



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 17, 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 Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker and citizen Mel Fisher.

CHANGES TO THE AGENDA

At the request of Chief Andrews, Chair Gawley added Agenda Item 4; Consider canceling Budget Workshop for March 24th, 2020.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the March 3rd, 2020, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Agenda Bill 1: Fire Code Technician Position – AC Orr reported that staff seeks Board direction for this position's future status. The District received notice from Steve Jackson, the current Fire Code Technician, that he intends to retire May 31st, 2020. AC Orr put together a document that supports staff in communicating information to the Board to help understand what status quo, elimination or fulfillment of the Fire Code Technician Position would look like with all three options. Although this position at the District is not the Authority Having Jurisdiction (AHJ); it seems to have value, that unfortunately cannot be quantified by data, for District members; it is believed to have made for a safer environment for District firefighters. Although the District is not the AHJ, there does not seem to be another entity, County or City, that could absorb this position at this time. The position is budgeted for in the 2020 budget; there is nothing precluding future discussion about budgeting for this position or one similar to it. Commissioner Chinn moved and Commissioner Miano seconded not filling the position at this time. **MOTION PASSED.**

Agenda Bill 2: Clallam County Superior Court Summons and Complaint – Chief Andrews reported that this is an update to the "Receipt of Tort" claim that was presented during the last Board meeting; the District has now received a summons and complaint from the Clallam County Superior Court for unspecified damages from a participant that was injured in a CERT exercise in Joyce. The District is one of many other agencies to be identified in the claim and Chief Andrews is working with legal counsel to resolve this issue. An update will be brought forth when there is any substantial activity to report. 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 108703 through 108735, dated March 17th, 2020 totaling \$281,606.67; Payroll Warrant/Claim check numbers 108692 through 108702, Payroll EFT's and IRS deposit for monthly payroll dated March 10th, 2020, in the amount of \$547,336.09; for a disbursement grand total equaling \$828,942.76. **MOTION CARRIED.**

Agenda Bill 4: Canceling Budget Workshop – Chief Andrews reported that because of COVID 19 and the workload the District is carrying out to address it, he believes it is in the best interest of everyone to cancel the workshop until further notice. Commissioner Chinn moved and Commissioner Miano seconded to cancel. Chief Andrews proposed March 24th, 2020 Budget Workshop. **MOTION CARRIED.**

GOOD OF THE ORDER


- Commissioner Gawley suggested discontinuing the pre-meeting review of claim vouchers by the Commissioners prior to each Board meeting; all Commissioners agreed.
- Chief Andrew reported that the Emergency Coordination Center in Sequim was activated today; the City and the District have headed this up and are working to address the COVID 19 issue within this community. Three initial priorities that are being addressed are: Isolation/ Quarantine, Feeding and Childcare; this list will expand as the process continues.
- Chief Andrews reported that staff have initiated some operation changes, a few notable ones are: single point of entry into the Headquarters Station, limited access to visitors, a COVID 19 checkpoint to insure that no sick staff compromise the location and Best Practices are being identified and updated constantly. He noted that District members have stepped up and have been working very well together as a collaborative team. A directive has been given for volunteers to self-monitor and only respond if healthy.
- Chief Andrews reported that the County has not been issuing many COVID 19 tests; therefore, there are no real means to collect factual data on the spread of the virus to help understand the current threat.
- AC Orr reported that the District is sitting well on supplies and inventory at this time.
- AC Orr reported that Blaine and Cindy Zechenelly have been named “Volunteer Family of the Year” by Governor Inslee’s office.
- Commissioner Miano updated the group on Legislative news; notables for the District were the passing of the Board of Volunteer Firefighter’s increase to pension fees and that the Smoke Detector Installation bill passed protecting fire districts from installation liabilities.
- Chief Andrews reported that due to social distancing recommendations, if the District gets a larger attendance, the meetings will either have to be canceled or moved to another location. Board meeting have to follow the Open Public Meetings Act and cannot limit attendance; this is something staff will look into and hopefully have resolution to before there is a concern.
- Chief Andrews reported that local long term care facilities are doing their best to prepare; members have reported they are seeing a change in operations to best protect their patients.
- Chief Andrews is working to set up a County Chief’s Meeting to address mutual aid agreements should they be needed as this event progresses; the agreements would address staffing from or for other agencies that become depleted.

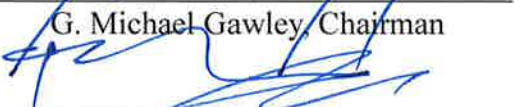
EXECUTIVE SESSION

No session was held.


ADJOURNMENT


Chair Gawley called for adjournment at 2:00 p.m.



G. Michael Gawley, Chairman


Bill Miano, Commissioner



Steven K Chinn, Vice Chair
Attest: 

Ben Andrews, Fire Chief