



Clallam County Fire District 3

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James D. Barnfather
G. Michael Gawley
Steven K. Chinn
Commissioners

Ben J. Andrews, Fire Chief

BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

April 18th, 2017

Announcing per telephone conference, Chairman James D. Barnfather requested that the meeting be turned over to Vice-Chairman, G. Michael Gawley. Vice-Chairman, G. Michael Gawley called the Regular Meeting of the Board of Fire Commissioners to order at 1:00 p.m. on Tuesday, April 18, 2017, located at Fire District 3's Headquarters Station 34, 323 N. Fifth Avenue, Sequim, WA 98382.

Please Silence Cell Phones

Attendance: Commissioner James D. Barnfather [via telephone conference], Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Captain Marc Lawson, Isabel Lawson, Alwynn Movius, Lori Coleman and Patti Williams.

Call for Changes to the Published Agenda: There was no call for changes to the published agenda.

Approval of Minutes: MOTION: Commissioner Chinn moved to approve of the minutes from the *Regular Meeting, April 4th, 2017, with one correction.* Commissioner Barnfather provided a second to the motion. The **MOTION** carried unanimously.

Public Comment: *There was no public in attendance, hence no comment. This is the place on the agenda where the public is invited to speak to the Commissioners on any issue. Those wishing to speak are reminded to sign in on the form provided.*

Regular Business:

Chief's Report — Chief Ben Andrews provided a verbal review of his written report, which is included as part of these minutes.

Operations Report — Assistant Chief Tony Hudson provided a verbal review of his written report, which is included as part of these minutes.

Risk Reduction and Planning Report — Assistant Chief Dan Orr provided a verbal review of his written report, which is included as part of these minutes.

Agenda Bill No. 1. Service Delivery Study — Chief Andrews distributed a copy of the *2005 Customer Centered Strategic Plan* which included the District's vision and value statements. Chief Andrews wants to revisit the *Mission, Vision and Values* before making major decisions on recommendations contained in the Service Delivery Study. Chief Andrews provided a brief project status to the Commissioners of what needs to be updated and he is addressing this in the Service Delivery Study. The handout is included as part of these minutes. No action requested, for information only.



Clallam County Fire District 3

Agenda Bill No. 2. SOP 2410, Hiring Process Guidelines — the Board of Commissioners had received a revised copy in their Board Packets. Assistant Chief Eric Quitslund provided a streamlined version to the District's hiring process by combining the steps of the Board authorizing conditional and formal employment offers to the Board authorizing conditional offers. SOP 2410, Hiring Process Guidelines was revised to reflect this change. Staff advanced the revised SOP as an information item to account for the process change. No action requested; information only.

Agenda Bill No. 3. Fire Chief Job Description — previous Board discussions led to delegating firing authority to the Fire Chief in order to maintain the Board's ability to impartially hear termination appeals in a manner that preserves the employee's right to due process.

MOTION: Commissioner Barnfather made a motion to approve the Fire Chief Job position description. Commissioner Chinn provided the second to the motion. The **MOTION** carried unanimously.

Agenda Bill No. 4. Fire Chief Employment Agreement — previous Board discussion led to delegating firing authority to the Fire Chief, which necessitates revising the duties stipulated within the Chief's employment agreement. To address this, the Board would need to re-open the Fire Chief's employment agreement for the purpose of updating the position's described duties. Chief Andrews also advised he would like to discuss bringing his contract in to parity with the other Chiefs' contract. Commissioner Barnfather will need to discuss with Chief Ben Andrews about re-opening the Fire Chief's employment agreement and to bring to next month's regular meeting.

Agenda Bill No. 5. Draft IT Support Tech Position Description — Draft IT Support Tech Position Employment Agreement — the Board's previous review of options to transition the IT position from an independent contractor to a District employee position led to the Board directing staff to initiate developing an employment agreement. Assistant Chief Quitslund provided the Board with an update to that process. Written documentation is included as part of these minutes. Discussion only, no specific Board action requested.

Agenda Bill No. 6. Surplus Property Declaration — staff continues to organize and purge the District's surplus items. In accordance with Board Resolution 2016-07, Disposal of Surplus Property, these items have been declared surplus by the Fire Chief.

Assistant Chief Eric Quitslund was advancing the surplus list to the Board as an information item only, intended to inform the Board of action taken. The surplus certification list is included as part of these minutes. No action requested; information only.



Clallam County Fire District 3

Agenda Bill No. 7. Draft Policy 1000 — Board of Fire Commissioners — the Board has reviewed previous drafts of the attached updated policy which was developed to support the District's 1000 series of policies and procedures. This policy incorporates the Board's revisions as noted during the previous meeting and is ready for the Board to consider adoption.

MOTION: Commissioner Steve Chinn made a motion to approve **Policy 1000 Board of Fire Commissioners** as presented and Commissioner Gawley provided a second to the motion. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 8. Provisional Job Offers for Firefighter/Paramedic — three qualified candidates have been interviewed. Those along with two candidates from the expired list have been considered for the two vacant positions. After spending considerable time reviewing their application file and interview performance, Chief Ben Andrews requested permission from the Board to make a conditional job offer to **Mark Mullvain** and **Mickey Cotter** as first step Firefighter/Paramedics.

If the applicants accept, they will need to complete the required background, medical, physical and psychological examinations to confirm this employment offer.

Chief Ben Andrews anticipates a first date of work to be June 1st or July 1st, depending on the speed of the psychological evaluation results.

MOTION: Commissioner Steve Chinn moved and Commissioner Barnfather provided a second *to authorize the Fire Chief to make a conditional offer of employment to Mark Mullvain and Mickey Cotter as first step Firefighter/Paramedics.* The **MOTION** carried with a unanimous aye.

Agenda Bill No. 9. 2017 Quarter One Financial Report — Alwynn Movius provided a verbal review of the District's year-to-date first quarter revenue and expense numbers. The written report is included as part of these minutes. No action necessary, information only.

Agenda Bill No. 10. Approval of Payroll and Expense Claims — MOTION: Commissioner Chinn moved, and Commissioner Barnfather provided a second, to approve Accounts Payable Claim check numbers 105917 through 105944, *dated April 18th, 2017*, totaling \$68,417.10; Payroll Warrant check numbers 105906 through 105916; Payroll Claims, EFT's and an IRS deposit for monthly payroll *dated April 10th, 2017*, totaling \$498,198.02 for a grand total disbursement of **\$566,615.12**. The **MOTION** carried with a unanimous aye.

Agenda Bill No. 11. Approval of Volunteer Reimbursement — MOTION: Commissioner Chinn moved, and Commissioner Barnfather provided a second, to approve December 1st – 31st, 2016, and First Quarter 2017 – January, February, March, Volunteer Points being paid on April 25th, 2017, in the amount of **\$36,000.00**. The **MOTION** carried with a unanimous aye.



Clallam County Fire District 3

Executive Session: No executive session was held.

Good of the Order: There was no announcement to report.

Adjournment: Vice-Chairman Gawley called for the meeting to be adjourned at 2:20 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley, Vice Chairman

By: 
Commissioner Steven K. Chinn

Attest:

By: 
Ben Andrews, Fire Chief