



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

---

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

**January 5<sup>th</sup>, 2021**

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 Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Medical Safety Officer Derrell Sharp, Maintenance Supervisor Tharin Huisman and community member Duane Chamlee.

### **CHANGES TO THE AGENDA**

Commissioner Gawley requested that Good of the Order precede Executive Session on this agenda and all agendas that follow.

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Miano seconded to approve the December 15<sup>th</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

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

- No new directives were issued.
- Various tables on District responses were presented. 2020 ended with a gross total of 7316 – 4.7% decrease from 2019. This decline could be a result of community insecurity surrounding the COVID-19.
- Low Acuity Unit Trial Plan is being further refined. Chief Andrews is working with the Local 2933 for their input.
- The COVID-19 vaccine has been made available to all members who wanted to receive it. The second vaccine will be administered during the last week of January. The CCFD#3 ECC team is working with the City of Sequim and the Jamestown Family Health Clinic to provide the vaccine to community members.
- The District has received 11 public records requests from an attorney. Staff is working through obtaining additional clarification on the requests and fulfilling them. It is anticipated that this will require a large amount of staff time.
- Annual Performance Reports have been completed for the Assistant Chiefs and Finance Manager using Tenzinga. Chiefs and Officers will be completing Annual Performance Reports for all staff members.
- No actions were taken under the authority of Resolution 2020-04.

**Operations** – AC Hudson reported that:

- FF/PM Floater position has been activated and duty crews have been rearranged to accommodate that the change.
- The radio replacement project is moving forward. Choice will be based on cost, as expected. Blaine and Keith have refurbished numerous old radios at great savings to the District. Only 7 were beyond repair. A huge shout out to them!
- Telestaff program is uploaded and the District is waiting on Kronos to fully facilitate.
- Blyn Radio Tower is functional and the sheriff's team is working on getting the tactical side functional.
- Shop fuel station software has arrived; waiting on remaining hardware.
- CAD interface will not be available until mid-January, an anticipated "go live" date of February 1<sup>st</sup>, 2021 is expected for ESO. Staff will receive ESO training in January.
- New CF-20's arrived, staff are awaiting delivery of the new docking stations for installation and implementation.
- Hudson, Sharp and Coleman meeting with PAFD, CCFD#2 and Olympic Ambulance to discuss ESO setup and implementation. Anticipated "go live" date is still 2/1/2021.
- Recruit Academy has 21 Recruits and an additional 6 members working to obtain their IFSAC certifications. Classes are being taught at Greywolf Elementary and the CCFD#3 training grounds.
- Duty crews ended 2020 with a 100% completion rate of ongoing quarterly training.

**Logistics Report** – AC Orr reported that:

- Maintenance is repairing damage on the rescue truck obtained during an MVA on Hwy 101.
- Tharin is transporting the Burn Box to Oregon for repairs.
- Classroom is completed and signed off. Cost breakdown covered in Agenda Bill #2 today.
- Administrative Team is closing out 2020 and ramping up for 2021. They, along with Maintenance Team, are working on goals for 2021.

**Risk Reduction** – AC Orr reported that:

- District members have been providing planning input for a 24 lot subdivision in Cedar Ridge II, a office building on W. Brackett Road and access roads in the Cameron Village development.
- Two fire investigations; Silberhorn Road and Webb Road.
- Mass Community Vaccinations in the Sequim Operational Area are being planned for activation.
- Blaine and Keith have been developing a communication plan for all CERT teams within the Sequim Operational Area.

**Agenda Bill 1: 2021-01 Resolution – Temporary COVID-19 Related Leave Benefits** – Chief Andrews requested a resolution extending the period for COVID-19 related leave benefits for employees who are impacted by the virus. The temporary leave benefit, 80 hours for FTE employees and 40 hours for part-time employees, would remain available until the end of 2021 or

until the Governor’s State of Emergency is lifted, whichever comes first. Commissioner Chinn moved and Commissioner Miano seconded the approval of Resolution 2021-01. **MOTION CARRIED.**

**Agenda Bill 2: Classroom Project Costs** – FM Alwynn Whitaker reviewed the actual costs compared to the estimated costs for the Classroom Project. The final costs came in close to the estimated budget including the additional expenses for foundation, parking lot and the ADA compliant entry ramp. The project, totaling \$127,782.29, came in at \$69.07 s.f. for the repurposed building compared to \$300.00 s.f. for new fire department construction. No Action Required: Information Only.

**Agenda Bill 3: Claims and Payroll for period ending January 5<sup>th</sup>, 2021** - 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 109388 through 19393, dated December 31<sup>th</sup>, 2020 totaling \$100,760.30; Payroll EFT’s and IRS deposit for Monthly Payroll Draw dated December 24<sup>th</sup>, 2020, in the amount of \$28,828.04; for a disbursement grand total equaling \$129,588.34. **MOTION CARRIED.**

**GOOD OF THE ORDER –**


- Commissioner Chinn sought clarification concerning the upcoming Brian Snure seminars. Alwynn and Chief Andrews indicated the purpose of the seminars was to fulfill Commissioners’ training requirements and that he was seeking input for seminar dates and times.
- Alwynn corrected an error on the Classroom Project Cost spreadsheet.
- The District will be applying for an AFG Grant to fund FF I and FFII Training. Applications are due mid-February.


**EXECUTIVE SESSION**


Chairman Gawley called for an Executive Session beginning at 1:30 p.m., expected to last for 35 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, and Assistant Chiefs Hudson and Orr. At 1:45 p.m. Commissioner Gawley excused Chief Andrews and AC’s Hudson and Orr. At 2:05 p.m. Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

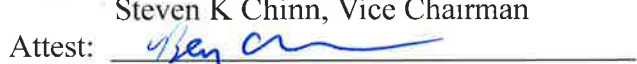
**ADJOURNMENT**

Chair Gawley called for adjournment at 2:06 p.m.

  
 \_\_\_\_\_  
 G. Michael Gawley, Chairman

  
 \_\_\_\_\_  
 Bill Miano, Commissioner

  
 \_\_\_\_\_  
 Steven K Chinn, Vice Chairman

Attest:   
 \_\_\_\_\_  
 Ben Andrews, Fire Chief