

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

**MEETING MINUTES**

**REGULAR MEETING**

**JUNE 7<sup>TH</sup>, 2016**

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Barnfather at 1:00 p.m. on Tuesday, June 7<sup>th</sup>, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

**RECESS:** Chairman Barnfather called for a Recess at 1:01 p.m.

Please silence cell phone was announced by Chairman Barnfather.

**OPEN MEETING RESUMED:** Chairman Barnfather called the Regular Meeting to order at 1:05 p.m.

**ATTENDANCE:** Commissioner James D. Barnfather, Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Dan Orr, Alwynn Movius, President IAFF Local 2933 / Lt. Ryan Tillman, and Patti Williams.

**EXCUSED ABSENCE:** Assistant Chief Eric Quitslund [attending Cascadia Rising Drill at Kitsap Emergency Management Readiness Center, Bremerton, WA]

**APPROVAL OF MINUTES: MOTION:** Commissioner Houts moved and Commissioner Gawley provided a second for approval of the May 19<sup>th</sup>, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

**CORRESPONDENCE:** Chief Andrews presented an attaboy letter from Fire Chief Sam Phillips of Clallam 2 Fire – Rescue — to cover engine for structure fire assistance at Lake Crescent Lodge. [Correspondence is included with these Minutes.]

**REGULAR BUSINESS:**

**Report — Operations:** Assistant Chief Tony Hudson verbally provided a review of his monthly report that is included as part of these Minutes. Commissioner Gawley requested that the Board receive more estimate information on tactical protective equipment.

**Report — Logistics:** On behalf of absentee Assistant Chief Eric Quitslund, Chief Andrews provided a verbal monthly report assessment. [Assistant Chief Eric Quitslund's report is included as part of these Minutes.]

**Agenda Bill No. 1. MOU — CCSO — CERT — MOTION:** Clallam Co. Sheriff's Office is proposing an MOU to allow CCFD#3 to work with Local CERT training to provide additional trainings and exercises under supervision of the Sheriff's Office. **MOTION:** Commissioner Gawley moved, and Commissioner Houts provided a second, general consensus to appoint Chief Andrews to execute the Memorandum of Agreement between The Clallam County Sheriff's Office and Clallam County Fire District #3 Fire Department regarding CERT team training in Command Area 5. The **MOTION** carried unanimously. [Chief Andrews' Report is included with these Minutes.]

**Agenda Bill No. 2.** A list of items to surplus was presented. A majority of the items were expired bunker gear. **MOTION:** Commissioner Houts moved, and Commissioner Gawley provided a second, to approve Resolution 2016 — 3 “Declaring Items Surplus,” a list of surplus items in Exhibit “A” dated, May 25<sup>th</sup>, 2016. The **MOTION** carried unanimously.

**Agenda Bill No. 3. Filling FF/PM Vacancies** — Chief Andrews explained that he is going to move forward with filling two vacancies using the Current Eligibility List dated August 4<sup>th</sup>, 2015, Paramedic Assessment Center Eligibility List. Chief Andrews will interview two candidates. If Chief Andrews finds one candidate acceptable, he will likely bring forward a recommendation for a provisional job offer at the next regular meeting. [Current Eligibility List is included with these Minutes.] No action, information only.

**Agenda Bill No. 4. MOTION:** Commissioner Houts moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105061 through 105092 totaling \$72,177.89; Payroll EFT's and an IRS Deposit totaling \$54,746.88 for a Disbursement Grand Total of \$126,924.77. The **MOTION** carried unanimously.

**Agenda Bill No. 5. 2016 —2017 Property and Casualty Insurance Selection** — Alwynn Movius presented her research regarding insurance selection comparison documents. A recommendation was made to select Enduris™ to provide Property and Casualty Insurance for the July 1, 2016 — June 30, 2017 policy period to the District. The Board requested references to be checked on Enduris™. The Board will take action at the June 21, 2016, Board of Commissioners Meeting.

**EXECUTIVE SESSION:** Chairman Barnfather called for an Executive Session at 1:50 p.m. for approximately 15 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 Executive Session.

**CALL REGULAR MEETING BACK TO ORDER:** Chairman Barnfather called the Regular Meeting back to order at 2:05 p.m.

**ANNOUNCE BOARD ACTION:** There was no action taken.

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** The Cascadia Rising Exercise from June 7-8 operated inside the Emergency Operations Center held in the Sequim Transit Center with Fire Chief Ben Andrews, Sequim Police Deputy Chief Sheri Crain (acting as incident commander), Sequim City Manager Charlie Bush and multiple other agencies. All felt that it went well.

**GOOD OF THE ORDER:** Chief Andrews announced that we have met the requirements for a Public Records Request from Local 2933, dated May 16, 2016.

**ADJOURNMENT:** Chairman Barnfather called for adjournment at 2:10 p.m.

**CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3**

By: [Signature]  
Commissioner James D. Barnfather, Chairman

By: [Signature]  
Commissioner Richard Houts, Vice Chairman

By: [Signature]  
Commissioner G. Michael Gawley

ATTEST:  
By: [Signature]  
Ben Andrews, Fire Chief