



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 7, 2020

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 Chiefs Tony Hudson, Eric Quitslund, and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PM Bryce McGinley and citizens James Barnfather, Duane Chamlee and DeeJ Jones.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the March 12th, 2020, Special Meeting minutes. **MOTION CARRIED.**

Commissioner Chinn moved and Commissioner Miano seconded to approve the March 17th, 2020, Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Miano moved and Commissioner Chinn seconded to approve the March 20th, 2020, Emergency Meeting minutes as amended. **MOTION CARRIED.**

Commissioner Miano moved and Commissioner Chinn seconded to approve the February 18th, 2020, Regular Meeting minutes as amended. **MOTION CARRIED.**

### PUBLIC COMMENT

None

#### Chief's Report – Chief Andrews reported:

- On the hiring status, indicating that one candidate has received their formal offer and the other 5 should be completed this week; their anticipated start date is May 1<sup>st</sup>, 2020.
- A Lieutenant vacancy, created by the retirement of Lawrence Bingham, will be filled May 1<sup>st</sup>, 2020; that person will stay on their current shift while receiving training for the first two months; this allows time for a floater schedule to be created.
- The District has been consumed by responding to the COVID 19 Pandemic. Members are creating guidelines and protocols for District response, as well as stepping up to help stand-up and run the Sequim Emergency Coordination Center (ECC). Chief Andrews praised all who have helped and attributed the success at the ECC.
- Legal Counsel continues to work on the claim associated with a CERT member being hurt during a training exercise.

- Raw Call data was attached to the written report. Calls are down 16% from this time last year; likely due to citizens not calling 911 unless it is a true emergency for fear of contracting COVID 19.

**Operations** – AC Hudson reported that: six candidates, five Firefighter EMT's and one Firefighter Paramedic are in the final stages of the on-boarding process; the District received 3 applications for the Volunteer Coordinator position, two of which dropped out, a recommendation will be made soon; AC Hudson has been attending meetings at the ECC daily along with many other District members and training has been limited to necessary trainings only until the Pandemic subsides, the District did hold COVID 19 PPE training for volunteers and did this in three shifts in the bay at ST 34 so social distancing could be practiced.

**Logistics Report** – The written report was attached to the packet: AC Quitslund reported that the ambulance remount is complete and will be place in service as Aid 33 and Line of Duty Death SOP and attachments have been completed and will be distributed to all members via Target Solutions.

**Risk Reduction** – AC Orr reported that: Inspector Jackson has been working from home and is able to check e-mail and follow up with duties via District supported technology; two fire investigations occurred, one was caused by towels left on top of a light fixture and the other one is still under investigation and CERT teams have been conducting training via radios during this Pandemic.

## REGULAR BUSINESS

**Agenda Bill 1: Actions taken under Resolution 2020-04** – Chief Andrews reported that he has taken the following actions:

- Chief Andrews initiated and signed an MOU with Local 2933 that will allow for Firefighters from other departments to cover District shifts, and vice versa, as necessary during the Pandemic. Departments that sign the Inter-Local Agreement, that Chief Andrews is currently working on, will be used if necessary.
- Chief Andrews made an agreement with the City of Sequim for cost sharing a Public Information Officer for the ECC.
- Chief Andrews will authorize a contract for a new Volunteer Coordinator when a candidate is chosen.

**Agenda Bill 2: Voucher Approval Authority** – Finance Manager, Alwynn Whitaker, reported that: staff are asking for Board approval for Resolution 2020-05, Voucher Approval Authority. This resolution will allow the District to issue warrants, under \$50,000, in a timely manner when the normal approval processes, during the Regular Board of Commissioner Meetings, isn't feasible. Commissioner Miano moved and Commissioner Chinn seconded to approve Resolution 2020-05, Voucher Preapproval Authority. **MOTION CARRIED.**

**Agenda Bill 3: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano moved and Commissioner Chinn seconded to approve Accounts Payable Claim check numbers 108736 through 108774, dated April 7<sup>th</sup>, 2020 totaling \$138,191.49; Payroll EFT's and IRS deposit for monthly payroll dated March 25<sup>th</sup>, 2020, in the amount of \$33,616.48; for a disbursement grand total equaling \$171,807.97. **MOTION CARRIED.**

**GOOD OF THE ORDER**

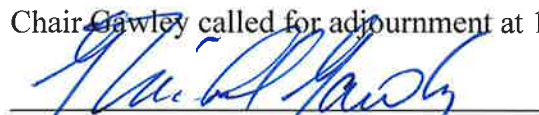
- Lori announced it is Chief Andrews Birthday; everyone wished him a Happy Birthday.
- Lori will work on a process for getting documents from today’s meeting signed by the Board; she will work with the Commissioners on the process after the meeting.
- Chief Andrews thanked all District members who have helped with the extra work load created by the COVID 19 Pandemic and for those who have stepped up to be part of standing-up the ECC. He commended the Labor group for their efforts, recognizing that the growth in their relationship with staff has played a big role in the success of this collaboration.


**EXECUTIVE SESSION**

No session was held.

**ADJOURNMENT**

Chair Gawley called for adjournment at 1:35 p.m.

  
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G. Michael Gawley, Chairman

  
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Bill Miano, Commissioner

  
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Steven K Chinn, Vice Chair

Attest:   
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Ben Andrews, Fire Chief