



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 19, 2020

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 Eric Quitslund, and Dan Orr, Administrative Assistant Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, and citizen Duane Chamlee.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the May 5<sup>th</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Agenda Bill 1: Rejection of CARES Provider Relief Fund** – Chief Andrews reported that on April 17, 2020, the District received \$2,479.10 in funding from CARES Act Provider Relief Fund. The funding amount was loosely based off of the District's 2019 Medicare receipts and came with attestation requirements and payment terms and conditions if the District chose to keep the funds. After a review of calculations of what our expected payment should have been, \$536, and the need to restructure billing procedures with System Design, staff decided to reject the funds. No action requested; information only.

**Agenda Bill 2: Professional Appearance SOP** – Chief Andrews reported that AC Quitslund has updated the Professional Appearance SOP by converting the previous policy to the District's new SOP format with no significant content changes. No action requested; information only.

**Agenda Bill 3: Whistleblower SOP** – Chief Andrews reported that AC Quitslund has updated the Whistleblower SOP by converting the previous policy to the District's new SOP format; updated content is based on a template provided by fire service Attorney Brian Snure. No action requested; information only.

**Agenda Bill 4: 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 108849 through 108882, dated May 19<sup>th</sup>, 2020 totaling \$68,213.82; Payroll Warrant/Claim check numbers 108839 through 108848, Payroll EFT's and IRS deposit for monthly payroll dated May 8<sup>th</sup>, 2020, in the amount of \$528,839.52; for a disbursement grand total equaling \$597,053.34. **MOTION CARRIED.**

**GOOD OF THE ORDER**

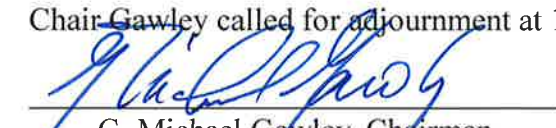
- Commissioner Miano reported that he is registering for the Snure Seminars, done via webinar, through the Washington Fire Commissioners Association. Chief Andrews and Lori Coleman advised that these are given by the same person, Brian Snure, as the District used earlier this year for one of a four-part, on-site, training series here at the District. Chief Andrews believes that they are worthy of taking more than once because of the ability to learn something new every time; he would like the District to look into Brian Snure finishing the series with the District via the on-line platform now the members are not “all consumed” with the COVID-19 event.
- Chief Andrews advised that the District has about a one-month supply of PPE on hand, per what’s required, for COVID-19 response guidelines; the District is moving to reusable PPE made by “frog toggs”; he believes there will be some long term cost savings with this as well.
- No members have been tested for COVID-19 due to exposure; however, a few have been tested due to having COVID-19 symptoms.

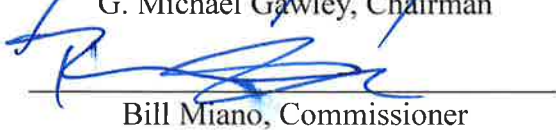
**EXECUTIVE SESSION**

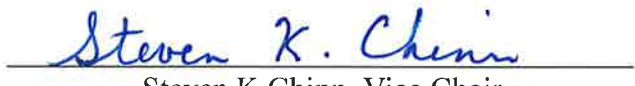
Chairman Gawley called for an executive session beginning at 1:14 p.m., expected to last for 16 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, ACs Quitslund, and Orr. At 1:30 Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

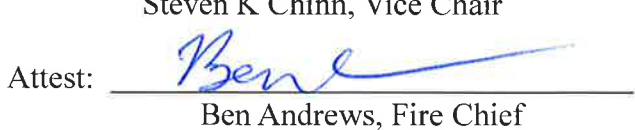
**ADJOURNMENT**

Chair Gawley called for adjournment at 1:30 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