

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

MEETING MINUTES

REGULAR MEETING

OCTOBER 18, 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, October 18th, 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, Assistant Chief Dan Orr, Alwynn Movius, Lori Coleman, Lt. Lawrence Bingham, FF/PM Len Horst and Patti Williams.

EXCUSED LEAVE: 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 October 4th, 2016, *Regular Meeting Minutes*. The **MOTION** carried unanimously.

PUBLIC COMMENT: None

REGULAR BUSINESS:

Report — Risk and Reduction: Assistant Chief Dan Orr provided a verbal review of his monthly report that is included as part of these Minutes. Assistant Chief Dan Orr announced that on Friday, October 21st, the District will hold its largest CERT program with 52 attendees hosted by the Brigadoon Homeowners Association.

Agenda Bill No. 1. 2017 Budget Adoption Calendar — The Commissioners had received a copy in their Board Packets. Chief Andrews provided a verbal review of the 2017 Budget Adoption Calendar report that is included as part of these Minutes. No action necessary, information only.

Agenda Bill No. 2. 2016 Quarter 3 Financial Report — Alwynn Movius distributed and provided a verbal view of the report at the meeting. No action necessary, information only.

Agenda Bill No. 3. SOP 2410, Hiring Process Guidelines — a draft copy had been included in the Commissioner packets for their review. Chief Andrews reiterated that SOP 2410 has been developed as a means to update the content of Policy 2410 and Procedure 2410P-1, consolidating content to the District's SOP format. Commissioner Gawley requested to have a final copy of the SOP without the revision notations and to table until the next Regular Meeting.

Agenda Bill No. 4. Approval of Station 34 Former Volunteer FF / EMT Ryan Nave —
MOTION: Commissioner Gawley moved and Commissioner Chinn seconded the Motion to approve **Ryan Nave** as a volunteer member contingent upon successful completion of training pre-requisites. The **MOTION** carried unanimously. The Board requested considering a semi-annual report to be presented by Assistant Chief Tony Hudson at a Board of Commissioners Meeting that will include Volunteer Members on-boarding and those that have left.

Assistant Chief Tony Hudson announced that the District has received to-date a total of 52 Fire Fighter / EMT and 18 Fire Fighter / Paramedic applications.

Agenda Bill No. 5. Approval of Payroll and Expense Claims — MOTION: Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105400 through 105435, dated October 18th, 2016, totaling \$83,107.95; Payroll Claim check numbers 105389 through 105399, Payroll EFT's and an IRS Deposit, that were dated October 7th, 2016, in the amount of \$485,318.11; for a Grand Total Disbursement of \$568,426.06. The **MOTION** carried unanimously.

Agenda Bill No. 6. Approval of Volunteer Reimbursement — MOTION: Commissioner Gawley made a Motion to approve September Volunteer Points being paid October 25th, 2016, in the amount of \$8,560.00. Commissioner Chinn seconded the Motion. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 1:30 p.m. for approximately 45 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. At 2:15 p.m. Chairman Barnfather requested for extension of 10 minutes until 2:25 p.m. At 2:25 p.m. a 10 minute extension was requested by the Board. A 5 minute extension was requested at 2:35 p.m.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:40 p.m.

ANNOUNCE BOARD ACTION: No decision or action taken, only for information and discussion.

GOOD OF THE ORDER: Chief Ben Andrews reported his agenda timeline for the October 24th Fitch and Associates would be delivered:

- 1:30 p.m. Local 2933 Contract Negotiations Teams
- 3:00 p.m. Staff / Volunteers
- 6:00 p.m. Open Public "Special Meeting"

Chief Ben Andrews stated he had received an invitation letter from The Albert Haller Foundation announcing that there will be a 25 year celebration to be held at the Sequim High School Auditorium, at 3:00 p.m. on October 24th.

Assistant Chief Eric Quitslund reported that Station 33's exterior painting was complete, except for the white trim. He mentioned to the Board that he had received favorable comments.

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:45 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

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

By: [Signature]
Commissioner G. Michael Gawley, Vice-Chairman

By: [Signature]
Commissioner Steven K. Chinn

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