



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 3, 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, Captain Marc Lawson and Derrell Sharp, FF/PM Bryce McGinley, Kolby Konopaski and Joel Bower and citizen Mel Fisher.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the February 18th, 2020, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- All six, Firefighter EMT and Paramedic, candidates that were offered conditional offers of employment have accepted and are in the process of completing the on-boarding steps; a May 1st, 2020 start date is expected.
- With the retirement of Lt. Lawrence Bingham on March 31st, 2020, Stefanie Anderson will be assigned to his current position, the A Shift Lieutenant position, leaving a vacancy that will need to be filled. Chief Andrews plans to start the interview process next week for the replacement lieutenant who will fill the floater lieutenant position.
- The misconduct investigation continues; no updates at this time.
- He will meet with all three shifts and daytime staff next week to give a general “where is the District at now” and “where the District his headed” overview.
- The District is experiencing another frequent abuser of the 911 system; a letter has been sent along with a copy of the policy for non-emergent calls that allows the District to bill the citizen if this behavior continues.
- COVID 19 Update – Chief Andrews stated that the District is aware of the concern and that Captain Sharp will advise the commissioners with the latest update during the good of the order today. He stated that this is an evolving matter that is likely to change day to day with response recommendations and best practices for first responders.

Operations – AC Hudson reported that: six candidates, five Firefighter EMT's and one Firefighter Paramedic, have accepted conditional job offers and that they will participate in an in-house fire academy to get them up to speed with their firefighting skills and the District 3 way; advertisement for the Volunteer Coordinator position closed on Friday February 28th, 2020, three applications were received and interviews will be conducted on March 9th, 2020, a recommendation to the Chief will be made on March 10th, 2020; the COVID 19 situation is and will continue to be monitored as changes are expected to occur daily as how best to prepare for the outbreak and on-going shift training continues.

Logistics Report – The written report was attached to the packet; no verbal report was given.

Risk Reduction – AC Orr reported that: Inspector Jackson has been receiving many requests from local childcare facilities; as the State Fire Marshall's office is shorthanded, these inspections have been turfed to local fire departments for completion. The sudden change is being investigated, but for the time being, the inspections are being done to keep local facilities in compliance, doing what is best for this community. A fire occurred on Haywire lane; the cause was a pot of potpourri left on the stove when the resident left their home.

Agenda Bill 1: Pre-Authorization of SAFER Grant Application – Chief Andrews reported that: he wanted to initiate discussion regarding applying for the SAFER Grant when the application process opens. He asked that the commissioner pre-approve staff to apply for the Grant requesting three firefighter positions be funded. He and the finance manager have worked on the projected budget to determine whether or not the District will be able to fund its portion of the Grant match; he believes the District will be able to fund the match portion. Discussion was held about the Districts "needs" for staffing and Chief Andrews will do more research to make sure that this plan fits the needs of the community and is being driven by the "plan" for where the District is headed in the future. Commissioner Gawley requested that Chief Andrews research adding three Firefighter positions regardless of the Grant; that way, a failure in Grant funding would not prohibit adding new staff. Commissioner Chinn moved and Commissioner Miano seconded to authorize Chief Andrews to prepare a SAFER Grant application for the Board's approval when the application process opens. **MOTION PASSED.**

Agenda Bill 2: 2019 Annual Financial Report – Finance Manager, Alwynn Whitaker provided a Draft copy of the annual report that is sent to the State Auditor's Office. This report is mandatory and is required to be submitted each year in the State's format; hence why the detailed reports seem redundant compared to how she usually presents budget information, their format is used for all public agencies and is a one size fits all. She explained that, under the BARS name, "Custodial" means that the District is the pass-through agency for funds, one example being "sales tax". She is ready to submit the report this afternoon as long as there were no concerns. No action requested; information only.

Agenda Bill 3: CCFD3 Foundation Document – Chief Andrews reported that in May of 2017, Bob Norton, gave a presentation to the District showing members his personnel Performance Management Program, Tenzinga. This was followed up by an organizational team building exercise with about 25 members from all different sections of the District selected to represent the whole staff. At that time the members who attended the team building exercise worked to create organizational mission, vision and value statements. The District partially implemented the Performance Management program, but many members felt that it was not a good time to try and implement the organizational piece; Chief Andrews believes that now is the right time. Labor brought this up at a Labor/Management meeting; they are in favor of implementation now. The Logistics team has been using the Tenzinga Performance Management program for the past three years and is pleased with how the program works. Bringing Bob Norton back may have value; that is an option if staff chose to do so. Commissioner Miano moved and Commissioner Chinn seconded to approve the Clallam County Fire District 3 Foundation Document to include the Mission, Vision, Values and Expectation Agreement statements contained therein. **MOTION CARRIED.**

Agenda Bill 4: Receipt of Tort Claim – Chief Andrews reported that: the District was served with a Tort Claim. The claim is for a CERT member who received an injury, when “head butted” during a CERT exercise on 4/13/2017. Staff is working with legal counsel to resolve this issue, but feel strongly that due to documentation the District is not responsible for this claim as this was not a District activity; Chief Andrews will update the Board as relevant. No action requested; information only.

Agenda Bill 5: 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 108668 through 108691, dated March 3rd, 2020 totaling \$20,162.72; Payroll EFT’s and IRS deposit for monthly payroll dated February 25th, 2020, in the amount of \$35,391.86; for a disbursement grand total equaling \$55,554.58.
MOTION CARRIED.

GOOD OF THE ORDER

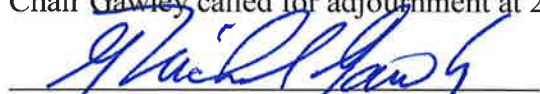
- Commissioner Miano gave an update on Bills that are currently in the last two weeks of session at the Legislative level. A few notable mentions were the Board of Volunteer Firefighters Pension increases, Commissioners will be FMLA exempt and there is a bill that reduces the Fire District’s liability with smoke detector installations.
- A budget workshop will be held in March; a tentative date and time is March 24th, 2020 at 10:00am.
- Captain Sharp just returned from a meeting with the Clallam County Health Department and reported with the most up to date information in Clallam County regarding the Corona Virus (COVID 19). He reported that the Olympic Medical Center has stood up their Emergency Operations Center. At this time they state that it is not matter of if, but when the virus will be here, and that it may already be here. Clallam County is not in the “containment” phase, they are in the “prevention and treatment” phase. They are treating this like the common flu recommending that anyone with “flu-like” symptoms stay home; they believe the virus to only be contractible from a patient who is experiencing a fever. As far as prevention, they recommend that citizens wash their hands frequently and first responders wear proper personal protective equipment when responding to patients with “flu-like” symptoms. They are recommending that citizens who have “flu-like” symptoms, with a fever under 101 and with no respiratory distress stay home to fight the virus and not seek medical care at their local hospital. Washington State only has the capability to test 200 patients a day; the Clallam County Health Department representative is Dr. Unthank and she is the only person who can order the test. There is another meeting this afternoon and they are expected to hold one twice a day as this issue continues; it is likely that more updates and changes will occur as this evolves.

EXECUTIVE SESSION

Chairman Gawley called for an executive session beginning at 2:17 pm, expected to last for 20 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 and AC Hudson and Orr. At 2:37 pm Chairman Gawley called the meeting back into Regular Session. No action was taken during Executive Session.

ADJOURNMENT

Chair Gawley called for adjournment at 2:41 p.m.




G. Michael Gawley, Chairman



Steven K Chinn, Vice Chair



Bill Miano, Commissioner

Attest: 

Ben Andrews, Fire Chief