



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 4, 2020

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Assistant Chiefs Tony Hudson, Dan Orr, and Eric Quitslund, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Bryan Swanberg, FF/PM Bryce McGinley, Maintenance Supervisor Tharin Huisman, and citizen Mel Fisher.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the January 21st, 2020, Regular Meeting minutes as amended. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Filling in on Chief Andrews's behalf, AC Quitslund reported:

- Firefighter EMT and Paramedic interview panels were conducted by six District members January 29th, 2020; Chief's interviews will be conducted on February 12th, 2020. The process is moving forward and he expects to present potential candidates to the Commissioners on February 18th; anticipated start date timelines for April 1st or May 1st, 2020 depending on how fast the on-boarding details can be conducted.
- The misconduct investigation is progressing and anticipated to conclude with a final report in March.
- Chief Andrews will be absent for the next two BOC meetings; February 4th and 18th, 2020.
- Raw Call Counts stats were attached to the written report.

Operations – AC Hudson reported that: the District had three applicants for the Paramedic position and 37 for the Firefighter/EMT position, the hiring process continues to move forward; the vacant Volunteer Coordinator position will be advertised this week; Captain Sharp is at the National Fire Academy until February 14th attending an EMS Program Management course; career and volunteer shift training continues and 2020 call stats were attached to his written report.

Logistics Report – AC Quitslund reported that: 2019 AFG Grant application period opened 2/3/2020, assuming it fits well within the grant criteria the likely recommendations will be to request funds for a replacement Tender; the ambulance remount process is underway, the patient care module is undergoing modifications, once complete it will be mounted on a new chassis, the old chassis will be placed online for auction; an upcoming Board Workshop will be held, the topic will be District Facilities and Station Replacement, this is just one of the many topics that will occur as Board Workshops in 2020, and a work group of District stakeholders have drafted Line of Duty Death documents, some of which will be presented during today’s meeting for commissioner concurrence with policy statements, and attached was a written copy of the Training Committee News.

Risk Reduction – AC Orr reported that: district members helped assist Red Cross with their annual smoke detector installation project; chosen homes would otherwise have no smoke detectors at all.

Agenda Bill 1: 2019 “Year in Review” Financial Report– Finance Manager Alwynn Whitaker presented the “2019 Financial Year in Review” document. Revenue details were reported along with notes that included: General Property Tax increases due to the Levy Lid Lift; Timber Excise Tax Revenue; Federal Grant Revenue from the AFG Grant and SCBA Replacement Grants; Charges for Services were down due to lack of involvement in wildland fires; Ambulance Services revenue was down, likely due to collection rates, more investigation is being done to determine exact cause; miscellaneous revenue was up due to the sale of surplus items and higher than anticipated investment interest.

Expenditure details were reported along with notes that included: Commissioner costs were lower than forecasted due to no primary election; General Admin costs were lower due to the IT Support Technician being off for schooling and legal costs for bargaining efforts not being necessary; Suppression and EMS salary and benefits were lower than expected for 2019 even though the bargaining contract was settled with salary and longevity increases being implemented; Facility costs were lower than expected and Capital was lower too as the ambulance remount was delayed until 2020. 2019 Ending Fund Balance is in draft form and will be finalized during the Annual Reports Preparation process; total fund balances at December 31st, 2019 represented approximately 54% of 2020 Operating Expenses. No action requested; information only.

Agenda Bill 2: 2019 AFG Grant Application Summary – AC Quitslund reported that: the 2019 AFG Grant Application is open as of yesterday and will close March 13th, 2020. Staff recommends that the District use this opportunity to apply for a replacement Tender; AC Quitslund provided an overview of the program criteria and asked for concurrence with this recommendation; the Commissioners agreed; asking him to do more research as the application process is new and report back with findings. No action requested; information only.

Agenda Bill 3: Serious Injury & LODD Guidelines SOP – AC Quitslund reported that a work group of District members have compiled an SOP with supporting job aids to use in the event a District member is seriously injured or killed in the line of duty. The SOP was advanced seeking Commissioner concurrence with the policy statements. Draft materials will be presented to the Labor group and volunteers to seek concurrence as they will be the ones who will use the forms; the District will safe guard completed forms during the member’s tenure. The Labor/Management group will discuss these documents at their next meeting on February 20th, 2020. The board concurred; no action requested; information only.

Agenda Bill 4: 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 108586 through 108609, dated February 4th, 2020 totaling \$109,685.16; Payroll EFT's and IRS deposit for monthly payroll dated January 24th, 2020, in the amount of \$73,038.14; for a disbursement grand total equaling \$182,723.30. **MOTION CARRIED.**

GOOD OF THE ORDER

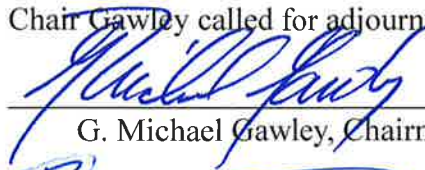
- Commissioner Gawley will be unavailable until 2/15/2020.
- Commissioner Gawley will conduct the next warrant review and commissioner Miano will do the ones in March.
- Commissioner Gawley asks that the commissioner's claim forms for their monthly compensation be added to the review for transparency purposes; he will work with FM Whitaker to create a process for this.
- Commissioner Miano mentioned that he attended the Legislative Day in Olympia where he learned about fiscal increases that are anticipated for the Board of Volunteer Firefighters Pension (from \$60 to \$90 a year) and Disability fees (from \$30 to \$50 a year); he also met one of East Jefferson's Fire Commissioners.

EXECUTIVE SESSION


Chairman Gawley called for an executive session beginning at 2:10 pm, expected to last for 20 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano and AC Hudson, Orr, and Quitslund. At 2:30 pm Chairman Gawley called the meeting back into Regular Session. No action was taken during Executive Session.

ADJOURNMENT

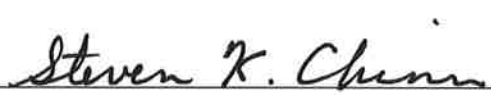
Chair Gawley called for adjournment at 2:30 p.m.



 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chair

Attest: _____
 Ben Andrews, Fire Chief