

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

**MEETING MINUTES**

**REGULAR MEETING**

**MARCH 15<sup>th</sup>, 2016**

The Regular Meeting of the Board of Fire Commissioners was called to order by Chairman Houts at 1:00 p.m. on Tuesday, March 15<sup>th</sup>, 2016, at Fire District 3's Headquarters Station, located at 323 North Fifth Avenue, Sequim, WA.

**ATTENDANCE:** Commissioner Richard Houts, Commissioner G. Michael Gawley, Chief Ben Andrews, Assistant Chief Eric Quitslund, Assistant Chief Dan Orr, Alwynn Movius, Captain Marc Lawson, LT Jeff Albers, Erika Albers, FF/PM Stef Anderson, Mason Anderson, FF/EMT Travis Anderson, LT Joel McKeen, FF/EMT Lee Forderer, FF/PM Kolby Konopaski, FF/PM Matt Newell, FF/PM Chris Corbin, FF/PM Bryce McGinley and Patti Williams.

**EXCUSED LEAVE:** Commissioner James D Barnfather and Assistant Chief Tony Hudson

**APPROVAL OF MINUTES: MOTION:** Commissioner Gawley moved and Commissioner Houts provided a second for approval of the March 1<sup>st</sup>, 2016, Regular Meeting Minutes. The **MOTION** carried unanimously.

**PUBLIC COMMENTS:**

**CORRESPONDENCE:**

**REGULAR BUSINESS:**

Chief Andrews addressed the Commissioners asking if **Agenda Bill No. 1** could precede the Risk Reduction and Planning Report. Chairman Houts and Commissioner Gawley agreed.

**Agenda Bill No. 1.** Chief Andrews presented a **Letter of Recognition — to Lieutenant Jeff Albers and Firefighter Travis Anderson** — thanking them for their continued professionalism and service to the citizens. This was demonstrated on a medical call where their actions clearly led to the survival of a patient. A copy will be placed in their personnel files and a press release has been generated.

**Report — Risk Reduction and Planning:** Assistant Chief Orr verbally provided a review of his monthly report that is included as part of these Minutes. In addition, he added that in approximately two weeks a Resolution will be submitted to the County Commissioners asking to coordinate disaster planning efforts. A CERT presentation was offered to Woolsey Court and will be coordinated at a future date. AC Orr also stated that he is moving forward with Fitch & Associates Service Delivery Study questionnaire.

**Agenda Bill No. 2. Discussion of Letter to Brigadoon Homeowners Association —** Chief Andrews discussed the request from the Brigadoon Homeowners Association for a letter from the District regarding its radio system and the future cell tower on Brigadoon. [Letter is included with these Minutes.]

**Agenda Bill No. 3. — . MOTION:** Commissioner Gawley moved, and Commissioner Houts provided a second, to approve the 2016 professional services contract with Janice Corbin, doing business as Sound Employment Solutions, LLC. The **MOTION** carried unanimously.

