



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 17, 2017

Chair Barnfather called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners James D. Barnfather, G. Michael Gawley, Steven K. Chinn, Fire Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Movius and Citizen Bill Miano.

APPROVAL OF AGENDA

Commissioner Barnfather called for changes to the agenda; Agenda item 5 was added – 2018 Budget Draft.

APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the October 3, 2017, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment.

REGULAR BUSINESS

Chief's Report – Chief Andrews reviewed his written report, explaining that: he sent a letter to Congressman Derek Kilmer asking him to cosponsor the FIRE-SAFER re-authorization bill (H.R. 3881) that is in the House companion bill to S. 829, this bill, for the Assistance to Firefighters Grant program, plays a crucial role in ensuring that our local fire and EMS departments are prepared for the next emergency; he advised that he declined to send resources to the fires in California because of FSLA laws we could not send volunteers and he felt we did not have adequate staffing levels to send career members at that time either; the foundation for the Brigadoon tower has been installed and the tower will likely be erected in November and December, there is no estimated installation date for our receiver at this time; a mediator for negotiations with Local 2933 has been requested, once a mediator is appointed meeting dates can be arranged.

Risk Reduction & Planning Report – AC Orr reviewed his written report, explaining that: inspections of local restaurants are ongoing; there was nothing to report for fire investigations; after recent acts of violence in Las Vegas had prompted thoughts and ideas about how our community could benefit from being prepared for similar MCI events involving bleeding patients, he advised that he is looking into a “stop the bleed” campaign for our community and was wanting input. Commissions unanimously supported the idea. Commissioner Barnfather asked that as the project moves forward, Chief Orr get the word out to the community as soon as possible; Firefighter Dickson and Lt. Bingham headed up a demonstration at the Home Depot Safety Fair showing citizens how to extinguish kitchen fires and how discarded smoking material can cause fires; he also advised that he is working with the Peninsula Daily News to develop a 30 page insert in the paper on Disaster and Emergency Preparedness in early 2018.

Agenda Bill 1: Service Delivery Study Update – Chief Andrews did not have anything new to report.

Agenda Bill 2: Volunteer Pay Reimbursement for 3rd Quarter of 2017 – Commissioners reviewed the Volunteer Pay Report for the 3rd Quarter of 2017. Commissioner Chinn moved and Commissioner Gawley seconded to approve the Volunteer Reimbursement for July, August and September 2017, in the amount of \$30,140.00, dated October 25, 2017. **MOTION CARRIED.**

Agenda Bill 3: Q3 Financial Reports – Commissioners reviewed September 30, 2017 YTD Revenue and Expenditure statements as provided and presented by Alwynn Movius, Finance Manager. Alwynn explained details regarding both Revenue and Expenditures stating that as of September 30, 2017 actuals are at 62.24% of the budgeted Revenue and 69.36% of the budgeted Expenditures. No action necessary, information only.

Agenda Bill 4: Approval of Payroll and Expense Claims – Commissioners reviewed expense claims and payroll reports. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 106370 through 106399, dated October 17, 2017, totaling \$20,108.11; Payroll EFT's and IRS deposit for monthly payroll dated October 10, 2017, in the amount of \$527,923.00; for a disbursement grand total equaling \$548,031.11. **MOTION CARRIED.**

Agenda Bill 5: 2018 Budget Draft – Chief Andrews and Alwynn Movius presented the first draft of the 2018 Revenue and Expenditure Budget and a proposed budget calendar for tasks that need to be completed before the November 10th filing date. Commissioners briefly reviewed both. Chairman Barnfather called for a Special Meeting to be held on October 24, 2017 at 10:00 a.m. located at 323 N. 5th Ave., Sequim WA, the purpose of the meeting will be to conduct a workshop for the Administration and Commissioners to review the proposed 2018 Revenue and Expense Budget. Commissioner Barnfather advised that there would not be a public comment period during this meeting.

EXECUTIVE SESSION

Chairman Barnfather called for an executive session which began at 1:55 p.m. and was expected to last for 35 minutes under RCW 42.30.110 (1)(g) to evaluate to review the performance of a public employee. In attendance were: Commissioners Barnfather, Gawley and Chinn.

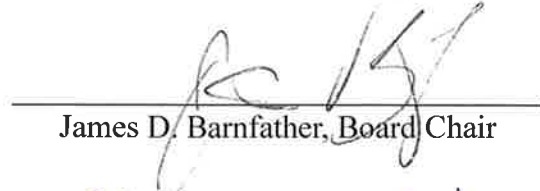
At 2:30 p.m., Chairman Barnfather called the meeting back into Regular session. No action was taken during Executive Session.

GOOD OF THE ORDER

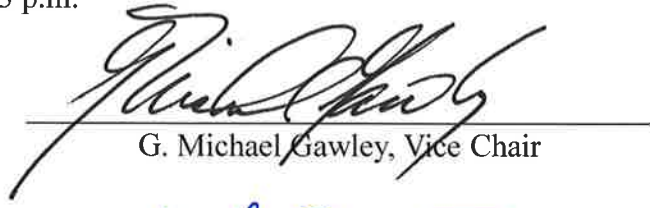
- District 2 is having a dedication event tomorrow for their new Brush Rig, Commissioner Chinn and Chief Andrews will attend.

ADJOURNMENT

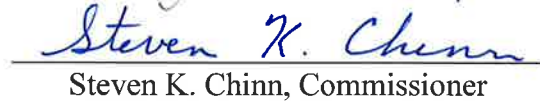
Chair Barnfather called for adjournment at 2:33 p.m.



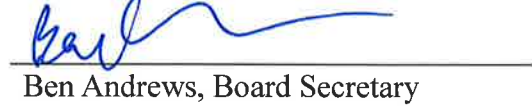
James D. Barnfather, Board Chair



G. Michael Gawley, Vice Chair



Steven K. Chinn, Commissioner

Attest: 

Ben Andrews, Board Secretary