

**CLALLAM COUNTY FIRE DISTRICT 3
BOARD OF COMMISSIONERS**

MEETING MINUTES

REGULAR MEETING

APRIL 19th, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Barnfather at 1:00 p.m. on Tuesday, April 19th, 2016, at Fire District 3's Headquarters Station, located at 323 North Fifth Avenue, Sequim, WA.

ATTENDANCE: Commissioner James D Barnfather, Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Dan Orr, Volunteer Blaine Zechenelly, Alwynn Movius, Lori Coleman and Patti Williams.

EXCUSED LEAVE: Assistant Chief Eric Quitslund [medical]

APPROVAL OF MINUTES: MOTION: Commissioner Houts moved and Commissioner Gawley provided a second for approval of the April 5th, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

PUBLIC COMMENTS:

CORRESPONDENCE:

REGULAR BUSINESS:

Report — Risk Reduction and Planning: Assistant Chief Orr verbally provided a review of his monthly report that is included as part of these Minutes. In addition, he delivered an PowerPoint® presentation on the Cascadia Subduction Zone Earthquakes.

Agenda Bill No. 1. Quarter 1, 2016, Revenue and Expense Report — Finance Manager Alwynn Movius provided an overview of the 2016 First Quarter Revenue and Expense Report. No action, information only. [Alwynn's Report is included with these Minutes.]

Agenda Bill No. 2. RFP for Website Update — On behalf of Assistant Chief Eric Quitslund, Assistant Chief Dan Orr verbally provided an update informing the Commissioners that the District's website has not been updated for quite some time, which means most of the information is outdated and inaccurate. Consequently, the site under performs in terms of what has become common place. An RFP [request for proposals] has been distributed to a list of local vendors seeking their proposals. The goal is to update the District's website [www.clallamfire3.org] so it can more effectively educate, inform, and serve the community. [Report is included with these Minutes.] No action, information only.

Agenda Bill No. 3. Collective Bargaining Update — Chief Andrews stated that the local has not formally responded to either of the letters he had sent out on April 1st. Joel McKeen has informally told Chief Andrews that he is working on getting back to the Chief regarding the Firefighter contract. No action, information only.

Agenda Bill No. 4. Board Policies vs Organizational SOP's — On behalf of Assistant Chief Eric Quitslund, Assistant Chief Dan Orr verbally delivered information to the Commissioners. After discussion, Assistant Chief Dan Orr made a recommendation to update the District's policies and procedures that will make a distinction between those that should be adopted as Board Policy and those that should be converted into organizational standard operating guides. Policy shall be formatted for Public Comment at Board of Commissioners Meeting. [Assistant Chief Eric Quitslund's Report is included with these Minutes.] No specific action, information only.

Agenda Bill No. 5. MOTION: Commissioner Houts moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 104859 through 104897 totaling \$29,489.56; Payroll Benefit Claim check numbers 104847 through 104858 totaling \$206,174.20; Payroll EFT's and an IRS Deposit totaling \$384,810.25 for a Grand Total Disbursement of **\$584,654.08**. The **MOTION** carried unanimously.

Agenda Bill No. 6. MOTION: Commissioner Gawley made a Motion to approve March Volunteer Points being paid April 25, 2016, in the amount of **\$8,440.00**. Commissioner Houts seconded the Motion. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 2:00 p.m. for approximately 30 minutes in accordance with Washington State RCW 42.30.140 (4) (b) for the purpose of discussing bargaining strategy concerning IAFF Local 2933. Chief Andrews and the District's Assistant Chiefs remained in attendance.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:30 p.m.

ANNOUNCE BOARD ACTION: There was no action taken.

GOOD OF THE ORDER: Chairman Barnfather expressed his concern about the lack of a Policy by the Board of Commissioners regarding Public Comment during the Commissioners Meeting. The Board agreed having a Policy was a good idea and that Chief Andrews should begin drafting one for their review.

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:34 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner Richard Houts, Vice Chairman

By: 
Commissioner G. Michael Gawley

ATTEST:
By: 
Ben Andrews, Fire Chief