



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 2, 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 Chief Eric Quitslund, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson and Bryan Swanberg, FF/PM Chris Corbin and Bryce McGinley, and Citizen Duane Chamlee.

CHANGES TO THE AGENDA

Commissioner Barnfather called for changes to the agenda; receiving none.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Gawley seconded to approve the December 18, 2018, Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – No report was given.

Operations Report – AC Hudson was absent, Chief Andrews handed out his written report; attached was the written MSO report.

Logistics Report – AC Quitslund reported that: vehicle surplus continues, with G-3 up next; 2017 SAFER Grant reporting is due; the 2017 AFG grant funded SCBA's have been ordered; no news on the 2018 SAFER Grant application period opening as the government shutdown has halted progress; the motor pool vehicle is expected to arrive this month; two brush engines have been repainted, all have been winterized and placed in storage; maintenance billing is up to date; facility maintenance underway consists of: Sta. 33 - bay lighting this week, fence replacement, bay door repairs and HVAC system replacement are all complete. Sta. 34 – Fence repair/extension and lobby makeover are complete. Sta. 35 – Bay door replacement with insulated doors is complete. Sta. 36 – workout room update complete. Shop – Fence repair complete and office remodel permitting is still underway.

Administrative activities include: Recruit Academy onboarding and support; vehicle replacement planning is advancing with formation of a Technical Advisory Group (TAG) to develop specific recommendations; the safety SOP updated project is near completion; currently fine tuning the facility safety inspection processes; the rehab unit is being put in service; finalizing details for the District Banquet that will be held on 1/18/19; finalizing specifications and preparing a "request for proposal" for a new facility maintenance vehicle; assessing damage and concerns for winter storm

power outages, addressing gaps to be addressed for future power outages so that crews can continue to work efficiently during such events; bay door safety sensors are being addressed in all stations to assure they properly align with apparatus, adding sensors where the vehicle enters the doorway before the tire gets through the door; setting up alarm system monitoring and the ability to bundle annual system service and testing. AC Quitslund's handout included a "The Year in Review" report; Commissioner Barnfather thanked AC Quitslund for adding this to his report, commending the Logistics staff for all their contributions.

Agenda Bill 1: Interlocal Agreement – City of Sequim – Chief Andrews reported that the attached agreement is also being presented to the City of Sequim. The City is allocating \$10,000 in 2019 to help fund the CERT Program. They recognize the importance of the CERT Team's role and value to the community during a large disaster. The funds will be designated to support CERT efforts within the City. Chief Andrews reported that the joint operation of the City's Emergency Operations Center (EOC) is also addressed in this agreement; noting that cost sharing is addressed in a way that assures that neither party will be financially responsible for disasters outside their jurisdiction. He noted that the agreement will also allow the District to do maintenance on City vehicle's on a case-by-case basis, and provides the District access to their surplus purchasing groups. Chief Andrews will forward the contract to Brian Snure for review. This document was provided as information only with no action requested.

Agenda Bill 2, SOP 4130, Response to Rescue Incidents – Chief Andrews presented SOP 4130, Response to Rescue Incidents, noting that staff is advancing to the Board for concurrence with policy statements stipulated in Section 3. This version converts previous materials to the SOP format; incorporates updated language to further clarify response guidelines; and adds language to comply with WAC 296-305. This was presented as information only; no action requested.

Agenda Bill 3, SOP 4170, Response to Haz-Mat Incidents – Chief Andrews presented SOP 4170, Response to Haz-Mat Incidents, noting that staff is advancing to the Board for concurrence with policy statements stipulated in Section 3. This version converts previous materials to the SOP format; incorporates updated language to further clarify response guidelines; and adds language to comply with WAC 296-305. This was presented as information only; 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 107528 through 107564, dated December 31, 2018 and January 2, 2019, totaling \$105,899.86; Payroll EFT's and IRS deposit for monthly payroll dated December 24, 2018, in the amount of \$34,529.53; for a disbursement grand total equaling \$140,429.39. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Barnfather called for an executive session beginning at 1:30 p.m., expected to last for 60 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. At 2:00 Chief Andrews and AC Quitslund were excused. At 2:30, Commissioner Barnfather extended the session


for an additional 10 minutes. At 2:40 p.m. Commissioner Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER – It was reported that -

- Commissioner Chinn asked that Chief Andrews proceed with research for hiring and filling Floater positions; requesting an analysis of overtime costs for past years to support identifying what expenditures can be reallocated if the District decided to hire. Chief Andrews will work with AC Hudson to provide information related to this as feasible during the next Board meeting; in the meantime they will start putting together a recommendation to bring forth at the February 5th Board meeting.

ADJOURNMENT

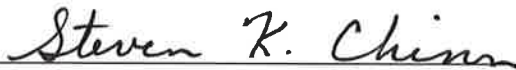
Chair Barnfather called for adjournment at 2:43 p.m.




James D. Barnfather, Board Chair



G. Michael Gawley, Commissioner



Steven K Chinn, Vice Chair

Attest: 

Ben Andrews, Fire Chief