



# *Clallam County Fire District 3*

*Motto: Serve, Respect, Prevent and Protect*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**August 21, 2018**

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, Assistant Chiefs Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, and Finance Manager Alwynn Movius.

### **CHANGES TO THE AGENDA**

Commissioner Barnfather called for changes to the agenda; receiving none.

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Gawley seconded to approve the August 7, 2018, Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

No public comment.

### **REGULAR BUSINESS**

**Chief's Report** – Assistant Chief Quitslund reported on Chief Andrews' behalf: that as follow-up to the Chief Andrew's 8/8/18 notification to Commissioners, an administrative change to Resolution 2018-04 needed to be made. The originally adopted resolution referenced CPI-U in Sections 3 and 5, whereas the ballot language referenced CPI-W. To be consistent in all areas of the resolution and to align with the actual ballot language, the two CPI-U references were changed to CPI-W. An amended version was signed by the board.

**Logistics Report** – AC Quitslund reported that: the Volunteer Handbook is complete and will be assigned to existing members as a resource tool and all new members as they on-board; SOP 2810, Volunteer Compensation, has been adopted and a generic position description for support volunteers was created to cover stipends eligible positions, form 2810F2, Volunteer Stipend Authorization would further stipulated the duties; the remounted ambulance is back and available for show and tell after the meeting; ST 34 weight room and bathroom work is complete; AFG grant status is still unknown; more estimates for ST 31 septic tank replacement are being gathered; working to segregate irrigation water consumption from sewer billing; annual pump testing for other districts is complete and the District's apparatus are underway, the hazardous air quality is delaying the process as employees are trying to work indoors as much as possible; apparatus replacement plan is still in progress; EVIP continuing education courses have been built in Target Solutions and are assigned to members; fence repair at the shop is under contract and a man gate will be installed when the repairs are done; phone lines are being evaluated and unnecessary ones are being identified and canceled; domain controller server upgrades are being made; Joe Lancheros is going to a VM World 2018 Conference in Las Vegas next week and a new Uniform Catalog to streamline ordering processes has been developed.

**Risk Reduction and Planning Report** – AC Orr reported that; B occupancies inspections continue; plans for a new gas station in Carlsborg are being reviewed; fire investigation for 1135 Atterberry Rd is complete, no definitive results were identified, but probable cause leads to a battery charger stored in a camper that was inside the shop; Faith Based groups continue to meet; fire extinguisher training was delivered to PUD employees; staff met with the new Emergency Manager of Jefferson County; quarterly CERT Tier 2 Captains meeting was held; a large CERT event at the Port Angeles Fairgrounds is scheduled for September 22<sup>nd</sup>, this event will require about 30 volunteer instructors. AC Hudson has changed the training schedule to accommodate this event; Chief Doom talks continue; and Burn Ban signs have been replaced with “Burn Restriction” signs to help the community better understand when we are in “Restriction” vs. a full Burn Ban. The old signs will be used to stress the importance of “no burning allowed” during a complete burn ban; signage is now consistent throughout the County.

**Agenda Bill 1: Wildland Billing Update** – Alwynn Movius presented an update on the 2018 wildland billing. She handed out a spreadsheet that detailed members and apparatus that have been deployed this year. She reportedly has billed \$81,134.94 and collected \$24,888.60 to date. AC Quitslund and Orr relayed that when members are allowed to respond, the District gains experience for the member that they can bring back to share with the District and surges a boost of morale among members. The District has the ability to choose whether or not to send members; backfill, without force hiring, for the following seven days is needed before a deployment is accepted. AC Quitslund reiterated that draw down levels are factored into authorizing mobilization requests in order to ensure adequate resources are retained within the District.

**Agenda Bill 2: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Gawley seconded to approve Accounts Payable Claim check numbers 107172 through 107211, dated August 21, 2018, totaling \$128,475.93; Payroll Warrant/Claim check numbers 107161 through 107171; Payroll EFT’s and IRS deposit for monthly payroll dated August 10, 2018, in the amount of \$543,076.38; for a disbursement grand total equaling \$671,552.31. **MOTION CARRIED.**

## EXECUTIVE SESSION

N/A

## GOOD OF THE ORDER

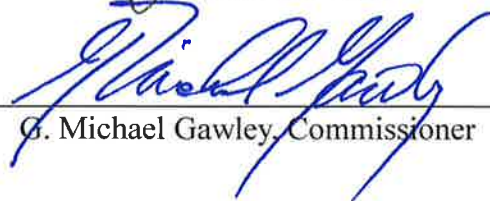
- Sandra Shields forwarded to Alwynn, a check in the amount of \$569.42 from closing a dormant account that she was a signer on. Alwynn advanced to the Board for direction on how to handle the funds. After discussion, Chair Barnfather asked that the matter be added to the next meeting agenda so that input from Chief Andrews could be considered.


**ADJOURNMENT**

Chair Barnfather called for adjournment at 1:57 p.m.

  
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James D. Barnfather, Board Chair

  
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Steven K Chinn, Vice Chair

  
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G. Michael Gawley, Commissioner

Attest:   
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Eric Quitslund, Assistant Chief