

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

MEETING MINUTES

REGULAR MEETING

MAY 3RD, 2016

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

ATTENDANCE: Commissioner James D. Barnfather, Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Tony Hudson, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, Retired Captain Steve Chinn, Captain Marc Lawson, Lt. Ryan Tillman, FF/PM Matt Newell, FF/PM Kolby Konopaski, FF/PM Bryce McGinley and Patti Williams.

APPROVAL OF MINUTES: MOTION: Commissioner Houts moved and Commissioner Gawley provided a second for approval of the April 19th, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

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. To date, Assistant Chief Quitslund has received 4 RFP's [request for proposals] regarding updating the District's website.

Agenda Bill No. 1. Station 37 Move-up Pilot Program — Chief Ben Andrews delivered an overview of his pilot program, or experimental trial, for moving Station 37 Staff to Station 34 during peak hours Monday through Friday. The Board agreed that Chief Andrews would begin implementing this pilot program on Wednesday, June 1st, 2016. [Chief Andrews Report is included with these Minutes.] No specific action, information only.

Agenda Bill No. 2. Review of Draft Public Comment Procedure — Chief Andrews was directed at the last Board Meeting to draft a policy on public comment during the Board of Commissioners meetings. Accordingly, Chief Andrews provided a verbal review of The Board of Fire Commissioners "Audience Participation," *Draft of Revised Policy 1441* and Procedure 1441P. No approval requested at this time.

Agenda Bill No. 3. Review of Draft Media Relations Guidelines SOP 3120 — Assistant Chief Dan Orr provided a verbal review. [Assistant Chief Dan Orr's Report is included with these Minutes.] No approval requested at this time, information only.

Agenda Bill No. 4. MOTION: Commissioner Gawley moved, and Commissioner Houts provided a second, to approve Resolution 2016 — 2 "Declaring Items Surplus," items listed in Exhibit "A" April 26th, 2016. The **MOTION** carried unanimously.

Agenda Bill No. 5. MOTION: Commissioner Houts moved, and Commissioner Gawley provided a second, to approve Paul Lang as a Station 34 Volunteer Member, contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

Agenda Bill No. 6. MOTION: Commissioner Houts moved, and Commissioner Gawley provided a second, to approve Accounts Payable Claim check numbers 104985 through 105017 totaling \$38,042.03; Payroll EFT's and an IRS Deposit totaling \$41,419.81 for a Disbursement Grand Total of \$79,461.84. The **MOTION** carried unanimously.

EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session to evaluate the qualifications of a candidate for appointment to elective office in accordance with Washington State RCW 42.30.110 (1)(h) at 1:15 p.m. for 55 minutes. Chief Andrews, the District's Assistant Chiefs and Retired Captain Steve Chinn were invited to remain in Executive Session.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 2:10 p.m.

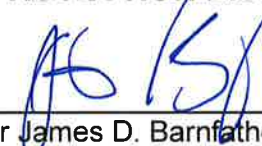
ANNOUNCE BOARD ACTION: There was no action taken.


PUBLIC COMMENT: Citizens Jan and Klaus Hintermayr arrived at approximately 2:10 p.m. thinking the meeting started at 2:00 p.m. Chairman Barnfather welcomed them and inquired what they wanted to address. Mr. Hintermayr explained that he had concerns because he had heard that the Blyn Fire Station was closing. Chief Andrews explained that the Blyn Fire Station 37 is not closing; rather he is implementing a pilot program, or experimental trial, whereas staff members would move from Station 37 Staff to Station 34 during peak hours Monday through Friday, between the hours of 8 a.m. to 8 p.m.

The Board of Commissioners has agreed to move the May 17th Regular Meeting to Monday, May 16th at 1:00 p.m.

ADJOURNMENT: Chairman Barnfather called for adjournment at 2:25 p.m.

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

By: 
Commissioner James D. Barnfather, Chairman

By: 
Commissioner Richard Houts, Vice Chairman

By: 
Commissioner G. Michael Gawley

ATTEST:
By: 
Ben Andrews, Fire Chief