



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 1, 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, Chief Ben Andrews, Assistant Chiefs Eric Quitslund, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Bryan Swanberg, FF/PM Len Horst, Volunteer Bill Miano and citizen Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Barnfather seconded to approve the September 17th, 2019, Regular meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported:

- Two career members are on what is expected to be long-term sick leave.
- Lieutenant testing will occur in October.
- Firefighter testing will occur this fall; to create a hiring list.
- He and Commissioner Barnfather met with Jamestown S'Klallam Tribe CEO Ron Allen. The meeting was to discuss impacts from the proposed Medication Assisted Treatment facility and tax exemptions on their lands within the District's tax revenue base. CEO Allen reassured him and Commissioner Barnfather that the Tribe is committed to work with the District to resolve any impacts the MAT facility may have on the District and that they are willing to discuss how to compensate the District for their properties that are tax exempt. Chief Andrews reported that the meeting made it clear that Jamestown S'Klallam Tribe plans to continue with the expansion.
- Criminal Mass Casualty Drill was held at the Sequim Middle Scholl on September 28th, 2018 with multiple law enforcement agencies; the perception was that the drill was successful. After Action Reviews will be done and a report will be compiled and published.
- Met with Kim Droppert and Lindsay Littlejohn from Olympic Ambulance. Ms. Littlejohn is Bill Littlejohn's daughter and she is starting to take over his role in the business they own.

They discussed the great partnership that has been established and confirmed their desires to work together in the future.

- He participated in a walk-through of the new 7 Cedars Hotel. The purpose was to check radio communication; some areas of concern were identified and staff will continue to monitor them as the project moves forward; the Tribe is committed to helping ensure the District has good communication as necessary to perform duties.
- Year to date call stats were attached to the written report; call column is up 6% at this time.

Operations Report – AC Hudson reported that: there are currently 60 volunteer members; five volunteers resigned last quarter; Nick Pettit and Brent Lovell, new hires, are on a modified 40 hour work week while they are going through recruit academy; preparation for Lieutenant and firefighter testing this fall are underway; First Watch and First/Pass QA/QI software are being used and Captain Sharp has been able to complete 100% of the QA within 48 hours of the call; Captain Sharp will be attending the National Fire Academy in February; Dr. Churchley is resigning as the Medical Provider Director and Dr. Danielle Whitley will be taking over the position, she is currently an Emergency Room Physician at Olympic Medical Center; Fire Academy is being held every Friday night and all day Saturday and Sunday; Critical Thinking for the Initial IC class is this weekend and upcoming backfill shift training is being scheduled. Year to Date call stat breakdown of data was attached to the report.

Logistics Report – AC Quitslund’s Logistics and Training Committee reports were attached to the packet and questions were answered. AC Quitslund explained that he is currently working on amending grant requests so grant funds can be used on items that were taken out of the award; the goal is to use all of the funds awarded;

Agenda Bill 1: Filling the Fire Code Technician Position – AC Orr reported: the Fire Code Technician, Steve Jackson, has submitted his resignation effective May 31st, 2020. AC Orr has written a Memo to Chief Andrews explaining that and giving options for replacing the position. AC Orr identified three options, one is to fill the position when vacant, two is to research cost sharing the position with the City of Sequim and the County and the third is to eliminate the position completely. The District is not the authority having jurisdiction (AHJ), the position does inspections and reports to the AHJ, but the District has no ability to enforce codes; although Mr. Jackson does a great job influencing businesses. The position was originally filled when Washington State Rating Bureau (WSRB) standards needed to be met to keep the ratings for homeowners good. Insurance companies used to use the WSRB to evaluate their client’s fire protection status and rates were calculated using WSRB ratings. The WSRB ratings at that time were of high importance to the commissioners and that is why the position was created. Staff are asking the commissioners what their level of importance with the WSRB is at this time and asking them to consider the options proposed. The city and County have been asked and their budgets are set for the 2020 year; so if cost sharing was an option, it would likely need to wait until 2021. The Board directed staff to pursue option #2. No action requested; information only.

Agenda Bill 2: Ratification of Maintenance CBA– Chief Andrews reported: that staff and the Maintenance and Mechanics Bargaining Unit have come to an agreement of their collective bargaining agreement. The agreement is being presented today for adoption by the Board. Changes were: current additions align the contract with the firefighter’s contract, healthcare

increases were added and CPI wage verbiage was added. Commissioner Gawley moved and Commissioner Chinn seconded to ratify the collective bargaining agreement with the Maintenance and Mechanics bargaining unit of IAFF Local #2933. **MOTION CARRIED.**

Agenda Bill 3: Volunteer and Training Coordinator Resignation – Chief Andrews reported: that Volunteer Coordinator Justin Grider had turned in his letter of resignation. Justin has requested a 30 day resignation date; his contract stated 60 days unless granted by the District. Commissioner Barnfather thanked Justin for his work and wanted to extend his appreciation to him for the job he has done while he was with the District. The Board is seeking alternatives for fulfilling this role. Commissioner Chinn moved and Commissioner Gawley seconded to approve a 30-day notice of resignation from Justin Grider for the position of Volunteer and Training Coordinator. **MOTION CARRIED.**

Agenda Bill 4: 2019 Proposed Budget Amendment – Chief Andrews reported that: the District is asking the Board to approve a budget amendment to reallocate funds to align with costs that will support the Training Ground Classroom project and the IAFF #2933 contract settlement. Commissioner Gawley moved and Commissioner Chinn seconded to approve the 2019 Budget Amendment in the amount of \$449,885.09 for the Training Ground Classroom project and IAFF #2933 Contract Settlement affecting the 2019 Budget. **MOTION CARRIED.**

Agenda Bill 5: Billing for Service Calls Letter to Patient – Chief Andrews reported that: he has sent a letter to a citizen who has used the 911 system 60 times this year and 12 of those were in September alone. This person has been reported to Adult Protective Services and other entities that may be able to help have been contacted to no avail. It was reported that Olympic Ambulance was originally being called and they too had to stop responding because their services were abused, too. The house is infested with fleas and crews have to use Tyvek suits to enter and to not cross contaminate the station and other public areas with the fleas. A certified letter has been sent; the first attempt was unsuccessful and another attempt has been scheduled. There have been other cases where Policy 6510, which allows for the District to bill citizens for non-emergency responses, has been used and was very successful. Chief Andrews is standardizing this letter for future encounters. No action requested; information only.

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 108232 through 108262, dated October 1st, 2019 totaling \$98,863.79; Payroll EFT's and IRS deposit for monthly payroll dated September 25th, 2019, in the amount of \$32,830.24; for a disbursement grand total equaling \$131,694.03. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 2:03 pm, expected to last for 42 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn, Chief Andrews and AC Quitslund, Hudson and Orr. At 2:47 pm Chairman Barnfather excused Chief Andrews, AC Quitslund, Hudson and Orr. At 2:45 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

GOOD OF THE ORDER

- Chief Andrews reported that he read about a county fireworks ban that will go in effect from the Elwha River East. Fireworks will only be allowed at certain times on the 4th of July. More should be forthcoming.
- Burn Ban was lifted early this year, it was lifted by the new Fire Marshall, George Bailey, on September 26th, 2019.

ADJOURNMENT


Chair Barnfather called for adjournment at 2:47 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Commissioner



Steven K Chinn, Vice Chair

Attest:



Ben Andrews, Fire Chief