



Clallam County Fire District #5  
PO Box 530, 60 Eagle Crest Way  
Clallam Bay, WA 98326  
360.963.2371  
[www.clallamfire5.org](http://www.clallamfire5.org)

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**REGULAR BOARD OF COMMISSIONERS MEETING AGENDA**

APRIL 27, 2018  
STATION 51 – 1800

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call of Members** - Roy “Spider” Wright, Pos1; Karin Ashton, Pos2; Dan Ahrens, Pos3
- IV. Adopt Agenda** - *Motion*
- V. Guests** - *Introduction*
- VI. Consent Agenda**
  - A. **Minutes** of March 26, 2018 Regular Meeting - *Motion*
  - B. **Variance Report** as of March 2018 - *Motion*
  - C. **Accounts Payable** dated April 27, 2018 - *Motion*
  - D. **Payroll** – Chief \$5,404.77, Commissioner Wright \$114.00, Commissioner Ashton \$114.00 - Total \$5632.77 - *Motion*
  - E. **Revenue Received** - Property Tax \$6,609.31, Port of Port Angeles \$300.00, EMS Fees \$2,075.85, Transport Services \$2,200.91, Other Interest \$28.25, Investment Interest \$167.10, Contributions and Donations \$1,222.00 - Total \$12,603.42 - *Motion*
- VII. Old Business**
  - A. EVIP Training
  - B. Communications
  - C. Disaster Preparedness
  - D. Training Update
  - E. Active Shooter Update
  - F. Red Cross Update
- VIII. New Business**
  - A. Open Public Meetings Act Presentation - *Action*
- IX. Personnel**
  - A. New Members
    - a. None.
  - B. Other – None.
- X. Reports**
  - A. Chief
  - B. Captain
  - C. Commissioner Wright
  - D. Commissioner Ashton
  - E. Commissioner Ahrens
- XI. Public Comment Period**
- XII. Executive Session**
- XIII. Adjournment**

The fire district encourages the participation of disabled citizens at the meetings of the Commissioners. Those wishing to attend the meeting should notify the Chief at least 48 hours in advance if special accommodations will be necessary for participation in the meeting. Announcements of the Commissioners Meetings will include a statement of steps to be taken for the participation of disabled persons.

*Commissioners*  
*Roy “Spider” Wright \* Karin Ashton \* Dan Ahrens*

Clallam County Fire District # 5 is an equal opportunity provider.



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**REGULAR BOARD OF COMMISSIONERS MEETING**

**MINUTES**

APRIL 27, 2018

STATION 51 – 1800

**I. Call to Order**

The meeting was called to order by Commissioner Ashton at 1800.

**II. Pledge of Allegiance**

All recited the Pledge of Allegiance.

**III. Roll Call of Members**

Present Commissioner Roy “Spider” Wright, Commissioner Karin Ashton, Commissioner Dan Ahrens. Also present: Chief Hutson, Captain Rausch and Jackie Ahrens.

**IV. Adopt Agenda**

Commissioner Wright made a motion to adopt the agenda with a second by Commissioner Ahrens.

**V. Guests**

A. Attendees: None

**VI. Consent Agenda**

A. Minutes of March 26, 2018. A motion was made by Commissioner Wright to approve the minutes with a second by Commissioner Ahrens.

B. Variance Report as of March 2018. A motion was made to approve the variance report by Commissioner Wright with a second by Commissioner Ahrens.

C. Accounts Payable dated April 27, 2018 in the amount of \$8,815.72. Commissioner Wright made a motion to accept the Accounts Payable with a second by Commissioner Ahrens.

D. Payroll – Chief \$5,404.77, Commissioner Ashton \$114.00, Commissioner Wright \$114.00 – Total \$5,746.77. Commissioner Wright made a Motion to accept the Payroll with a second by Commissioner Ashton.

E. Revenue Received - Property Tax \$6,609.31, Port of Port Angeles \$300.00, EMS Fees \$2,075.85, Transport Services \$2,200.91, Other Interest \$28.25, Investment Interest \$167.10, Contributions and Donations \$1,222.00 - Total \$12,603.42. Commissioner Wright made a Motion to accept the Revenue with a second by Commissioner Ashton.

**VII. Old Business**

A. EVIP Training

Nothing to report.

B. Communications

Chief Hutson reported that the Code Red Program is still being tweaked for use. Members of the community still need to sign up. Chief Hutson also reported that the Clallam County EOC is working to provide us with a satellite communications uplink phone for use in the event of a disaster. The unit will be provided at no cost to the District. There will be a monthly fee for usage and per use usage. Chief Huston also reported that the Clallam County Court House was never grounded. The issue is being resolved but there may be some interruptions to our Dispatching services. They will notify by phone of the repeater system does not work.

- C. Disaster Preparedness  
Chief Hutson reported that we are working to identify 8 landing zones for CPOD Drops in the event of a disaster. We are also working on identifying debris management locations for the same.
- D. Training Update  
Chief Hutson gave an update on training. The On-Line EMT class is moving along. Students are doing their online classes and attending hands on trainings in their respective agencies.
- E. Active Shooter Update  
Chief Hutson reported that the drill planning continues. There is another table top exercise in May.
- F. Red Cross Update  
No Update.

**VIII. New Business**

- A. Open Public Meetings Act Presentation  
Chief Hutson presented the Open Public Meetings Act PowerPoint Presentation. All three Commissioners were in attendance.

**IX. Personnel**

- A. New Members
  - a. None.
- B. Other – None.

**Reports**

- A. Chief  
Chief Hutson reported that the fish culvert replacement on Eagle Crest Way is beginning this year. She is working with the engineers on the culvert that abuts our property. They have requested to remove the jersey barrier wall and bulk head at the edge of the parking area. They will repair and replace whatever is removed at their cost. We will need to relocate the apparatus to Station 2 while the work is underway on the first culvert. Chief Hutson reported that she will go on vacation on August 13<sup>th</sup> for two weeks. She will ensure coverage during her absence. Captain Rausch will serve as Acting Chief in her absence.
- B. Captain  
Captain Rausch shared the call log. The same members are responding to all calls. Captain Rausch reported on the fire we had on Sekiu River Road across the river with only logging road access. The driveway access is 8 miles up the Sekiu River. The District responded to the site with Rescue 51 due to the location.
- C. Commissioner Wright  
Commissioner Wright asked how our coverage is. Chief Hutson reported that the students are beginning to do ride alongs. She is still the only EMT that regularly responds.
- C. Commissioner Ashton  
Nothing.
- D. Commissioner Ahrens  
Commissioner Ahrens shared that he is studying the Commissioner Handbook and learning his new duties.

Regular Board of Commissioner Meeting Minutes

April 27, 2018

Page Three

**X. Public Comment Period**

None.

**XI. Executive Session**

None.

**XII. Adjournment**

Commissioner Wright made a Motion to adjourn at 1923 Commissioner Ashton seconded.