



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 21, 2020

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:08 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, Captain Bryan Swanberg, Lt. Stef Anderson, and FF/EMT Travis Anderson.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the April 7th, 2020, Regular Meeting minutes as amended. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Agenda Bill 1:** Q1-2020 Financial Statements – Finance Manager Alwynn Whitaker presented the 1<sup>st</sup> Quarter Financial Reports. Her review of revenue noted that general property tax revenue is up 7%. She has been in correspondence with the County as to whether or not the COVID 19 event will have a delay on revenue; at this time, it appears there will be little to no impact. The County does have a Financial Aid process for residents should they seek help. No action requested; information only.

**Agenda Bill 2:** 2019 SAFER Grant – Finance Manager, Alwynn Whitaker, reported that: staff are asking for Board approval for applying for the 2019 SAFER Grant for three additional firefighter positions. She was tasked with calculating costs for anticipated revenue and expenditures to ensure the District can afford the grant match should the Grant be awarded to the District. She included her written report that detailed increases in Revenue supports the majority of the funding for the District's match. The anticipated revenue does not cover the entire Grant funding needs, however, she feels that with some creative budgeting expenses can be reorganized to identify the additional funding capacity. Commissioner Miano moved and Commissioner Chinn seconded to authorize staff to submit a SAFER Grant Application for three additional firefighters as proposed. **MOTION CARRIED.**

**Agenda Bill 3:** Actions taken under Resolution 2020-04 – Chief Andrews reported that he has taken the following actions as authorized by the Resolution:

- Chief Andrews initiated and signed an MOU with Local 2933 that will allow for a “Short Payroll” to be prepared in the absence of the District’s Finance Manager. This MOU allows members to be paid their base rates, thus not skipping a payday, and retroactively reconciling pay corrections and adjustments as soon as the Finance Manager is able.
- Chief Andrews shared a document created by Finance Manger Whitaker that showed the costs associated with COVID 19 for Career salary and benefits, event costs, and event-related Volunteer reimbursement. The total cost as of March 31<sup>st</sup>, 2020 was \$82,183.06, of that; \$54,788.05 is expected to be covered by FEMA and the State of Washington. FEMA will cover 75% and the State will cover the other 25%. At this point it is unclear as to when the funding reimbursement will be requested by the District.

**Agenda Bill 4:** Q1-2020 Volunteer Reimbursement – Commissioners reviewed the Volunteer Pay Report for the 1<sup>st</sup> Quarter of 2020. Commissioner Chinn moved and Commissioner Miano seconded to approve the Volunteer Reimbursement for January, February and March 2020, in the amount of \$30,245.00, dated April 21, 2020. **MOTION CARRIED.**

**Agenda Bill 5: Approval of Payroll and Expense Claims – 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 108786 through 108817, dated April 21<sup>st</sup>, 2020 totaling 115,359.83; Payroll Warrant/Claim check numbers 108775 through 108785, Payroll EFT’s and IRS deposit for monthly payroll dated April 10<sup>th</sup>, 2020, in the amount of 592,925.95; for a disbursement grand total equaling 708,285.78. **MOTION CARRIED.**

## **GOOD OF THE ORDER**


- Chief Andrews reported that yesterday, Washington State recognized Blaine and Cindy Zechenelly as the Volunteer Family of the Year. The District has posted this on Facebook and will send out a Press Release; the District is very proud of them and thankful for all they do. The Commissioners commended them as well!
- Chief Andrews reported that Kolby Konopaski has been promoted to Lieutenant effective May 1<sup>st</sup>, 2020. He will continue on B shift for a Lieutenant orientation then once complete he will fill the Floater Lieutenant position.
- The 6 new hires will start May 1<sup>st</sup>, 2020. The in-house Fire Academy being is expected to last 8 weeks, this aligns with the IFSAC testing opportunity.
- No executive session was held today. AC Hudson has been working with the Zoom platform and has it set up to accommodate encrypted coverage and secure access in the event an executive session needs to be held during future meetings.
- Meeting documents from last meeting and this meeting will be available to sign after the meeting today.

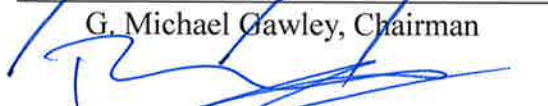
**EXECUTIVE SESSION**


No session was held.

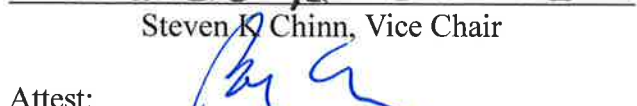
**ADJOURNMENT**

Chair Gawley called for adjournment at 1:33 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