CLALLAM COUNTY FIRE DISTRICT 3 BOARD OF COMMISSIONERS

MEETING MINUTES

REGULAR MEETING

MARCH 15th, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Houts at 1:00 p.m. on Tuesday, March 15th, 2016, at Fire District 3's Headquarters Station, located at 323 North Fifth Avenue, Sequim, WA.

ATTENDENCE: Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, Captain Marc Lawson, LT Jeff Albers, Erika Albers, FF/PM Stef Anderson, Mason Anderson, FF/EMT Travis Anderson, LT Joel McKeen, FF/EMT Lee Forderer, FF/PM Kolby Konopaski, FF/PM Matt Newell, FF/PM Chris Corbin, FF/PM Bryce McGinley and Patti Williams.

EXCUSED LEAVE: Commissioner James D Barnfather and Assistant Chief Tony Hudson

APPROVAL OF MINUTES: **MOTION**: Commissioner Gawley moved and Commissioner Houts provided a second for approval of the March 1st, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

PUBLIC COMMENTS:

CORRESPONDENCE:

REGULAR BUSINESS:

Chief Andrews addressed the Commissioners asking if **Agenda Bill No. 1** could precede the Risk Reduction and Planning Report. Chairman Houts and Commissioner Gawley agreed.

Agenda Bill No. 1. Chief Andrews presented a Letter of Recognition — to Lieutenant Jeff Albers and Firefighter Travis Anderson — thanking them for their continued professionalism and 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 and a press release has been generated.

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 added that in approximately two weeks a Resolution will be submitted to the County Commissioners asking to coordinate disaster planning efforts. A CERT presentation was offered to Woolsey Court and will be coordinated at a future date. AC Orr also stated that he is moving forward with Fitch & Associates Service Delivery Study questionnaire.

Agenda Bill No. 2. Discussion of Letter to Brigadoon Homeowners Association — Chief Andrews discussed the request from the Brigadoon Homeowners Association for a letter from the District regarding its radio system and the future cell tower on Brigadoon. [Letter is included with these Minutes.]

Agenda Bill No. 3. — . **MOTION:** Commissioner Gawley moved, and Commissioner Houts provided a second, to approve the 2016 professional services contract with Janice Corbin, doing business as Sound Employment Solutions, LLC. The **MOTION** carried unanimously.

Agenda Bill No. 4. MOTION: Commissioner Gawley moved, and Commissioner Houts provided a second, to approve Accounts Payable Claim check numbers 104859 through 104897 totaling \$29,489.56; Payroll Benefit Claim 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 **\$620,474.01**. The **MOTION** carried unanimously.

Agenda Bill No. 5. MOTION: Commissioner Gawley made a Motion to approve February Volunteer Points being paid March 25, 2016, in the amount of **\$8,420.00**. Commissioner Houts seconded the Motion. The **MOTION** carried unanimously.

EXECUTIVE SESSION:

CALL REGULAR MEETING BACK TO ORDER:

ANNOUNCE BOARD ACTION:

ADJOURNMENT: Chairman Houts called for adjournment at 1:30 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By:	Absent
	Commissioner James D. Barnfather, Chairman
By: j	R. Houts
	Commissioner Richard Houts, Vice Chairman
By:]	Miel Hand
	Commissioner G. Michael Gawley
ATTEOT	
ATTEST:	• /
By: 12mg	
Ben Andrews, Fire Chief	