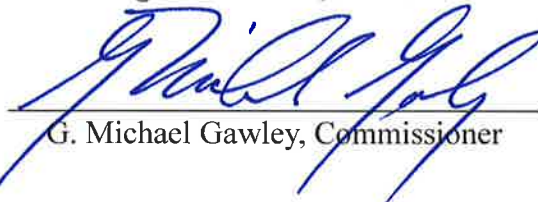
Chair Barnfather called for adjournment at 4:04 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair



G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Board Secretary