



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 2nd, 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, Lt. Joel McKeen, FF/PM's Chris Corbin and Bryce McGinley, FF/EMT Jon Donahue and community members Duane Chamlee and Jaisal White.

CHANGES TO THE AGENDA

Chief Andrews requested Agenda Bill 5: Proactive Hire of Replacement Firefighter be added to the agenda.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the January 19th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- No new directives were issued.
- Low Acuity Unit Trial Plan is being implemented with FF/EMT Scott Dickson serving as the LAU Firefighter. Local #2933 is in agreement, PenCom and Dr. Whitley are on board. Dickson will start orientation on March 22nd and Squad 34 will be in service by March 29th.
- The COVID-19 vaccine has been made available to all members who wanted to receive it. The second vaccine was 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 develop an online registration process and to provide the vaccine to community members.
- The City of Sequim has offered to contract with the district to pay 1/3 of a full time Fire Inspector position. The district's attorney is reviewing the contract and the district will be reaching out to the Clallam County Dept. of Community Development to see if they are interested in a similar contract with CCFD3. Further discussion with the board when the district is close to filling the position.
- The District continues to work on fulfilling the 11 Public Records Requests.
- No actions were taken under the authority of Resolution 2020-04.
- A new part of the Chief's report will be Single Response Calls, Fires along with the Raw Incident Count comparisons. The district had 55 Single Resource Responses in December 2020; 4 were by career staff and 51 were by volunteers (one volunteer had 48 of the single resource responses). There were 4 fires in December; one dumpster fire, one smoke detector melted, one vehicle fire and one electric wall heater failed. Overall, 2020 was down

approximately 31 calls per month from 2019. January 2021 is up 75 calls from January 2020 and equal to calls in January 2019. The new ESO software will make running this data much simpler.

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. Kenwood wants to negotiate with the district to be awarded the contract to supply new radios.
- Telestaff upgrade is installed, the staff is trained and the 7th version should go live by the end of February.
- Blyn Radio Tower is functional and the sheriff's team is still working on getting the tactical side functional.
- Still waiting on the CAD interface, an anticipated "go live" date has been pushed back to March 1st, 2021 for ESO.
- New CF-20's arrived, staff are awaiting delivery of the new docking stations for installation and implementation.
- 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. A huge shout out to Lt. McKeen for all his work on getting the Academy up and running!
- Hudson is running a large data search on district emails and text records for the public records requests.

Logistics Report – AC Orr reported that:

- Maintenance is replacing tires on district trailers including the one used to transport the Burn Box to Oregon and back.
- Steve is doing preventative maintenance on the fleet and replacing emergency lights on E37.
- Tharin and Lori continue to work on the card lock system for the fueling station at the shop.
- The generator system at station 34 is being rewired so essential circuits, including the Captain's office and the bay lights, are activated when the power goes out.
- Tharin and John have been busy building training props for the recruit academy.
- Lori has sent out emails with the links for upcoming Snure trainings.
- Lori has begun an audit of all the district's SOP's and Caity is busy filling sizable public records requests in addition to their regular daily duties.

Risk Reduction – AC Orr reported that:

- District members have provided input concerning a large commercial building for an HVAC Contractor across from NW Security.
- No Fire Investigations currently.
- The district is directing all information requests concerning Covid vaccinations to the Jamestown website.

- Caity is celebrating/showcasing District Members Years of Service over the next few weeks through Facebook in lieu of the 2020 Annual Banquet.
- Mass Community Vaccinations in the Sequim Operational Area are underway and running smoothly. During the first 5 clinics, over 3000 people have been vaccinated. CERT members, District Volunteers, Jamestown Clinic Staff and Sequim Police Volunteers are providing 1000 vaccinations over five hours, three times a week. The goal is to get 80% of eastern Clallam County vaccinated. Because of the overwhelming support by the CERT members, Chief Andrews has authorized a ½ page ad in the Sequim Gazette thanking them for all their assistance.

Agenda Bill 1: 2020 Financial Statement Report – Financial Manager Alwynn Whitaker reviewed the 2020 CCFD3 Financial Year. She pointed out how the district weathered the impact of the Covid pandemic well and how the district conscientiously managed the public funds entrusted to it. The budget workshops planned for 2020 had to be postponed because of the restrictions on public meetings due to the pandemic but they are still expected to take place as soon as feasible. Topics include a contingency plan for funds held in reserve and possible transfer of funds from the unassigned funds to the currently unfunded apparatus replacement fund. The Fit Study recommended four staffed stations in the district’s response area with the possible addition of staffing of a station in the west end of the district. **NO ACTION REQUIRED: INFORMATION ONLY**

Agenda Bill 2: FY 2020 AFG & SAFER Grants Update– FM Alwynn Whitaker took a class recently and reported since the district has funds in reserve it most likely does not qualify for the AFG grant. To apply for the AFG grant requires a huge amount of staff time and the low chance of being awarded the grant doesn’t justify the expenditure. The SAFER Grant, for the 1st time ever, is geared towards districts that are facing large layoffs of personnel rather than the addition of new positions. This cycle doesn’t include the standard district match of funds. **NO ACTION REQUIRED: INFORMATION ONLY**

Agenda Bill 3: Training Officer Proposal – Chief Andrews submitted a proposal for creating a Training Officer position funded by the vacant Assistant Chief position. The new position would be tasked with developing a comprehensive training program in compliance with national standards. Current company officers would be eligible to fill the two year, 40 hour a week position and their vacancy would be filled through the district’s promotional process. It was moved by Commissioner Miano and seconded by Commissioner Chinn to authorize the Chief to create, negotiate and fill a Training Officer position. Commissioner Gawley opposed. **MOTION CARRIED.**

Agenda Bill 4: Interlocal Maintenance Service Agreement-Quilcene Fire Rescue – Commissioner Chinn moved and Commissioner Miano seconded to approve the Interlocal Maintenance Service Agreement with Quilcene Fire and Rescue.

Agenda Bill 5: Proactive Hire of Replacement Firefighter – FF/EMT Jim Whitaker submitted his retirement notice effective July 2021, May 31st last day of work. In an attempt to minimize or eliminate the gap between his last day and when a new hire would count as staffing, Chief Andrews requested authorization to hire a replacement from the viable candidates remaining from the last Firefighter testing process. Commissioner Chinn moved and Commissioner Miano seconded to

authorize the provisional offer of employment for a firefighter/EMT position. **MOTION CARRIED.**

GOOD OF THE ORDER –

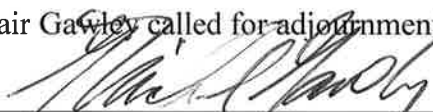
Community member Duane Chamlee offered appreciation to the district in general and AC Orr specifically for all hard work at making the Covid Vaccine Clinics such a smooth running operation.

EXECUTIVE SESSION

No Executive Session needed.

ADJOURNMENT

Chair Gawley called for adjournment at 1:54 p.m.



G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief