



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 15, 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, Lt. Chad Cate, FF/PMs Ivan Hueter, Matt Newell, Chris Corbin, Brent Lovell, Bryce McGinley, Neil Borggard, Joel Bower and Kolby Konopaski, FF/EMTs Kjel Skov, John McIntyre, Jared Romberg and Scott Dickson, 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 October 1st, 2019, Regular meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported:

- He will be attending a meeting in regards to elder health in rural communities; the meeting will be held in Port Townsend and will focus on removing barriers to healthcare that elderly patients face in rural areas.
- Attempts to mail a letter to the homeowner of 8876 Old Olympic Highway were unsuccessful; crews were able to hand deliver the letter to the homeowner who then signed it. The letter stated that, per policy, the District will start billing the homeowner for calls that are deemed non-emergent. This letter was drafted after many calls to this address deemed non-emergent and staff realized that it was becoming a pattern; emergency resources were being utilized when there was no “true” emergency occurring. The homeowner has been extended community resources to assist; although it appears they are not being utilized.

Risk Reduction and Planning – AC Orr reported that: the alarm system at Cedar Greens has been finalized; working with Twin Oaks on an access change to their club house; two fire investigations were done; he attended Jamye Wisecup's funeral; he along with others attended a two day tactics class in Port Angeles; he met with county officials to address their request to suspend training new CERT Program members until 2020, explaining that with the passing of Jamye Wisecup they are shorthanded; and the District's Fall Newsletter has been completed and will be in the mail soon.

Agenda Bill 1: 2019-Q3 Financial Reports – Finance Manager Alwynn Whitaker presented the 3rd Quarter Financial Reports. Her review of revenue noted that general property taxes typically come in two lump sums, one in April and the other in October, which is why comparing to the previous year at the same time is important. The FEMA grant for SCBA replacement is substantially complete. Miscellaneous revenue is higher than expected due to sale of surplus and investment interest. Her review of Expenditures noted that the Commissioner department is -8% because most costs will be incurred in the 4th quarter with election fees. The Volunteer program is showing as “over-spent” likely due to increased volunteer on-boarding, more active volunteer participation in training, and increased response activity. More research will be done to see exactly why there has been a significant increase. The 2019 budget amounts include the previous budget amendment used to address collective bargaining agreement ratification and the Training Center classroom. No action requested; information only.

Agenda Bill 2: 2018 Annual Report – Chief Andrews briefly went over the annual report. The report included summaries of response times and he reported that he wants to align with NFPA 1710 to change past practice of Suburban vs Rural to correlate with the new standards and look at response times as Urban vs Rural. Urban will be all responses within city limits and Rural will be all responses outside of the city limits. The new NFPA 1710 recommendations are based on population densities within the area. He also stated that he is working on the 2019 Annual Report and hopes to have it published earlier next year. No motion was made; will add to the next BOC Agenda for a motion to adopt the report.

Agenda Bill 3: HR & Training Services Contract Renewal – Chief Andrews presented the renewal for Janice Corbin’s HR services contract. No retainer is necessary, the District is only billed for services rendered which would include time and materials. Commissioner Gawley moved and Commissioner Chinn seconded to approve the contract with Janice Corbin of Sound Employment Solutions, LLC as proposed. **MOTION CARRIED.**

Agenda Bill 4: Service Delivery Study Update – Chief Andrews reported that he has updated the Service Delivery Study (SDS) with recent activity. He noted that the training committee is engaged and is making significant progress, backfill shift training continues, he continues to try and make progress with the hospital to build a receiving facility in Sequim; noting that he has not had luck with getting through to Eric Lewis of OMC to set up more planning discussions, work continues for creating a vehicle replacement plan, staffing concerns are being addressed, QA/QI for emergency medical calls is being accomplished at 100% within 72 hours due to the new First Watch/First Pass software. The SDS recommendations that have been accomplished have been greyed out on the report; those will not be readdressed in future SDS updates. No action requested; information only.

Agenda Bill 5: Q3 – 2019 Volunteer Reimbursement – Commissioners reviewed the Volunteer Pay Report for the 3rd Quarter of 2019. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Volunteer Reimbursement for July, August and September 2019, in the amount of \$35,515.00, dated October 25, 2019. **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 Barnfather seconded to approve Accounts Payable Claim check numbers 108274 through 108312, dated October 15th, 2019 totaling \$83,040.55; Payroll Warrant/Claim check numbers 108263 through 108273, Payroll EFT’s and IRS deposit for monthly payroll dated October 10th, 2019, in the amount of \$570,894.76; for a disbursement grand total equaling \$653,935.31. **MOTION CARRIED.**

GOOD OF THE ORDER

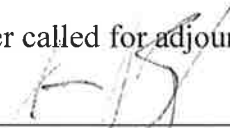
- Chief Andrews reported that during the Annual Washington Fire Administrative Support Conference Lori Coleman was one of 18 nominated, and received, the award for “2019 Administrative Professional of the Year” for her service and dedication to the Washington State Fire Service.
- Chief Andrews requested that a special meeting be held to discuss the 2020 Budget. After discussion, the meeting will be held on October 28th at 1:00 PM and agenda items to be discussed will be the 2020 Budget, hiring and filling proposed vacancies.

EXECUTIVE SESSION

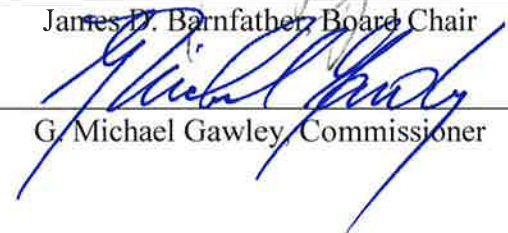
Chairman Barnfather called for an executive session beginning at 1:55 pm, expected to last for 65 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn. At 3:00 pm Chair Barnfather extended the meeting for an additional 30 minutes. At 3:21 Commissioner Barnfather invited Chief Andrews in. At 3:30 Chair Barnfather extended the meeting for an additional 15 minutes. At 3:44 Chief Andrews was excused. At 3:45 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

ADJOURNMENT


Chair Barnfather called for adjournment at 3:46 p.m.



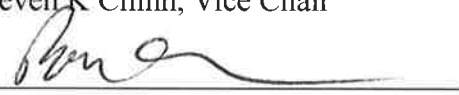
 James D. Barnfather, Board Chair



 G. Michael Gawley, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief