

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

MEETING MINUTES

REGULAR MEETING

SEPTEMBER 6, 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, September 6th, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

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, Captain Marc Lawson, Alwynn Movius, Lori Coleman, FF/PM Chris Corbin, FF/PM Matt Newell and Patti Williams.

CALL FOR CHANGES TO THE PUBLISHED AGENDA:

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Chinn provided a second for approval of the *August 16th, 2016, Regular Meeting Minutes*. The **MOTION** carried unanimously.

PUBLIC COMMENT:

REGULAR BUSINESS:

Report — Operations: Assistant Chief Tony Hudson verbally provided a review of his monthly report that is included as part of these Minutes.

Report — Logistics: Assistant Chief Eric Quitslund provided a verbal assessment of his monthly report that is included as part of these Minutes.

Agenda Bill No. 1. Discussion on Preapproved Vouchers for Payroll Benefits — A copy of a draft resolution for the preapproval of payroll benefit checks had been included in the Commissioner packets for their review. The Board asked staff to present the Resolution to the Clallam Treasurer for her opinion before voting on the matter. In review, it was pointed out that a resolution would be presented at the next regular Commissioner meeting.

Agenda Bill No. 2. Identify "Agent to Receive Claims" — The District has the need to identify one person to be the official contact to receive claims against the District. The proposed Resolution appoints the finance manager as that person. **MOTION:** Commissioner Chinn moved and Commissioner Gawley seconded the Motion to Adopt **Resolution 2016-5 "Appointment of Agent to Receive Claims for Damages"** with noted corrections. The **MOTION** carried unanimously.

Agenda Bill No. 3. Port Angeles Fire Department [PAFD] Inter-Local Agreement for Reserved Ladder Truck — attached to these minutes. PAFD is inquiring about an agreement to utilize District 3's reserve ladder truck as their reserve ladder truck. The Board was open to the concept. Chief Andrews will see to the details, including confirming insurance liability, before moving forward with final signatures.

Agenda Bill No. 4. SOP 2410, Hiring Process (Draft) — Chief Andrews drafted an updated procedure that allows existing employees to transfer, competitive test internal, competitive test external emergency hire. It also changes Rule of 3 to the rule of the list. No action necessary, information only.

Agenda Bill No. 5. Station 37 Pilot Study Review — General discussion and review. Final response time date for the pilot was presented. The impact for this month was an average response time increase. No action necessary, information only.

Agenda Bill No. 6. MCI Drill — General discussion of the MCI Drill conducted at Greywolf Elementary School on Friday, August 26th. The drill demonstrated the improvement in the skills of the responders. No action necessary, information only.

Agenda Bill No. 7. Firefighter/EMT Hiring Process — There was general discussion regarding the hiring process for a career Firefighter/EMT. The Board received a status report that there were eleven total applicants, with six possible positions if the District receives a Safer Grant. If the pool is too small after the written test, the Chief will likely postpone the practical and conduct an open written test. No action necessary, information only.

Agenda Bill No. 8. Approval of Payroll and Expense Claims — **MOTION:** Commissioner Chinn moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 105281 through 105309, dated September 6th, 2016, totaling \$182,591.84; Payroll EFT's and an IRS Deposit for Monthly Draw and Volunteer Point Payments, dated August 25th, 2016, in the amount of \$44,085.92; for a Disbursement Grand Total of \$226,677.76. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 2:15 p.m. for approximately 30 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 2:40 p.m. Chairman Barnfather was excused from the Executive Session for a prior commitment.

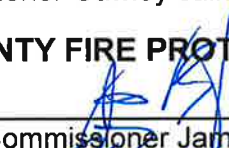
CALL REGULAR MEETING BACK TO ORDER: Commissioner Gawley called the Regular Meeting back to order at 2:45 p.m.

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

GOOD OF THE ORDER: Chief Andrews reported that the Chiefs' are starting the process of the 2017 Budget and Goals. This will be a year of finishing and completing those projects. There will be a digest and plan of Fitch & Associates moving forward.

ADJOURNMENT: Commissioner Gawley called for adjournment at 2:50 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