



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 7, 2020

Commissioner Chinn called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. at Station 34 – 323 N Fifth Avenue, Sequim, WA. Present were: Commissioners G. Michael Gawley and Steven K. Chinn, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Eric Quitslund, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, FF/PMs Chris Corbin and John Riley, FF/EMT Kjel Skov, Maintenance Supervisor Tharin Huisman, Volunteer and Commissioner Elect Bill Miano, Matt Nash from the Sequim Gazette and citizens Mel Fisher and Duane Chamlee.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Gawley moved and Commissioner Chinn seconded to approve the December 17<sup>th</sup>, 2019, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

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

- The closing date for the EMT/Paramedic hiring process was yesterday, January 6<sup>th</sup> at 1700. The District received 35 Firefighter/EMT applications and 3 Firefighter/Paramedic applications. Chief Hudson will start the application vetting process moving forward with the testing portion of the hiring process.
- Chief Andrews headed up a multi-agency meeting with many local department heads to address non-emergency 911 calls; information gathered concludes that the use of the 911 system for non-emergency service calls is not unique to District 3. There are many options to address and reduce these calls which are being considered; this will continue to be a work in progress.
- Chief Andrews identified three goals for 2020. The first goal is to develop a master plan for the District to serve the community; the second goal is to improve internal communication up and down the chain of command and the third goal is Leadership Development.
- Call count stats were attached; the raw data shows that the District responded to 7,680 calls in 2019 this may change as the data is scrubbed.

**Operations** – AC Hudson reported that: he is working on the detailed call volume report for 2019 and will e-mail it out when complete; and he is working with PenCom as they address recent 911 outages, this has left County Citizens without the ability to reach 911 by landline, Karl Hatton has been working feverishly to get these issues resolved.

**Logistics** – AC Quitslund reported that: he attached his written report to the original board packet; calling for any questions. He reported that the new Surplus Auction site used in 2019 is proving to work very well and he reported that the Healthcare Insurance being offered to Volunteers was a much appreciated benefit and 4 members were able to sign up through Trusteed Plans as their insurance provider.

**Agenda Bill 1: Oath of Office** – Chief Andrews administered the Oath of Office to newly elected Commissioner Bill Miano; Commissioner Miano holds Position 3 for the District’s Commissioners.

**Agenda Bill 2: Election of Board Officers** – Commissioner Chinn, in accordance with District Policy, called for nominations for the Board Chair and Vice Chair; both to serve two-year terms. Commissioner Chinn nominated, seconded by Commissioner Miano, G. Michael Gawley for the Chair position. Commissioner Gawley nominated, seconded by Commissioner Miano, Steven K. Chinn for the Vice Chair position. **BOTH MOTIONS 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 Gawley seconded to approve Accounts Payable Claim check numbers 108485 through 108500, dated December 31<sup>st</sup>, 2019 totaling \$154,506.86; Accounts Payable Claim check numbers 108501 through 108534, dated January 7<sup>th</sup>, 2020 totaling \$44,558.81; Accounts Payable Claim check number 108535, dated December 31<sup>st</sup>, 2019 totaling \$50,000.00 Payroll EFT’s and IRS deposit for monthly payroll dated December 25<sup>th</sup>, 2019, in the amount of \$31,587.48; for a disbursement grand total equaling \$280,653.15. **MOTION CARRIED.**

## EXECUTIVE SESSION

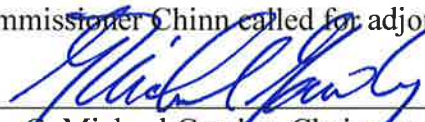
None


## GOOD OF THE ORDER

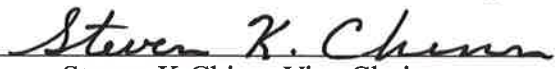
- Chief Andrews asks if the Board is interested in hosting the 4 part Brian Snure Seminars that were hosted here in 2016; with the new commissioner being sworn in, he believes this is a good time to revisit those topics allowing all members to get the most current standards and updates. All agree; administration will proceed with setting these up; other local District’s will be invited to participate. There is the possibility of a scholarship to offset costs through Enduris; that will be further looked into as well.
- Commissioner Gawley proposed that the three commissioners take turns reviewing the accounts payable claims; it was decided that they would each take rotating months, alphabetically by last names, starting this month with Commissioner Chinn. FM Alwynn Whitaker advised that claims will be ready for review by noon the Thursday prior to each regular board meeting.
- Commissioner Chinn reported that there is an upcoming educational leadership event at “The Moore Theatre” by presenter Jacko Willink; he encouraged management and anyone else interested to attend. He has registered to attend this event.


**ADJOURNMENT**

Commissioner Chinn called for adjournment at 1:31 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