



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 4, 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 Eric Quitslund and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, and Maintenance Supervisor Tharin Huisman.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the July 21<sup>st</sup>, 2020, Special Meeting minutes. **MOTION CARRIED.**

Commissioner Chinn moved and Commissioner Miano seconded to approve the July 21<sup>st</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

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

- Leadership development continues; professional coaching has begun and there has been positive feedback thus far.
- The most recent misconduct investigation has been founded and disciplinary action is being taking.
- Monday, July 20<sup>th</sup>, Chief Andrews was appointed Position 1 of the Washington Fire Chiefs Board of Directors.
- No update on the Harvey Lawsuit, in addition, Finance Manager Alwynn Whitaker reported that the only costs the District should have are the deductible for Enduris (The District's Insurance company); this finances the lawyer necessary for the claim.
- He is waiting on information from L&I as to how work place face mask mandates apply to fire districts. He is also looking into how compensation of Firefighters is handled should they need to be quarantined, or isolated, due to a work place exposure while on deployment to a fire.
- No new actions have been made by Chief Andrews under Resolution 2020-04.
- The District is currently 11% lower in call volume as compared to the past three-year average.

**Operations** – AC Hudson was absent; no Operations report was given. Report will be included in the August 18<sup>th</sup>, meeting.

**Logistics Report** – The written report was attached to the packet: AC Quitslund reported the request to extend the 2018 AFG radio replacement grant can be submitted once the pending payment request is processed; 2019 AFG Grant awards have started to be distributed, if successful, the District could receive funding for a new Tender; there has been no action on the 2019 SAFER Grant funding at this time; Annual Hose and Ladder testing is complete; Annual Pump Testing for outside agencies is being completed; the Classroom bidding process has begun closing on August 12<sup>th</sup> with an award to be announced by August 18<sup>th</sup>, 2020; no recommendations have been developed about whether or not the District needs a 3<sup>rd</sup> Brush Engine following the return of an engine to the Forest Service, this has been an on-going discussion as long range planning is addressed and he addressed Commissioner Chinn's question regarding how long the Volunteer Coordinator position was vacant, reporting it had been for 9 months and funds went unused.

**Risk Reduction** – AC Orr reported that: 7 Cedars Hotel is opening to public today; he has been addressing, and will continue to address, alarm issues with Greywolf School and the Vintage apartments; three fires occurred over the past month, none were substantial; the CPOD continues food distribution with three more events currently planned, tomorrow the volunteers will add mask distribution to their items for citizens to pick up; and there was a wildland fire at Lake Crescent, a few District members were deployed which allowed Engine Boss Task Books to be signed off for a few of those members; the fire is wrapping up at this time.

**Agenda Bill 1: Policy 1310, Administration of District Policies** – Chief Andrews reported that staff are advancing Policy 1310, Administration of District Policies, to commissioners seeking approval of policy statement 3.7, Administrative Directives. Chief Andrews would like to implement using the directives to help communicate changes within the organization; he reassured commissioners that he always considers the Collective Bargaining Agreements, acknowledging that hours and wages and working conditions are mandatory subjects of bargaining when implementing changes and that changes requiring bargaining would be addressed with the Union. Commissioner Chinn moved and Commissioner Miano seconded to approve policy 1310, section 3.7, as proposed by staff. **MOTION CARRIED.**

**Agenda Bill 2: SOP 7000, Training Program Administration** – AC Quitslund presented commissioners with a new SOP, Training Program Administration, that established standard guidelines for managing the District's training program. The SOP has been shared with Training Committee members and AC Hudson who approve of the concept. No action requested: information only.

**Agenda Bill 3: Response Metrics Discussion** – Commissioners Miano requested an opportunity to discuss response metrics including how to improve tracking, how and what the District tracks, the need to monitor single resource calls, and how to improve turnout and response times. The group had a long discussion about limitations with the software capabilities currently available to the District, not only what the District owns but also what Dispatch owns and their reporting capabilities. Commissioner Miano addressed his questions asking for clarification to help him better understand what the District tracking capabilities are and to ensure that effective response forces are being tracked, to the best of the District's ability, and that options for changing tracking procedures could be proposed should the District be able to improve areas of tracking. Chief Andrews reported

that the District is constrained by the reporting by what current software offers but that the District is looking into other software options and he is optimistic that if the District chooses to change software that the reporting features can be improved. Chief Andrews will work with staff to shore up volunteer documentation for arrival times and communicate how important documentation is. He will also work on creating a form for members to fill out then they respond as “single resources” to track the effectiveness of their responses during these calls. He will also look into the recently acquired software, “First watch/First Pass”, that Captain Sharp has been using for QA/QI and see if the reporting features in that software may be of value. No action requested: information only.

**Agenda Bill 4: Low Acuity Unit Discussion** – Chief Andrews reported that he is following up on a request from commissioners to gather information and provide an overview of the concept of implementing a “Single-Person, Low Acuity, Response Position” to the response matrix; this would include hiring one additional FTE. Chief Andrews reported that there are a lot of details that need to be addressed through the current dispatch center before this position would be able to be implemented successfully. He asked for concurrence and direction from commissioners that he, Commissioner Miano and AC Hudson meet with PenCom to see if they can use the District’s run cards to their full potential so that data can be collected to ensure that this position would be supported by the data that could be collected if accurate dispatch procedures were followed; commissioners agreed. Another consideration could be to look into using another dispatch agency that may be better equipped to support the District dispatch needs. Finance Manager, Alwynn Whitaker, will look into the financial aspect of bringing on another FTE to be prepared to continue this conversation. No action requested: information only.

**Agenda Bill 5: Proposal to Pay Warrants Monthly** – Finance Manager, Alwynn Whitaker, proposed a trial of consolidating warrant issuance to monthly in lieu of bi-monthly, as is done currently. She believes that there will be little, to no, impact to vendor accounts and plans to work with vendors over a trial period that will run from October to December and report back with the outcome. She is seeking approval for this concept, and trial, and will return for more formal approval once the trial period is complete in 2021; commissioners concur. No action requested: information only.

**Agenda Bill 6: 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 109030 through 109045, dated August 4<sup>th</sup>, 2020 totaling \$20,458.27; Payroll EFT’s and IRS deposit for monthly payroll dated July 24<sup>th</sup>, 2020, in the amount of \$50,053.57; for a disbursement grand total equaling \$70,511.84.

**MOTION CARRIED**

## **GOOD OF THE ORDER**

- Chief Andrews reported that the 7 Cedars Hotel is having an opening event and have issued and invite to District staff; he is not attending as large, in-person, events are not advised for Stage 2 COVID areas.
- AC Orr reported that the District was called to help a lady who had fainted at Costco this past Saturday; the call was later upgraded to ALS-CPR. When crews arrived they found a woman lying on the ground, conscious and alert. Costco staff members had assessed the patient finding that she required CPR, they then started CPR and hooked her up to the store’s AED which

advised that shock was required, they shocked her twice, saving her life. She was transported to St. Michael’s hospital in Bremerton.

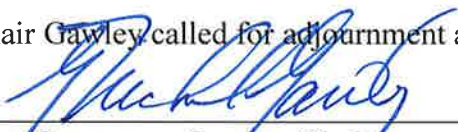
**Recess** – Commissioner Gawley adjourned the meeting at 2:35 for a 5-minute recess.

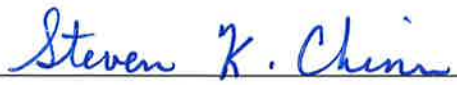
**EXECUTIVE SESSION**

Chairman Gawley called for an executive session beginning at 2:40 p.m., expected to last for 35 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, Chief Andrews and AC Quitslund. At 3:00 Commissioner Gawley excused Chief Andrews and AC Quitslund. At 3:15 Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

**ADJOURNMENT**

Chair Gawley called for adjournment at 3:15 p.m.

  
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G. Michael Gawley, Chairman

  
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Steven K Chinn, Vice Chair

  
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Bill Miano, Commissioner

Attest:   
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Ben Andrews, Fire Chief