

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

MEETING MINUTES

REGULAR MEETING

JANUARY 19TH, 2016

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Barnfather at 1:00 p.m. on Tuesday, January 19th, 2016, located at Fire District 3's Headquarters Station, 323 North Fifth Avenue, Sequim, WA.

ATTENDENCE: 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, FF/PM Eric Chamberlain, Volunteer Jeff Upchurch and Patti Williams.

APPROVAL OF MINUTES: MOTION: Commissioner Gawley moved and Commissioner Houts gave a second for the approval of the January 5th Regular Meeting Minutes with amended correction: Agenda Bill No. 3, Commissioner Gawley approving and Commissioner Houts providing a second. The **MOTION** carried unanimously.

PUBLIC COMMENTS: None

REGULAR BUSINESS:

Report — Risk Reduction and Planning: Assistant Chief Dan Orr provided a verbal review of his written report included as part of these Minutes.

Agenda Bill No. 1. Chief Andrews explained the RFP review process. A total of four proposals were received. A group of Chiefs and shift personnel reviewed the proposals and narrowed the field to two firms (Fitch & Assoc. and Citygate Assoc.). Chief Andrews is contacting those two with some follow-up questions. Once he receives their responses, he will select a firm. Chief Andrews explained that the proposals exceeded the budget amount, but the overage will be handled within the overall budget. **MOTION:** Commissioner Houts moved to approve and Commissioner Gawley seconded to engage either Citygate Associates or Fitch & Associates with the service delivery study based on the results of Chief Andrews' recommendation.

Agenda Bill No. 2. MOTION: Commissioner Gawley moved to approve Payroll check numbers 104666 through 104676; Payroll EFT's and IRS deposit in the amount of \$505,656.19; Period 13 Claim check numbers 104677 through 104706 in the amount of \$30,806.04; Claim check numbers 104707 through 104718 in the amount of \$5,706.72; 104719 Claim to Department of Revenue for 4th Quarter Use Tax 2015 [Period 13] totaling \$1,876.59; creating a Payroll and Claims Cumulative Total of \$544,045.54. Commissioner Houts provided a second to the Motion. The **MOTION** carried unanimously.

Agenda Bill No. 3. MOTION: Commissioner Houts made a Motion to approve December Volunteer Points being paid January 25, 2016, in the amount of \$6,740.00. Commissioner Gawley seconded the Motion. **MOTION** carried unanimously.

Agenda Bill No. 4. MOTION: Commissioner Houts moved approval and Commissioner Gawley provided a second to approve Recruit Volunteer Membership to Brandan Tucker as an EMS Only, contingent upon successful completion of all required volunteer pre-requisites. The **MOTION** carried unanimously.

GOOD OF THE ORDER: Chief Andrews identified that he and Alwynn had met with an Enduris® representative. Enduris® is an insurance risk sharing pool for Special Purpose District local governments in Washington State.

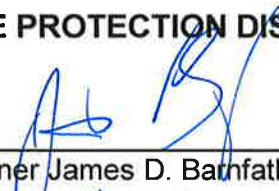
EXECUTIVE SESSION: Chairman Barnfather called for an Executive Session at 1:35 p.m., according to Washington State RCW 42.30.110 (1) (g) and to last no more than 15 minutes for the purpose of discussing the performance of a public employee. Chief Andrews and the District's Assistant Chiefs remained in Executive Session.

CALL REGULAR MEETING BACK TO ORDER: Chairman Barnfather called the Regular Meeting back to order at 1:50 p.m.

ANNOUNCE BOARD ACTION: No action.

ADJOURNMENT: Chairman Barnfather called for adjournment at 1:50 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