

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

**MEETING MINUTES**

**REGULAR MEETING**

**DECEMBER 20<sup>TH</sup>, 2016**

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman James D. Barnfather at 1:00 p.m. on Tuesday, December 20<sup>th</sup>, 2016, located at Fire District 3's Headquarters Station 34, 323 North Fifth Avenue, Sequim, WA.

Please Silence Cell Phones

**ATTENDENCE:** Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, State Auditors Melody Schneider and Amy Strzalka and Patti Williams.

**ABSENT:** Assistant Chief Tony Hudson

**CALL FOR CHANGES TO THE PUBLISHED AGENDA:** None

**APPROVAL OF MINUTES: MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second to approve of the minutes from the *December 6<sup>th</sup>, 2016, Regular Meeting*. The **MOTION** carried unanimously.

**PUBLIC COMMENT:** None

**REGULAR BUSINESS:**

**Chief's Report** — Chief Ben Andrews 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 dated December 20<sup>th</sup>, 2016, which is included as part of these minutes.

**Agenda Bill No. 1. Washington State Auditor's Office Reports** — Assistant Audit Manager Amy Strzalka and Audit Lead Melody Schneider provided a verbal review of the written exit conference reports accountability and financial statement audit for the period January 1, 2014 through December 31, 2015. The auditor was pleased that the district had corrected the deficiencies identified in the previous audit. They found no deficiencies or concerns during this audit period. See draft reports which are included as part of these minutes. The Fire District is audited every two years. Chief Andrews requested that the next audit period to be scheduled for early spring 2018.

**Agenda Bill No. 2. Contract for IT Services** — as a follow-up to questions that arose during a previous Board meeting, a draft was advanced to Summit Law for their review. Joe Lancheros provides the District with radio programming/IT support services. Chief Andrews will provide a status update upon hearing back from Summit Law attorneys. No action required, information only.

**Agenda Bill No. 3. Administration of District Policies** — Tabled from the November

15<sup>th</sup> Board meeting, a draft was presented to the Commissioner's in their meeting packets as a means to continue discussion and for reconsideration. Assistant Chief Quitslund stated the thought is that this would accompany the development of a Board Policy Manual and a series of Board policies based on the State Commissioners Handbook. The purpose of the proposed Board policy is to make the distinction between what remains as Board policy, administrated by the Board, and the standard operating procedures to be administered by the Fire Chief. It was agreed to revisit and bring the Policy back for a second look in a couple of months. **MOTION:** Commissioner Chinn made the Motion and Commissioner Gawley provided a second to adopt Board Policy 1310, Administration of District Policy and its corresponding appendixes. The **MOTION** carried unanimously.

**Agenda Bill No. 4. Approval of Volunteer Sam Orr — MOTION:** Commissioner Chinn made the Motion and Commissioner Gawley provided a second to approve Sam Orr as a volunteer member contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

**Agenda Bill No. 5. Carlsborg Road Turn Lane Proposal —** Assistant Chief Quitslund explained that he had a telephone conversation with Clallam County Public Works Department about an interest in the County providing a proposal to deliver SEPA mitigation for widening Carlsborg Road for the District's Maintenance Facility/Training Center turn lane. If a cost estimate of \$24,605.00 was acceptable to the Fire District Commissioners, the County would include the re-paving in the work, saving approximately \$300,000.00. **MOTION:** Commissioner Chinn made the Motion and Commissioner Gawley provided a second to authorize Chief Andrews to enter into a proposed agreement with Clallam County to incorporate a turn lane into the repaving of Carlsborg Road in the amount of \$24,605.00. The **MOTION** carried unanimously.

**Agenda Bill No. 6. Approval of Payroll and Expense Claims — MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105567 through 105611, *dated December 20th, 2016*, totaling \$56,065.01; Payroll Claim check numbers 105556 through 105566; Payroll EFT's and IRS deposit dated *December 9<sup>th</sup>, 2016*, totaling \$485,062.14; for a Grand Total Disbursement equaling **\$541,127.15**. The **MOTION** carried unanimously.

**Agenda Bill No. 7. Approval of Volunteer Reimbursement — MOTION:** Commissioner Chinn made a Motion to approve November Volunteer Points being paid *December 25<sup>th</sup>, 2016*, in the amount of **\$9,120.00**. Commissioner Gawley seconded the Motion. The **MOTION** carried unanimously.

**EXECUTIVE SESSION:** Chairman Barnfather called for an executive session which began at 2:25 p.m. and was expected to last for approximately one hour. The Commissioners were the only attendees. At 3:05 p.m. Chairman Barnfather invited Chief Andrews into the Executive Session. At 3:30 p.m. Chairman Barnfather announced that there would be a fifteen minute extension. The following reasons for going into executive session are:

**RCW 42.30.110 (1)(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140 (4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

**CALL REGULAR MEETING BACK TO ORDER:** At 3:45 p.m. Chairman Barnfather reconvened the Regular Meeting.

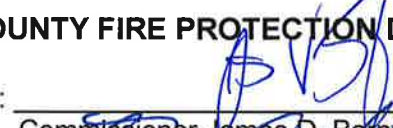
**BOARD ACTION:** Concluding the executive session Chairman Barnfather stated that there were no decisions to announce, that the session was for information and discussion only.

**Agenda Bill No. 8. Commissioner's Annual Chief's Evaluation —** Chairman Barnfather stated that the Commissioners are overwhelmingly satisfied with his 2016 performance. The Chief's next annual evaluation will be scheduled for October, 2017.

**GOOD OF THE ORDER:** None

**ADJOURNMENT:** Chairman Barnfather called for adjournment at 3:50 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