



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 17th, 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 Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Lt. Joel McKeen, FF/PM Bryce McGinley, FF/EMT Scott Dickson, Fire Code Technician Mike Mingee, Vol FF/EMT Jeff Nicholas and Vol Admin Support/EMT Terry Wood.

### CHANGES TO THE AGENDA

Addition of Agenda Bill 7- Draft Directive Regarding Proclamation 21-14 Mandatory Vaccination

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve August 3<sup>rd</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

No public comment

### REGULAR BUSINESS

**Agenda Bill 1: Enduris Insurance Renewal** – Financial Manager Alwynn Whitaker reviewed the 2021-2022 General Liability and Property Insurance coverage for the district and the renewal procedure. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 2: 2022 Budget and Status** –Financial Manager Alwynn Whitaker explained the steps involved in the annual budgeting process. She shared the forecast for the 2021 Ending Fund Balance, the forecasted Revenue for 2022 and potential Expense Budget based on current district plans. FM Whitaker also explained 2022 Reserve Requirements and how the district will maintain those. The next step will be to determine additional staffing needs and capital projects including apparatus replacement. FM Whitaker will provide a follow-up report at the Sept 7<sup>th</sup> BOC meeting. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 3: Information Technology Pilot Program** – The District needs to fill the half time IT Tech position vacated by Joe Lancheros. The Pilot Program would utilize the skills of a District maintenance staff member, splitting his FTE hours between facilities maintenance and IT, and hiring a temporary 30 hour per week maintenance staff member to backfill that vacancy. Commissioner Miano moved and Commissioner Chinn seconded approval for Chief Andrews to move forward with the Pilot Program, creating an MOU with Local 2933 regarding the position and hiring a temporary part-time maintenance staff member. **MOTION CARRIED.**

**Agenda Bill 4: Proactive Hire of Replacement Firefighter** – To avoid a decrease in staffing within the duty crews caused by the pending retirement of FF/PM Matt Newell, Chief Andrews requested permission to make a provisional offer of employment for a Firefighter position. Commissioner Chinn moved and Commissioner Miano seconded authorizing the Chief to make a provisional offer of employment for a Firefighter position. **MOTION CARRIED.**

**Agenda Bill 5: Expiration of Firefighter/EMT list** – Future staffing needs require the creation of a new eligibility list of Firefighter/EMT candidates as the old list has expired. This will require conducting eligibility testing and generating a list of potential FF/EMT and FF/PM hires before the end of the year. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 6: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Miano seconded to approve Accounts Payable Claim check numbers 109857 through 109903, dated August 17<sup>th</sup>, 2021 totaling \$344,963.12; Payroll EFT’s and IRS deposit for Monthly Payroll Draw dated July 23<sup>rd</sup>, 2021, in the amount of \$72,226.83; Payroll Warrant/Claim check number 109856 and Monthly Payroll EFT’s and IRS Deposit dated August 10<sup>th</sup>, 2021, in the amount of \$720,668.67; for a disbursement grand total equaling \$1,137,858.62. **MOTION CARRIED.**

**Agenda Bill 7: Draft Directive Regarding Proclamation 21-14 Mandatory Vaccination** – Chief Andrews reviewed the Washington State Governor’s Proclamation 21-14 and its mandate for all EMTs and Paramedics, career and volunteer to be fully vaccinated against COVID 19 by October 18<sup>th</sup>, 2021 unless a Medical or Religious Exemption status has been provided to the District. Staff has received a legal review of the proclamation and is producing a Directive that will be presented to the Local 2933 for their input. The Board of Commissioners directed Chief Andrews to enforce the State Proclamation 21-14 by issuing such a Directive.

**GOOD OF THE ORDER –**

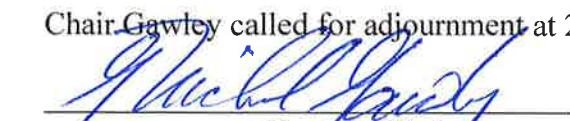
No Good Of The Order comments.

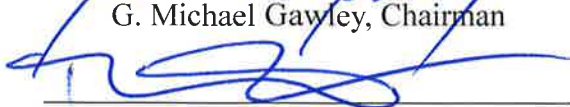
**EXECUTIVE SESSION**


Chairman Gawley called for an Executive Session beginning at 2:31 p.m., expected to last for 14 minutes under RCW 42.30.110 (1)(g) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano. At 2:45 p.m., Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

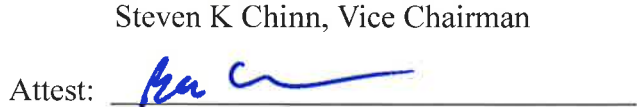
**ADJOURNMENT**

Chair Gawley called for adjournment at 2:46 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 Chairman

Attest:   
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Ben Andrews, Fire Chief