

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

MEETING MINUTES

REGULAR MEETING

JULY 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, July 19TH, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

ATTENDENCE: Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Fire Inspector Steve Jackson, Alwynn Movius, Lori Coleman, Captain Marydee Countryman, Captain Chris Turner, FF/PM Matt Newell, FF/PM Tyler Johnson, Lt. Ryan Tillman, FF/EMT Anaka Helseth, FF/PM Ivan Hueter, FF/PM John Riley, FF/PM Bryce McGinley, Lt. Kevin VanDeWege, FF/EMT Steve Anders, FF/PM Kolby Konopaski, FF/PM Chris Corbin, FF/EMT Joe Carter, and Patti Williams.

EXCUSED ABSENCE: Assistant Chief Tony Hudson and Assistant Chief Dan Orr [vacation]

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

PUBLIC COMMENT: Chairman Barnfather opened the floor for public comment. First Speaker: Ryan Tillman requested a revision to the Minutes of the previous meeting (July 5) to reflect information thought to be applicable in the open public meeting.

REGULAR BUSINESS:

Report — Risk Reduction and Planning: Chief Ben Andrews provided a verbal report and review on behalf of Assistant Chief Orr. [Report is included as part of these Minutes.]

Agenda Bill No. 1. Swearing in of Commissioner Chinn — On July 5th, the Board of Commissioners appointed **Steven K. Chinn** to fill the vacant Fire Commissioner Position #2. Per RCW, Commissioner Chinn needed to be sworn in and take the Oath before taking any official action as a Commissioner. Accordingly, the District's *Oath of Office* was administered by Patricia C. Williams, Notary Public in and for the State of Washington.

Agenda Bill No. 2. Chief Andrews presented Letters of Recognition — to the following C-Shift Team Members — Firefighter/Paramedic John Riley, Firefighter/Paramedic Ivan Hueter, Firefighter/Paramedic Eric Chamberlain and Firefighter/EMT Larry Parker — thanking them for their continued professionalism and exceptional acts of service to the citizens. This was demonstrated on a medical call where their actions clearly led to the survival of a patient. A copy will be placed in their personnel files. [Attachments 1 and 2 are included as part of these Minutes.]

Agenda Bill No. 3. Letter of Recognition — to Firefighter/Paramedic Bryce McGinley and Firefighter/EMT Jared Romberg — Chief Andrews thanked them for their continued professionalism and exceptional acts of service to the citizens. This was demonstrated on a medical call where their actions clearly led to the survival of a patient. A copy will be placed in their personnel files. [Attachments 1 and 2 are included as part of these Minutes.]

Agenda Bill No. 4. New Volunteer — Christian Whitaker — MOTION: Commissioner Gawley moved and Commissioner Chinn seconded the Motion to approve Christian Whitaker as a volunteer member contingent upon successful completion of all required volunteer pre-requisites. Christian Whitaker will be attending the North Bend WSP Fire Training Academy and will be responsible for covering all costs. The **MOTION** carried unanimously.

Agenda Bill No. 5. Confirm Job Offer — Payne and Hueter — Chief Ben Andrews explained that Mr. Erik Payne and Mr. Jack Hueter have completed all of the conditions necessary for employment. **MOTION:** Commissioner Chinn made a Motion to approve formal employment offers to Erik Payne and Jack Hueter effective August 1st, 2016. Commissioner Gawley seconded the Motion. The **MOTION** carried unanimously.

Agenda Bill No. 6. Review of the Station 37 Move-up Trial — After the Board's review and discussion, it was decided to continue the Pilot Study until July 31st and on August 1st to modify the Pilot Study to move-up M37 once M34 and M34A are committed. Chief Andrews recognized **Firefighter/Paramedic Matt Newell** for his analysis and graphing on M37. [Reports are included with these Minutes.]

Agenda Bill No. 7. 2nd Quarter Financial Summary — Alwynn Movius, Finance Manager, provided a summary overview of the 2nd Quarter Financial Statement of Revenue versus Expenditures. No action necessary, information only. [Reports are included with these Minutes.]

Agenda Bill No. 8. Service Delivery Study Update — Chief Andrews apprised the Board of Commissioners that he had received a Draft Data Report from Fitch and Associates. The Chiefs' are currently reviewing the reports and working on the geographical information system [GIS] elements. Dr. Steve Knight from Fitch and Associates will be guiding and managing a District site visit which is set for Thursday, August 11th and Friday, August 12th. No action necessary, information only.

Agenda Bill No. 9. Volunteers from outside Fire District — Chief Andrews explained that we have received interest from Firefighter/EMT's who live outside the district, but would like to be a volunteer. After discussion, the Commissioners directed the Chief to have a discussion with Christopher Clem to determine his intentions of becoming a volunteer that will assure he will be of benefit to the citizens of our Fire District. [Attachment 1 ~ *Procedure 2800P-1 Volunteer Membership Requirements* are included with these Minutes.]

Agenda Bill No. 10. Approval of Payroll and Expense Claims — MOTION: Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Payroll Warrant/Claim check numbers 105178 through 105189; Payroll Claims, EFT's and an IRS Monthly Payroll Deposits, *dated July 8th, 2016*, totaling \$505,605.13; Accounts Payable Claim check numbers 105190 through 105215, *dated July 19th, 2016*, totaling \$69,557.71; for a Grand Total Disbursement equaling \$575,162.84. The **MOTION** carried unanimously.

Agenda Bill No. 11. Approval of Volunteer Reimbursement — MOTION: Commissioner Chinn made a Motion to approve June's Volunteer Points being paid July 25, 2016, in the amount of \$11,580.00. Commissioner Gawley seconded the Motion. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 1:55 p.m. for approximately 5 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:

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:05 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