



# *Clallam County Fire District 3*

*Motto: Serve, Respect, Prevent and Protect*

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

**July 21, 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 Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, and citizens Del Caryl and Duane Chamlee.

### **CHANGES TO THE AGENDA**

Commissioner Chinn requested to add Agenda Bill 6, Facility Affects Due to Personnel Increase.

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Chinn seconded to approve the July 7<sup>th</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

None

### **REGULAR BUSINESS**

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

- All six new hires have been assigned to shifts; two on each shift consecutively A, B and C Shifts.
- Bob Norton was on-site hosting Leadership Training for members in supervisory positions the week of July 13<sup>th</sup>, 2020. He reported that Bob met with all officers and supervisors to review their leadership survey results and conduct their intake meetings for continued coaching sessions. He reported that everyone involved was engaged, participated and demonstrated genuine desire to improve their leadership abilities. Commissioner Gawley reported that he too spoke with Bob Norton who conveying an encouraging report regarding participation by District members.
- Two misconduct investigations continue to be addressed; one will require counseling for behavioral issues as no formal misconduct was identified and the other is being reviewed to identify necessary action to be taken.
- AC Quitslund applied for a grant extension for the Volunteer Coordinator position. He was advised that this request cannot be entertained until the grant is in the last two months of its performance period; he will resubmit the request at that time.
- COVID 19 response and preparations seems to have hit a “status quo”. The Central Point of Distribution (CPOD) for food to the community has been underway each Wednesday and will continue for about 4 more weeks; they fed roughly 500 families last week.
- No update on the Harvey Lawsuit at this time.

- No new actions have been made by Chief Andrews under Resolution 2020-04.
- He has been working to collect data for call statistics from 2015 through 2019 to determine trends and identify needs. He collected data on average response times, duration of calls, unit hour utilization, average call volume over the night time period, above capacity cluster calls, and calls that reached the 90<sup>th</sup> percentile expectations for Turn-Out Time. One area of attention was in regards to Turn-Out Times; he advised that he will continue to watch and address all trends as necessary and as for Turn-Out Times, he acknowledged the need to include appropriate time allowance for members to don proper PPE required by the type of call they are responding to.

**Operations** – AC Hudson was absent last meeting, therefore he reported today that: COVID 19 operations are stable; probationary Firefighters have taken IFSAC Firefighting and Haz-Mat tests, all passing; new pagers from the AFG Grant are being distributed and radio purchases are pending sample trials; staff are exploring upgrades to Workforce Telestaff, which would include moving to a cloud based hosted platform; Blyn Radio tower project is expected to be complete by the end of the month, the District will be adding a tactical frequency for ST 37; staff are exploring the idea of changing to ESO, a hosted cloud-based, medical software reporting system; on-shift training continues for career staff and volunteer training has resumed focusing on critical perishable skill trainings; social distancing measures have been implemented and single point access was used during the recent OTEP drill which included temperature checks and health screening in place to ensure as safe an environment as possible. Scott Johnson, Volunteer Coordinator, will continue to encourage volunteer participation for drill attendance and call responses during this pandemic.

**Agenda Bill 1: 2020 Financial Statements** – FM Whitaker updated the Board on the financial Statement Reports for the District for the first half of 2020. A few notable Revenue items were: to date, the District has received 3% more for the General Levy and 2% more for the EMS Levy, she is happy to report that it appears COVID 19 is not negatively impacting property tax revenue; the bulk of the Federal Grand funds revenue will be posted later in 2020; no wildland revenue has occurred to date, although one member was deployed last week and under the miscellaneous category, approximately \$27,000 has been collected from sale of surplus and \$24,000 for investment income. A few notable expenditures items were: the 2020 commissioner's costs included 2019 election fees; volunteer expenses are lower than expected, due to lack of training and responses due to COVID 19, and not having the Volunteer Coordinator position filled until June; COVID 19 response category is for non-budgeted, non-payroll, expenses that will be mostly reimbursed by Grant Funding, and that there are still many capital improvement projects that should be completed in 2020, those expenses will be forthcoming. No action requested: information only.

**Agenda Bill 2: Interlocal Maintenance Agreement** – AC Quitslund reported that the presented Interlocal Agreement is between the District and the Port of Port Angeles Airport for maintenance work. The Port approached the District requesting to have their apparatus maintained by the District. This agreement mimics other maintenance service agreements previously approved and as before, maintenance work for outside agencies will only be completed after all of the District maintenance needs are completed. Commissioner Miano moved and Commissioner Chinn seconded to approve the Interlocal Maintenance Service Agreement with the Port of Port Angeles. **MOTION CARRIED.**

**Agenda Bill 3: Drug Free Workplace SOP** – AC Quitslund presented the draft Drug Free

Workplace SOP; Commissioners reviewed the document. AC Quitslund advised that Summit Law has seen the document and given their blessing on the contents. Staff advanced the draft, seeking Board concurrence for the policy statements; Commissioners concurred. No action requested; Information only.

**Agenda Bill 4: 2019 Annual Report** – Chief Andrews reported that he and staff have completed the Draft 2019 Annual Report. Commissioners reviewed the document and made some grammatical suggestions. Commissioner Chinn moved and Commissioner Miano seconded to approve the document as amended. **MOTION CARRIED.**

**Agenda Bill 5: 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 108992 through 109029, dated July 21<sup>st</sup>, 2020 totaling \$115,162.94; Payroll Warrant/Claim check numbers 108981 through 108991, Payroll EFT’s and IRS deposit for monthly payroll dated July 10<sup>th</sup>, 2020, in the amount of \$610,922.45; for a disbursement grand total equaling \$726,085.39. **MOTION CARRIED.**

**Agenda Bill 6: Facility Affects due to Personnel Increase** – Chief Andrews addressed the Board’s questions regarding increased staffing and facility space, noting that although six new members were hired this year, there will only be a one person increase on each shift when assignments are finalized. Some of the positions were filled due to retirements and he reminded the commissioners that when staffing allows, two members will be assigned to the floater positions. The Chief advised the Board that staff has been working on permanent solutions but in the meantime, he will send out a directive providing guidelines for how to handle nights when there are more members than sleeping spaces at ST 34; this will be handled by sending members to outlying stations during nighttime hours. Commissioner Chinn added that he would like staff to consider staffing increases in the future when facilities are being designed and or updated/remodeled. No action requested: discussion only.

**GOOD OF THE ORDER**


- None


**EXECUTIVE SESSION**

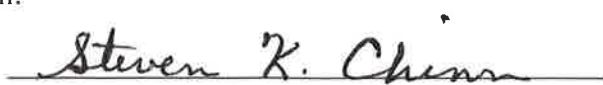
Chairman Gawley called for an executive session beginning at 1:50 pm, expected to last for 60 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews and AC Quitslund, Hudson, and Orr. At 2:05 pm Chairman Gawley excused AC Quitslund, Hudson, and Orr. At 2:50 pm Chairman Gawley called the meeting back into Regular Session. No action was taken during Executive Session.

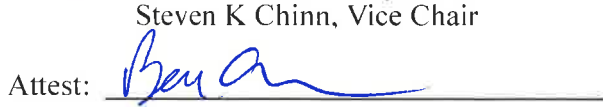
**ADJOURNMENT**

Chair Gawley, called for adjournment at 2:50 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