



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 20, 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, Lt. Cate, FF/PM Stef Anderson, Volunteer Blaine Zechenelly, Citizens Penny Linterman, and Jim Buck.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Barnfather asked to add Penny Linterman to correspondence and to add Agenda Item 5 – Olympic Peninsula Photography.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the March 6, 2018, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

CORRESPONDENCE

Penny Linterman handed out documents that highlighted the 2018 Governor's Volunteer Service Awards Honorees and Honorable Mentions. She reported that Jim Buck received an Honoree Service Award for his volunteer service for Clallam County Emergency Management. And Blaine Zechenelly received an Honorable Mention for his volunteer service for Clallam County Emergency Management and Clallam County Fire District 3. Jim Buck, and a guest, were invited to attend a ceremony at the Executive Mansion Olympia on April 9th 2018 from 11:00 a.m. – 1:00 p.m. to celebrate his award along with being invited to attend a Mariners game on April 6th 2018 where a special pregame (on-field) recognition will be held during their "Salute to Volunteers" night. She advised that anyone interested in attending the "Salute to Volunteers" night at Safeco field is welcome. Jim Buck thanked Clallam Fire 3 for their continued support of his efforts in Emergency Preparedness. Jim and Blaine were congratulated for their achievements.

REGULAR BUSINESS

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

- Work continues with the City of Sequim on an Inter-Local Agreement (ILA). The ILA will facilitate sharing unique resources between agencies when events occur. Hopefully a draft will be ready for review at the next BOC meeting.
- A Draft PenCom ILA is included in Agenda Item 3.
- The investigation into the grievance filed by Firefighter Steve Anders has been completed with the finding that there was no violation of the Collective Bargaining Agreement. Firefighter

Anders has until the close of business on March 22nd to file an appeal with the Board of Commissioners.

- He met with the DNR recently. He explained that during that meeting they advised that they will resume the practice of hiring qualified volunteer firefighters for wildland deployments outside of the Olympic Region. They have developed an interagency peer review process and are preparing a cross-walk qualification process for fire service volunteers to equate structural fire training to wildland training requirements. There was discussion of forming a Type 3 Incident Management Team on the West side of the state. Additionally, they clarified that we cannot add an administration fee for the staff time it takes to do the billing for reimbursements.
- There are State Mobilizations Plan changes pending approval by WSP Chief Batiste. One major change is how backfill is reimbursed, the change will make the process much clearer and allow for districts to be made truly whole when billings are complete.
- He met with the Sequim School District and the Sequim Police Department to work on procedures for managing a mass casualty event at a school. The most recent meeting focused on reunification and clarification for each department's role in the expectation of processes. Chief Andrews reported that the partnership is working very well.
- A new mediator has been assigned, he has met with both attorneys, and contract negotiations with Local 2933 will continue on April 15th, 2018.

Risk Reduction & Planning Report – AC Orr reviewed his written report, reporting that: Wirta Hospitality is building a 4 story Hotel with an underground parking garage and an anticipated finish date in the spring of 2019. The hotel will be located next to the current Quality Inn; continuing B occupancy inspections; no current fire investigations; Faith Based group meetings continue; he attended the Sequim School and Police Department meeting on reunification after a mass casualty event and/or evacuation; provided necessary reporting to First Federal for the grant that was awarded to purchase CERT supplies; next Local 2933 meeting is April 15th with our newly appointed mediator and he was invited to present at the statewide Emergency Preparedness conference in Tacoma on April 19th, 2018.

Agenda Bill 1: Service Delivery Study Update – No update provided.

Agenda Bill 2: Joint Resolution Supporting Medical Facility in Sequim – Commissioners conducted their first reading of a joint resolution by Clallam Fire District 3 and the City of Sequim. The draft resolution outlines objectives on behalf of both entities in relation to supporting the need to establish a emergency medical receiving facility in Sequim along with commitment from both parties to support achieving this goal. This was provided as information only with no action requested.

Agenda Bill 3: PenCom Inter-Local Agreements (ILA) – Commissioners conducted their first reading of a Draft ILA between Clallam County, City of Port Angeles, City of Sequim, Clallam County Fire District 2, and Clallam County Fire District 3. Chief Andrews reported that the ILA was created to initiate the process of transitioning Pencom, a current division of the City of Port Angeles Police Department, into a standalone entity governed by the fore mentioned 5 entities. It was clarified that as a user who contracts 911 services through the current structure of Pencom, we presently have no say in matters that relate to PenCom governance. If the ILA is signed, by all partner agencies, Pencom will become a standalone entity in which Clallam Fire 3, will assume a 20% governance responsibility and a voice in how PenCom is managed. Chief Andrews mentioned that

this move positions the agency for the option of future regionalization between JeffCom and PenCom to becoming one entity. The ILA has been exhaustively reviewed by the county and city attorneys; therefore Chief Andrews will ask our attorney, Brian Snure, for only a quick review of the ILA before proceeding. Chief Andrews clarified that executing the ILA transfers financial responsibility for PenCom from the Port Angeles Police Department to the new governing body. He reiterated that the ILA transfers responsibility, but also empowers the District a 20% governance voice that currently does not exist. Chief Andrews reported that the ILA clarified that each entity will have an elected official who will hold a seat on the Administrative Board, and each entity shall have an alternate member to serve on the Administrative Board in the absence of the party's elected official. This was provided as information only with no action requested.

Agenda Bill 4: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Gawley moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 106781 through 106813, dated March 20, 2018, totaling \$39,031.85; Payroll Warrant/Claim check numbers 106770 through 106780; Payroll EFT's and IRS deposit for monthly payroll dated March 9, 2018, in the amount of \$497,954.03; for a disbursement grand total equaling \$536,985.88. **MOTION CARRIED.**

Agenda Bill 5: Olympic Peninsula Photography – Commissioners viewed another round of pictures taken during a recent recruit academy live fire training exercise using the District's car fire prop.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 2:18 p.m. and was expected to last for 42 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 3:00p.m., Chairman Barnfather called for an extension for an additional 5 minutes.

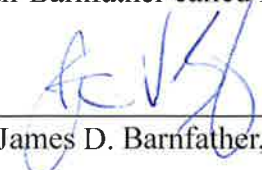
At 3:05p.m., Commissioner Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

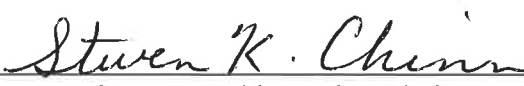
- None

ADJOURNMENT

Chair Barnfather called for adjournment at 3:05 p.m.



James D. Barnfather, Board Chair



Steven K Chinn, Vice Chair

G. Michael Gawley, Commissioner

Attest: 

Ben Andrews, Board Secretary