



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 21st, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. both in person at 323 N. 5th Ave. Sequim, WA. and virtually via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, MSO Kolby Konopaski, Captains Joel McKeen and Bryan Swanberg, FF/EMT's Scott Dickson and Steve Anders, Maintenance Supervisor Tharin Huisman, Fire Code Technician Mike Mingee, Vol FF/EMT John McKenzie, Commissioner Elect Jeff Nicholas, Sequim Gazette Reporter Matthew Nash, community members Duane Chamlee and James.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve December 7th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment

REGULAR BUSINESS

Report – Operations: Assistant Chief Tony Hudson included the December Operations Report in the board packet. It outlined the ransomware attack on WorkForce Telestaff and how the department is proceeding without this vital scheduling tool until it is available again.

FF/PM Long is off PM probation and is included in staffing. FF/PM Laubach is on PM probation with J. Hueter as his preceptor.

There are currently staff members with Covid that has resulted in mandatory shift fills.

Work continues on CAD, radio and IT upgrades.

Capt. McKeen has upgraded the Acting Lieutenant Taskbook to the Acting Captain Taskbook and has sent out the career training calendar for 2022.

Capt. Konopaski continues to oversee the transition from Fire RMS to ESO and coordinating Health Data Exchange with St. Michaels Hospital and OMH.

Agenda Bill 1: 2022-2024 Strategic Plan – After reviewing the Draft 2022-2024 Strategic Plan presented at the last board meeting, Commissioner Chinn moved and Commissioner Miano seconded to approve the 2022 -2024 Strategic Plan. **MOTION CARRIED.**

Agenda Bill 2: Resolution 2021-08 – Covid 19 Supplemental Leave – Chief Andrews updated the Commissioners on the current Covid 19 impacts on the duty crews and their need to use sick leave as a result of contracting, being exposed to or otherwise directly impacted by the virus. Chief Andrews requested the temporary Covid 19 supplemental leave be increased from 80 hours

to 120 hours. Commissioner Chinn moved and Commissioner Miano seconded to approve Resolution 2021-08 to increase the District’s temporary Covid 19 supplemental leave to 120 hours. **MOTION CARRIED.**

Agenda Bill 3: Remount/Refurbish on one 2007 Ambulance – AC Orr submitted the bid specifications and proposal from Braun for the Commissioners’ review. It is the same remount/refurbish that was done successfully on another District medic rig. Commissioner Miano moved and Commissioner Chinn seconded to approve entering into a contract with Braun for the remount/refurbishment on a CCFD#3 Ambulance. **MOTION CARRIED.**

Agenda Bill 4: Approval of Payroll and Expense Claims for Period Ending December 21st, 2021 – 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 110086 through 110162, dated December, 21st, 2021 totaling \$221,625.89; Payroll EFT’s and IRS deposit for Monthly Payroll Draw dated November 24th, 2021, in the amount of \$25,627.29; Monthly Payroll EFT’s and IRS Deposit dated December 10th, 2021, in the amount of \$635,867.43; for a disbursement grand total equaling \$883,120.61. **MOTION CARRIED.**

GOOD OF THE ORDER –


Chairman Gawley called for a break in the Regular Meeting at 1:17 p.m. until 1:50 p.m. to allow Staff time to present Chairman Gawley with a Thank You plaque and cake for his service to the District and Community. At 1:50 Chairman Gawley called the regular meeting back into session.

EXECUTIVE SESSION

Chairman Gawley called for an Executive Session beginning at 1:54 pm, expected to last for 10 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano and Chief Andrews. At 2:04 pm, Chairman Gawley called for an additional 5 minutes, at 2:09 Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT

Chairman Gawley called for adjournment at 2:10 pm

G. Michael Gawley, Chairman


Bill Miano, Commissioner



Steven K Chinn, Vice Chairman
Attest: 

Ben Andrews, Fire Chief