



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 20th, 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. 5th Ave. in Sequim and via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Lt. Joel McKeen, FF/PMs Chris Corbin and Bryce McGinley, FF/EMT Jon Donahue, Vol FF/EMT Jeff Nicholas and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

Chief Andrews requested that Agenda Bill 5 – 2022 Budget Priorities be moved up to follow Agenda Bill 1 - Q2-2021 Financial Statements. The change was approved.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the July 6th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Agenda Bill 1: Q2-2021 Financial Statements – Financial Manager Alywnn Whitaker discussed the District's Q2-2021 Financial Report. The District is in a positive position at the end of the second quarter of the year. FM Whitaker relayed that the District has received a greater share of the expected revenue from property taxes, possibly because many home owners have used the Federal Stimulus Checks they received to pay their 2021 property taxes. Commissioners questioned expenditures for Capital Expenses and FM Whitaker indicated that those were for renovation of the SCBA room, upgrading radios and replacing a Tender. **NO ACTION REQUESTED: INFORMATION ONLY.**

Agenda Bill 5: 2022 Budget Priorities – Chief Andrews shared a bullet list of three budget items he would like the Commissioners' support for as non-exclusive priority in the 2022 District Budget. These include; 1) Additional Staffing for Response, 2) Capital Replacement of Apparatus and Facilities and 3) the Execution of the 2022-2024 Strategic Plan. Examples of other areas of funding needs include; Risk Reduction, Disaster Response, Community Engagement, Non-emergency Medical Services, Tools and Equipment and Information Technology. After discussion, the Commissioners tabled the request until the next board meeting, allowing each commissioner time to meet with Chief Andrews to discuss the District's budget needs. **NO ACTION WAS TAKEN.**

Agenda Bill 2: Results for Request for Proposal: AC Orr reported that the District received one proposal for landscape maintenance. The bid exceeded what the staff believed was appropriate for the services and are now exploring other options. Staff will return to the board at a later date to discuss options that have been vetted. The maintenance staff will continue to maintain the District's landscaping. **NO ACTION REQUESTED: INFORMATION ONLY**

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 109788, 109796 through 109855, dated July 20th, 2021 totaling \$184,223.41; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated June 25th, 2021, in the amount of \$29,538.19; Payroll Warrant/Claim check numbers 109789 through 109795 and Monthly Payroll EFT's and IRS Deposit dated July 9th, 2021, in the amount of \$577,750.74; for a disbursement grand total equaling \$791,512.34. **MOTION CARRIED.**

Agenda Bill 4: Training Officer MOU Update – Chief Andrews presented an updated MOU with IAFF Local 2933 that included language addressing assignment of overtime for the Training Officer. Commissioner Chinn moved and Commissioner Miano seconded to approve the updated MOU concerning Training Officer overtime. **MOTION CARRIED.**

GOOD OF THE ORDER –

Chief Andrews reported on the meeting he and the Assistant Chiefs attended with Sequim Police Department Chief Sheri Crain concerning local police responses after the passage of Washington Laws 1310 and 1054. Chief Crain stressed that she foresees no major change in the SPD's operating procedures. The SPD will continue to respond to "no crime reported" calls although they may make initial contact with the community members involved via phone to determine if they need to physically respond, too, dependent on the nature of the call.

Chief Andrews shared the sad news that former CCFD#3 Commissioner Richard Houts had recently passed away. Commissioner Houts had a long and interesting career in the fire service and will be missed.

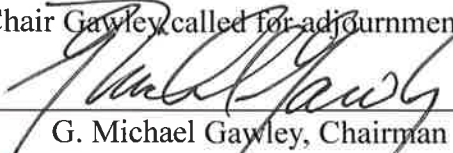
The fire at Olympic Ambulance and the loss of two responder vehicles was discussed, specifically the impact on CCFD3 and transports. Chief Andrews relayed that Olympic Ambulance had moved two medic rigs from another location to replace those lost in the fire.

EXECUTIVE SESSION

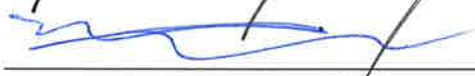
Chairman Gawley called for an Executive Session beginning at 1:40 p.m., expected to last for 10 minutes under RCW 42.30.110 (1)(g) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano. At 1:50 p.m. Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT

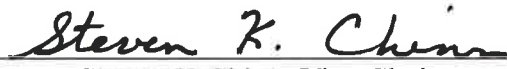
Chair Gawley called for adjournment at 1:52 p.m.



G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief