



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 7, 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, Maintenance Supervisor Tharin Huisman, and citizen Duane Chamlee.

### CHANGES TO THE AGENDA

Chief Andrews asked to add Agenda Bill 4, Jamestown S'Klallam Tribes Offer to Use Hotel Facility.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the June 16<sup>th</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

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

- All six new hires have been assigned to shifts; two on each shift consecutively A, B and C Shifts.
- Bob Norton will be on-site hosting Leadership Training for members in supervisory positions the week of July 13<sup>th</sup>, 2020. Commissioners are welcome to request individual meeting times with Mr. Norton; those meetings will be held remotely by phone to limit unnecessary in-person interactions.
- Three misconduct investigations have been addressed recently; two are in the final report stages and one is complete, as it was determined to be “unfounded”.
- AC Quitslund applied for a grant extension for the Volunteer Coordinator position. He was advised that this request cannot be entertained until the grant is in the last two months of its time allowance; he will resubmit the request at that time.
- COVID 19 response and preparations seems to have hit a “status quo” as there has not been much change lately. The Central Point of Distribution (CPOD) for food to the community has been underway each Wednesday and will continue for about 6 more weeks; the CPOD has been a great learning opportunity for District members and appears to be successful in getting food distributed to community members in need.
- No update on the Harvey Lawsuit at this time.
- No new actions have been made by Chief Andrews under Resolution 2020-04.

- 2020 Raw Call Counts were attached; overall, call volume for 2020 is down 11.6% even though June saw a notable increase in call volume over the past three-year historical view.

**Operations** – AC Hudson was absent; no Operations report was given. Report will be included in the July 21<sup>st</sup> meeting.

**Logistics Report** – The written report was attached to the packet: AC Quitslund reported that Engine 33 has been returned to the District, the maintenance team is addressing annual pump testing and a few follow-up issues before it will be returned to service. Permits for the classroom project have been procured. Maintenance Supervisor Tharin Huisman now has all the information necessary to initiate the bidding process for excavation and utility work to complete the project.

**Risk Reduction** – AC Orr reported that: final inspections for the new hotel at the Casino should occur later this week or early next week. They continue to address issues with the elevator smoke curtains that were installed that do not deploy properly. Two major fires occurred in the past month, one being at 2253 E. Sequim Bay Road, a 5000sf home which proved to have many obstacles to overcome during the extinguishment of the fire and a boat fire at the John Wayne Marina. Both are still under investigation. The CPOD appears to be running well as they have distributed, with the help of many CERT and Police Volunteers, about 3,370 boxes of food over the past 5 weeks of operation.

**Agenda Bill 1: Resolution 2020-07, Declare G-13 Surplus** – AC Quitslund reported that G-13, a 1999 Ford Ambulance, is no longer operational and staff are seeking board concurrence for surplus. Commissioner Chinn moved and Commissioner Miano seconded to approve Resolution 2020-07, Declare G-13 Surplus. **MOTION CARRIED.**

**Agenda Bill 2: Code of Conduct SOP** – Chief Andrews and Assistant Chief Quitslund reported that staff is seeking commissioner concurrence with policy statements in SOP 2435, Code of Conduct. AC Quitslund made changes recommended during the Board's previous review. Discussion was held regarding section 3.2 # 17 and 24. AC Quitslund will revise wording in those areas to clarify the intent of staff and commissioners regarding the use of alcohol before and during duty and representation of the District. 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 108939 through 108980, dated July 7<sup>th</sup>, 2020 totaling \$166,375.70; Payroll EFT's and IRS deposit for monthly payroll dated June 25<sup>th</sup>, 2020, in the amount of \$31,080.23; for a disbursement grand total equaling \$197,455.93. **MOTION CARRIED.**

**Agenda Bill 4: Jamestown S'Klallam Tribe Offer to Use Hotel Facility** – Chief Andrews reported that he was contacted by the Jamestown S'Klallam Tribe, offering free rooms to District members before the hotel opens up in exchange for help identifying any issues that may need to be addressed before they open to the public. The help would consist of asking members to make sure all lights work, heat and air conditioning systems are functional, rooms are secure, toilets and water facilities work properly even when systems may be used concurrently, etc. Chief Andrews has sent the offer to the District's attorney, Brian Snure, for review to make sure, if this offer is accepted, it will not go against any laws or regulations regarding public entities accepting offers or District

Code of Conduct and Ethics Policies. No action requested: information only.

**GOOD OF THE ORDER**

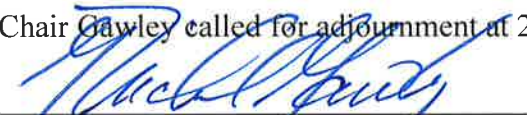
- Commissioner Gawley asked that staff look into options, financially, operationally and logistically, for adding an additional full-time employee to cover peak times, i.e. 8am-5pm weekdays, for responding to low acuity calls and call follow-up that could assist in reducing non-emergent usage of the 911 system. He discussed this option with Chief Andrews previously via e-mail and asked that Chief Andrews share those e-mails with Commissioner Chinn and Miano; Chief Andrews agreed to do so. This change in operations would require collective support from commissioners, staff, Local 2933 and Dispatch; Chief Andrews advised that he will work with staff to research this concept and will give a status update at the first meeting in August.


**EXECUTIVE SESSION**

Chairman Gawley called for an executive session beginning at 1:50 p.m., expected to last for 25 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. At 2:15 Commissioner Gawley extended the session for an additional 15 minutes. At 2:30 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 2:30 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