

**Clallam County Fire Protection District #1  
Meeting Minutes October 2, 2016**

Meeting called to order at 8:29 a.m. at the Forks Firehall, 11 Spartan Avenue, Forks, WA

**Commissioners Present:** Dave Burt, Giancarlo Buonpane, Chet Hunt, Lowell McQuoid,  
**Others Present:** Chief Bill Paul; Assistant Chief Dick Long; Secretary Jessica McGinley; Miles Lawson

**COMMUNICATIONS**—Review of Best Budgeting Practices, publication from WFOA

**NEW BUSINESS:**

**Resignation of Gerry Morris:** Chairman of the Board, Gerry Morris has submitted his letter of resignation and it has been accepted by CCFPD1.

**Appointment of Miles Lawson:** Miles Lawson, of Forks, WA has been appointed to the office of commissioner serving CCFPD1. He is appointed to position 1.

**Justice Barnes Training Fund Request:** Captain Justice Barnes submitted a formal request for funding to attend Airport Rescue Firefighting (ARFF) Course in South Carolina from November 14-18 at a cost of \$934.00 in tuition. Upon review of the course syllabus and included content, it was unanimously determined by the District Chief and the Board of Commissioners that the training was not directly relevant to Fire District 1 and that the training dollars could be better spent elsewhere. Captain Justice Barnes' Special Training Fund Request has been unanimously denied.

**Budget Planning:** The current budget status of 2016 has been reviewed. The forum was opened for special budget considerations to be presented by Chief Paul.

**2017 Budget Outline:**

- Salaries: Remain at \$86,000
- Benefits: Remain at \$23,000
- Personnel Benefits: Remain at \$7,000
- Uniforms & Clothing: Remain at \$15,000
- Supplies: (defined as consumables, items not expected to last more than 1 year) Increase from \$600 to \$700
- Operating Supplies: (defined as items expected to last more than 1 year) Reduce from \$12,000 to \$10,000
- Training Supplies: Remain at \$1,000
- Gas & Oil: Remain at \$6,000
- Small Tools & Equipment: Remain at \$6,000
- Advertising: Reduce from \$2,000 to \$1,000
- Telephone: Remain at \$15,000
- Postage: Increase from \$700 to \$1000
- Travel-Business: Remain at \$3,500
- Travel-Training: Remain at \$9,000
- Leases: Increase from \$1,000 to \$3,500
- Insurance: Remain at \$17,000
- Utilities: Increase from \$11,000 to \$14,000
- Building Maintenance: Remain at \$10,000
- SCBA Maintenance: Remain at \$5,000
- Equipment Maintenance: Remain at \$8,000
- Vehicle Maintenance: Increase from \$8,000 to \$10,000
- Dues: Remain at \$1,500
- Miscellaneous: Increase from \$5,500 to \$10,000
- State Auditor: Remain at \$1,200

Firehall Capital Repair: Remain at \$15,000  
Machinery & Equipment: Increase from \$12,000 to \$15,000  
Total Projected Budget: \$290,460.00 (we have drafted suggestions totaling \$294,400)

Meeting adjourned at 10:41 a.m.  
Next Meeting: October 9, 2016, 8:30 a.m., Forks Fire Hall

Respectfully Submitted: \_\_\_\_\_  
Secretary

APPROVED:

\_\_\_\_\_, Commissioner      \_\_\_\_\_, Commissioner

\_\_\_\_\_, Commissioner      \_\_\_\_\_, Commissioner

\_\_\_\_\_, Commissioner