

CLALLAM COUNTY FIRE DISTRICT 3  
BOARD OF COMMISSIONERS

## MEETING MINUTES

REGULAR MEETING

NOVEMBER 1, 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, November 1<sup>st</sup>, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

Please Silence Cell Phones

**ATTENDANCE:** Commissioner James D. Barnfather, Commissioner G. Michael Gawley, Commissioner Steven K. Chinn, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Tony Hudson, Assistant Chief Dan Orr, Alwynn Movius, LT. Lawrence Bingham, FF/PM Len Horst, FF/PM Erik Payne, Volunteer FF/EMT Anaka Helseth, Volunteer FF/EMT Chris Whitaker, Lori Coleman, Janice Corbin [Sound Employment Solutions, LL "Consultant"] and Patti Williams.

**ABSENT:** Assistant Chief Dan Orr

Chairman Barnfather introduced and congratulated Volunteers FF/EMT Anaka Helseth, FF/EMT Chris Whitaker, and FF/PM Erik Payne as new graduates of the Washington State Patrol Fire Training Academy located in North Bend. Volunteer FF/EMT Anaka Helseth presented Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund and Assistant Chief Dan Orr [who was not present] each with a challenge coin thanking them for the opportunity to attend the 12 week WSP Fire Training Academy.

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

**APPROVAL OF MINUTES: MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second to approve *October 18<sup>th</sup>, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

**APPROVAL OF MINUTES: MOTION:** Commissioner Gawley moved and Commissioner Chinn provided a second to approve the *Special Meeting Minutes of October 24<sup>th</sup>, 2016*. The **MOTION** carried unanimously.

**PUBLIC COMMENT:** None

**REGULAR BUSINESS:**

**Chiefs Report —** Chief Ben Andrews inquired whether the Board would prefer a recurring Chiefs Report on a regular monthly basis. All of the Commissioners were agreeable.

**Operations Report —** Assistant Chief Hudson provided a verbal review of his written Operations/Training/MSO monthly reports that are included as part of these minutes.

**Logistics Report —** Assistant Chief Quitslund provided a verbal review of his written *October 25<sup>th</sup>, 2016*, report that is included as part of these minutes. The District's website needs more content, but he hopes to have it up online possibly by the end of the year or first of next year.

**Agenda Bill No. 1. Draft Resolution 2016-07, Disposal of Surplus Property** — a copy of a draft resolution for the disposal of surplus property had been included in the Commissioner packets for their review. The Board asked staff to present an updated Resolution at the next regular meeting to include language pertaining to surplus items that are valued under \$500.00 do not need the Commissioners approval and to change the language to have the Chief determine monetary value, not the Commissioners. No action necessary, information only.

**Agenda Bill No. 2. Policy 1310, Administration of District Policies** — a draft copy of a a proposed policy had been included in the commissioner packets for their review. After review and discussion, it was determined to bring the agenda item up at the next regular meeting. No action necessary, information only.

**Agenda Bill No. 3. Adopt SOP 2410 — MOTION:** Commissioner Chinn moved and Commissioner Gawley provided a second for the adoption of **SOP 2410**. The **MOTION** carried unanimously.

**Agenda Bill No. 4. Approval of Payroll and Expense Claims — MOTION:** Commissioner Gawley moved, and Commissioner Chinn provided a second, to approve Accounts Payable Claim check numbers 105369 through 105470, *date November 1<sup>st</sup>, 2016*, totaling \$83,292.53; Payroll EFT's and an IRS Deposit, *that were dated October 25<sup>th</sup>, 2016*, in the amount of \$40,299.01; for a Grand Total Disbursement of **\$123,591.54**. The **MOTION** carried unanimously.

**EXECUTIVE SESSION:** Chairman Barnfather called for an executive session which began at 2:10 p.m. and to last for approximately 60 minutes. Chief Andrews, the District's Assistant Chiefs and Janice Corbin were invited to remain in attendance. The following reasons for legitimately 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; and

**RCW 42.30.110 (1)(d)** To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.

Chairman Barnfather requested for an extension until 3:50 p.m.

**CALL REGULAR MEETING BACK TO ORDER:** Chairman Barnfather called the Regular Meeting back to order at 3:50 p.m. Commissioner Chinn dismissed himself from the meeting.

**ANNOUNCE BOARD ACTION:** No action to announce, information and discussion only.

**GOOD OF THE ORDER:** Upon his recent return from attending the Washington State Commissioners Conference, Commissioner Barnfather announced that he had the following questions:

1. Finance Budget Inflation .953 implicit price deflator
2. Substantial need resolution
3. Electronic signatures are legal
4. Policy on recognition banquet
5. Whistleblower Policy in place

The above-named questions were answered by Chief Andrews.

The Washington State Auditor will be here from Monday, October 31<sup>st</sup> through Wednesday, November 16<sup>th</sup>. On general consensus, the Board determined that Chairman Barnfather would attend an auditor's entry interview.

**ADJOURNMENT:** Chairman Barnfather called for adjournment at 3:55 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