



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 21, 2017

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, Captain Marc Lawson, Lieutenant Lawrence Bingham, FF/PM Jack Hueter, Mark Mullvain and Kolby Konopaski, FF/EMT John McIntyre, Local 2933 President Ryan Tillman, and Matt Nash, Sequim Gazette.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Commissioner Barnfather requested to switch Agenda Item 7 and Agenda Item 2.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the November 7, 2017, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Chief's Report – No Report

Risk Reduction & Planning Report – Assistant Chief Orr reviewed his written report, explaining that: Inspector Jackson had been out due to some personal issue; restaurant inspections continue; Fire Investigation on 20 Thornton Drive is ongoing, he advised the elderly woman burned in the fire passed away, causes were unrelated to the fire; staff completed the initial “stop the bleed” campaign by teaching all 10 CERT teams the necessary skills; to date, 250 citizens have been organized into local CERT teams; 3 Crabs community members continue work to identify potential evacuation routes for their neighborhood; King 5 news aired an interview by Glenn Farley regarding Earthquake and Tsunami Preparation efforts in Clallam County; Chief Orr reported that the City of Sequim has allocated funds towards preparation efforts.

Agenda Bill 1: Service Delivery Study Update – Chief Andrews reported that he did not have an update to provide.

Agenda Bill 2: Lid Lift Discussion – Chief Andrews presented his written levy goals handout highlighting three major areas that the proposed lid lift revenue would likely be focused on. Following revenue stabilization, the three areas are staffing, capital replacement and reserves. He illustrated the need of the lid lift, showing how the District's projected future revenue and expenditures will likely reach a crossover point where operational expenditures to maintain status quo service levels will exceed revenue. Commissioners all agreed that the District needs more

funding to sustain future expenditure forecasts allowing for additional staffing needs and the ability to maintain working towards financial stability with Capital and General Fund Reserves. Chief Andrews also advised that prior to Initiative 747, fire districts could increase their revenue up to 6% each year, therefor rarely needing to ask citizens for lid lifts or having to run excess levies because the financial stability grew with the demand of increasing costs of living and expenditure demands. He also advised that he believes that since Initiative 747 did pass, which only allows for a 1% yearly increase, the new norm for fire districts is to ask citizens to support more frequent lid lifts and excess levies to maintain financial stability.

Agenda Bill 3: Holiday SOP Update – Commissioners were presented with an updated Holiday SOP 2432 and a Memo from Brian Snure regarding “Unpaid Holiday Leave” as well as an audit of Floating Holiday Eligibility and a draft Employment Agreement for the Assistant Chief’s. Chief Andrews explained that to comply with RCW 1.16.050, SOP 2432 required the addition of two unpaid holidays for the observance of faith or religious conscience and that he is working with Local 2933 to address this in their contract along with addressing the process for approving these holidays. The SOP update was for information only.

He also explained that the Assistant Chief’s contract previously did not address floating holidays and has been revised to reflect this change. He asked the Board to adopt the changes as presented. Commissioner Chinn moved and Commissioner Gawley seconded to adopt the Assistant Chief’s Contract as presented with the addition of the Floating Holiday. **MOTION CARRIED.**

Agenda Bill 4: Sick Leave SOP Update – Chief Andrews presented the revised 2714 SOP, Sick Leave, and the Initiative 1433 that allows for part-time employees to accrue Sick Leave starting January 1st, 2018. He explained that he has forwarded this information to Local 2933 for their review as well. This was provided as information only at this time, no action requested.

Agenda Bill 5: Hiring SOP Update – Chief Andrews presented SOP 2410, Hiring Process Guidelines, advising of revisions which include a Self-Assessment Checklist that will be posted on our website for future applicants to review prior to applying, this will provide disclosure and will allow prospective applicants to make sure they can meet or exceed the District’s minimum requirements prior to applying. Also included is language to address the use of personality assessments, clarify medical exam applications and restrictions, add drug testing language, clarify Psych exam application and restrictions, and adds probationary period language. This was provided as information only at this time, no action requested.

Agenda Bill 6: Office Assistant Hiring Recommendation – Chief Quitslund presented an overview of what the Office Assistant selection process entailed and reported that the process has been concluded, thus staff is ready to advance a recommendation to the Board to offer a Conditional Job offer to Caity Karapostoles. Mrs. Karapostoles is a long time Sequim School District employee where she has developed a great level of skill and expertise that will make her a valuable addition to the position. Chief Quitslund also recommended that the Board take action to approve a revised wage scale that would bring the current wage up to 5% above the state average allowing Mrs. Karapostoles the transition without financial hardship. He recommended that she start at Step 4 of the 5 Step wage scale being presented today for consideration. Commissioner Gawley states that he believed she will be a good fit and that he would whole heartily recommend her for this position, Commissioner Chinn agreed. Commissioner Gawley moved and Commissioner Chinn seconded to adopt the Office Assistant wage scale as presented. **MOTION CARRIED.**

Commissioner Gawley moved and Commissioner Chinn seconded a conditional employment offer be made to Caity Karapostoles for the Office Assistant position starting at Step 4 of the newly adopted wage scale. **MOTION CARRIED.**

Agenda Bill 7: Draft Commissioners Handbook – Commissioner Chinn took the opportunity to thank Chief Quitslund on his work in drafting this handbook, noting that it took lots of time and effort. Commissioner Barnfather proposed bringing back discussion on the handbook at the next meeting as they would like more time to review it. Everyone was in favor.

Agenda Bill 8: 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 106456 through 106468, dated November 21, 2017, totaling \$3,765.55; Payroll EFT’s and IRS deposit for monthly payroll dated November 9, 2017, in the amount of \$482,411.30; for a disbursement grand total equaling \$486,176.85. **MOTION CARRIED.**

EXECUTIVE SESSION

- None

GOOD OF THE ORDER

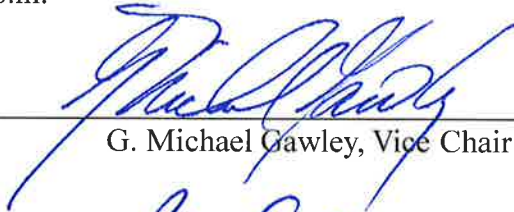
- None

ADJOURNMENT

Chair Barnfather called for adjournment at 2:03 p.m.



James D. Barnfather, Board Chair



G. Michael Gawley, Vice Chair



Steven K. Chinn, Commissioner

Attest: 

Ben Andrews, Board Secretary