



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**October 5<sup>th</sup>, 2021**

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. in person at 323 N. 5<sup>th</sup> Ave. in Sequim and via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Finance Manager Alwynn Whitaker, Capt. Joel McKeen, Administrative Volunteer Terry Wood, Volunteer Jeff Nicholas and community member Duane Chamlee.

### **CHANGES TO THE AGENDA**

None requested

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Chinn seconded to approve the September 21<sup>st</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

There was no public comment

### **REGULAR BUSINESS**

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

- Depositions in the Steve Anders' lawsuit are expected but not scheduled. The District is in the process of collecting emails and text messages in response to a request for discovery.
- In September, Chief Andrews met with the four Strategic Plan team leaders. The District is on track for a completed plan before the end of the year.
- Firefighter Paramedic Chase Laubach will begin work on November 1<sup>st</sup>.
- One employee remains on paid administrative leave.
- Covid cases are on the decline, however, District facilities will remain closed to the public.
- Most District members have either proved proof of vaccination or requested an exemption.
- Chief Andrews has been working with Legal Counsel, Brian Snure, to update District's SOP on response to scenes of violence in light of the changes resulting from HB1310.
- The District has received positive audits through the Washington State Auditor's Office the last few cycles. That, in addition to a large backlog of audits needed throughout the state, has allowed the District to be "cycled" this year. The District's next audit will be in 2022 for 2020 and 2021.
- Chief Andrews, along with FM Alwynn Whitaker and FF Jon Donahue met with Ron Allen, Chair of the Jamestown S'Klallam Tribe to discuss possible funding of a fulltime firefighter. Chairman Allen requested further information before proceeding.

**Operations Report** – Assistant Chief Hudson was not present; no report was given.

**Support Services Report** – Assistant Chief Orr reported that:

- Fire Code Tech. Mingee has finished hotel/motel and multi-family residential inspections. He is currently working on Assembly One and Assembly Two structures, greater than 50 people. He has been as asked to review and comment on numerous projects for the City and the County. Scott Dickson is working with Inspector Mingee to develop fire pre-plans for buildings in the community. As the only certified Fire Investigator in the area, Mingee is assisting PAPD with a series of vehicle fires in their jurisdiction.
- There has been 1 fire investigation; Woodridge Drive-this was an attic fire.
- CERT graduated a class of 12 in September.
- Steve Phillips, Maintenance Mechanic, has been working with CCFD2 on their annual pump testing.
- The “dog catcher” vehicle is ready for surplus and is ready for auction.
- The District is attempting to acquire a used DNR Wildland Engine, something smaller than what the District currently has.
- Carpets in all the full time stations have been deep cleaned.
- The Maintenance Team is catching up on District lawn maintenance.
- Mrs. Coleman has been tracking vaccination and exemption records, processing volunteer activities in ESO and processing many training requests.
- Meetings regarding strategic plan (internal) are wrapping up.
- Mrs. Karapostoles has been attending meetings regarding strategic plan(external), updating 8 new Captains’ uniforms and tracking frequent non-emergency responses and billing for the District.

**Agenda Bill 1: 2022 Budget Schedule** – Chief Andrews proposed a timeline for completing the 2022 Budget and shared the goals of making the LAU permanent, backfilling FF Dickson’s position which was vacated when he left the duty crew to operate the LAU and adding one more FTE per shift to aid in staffing Station 33 with a third person. Undesignated Ending Fund Balance for future Capital Replacements would be used to design a new Stations 31 and 33. They would each be 2 or 3 bay garages with office space and facilities. Station 31 could be eventually sold if no longer needed by the District and Station 33 could be used as the District’s headquarters in the future. FM Whitaker proposed that a public hearing be held on November 16<sup>th</sup> at which time Tax Resolutions and the 2022 Budget could be adopted; this would allow time before the Levy Certification has to be delivered to Clallam County by the end of the month if any changes were needed. Commissioner Gawley requested a Special Budget Workshop on October 26<sup>th</sup>, 2021 at 10 am. It will be an in person meeting with a virtual component, held in the apparatus bay to allow for sufficient chair spacing between attendees. The regular board meeting scheduled for October 19<sup>th</sup>, 2021 will still be entirely virtual.

**Agenda Bill 2: 2021-Q3 Volunteer Reimbursements** – The Board reviewed the Volunteer Pay Reimbursement detail for June, July and August 2021 totaling \$40,875.00. Commissioner Miano moved and Commissioner Chinn seconded to approve the payment of \$40,875.00 for Volunteer Reimbursements on October 25<sup>th</sup>, 2021. **MOTION CARRIED**

**Agenda Bill 3: Facilities/Ground Maintenance Laborer** – AC Orr presented a position description and MOU with Local #2933 for a part time Facility/Grounds Maintenance Laborer. Commissioner Miano moved and Commissioner Chinn seconded to approve the position description and the Memorandum of Understanding with IAFF Local 2933 regarding the part time Facility/Grounds Maintenance position. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

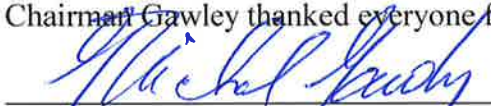
- Commissioner Chinn and Commissioner Miano reported that they will be out of town on October 19<sup>th</sup> and will attend the Board of Commissioner’s meeting remotely by Zoom.
- Commissioner Miano reported that he has been able to arrange his schedule at the hospital so he will be available on Tuesdays for upcoming BOC meetings.

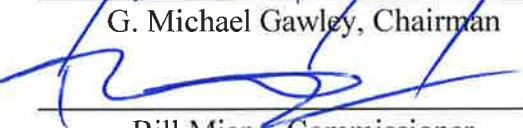
**EXECUTIVE SESSION**

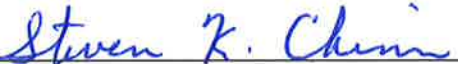
Chairman Gawley called for an Executive Session beginning at 1:31 p.m., expected to last for 5 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, and AC Orr. At 1:36 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

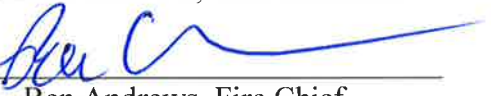
**ADJOURNMENT**

Chairman Gawley thanked everyone for attending and called for adjournment at 1:37 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