



# *Clallam County Fire District 3*

*Motto: Serve, Respect, Prevent and Protect*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**September 3, 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 Marc Lawson, Lieutenant Jeff Albers, FF/PM Chris Corbin, FF/EMT Travis Anderson, new hire Brent Lovell, Volunteer Bill Miano, and Citizens Mel Fisher and Troy Tenneson.

### **CHANGES TO THE AGENDA**

Commissioner Barnfather called for changes to the agenda; Chief Andrews added the introduction of a new hire before regular business.

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Gawley seconded to approve the August 20th, 2019, Regular meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

None

### **INDRODUCTION**

Chief Andrews introduced Clallam County Fire District 3's newest employee, Brent Lovell. Brent Lovell gave a brief professional history noting that was raised in the Tacoma area moving to Sequim almost 20 years ago to support the end of life process of his grandparents. His Grandfather was in the Fire Service and that is where his interest comes from. He recently finished Paramedic school and he will attend the Fire Recruit Academy this fall. The Commissioners welcomed him and wished him a successful career with Fire District 3.

### **REGULAR BUSINESS**

**Chief's Report** –Chief Andrews reported:

- That on today's Agenda Bill 2 he will notify the Board of his selection for a Lieutenant Promotion.
- Probationary Firefighter/Paramedic Brent Lovell began employment September 1<sup>st</sup> with his first day of work being September 3<sup>rd</sup>. He will be attending the fire academy this fall.
- The District will be hosting Firefighter/Paramedic and Firefighter/EMT testing this year, more details will be forthcoming as available.
- New budget ratio calculations for EMS vs Non-EMS calls for 2018 have been figured; the new ratio is 84% EMS and 16% Non-EMS.
- Ballot language for the upcoming EMS Levy Renewal has been approved by the County; a "Pro" committee put together a statement for the voter's guide, there was not a "Con" committee formed to provide a statement.

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- Year to date call volume was attached to written report; to date, call volume has increased 5.7%.

**Logistics Report** – AC Quitslund provided his written Logistics and Training Committee reports as information items and no questions were asked.

**Agenda Bill 1: Research on MAT Facility** – Chief Andrews reported that: he has compiled research, in the handout provided during the meeting, which he has been working on regarding the Jamestown S’Klallam Tribes (JSKT) Medication Assisting Treatment Clinic (MAT) that is proposed for Sequim. The purpose of the research was to identify what impacts the MAT facility could have on the Fire District. He shared the difficulty with finding facilities in areas that mirrored the Sequim community that could provide clarity to potential impacts. He researched a facility that was the closest he could find to the Sequim Community, that facility is located in Anacortes Washington. The Anacortes Fire Department reported that they responded to the facility in their area 3 times in the past 18 months; they cannot advise whether any other medical responses in their area were related to patients of that facility.

Chief Andrews’ recommended to the Board of Commissioners was that the commissioners formally request that JSKT engage in close coordination with the Fire District to mitigate any impacts to the Fire District as a result of the MAT Facility; JSKT has done this with local law enforcement. His second recommendation was that the District monitor, on a quarterly basis, the number of incidents related to drug and alcohol and to analyze any increases to see if there is any correlation to the MAT facility. His third recommendation was to engage with the JSKT if any impacts need to be mitigated. His fourth and final recommendation was that the District proactively continue to seek like facilities, requesting information from the Fire Departments serving those areas in order to identify potential impacts. The Board of Commissioners agreed with all recommendations and will follow up with a formal request to JSKT as recommended in item one of Chief Andrews’ suggestions. No action was requested; information only.

**Agenda Bill 2: Lieutenant Promotion** – Chief Andrews reported that: in February of 2019, commissioners authorized Chief Andrews to create an additional Lieutenant position to be assigned as a floater. Chief Andrews considered the ranking of the current Lieutenant promotional list and has chosen to offer the promotion to the number 1 candidate, Stef Anderson, effective October 1, 2019. A plan to transition a Lieutenant into the floater position will be addressed with Local 2933; Chief Andrews will offer the floater position to current Senior Lieutenants to find a member to fill the vacancy. If a senior member does not want the floater position, the position will automatically default to the least Senior Lieutenant. No action was requested; information only.

**Agenda Bill 3: Olympic FDC Coordinator** – Chief Andrews reported that he has held the position of the Olympic Region Fire Defense Coordinator for the past nine years. He explained that during the summer the position can take up roughly 20 hours a week of his time and he is ready to step down using that time to focus on his professional and family obligations. He wanted to notify the commissioners before he submitted his resignation to the Fire Defense Committee. He believes that there are other qualified candidates that can fill the position and keep the momentum of the committee alive. No action was requested; information only.

**Agenda Bill 4: 2020 Healthcare Application** – Chief Andrews reported that: he is bringing forth a copy of the 2019 Healthcare application to initiate discussing the option of offering volunteers the ability to utilize available healthcare benefits through the Washington Fire Commissioners Association (WFCA). The annual WFCA Employer Application, as written, allows for the District to offer volunteers the opportunity to participate in the WFCA Healthcare Plan(s). Benefit options for volunteers would consist of the PPO 300, 750, and High Deductible Plans. The District does not currently offer PPO-750, and since there is no downside to offering the plan as an option staff is seeking approval from the Board prior to the annual renewal of the employer application to allow the PPO 750 plan. Volunteers who are found to be eligible for coverage through WFCA will be able to apply for coverage during open enrollment in 2019 with an effective date of January 1<sup>st</sup>, 2020. Commissioner Gawley moved to approve the 2020 WFCA Employer Application and Eligibility/Contribution Form to include the PPO-750 plan when advanced to the Board in November of 2019 and approve the District to offer volunteer members the ability to utilize the self-pay option through WFCA Healthcare Insurance Plan for their personal healthcare needs. **BOTH MOTIONS CARRIED.**

**Agenda Bill 5: 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 108170 through 108183, dated September 3<sup>rd</sup>, 2019 totaling \$31,126.62; Payroll EFT's and IRS deposit for monthly payroll dated August 23<sup>rd</sup>, 2019, in the amount of \$29,558.48; for a disbursement grand total equaling \$60,685.10. **MOTION CARRIED.**

#### EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:40 pm, expected to last for 75 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, Chinn and Gawley Chief Andrews and AC Quitslund, Hudson and Orr. At 1:47 pm Chairman Barnfather excused AC Quitslund, Hudson and Orr. At 2:43 pm Chairman Barnfather excused Chief Andrews. At 2:55 pm Chairman Barnfather called the meeting back into Regular Session. No action was taken during Executive Session.

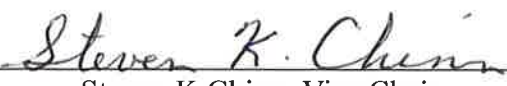
#### GOOD OF THE ORDER

- Chief Andrews advised regarding the upcoming conference in Las Vegas hosted by “The National Association of Emergency & Fire Officials” (formerly known as the National Association of Elected Officials) that he is not sending an attendee due to the minimal training that would be relevant to District staff; he feels that there may be better opportunities with less cost to the District in the future.
- Commissioner Gawley will be absent at the next regular board meeting.

#### ADJOURNMENT

Chair Barnfather called for adjournment at 2:59 p.m.

  
James D. Barnfather, Board Chair

  
Steven K Chinn, Vice Chair

  
G. Michael Gawley, Commissioner

Attest:   
Ben Andrews, Fire Chief