



## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 18, 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, Tony Hudson and Dan Orr, Administrative Assistant Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman and Citizen Del Caryl.

### CHANGES TO THE AGENDA

Added Agenda Bill 4 – Clallam County Fire District 3 and Sunland Homeowner’s Association MOU.

Added Agenda Bill 5 – Workforce Telestaff Upgrade and Quote.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the August 4<sup>th</sup>, 2020, Regular Meeting minutes as amended. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Operations** – AC Hudson reported that: demo radios have been ordered that will be funded by the 2018 AFG grant, the grant period for ordering these has been extended; Workforce Telestaff upgrade is on the agenda for today; the new cell tower out in Blyn is partially operational at this time; a TAC frequency will be added to Station 37 to enhance cell service; the shop’s fuel system is being upgraded to incorporate cards and a camera; District members continue to evaluate ESO as a new option for electronic patient care reporting system; current COVID updates include 167 positive tests, 128 recovered, 247 tests pending, 4 hospitalizations and 1 death; and on-duty training continues for career as well as volunteer training and backfilled shift training has been postponed until further notice.

**Agenda Bill 1: Enduris Insurance Renewal** – Finance Manager Alwynn Whitaker, reported that she has been working with Enduris regarding the District’s membership renewal for General Liability and Property Insurance coverage. There will be a 15% increase in premiums for the 2020-2021 renewal bringing the yearly cost to \$119,467. Attached to the packet was a detailed breakdown of coverage type, limits and deductibles. No action requested: information only.

**Agenda Bill 2: Classroom Bid Award** – AC Quitslund reported that the District went out to bid on the site work that needs to be completed for the new classroom at the training center. Two (2) Bids were received and staff are recommending to accept the bid from C&J Excavating in the amount of \$54,603; roughly \$24,000 less than the other bid received. Commissioner Chinn moved and Commissioner Miano seconded to award the Training Center Installation Bid to C&J Excavating in the amount of \$54,603. **MOTION CARRIED.**

**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 109057 through 109095, dated August 18<sup>th</sup>, 2020 totaling \$197,925.29; Payroll Warrant/Claim check numbers 109046 through 109056, Payroll EFT’s and IRS deposit for monthly payroll dated August 10<sup>th</sup>, 2020, in the amount of \$612,798.59; for a disbursement grand total equaling \$810,723.88. **MOTION CARRIED.**

**Agenda Bill 4: MOU between CCFD3 and Sunland Homeowners Association** – AC Orr reported that the CERT team for Sunland has purchased a 20 foot Conex Box to store emergency supplies and basic hand tools. Because CERT is not a formally recognized group, the agreement needs to be between Clallam County Fire District 3 (District) and the Sunland Homeowner’s Association. District attorney, Brian Snure, has reviewed and approved the MOU being presented for Board approval. Commissioner Miano moved and Commissioner Chinn seconded to authorize Chief Andrews to sign the MOU between the District and the Sunland Homeowner’s Association. **MOTION CARRIED.**

**Agenda Bill 5: Workforce Telestaff Proposal** – AC Hudson reported that the District’s scheduling system used for career members, Workforce Telestaff, is in need of an upgrade. The current version the District is using is two versions behind what is offered; due to the cost to upgrade, staff have held off as long as feasible, but are recommending that the upgrade be completed now. The upgrade will cost \$18,840 and will include a hosted platform that will reduce the District’s need for backend IT support services and will fix many functionality errors that have been occurring. Commissioner Chinn moved and Commissioner Miano seconded to approve the Workforce Telestaff upgrade per the Kronos Quote. **MOTION CARRIED.**

**GOOD OF THE ORDER**

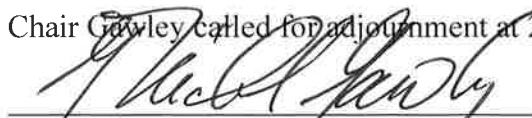
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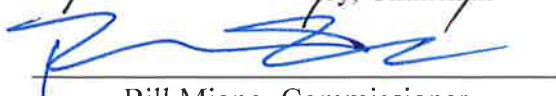
**EXECUTIVE SESSION**


Chairman Gawley called for an executive session beginning at 1:33 p.m., expected to last for 42 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 Finance Manager Alwynn Whitaker. At 1:46 Commissioner Gawley excused Finance Manager Alwynn Whitaker. At 1:52 Commissioner Gawley excused Chief Andrews. At 2:15 Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.


**ADJOURNMENT**

Chair Gawley called for adjournment at 2:15 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