

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

MEETING MINUTES

REGULAR MEETING

AUGUST 16TH, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Barnfather at 1:00 p.m. on Tuesday, August 16TH, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

ATTENDANCE: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, Lori Coleman and Patti Williams.

CALL FOR CHANGES TO THE PUBLISHED AGENDA: Commissioner James D. Barnfather called for any changes to the published agenda. Chief Andrews announced that there are two agenda bill items needing to be added. There was a general consensus among the Commissioners to amend agenda by adding **Agenda Bill No. 5 and 6**.

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Chinn provided a second for approval of the *August 2nd, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

PUBLIC COMMENT: None present.

REGULAR BUSINESS:

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

Agenda Bill No. 1. Adopt Travel Authorization and Expense SOP — Assistant Chief Eric Quitslund informed the Board that the requested changes have been made to the document. **MOTION:** Commissioner Gawley moved and Commissioner Chinn seconded the Motion to adopt **SOP 2741**, *Travel Authorization and Expense Reimbursement*, replacing Procedure 2741P-1. The **MOTION** carried unanimously.

Agenda Bill No. 2. Review of the Station 37 Move-up Trial — After the Board's review and discussion, it was decided to continue the modified Move-up Pilot Study. The command staff will implement the North / South quadrant split in Station 34's area September 1st. The intent of the split quadrant is to help balance the workload between M34 and M34A. [Updated response time information is included with these Minutes.] No action necessary, information only.

Agenda Bill No. 3. Approval of Payroll and Expense Claims — MOTION: Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105254 through 105280, *dated August 16th, 2016*, totaling \$211,512.85; Payroll Warrant/Claim check numbers 105243 through 105253; Payroll Claims, EFT's and an IRS Monthly Payroll Deposit, *dated August 10th, 2016*, totaling \$509,624.99; for a Grand Total Disbursement of **\$721,137.84**. The **MOTION** carried unanimously.

Agenda Bill No. 4. Approval of Volunteer Reimbursement — MOTION: Commissioner Gawley made a Motion to approve July's Volunteer Points being paid August 25th, 2016, in the amount of \$9,880.00. Commissioner Chinn seconded the Motion. The **MOTION** carried unanimously.

Agenda Bill No. 5. Service Delivery Study Update — Chief Andrews gave the Board an up-to-date appraisal regarding the site visit from Fitch and Associates last Thursday, August 11th and Friday, August 12th. *[Attached please find the Fitch & Assoc. site visit schedule]* Chief Andrews further explained that Fitch & Assoc. should have an updated draft back to the District in the next couple of weeks. Also, they expect to have a comprehensive report completed in two months. No action necessary, for information only.

Agenda Bill No. 6. New Volunteer — Christopher Clem — Chief Andrews explained that as directed by the Commissioners, *[see July 19th meeting minutes, Agenda Bill No. 9]*, that he had a discussion with Chris Clem, a Volunteer from outside the District, to determine what his intentions are to assure us he will be of benefit to the citizens of our Fire District. Chris Clem is the MSO [Medical Safety Officer] for Olympic Ambulance and a Volunteer for Clallam County Fire District 2. Assistant Chief Tony Hudson confirmed that Chris has successfully completed all of the required volunteer pre-requisites. **MOTION:** Commissioner Gawley moved and Commissioner Chinn seconded the Motion to approve Chris Clem as a Volunteer Member. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 1:40 p.m. for approximately 20 minutes in accordance with Washington State RCW 42.30.110 (1) (d) for the purpose of discussing bargaining strategy concerning IAFF Local 2933. Chief Andrews and the District's Assistant Chiefs were invited to remain in attendance.


CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:00 p.m.

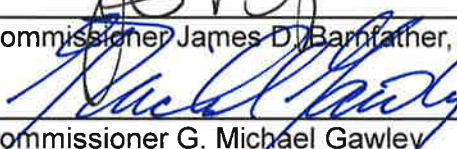
ANNOUNCE BOARD ACTION: No action taken.

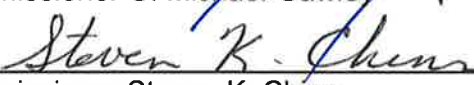
GOOD OF THE ORDER: Assistant Chief Dan Orr stated that 31 Prince Road is worked on by County Code Enforcement. Starting, Wednesday evening, August 17, 2016, through Sunday evening, Assistant Chief Eric Quitslund will cover the Duty Chief assignment for Chief Ben Andrews.

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:04 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner G. Michael Gawley

By: 
Commissioner Steven K. Chinn

ATTEST:
By: 
Ben Andrews, Fire Chief