



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 6th, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Administrative Assistant Caity Karapostoles, Finance Manager Alwynn Whitaker, Lt. Joel McKeen, FF/EMT Jaisal White, Maintenance Supervisor Tharin Huisman and community member Duane Chamlee.

CHANGES TO THE AGENDA

None were requested.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the March 16th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- No new directives were issued.
- Low Acuity Unit (LAU) went in service on March 23rd and has been quite busy. There is already evidence that the addition of the unit has been a positive step in response capacity.
- The shared Fire Inspector Interlocal Agreement has been approved by the City of Sequim. Chief Orr has begun the process of advertising and hiring for the 26 hour a week position and is hoping to have it filled in June.
- The lawsuits for defamation and for violation of the collective bargaining agreement filed by Steve Anders have been combined into a single lawsuit. The process is in the discovery and deposition phase and Chief Andrews will be attending a deposition on April 29th as a representative of the District.
- Clallam County Emergency Management drafted Essential Support Function documents as part of the Comprehensive Emergency Response Plan. Clallam County Fire Chiefs have formed a committee to review the plan and give feedback.
- The Training Officer position was posted on March 18th and closed on the 2nd of April. Chief Andrews will be interviewing the two candidates and making his selection for a May 1st start date.
- Bob Norton and Dave Downey, from Tenzinga, will be here during the week of April 12th to conduct leadership training. They will be working with Officers, Supervisors, Chiefs and Commissioners. Station visits and ride-a-longs are planned.
- No actions were taken under the authority of Resolution 2020-04.

- The District had 47 Single Resource Responses in March; 17 were by career staff and 30 were by one volunteer. There were 6 fires in March; one food related fire, one melted plastic in dishwasher, one extinguished by homeowner before crews arrived, one electrical fire smell-surge suppressor melted, and two small brush fires. Overall calls for March 2021 were up from 2020 and equal to March 2019.

Operations – No report.

Logistics Report – AC Orr reported that:

- Fire Mechanic, Steve Phillips, has started on annual pump testing.
- The SCBA room at Station 34 is being remodeled.
- The phased remodel of the Station 34 kitchen is in the planning stages.
- Administrative Assistants are working on numerous ongoing projects.

Risk Reduction – AC Orr reported that:

- Working towards filling the part time Fire Code Technician position.
- No fire investigations this past month.
- Members of the Year have been chosen and the recipients will receive their awards shortly.
- Mass Community Vaccination Clinics, in the Sequim Operational Area, are planning to continue operation through April only. The District will not be offering vaccines once the Mass Community Vaccination Clinic closes. There are other sources available in the area.

Agenda Bill 1: Resolution 2021-03 Rescind State of Emergency – On 3.20.2021 the commissioners adopted Resolution 2020-04 declaring a State of Emergency due to the COVID-19 Pandemic. Chief Andrews is requesting that the commissioners rescind the State of Emergency as the exceptional authority granted to the Chief is no longer needed. Commissioner Miano moved and Commissioner Chinn seconded to approve Resolution 2021-03, Rescinding the State of Emergency. **MOTION CARRIED.**

Agenda Bill 2: 2020 Annual Financial Report to State Auditor’s Office (SAO) – Financial Manager Alwynn Whitaker presented the 2020 Annual Financial Report that will be submitted to the State Auditor’s Office. Commissioner Chinn moved and Commissioner Miano seconded to approve the 2020 Annual Financial Report to be submitted to the State Auditor’s Office. **MOTION CARRIED.**

Agenda Bill 3: Water Tender 33 Purchase Reauthorization – The original capital purchase authorized by the Board did not include sales tax. The District can save a significant amount on sales tax by accepting delivery at the shop in Carlsborg rather than in Sequim at Station 34. The corrected capital purchase statement was submitted and while the corrected statement included a higher total expenditure, it remains lower than the amount budgeted for the purchase. Commissioner Miano moved and Commissioner Chinn seconded to authorize staff to spend \$398,000 to purchase a new Water Tender for Station 33. **MOTION CARRIED.**

Agenda Bill 4: Letter of Support for roundabout at Sophus Road and Highway 101 – The Jamestown Tribe requested a letter of support to send to the Washington State Department of Transportation for the installation of a roundabout at Sophus Road and Highway 101. After discussion, the commissioners decided to table Agenda Bill 4 until more information regarding the project is gathered. **NO ACTION TAKEN.**

GOOD OF THE ORDER –

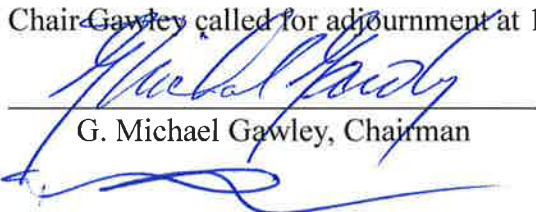
- Lt. McKeen introduced Probationary FF/EMT Jaisal White to the commissioners. FF/EMT White joined the District on April 1st.
- Commissioner Miano will be out of the area on April 20th but will be able to attend the BOC meeting via phone.

EXECUTIVE SESSION


Chairman Gawley called for an Executive Session beginning at 1:40 p.m., expected to last for 15 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, and AC Orr. At 1:55 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 1:56 p.m.




 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chairman

Attest: 

 Ben Andrews, Fire Chief