



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 21, 2020

Chair Gawley 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, Steven K. Chinn and Bill Miano, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Eric Quitslund, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson, Volunteer Blain Zechenelly and citizen Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the January 7th, 2020, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report –Chief Andrews reported:

- He asked the Commissioners if it would be acceptable to have all of the Chiefs reports delivered at the first meeting of each month instead of two on the first and two on the second meeting of the month; the Commissioners agreed.
- The District received a total of 37 applications for the Firefighter/EMT position and 3 for Firefighter/Paramedic. AC Hudson is in the process of vetting the applications and making interview arrangements. 13 of the Firefighter/EMT applications were rejected due to being incomplete; of the 24 remaining applications, 10 are current volunteers.
- A misconduct investigation is underway regarding an altercation between two members during Shift change on January 11th. There are counter claims of misconduct. Brian Snure, District Attorney and Janice Corbin, Sound Employment Solutions have been contacted to support the District's investigation process. Founded allegations will be brought to the Board if necessary.
- The District hosted the Annual Awards Banquet this past Friday night. Of those acknowledged, the most notable were: Chris Turner, 20 Years of Service, Jim Whitaker (did not attend) and Chad Cate, 25 Years of Service, Tony Hudson, 35 Years of Service, Ivan Hueter, Career Firefighter of the Year and Lee Oman, Volunteer Firefighter of the Year.
- Chief Andrews will be absent for the next meeting; February 4th, 2020.

Risk Reduction – AC Orr reported that: there were 2 fire investigations this month, one was caused by an illegal room build in a garage and the other was caused by a dirty HVAC filter, and CERT classes have started up again; there are 40 new students in the January class.

Agenda Bill 1: 2019 CERT Annual Report– Blaine Zechenelly included the 2019 Year End (written) Report and highlighted how well the program is doing. The program grew 18.2% in 2019; while creating solid relationships with the County, who has hired Becca Yucha as their CERT coordinator. In 2020, the CERT team plans to expand the coverage area and increase by at least 100 new members with focus on further improving existing member’s skillsets. Commissioner Gawley congratulated Blaine on his work with this program. No action requested; information only.

Agenda Bill 2: Q4 – 2019 Volunteer Reimbursement – Commissioners reviewed the Volunteer Pay Report for the 4th Quarter of 2019. Commissioners requested that on future reports that notes be added to identify why stipends are being issued to members, i.e.: Fire Recruit Academy, EMT Class, Station officer, Central Supply, etc. Commissioner Chinn moved and Commissioner Miano seconded to approve the Volunteer Reimbursement for October, November and December 2019, in the amount of \$38, 505.00, dated January 25, 2020. **MOTION CARRIED.**

Agenda Bill 3: MOU - Wages in Lieu of Medical – AC Quitslund reported that the Maintenance Collective Bargaining Agreement allows for members to take wages in lieu of medical; therefore they receive the full monthly allowance as wages in their paychecks; after taxed, they pay the medical premium from their wages. They recognize that this may not benefit all individuals and are asking that the District sign an MOU to clarify the language in the agreement to show that both parties agree that this option is a choice and that members have the choice to accept or decline wages in lieu of medical on a case by case basis. Commissioner Miano moved and Commissioner Chinn seconded to authorize the Board Chair to sign the MOU with IAFF 2933 as proposed. **MOTION CARRIED.**

Agenda Bill 4: Resolution 2020-01 – Authorization to Volunteer – Chief Andrews reported that in accordance with RCW 52.14.010 (3) the Board is allowed to adopt a resolution, by unanimous vote, to allow a Commissioner to serve as a District Volunteer. Commissioner Chinn moved and Commissioner Gawley seconded to approve Resolution 2020-01 authorizing Commissioner Miano to continue to serve as a volunteer as proposed. **MOTION CARRIED.**

Agenda Bill 5: 2020 District Goals – Chief Andrews reported last meeting regarding his 2020 goals; this is in addition to that report. He included in the packet the goals that included a Master Plan detailing out significant projects that will support the success of meeting these goals. The Board concurred with his direction and supports his goals and plan to succeed in those goals. No action requested; information only.

Agenda Bill 6: 2020 Budget Workshops – Chief Andrews reported that staff will present a series of budget training workshops to the Board. The purpose of these workshops is to inform the Board on staff’s future plans and give them the opportunity to make policy decisions and give guidance to develop appropriate and effective plans. No action requested; information only.

Agenda Bill 7: 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 108547 through 108585,

dated January 21st, 2020 totaling \$36,320.21; Payroll Warrant/Claim check numbers 108536 through 108546, Payroll EFT's and IRS deposit for monthly payroll dated January 10th, 2020, in the amount of \$578,480.44; for a disbursement grand total equaling \$614,800.65. **MOTION CARRIED.**

EXECUTIVE SESSION


Chairman Gawley called for an executive session beginning at 1:45 pm, expected to last for 30 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 and Chief Andrews and AC Hudson and Quitslund. At 2:15 pm Chair Gawley extended the meeting for an additional 5 minutes. At 2:20 pm Chairman Gawley called the meeting back into Regular Session. No action was taken during Executive Session.

GOOD OF THE ORDER


- Commissioner Miano shared with the group that he intends to attend the Jacko Willink speech and the Legislative Day next week. Commissioner Chinn moved and Commissioner Gawley seconded to approve his attendance at the Jacko Willnik speech. **MOTION CARRIED.** Commissioner Gawley moved and Commissioner Chinn seconded to approve his attendance at Legislative Day. **MOTION CARRIED.**

ADJOURNMENT


Chair Gawley called for adjournment at 2:25 p.m.



 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chair

Attest: _____
 Ben Andrews, Fire Chief