



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 5, 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 Tony Hudson, Eric Quitslund, and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Marc Lawson, FF/EMT Colton McGuffey, Paul Lang, and John Donahue, FF/PM Christopher Darling, and citizen Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the April 21st, 2020, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Six new hires have begun work; currently they are doing mostly classroom based training and shortly will transition to an in-house Fire Academy.
- Kolby Konopaski was promoted to Lieutenant on May 1, 2020; he will remain on B Shift during his training and after, he will transition to the Floater Lieutenant position.
- Two misconduct investigations are underway.
- The Emergency Coordination Center (ECC) made the decision to halt operations and if necessary, is well prepared to stand up again if COVID 19 infections increase and there is a need. The last day will be next Monday, where they will hold an After Action Review.
- The Lawsuit that involved a CERT member continues; a request for summary judgement has been filed.
- No actions were taken under Resolutions 2020-04, Declaration of Emergency.

Operations – AC Hudson reported that: six candidates, five Firefighter EMT's and one Firefighter Paramedic, started May 1st, 2020, Captain Lawson introduced 4 of the six today which included Colton McGuffey, Christopher Darling, Paul Lang and Jon Donahue (the other two, Bo Pinnell and Tyler Campbell, were unavailable due to off-site training); three of the six have IFSAC certifications, the other three will have the opportunity to test after the in-house Fire Academy; the Volunteer Coordinator position is still in the process of being filled; staff have been working on a large Public

Records Request; COVID-19 activity has stayed status quo; staff have been working with the scheduling module, Telestaff, to ensure its working properly when filling Lieutenant positions; the grant funded replacement pagers have been ordered and on-line training assignments continue to be created and assigned to career and volunteer members as no in-person training is being held at this time.

Logistics Report – The written report was attached to the packet: AC Quitslund reported that the SAFER grant application had been completed and submitted, the ambulance remount is complete and is in service as Aid 33, and maintenance staff are working with the vehicle repair service to address incomplete repairs on Engine 33.

Risk Reduction – AC Orr reported that: Inspector Jackson continues to work from home as much as possible; he is working with plans for a four story structure downtown at the corner of W. Washington and 3rd Ave.; he has been working with the Vintage to replace outdated smoke detectors and thank you letters, for companies and citizens, are being drafted for the help and support they have contributed to the District during the COVID-19 event.

Agenda Bill 1: 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 108818 through 108837, dated May 5th, 2020 totaling \$ 21,289.16; Payroll EFT’s and IRS deposit for monthly payroll dated April 24th, 2020, in the amount of \$66,175.25; for a disbursement grand total equaling \$87,464.41. **MOTION CARRIED.**

GOOD OF THE ORDER


- Chief Andrews reported that he hopes to have the front office back open by June 22nd, 2020; this will depend on direction from Governor Inslee.

EXECUTIVE SESSION


Chairman Gawley called for an executive session beginning at 1:22 p.m., expected to last for 38 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, ACs Quitslund, Hudson, and Orr. At 2:00 Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 2:00 p.m.



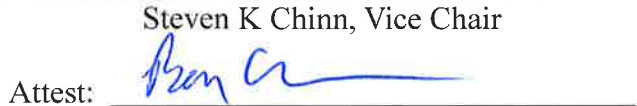
 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief