



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 1, 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 Tony Hudson, Administrative Assistant Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

Agenda Bill 4,5,6 and 7 were added after Executive Session.

APPROVAL OF MINUTES

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

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- He completed his response to the grievance filed by FF/EMT Anders regarding disciplinary action; FF/EMT Anders has 10 working days to file an appeal to the Board of Commissioners if the response does not resolve the matter.
- He attended the Washington State Fire Chiefs' Association meeting this month; he has started reaching out to county chiefs to introduce himself and develop contacts.
- Three directives have been issued and two are pending.
- AC Quitslund has announced his retirement effective September 30th, 2020; his last day in the office will be September 8th, 2020.
- Work continues to develop a District Communication Plan.
- The Central Point of Distribution (CPOD) for the Sequim Foodbank continues, this is week twelve; this will continue for the next four weeks with the expectation for the Sequim Food Bank to take over operations on their own after that time.
- No recent action has been taken under Resolution 2020-04.
- Call volume is down 10% compared to previous years.

Operations – AC Hudson reported that: all probationary members except FF/PM Darling count as staffing at this time; Blyn Radio tower is partially operational and the service is much better in that

area; there are 212 confirmed COVID cases in Clallam County, 108 tests pending, 197 are recovered, 29 are active and 1 death has occurred and call data detail was attached to written report.

Logistics Report – The written report was attached to the packet: AC Quitslund reported that the 2019 AFG grant announcements have begun, they are typically released on Fridays, 70% of the funds have been awarded thus far and of that 13% were for vehicle acquisition; the classroom at the Training Grounds is planned to be set in place next week and Eric plans to retire at the end of this month; Commissioner Gawley thanked Eric for his years of service, to the Fire Service as whole and to Clallam County Fire District 3.

Risk Reduction – AC Orr was absent; his written report was handed out.

Agenda Bill 1: Unrepresented Staff Healthcare Benefits – Alwynn Whitaker, Finance Manager, reported that she has reviewed the costs and impact to the District with the proposal of increasing the unrepresented staff's benefit allowance from \$1500.00 monthly to \$1800.00 monthly. The yearly premium increase will cost the District \$25,200. Some members are allowed to receive their benefits in wages in lieu of medical insurance while other staff members are only allowed to receive the benefit in the form of an allowance towards their healthcare costs. The increase will become effective January 1st, 2021, if approved. Commissioner Miano moved and Commissioner Chinn seconded to approve the increase in healthcare benefit for unrepresented staff from \$1500.00 to \$1800.00 monthly as proposed by staff. **MOTION CARRIED.**

Agenda Bill 2: Resolution 2020-08, Temporary COVID-19 Related Supplemental Leave Benefits - Extension – Alwynn Whitaker, Finance Manager, reported that she has updated the previous Resolution 2020-03, Temporary COVID Related Leave Benefit, to extend the benefits that were set to expire on September 1st, 2020 until December 31st, 2020 or until the Governor lifts the State of Emergency, whichever comes first. Commissioner Gawley shared concerns that he has for volunteers who are responding and asked how they are covered should they contract the virus during a response? Chief Andrews advised that they are covered by the Board of Volunteer Firefighters insurance and that they are no more at risk for contracting the virus than a career member; the District has taken safety precautions for all members regarding response and Personal Protective Equipment; he reported that member safety is of the utmost importance to him and all District staff. Commissioner Chinn moved and Commissioner Miano seconded to approve Resolution 2020-08, Temporary COVID-19 Related Leave Benefits. **MOTION PASSED.**

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 109096 through 109118, dated September 1st, 2020 totaling \$30,342.93; Payroll EFT's and IRS deposit for monthly payroll dated August 25th, 2020, in the amount of \$31,080.23; for a disbursement grand total equaling \$61,423.16. **MOTION CARRIED**

Agenda Bill 4: Proclamation 2020-01 - Recognizing the Service of Lieutenant Lawrence Bingham – Chief Andrews is implementing a new way to show appreciation for years of service for members who are retiring from the fire service. This proclamation is for Lawrence Bingham, he served with Clallam County Fire District 3 for 39 years; his service is deeply appreciated by all members. Commissioner Miano moved and Commissioner Chinn seconded to approve Proclamation 2020-01, Recognizing the Service of Lieutenant Lawrence Bingham. **MOTION CARRIED.**

Agenda Bill 5: Proclamation 2020-02 - Recognizing the Service of Firefighter Laurence Parker – Chief Andrews is advancing this proclamation for Firefighter Parker, he served with Clallam County Fire District 3 for 29 years; his service is greatly appreciated by all members. Commissioner Chinn moved and Commissioner Miano seconded to approve Proclamation 2020-02, Recognizing the Service of Firefighter Laurence Parker. **MOTION CARRIED.**

Agenda Bill 6: Proclamation 2020-03 - Recognizing the Service of Fire Code Technician Steve Jackson – Chief Andrews is advancing this proclamation is for Fire Code Technician Jackson, he served with Clallam County Fire District 3 for 4 years; his service is deeply appreciated by all members. Commissioner Miano moved and Commissioner Chinn seconded to approve Proclamation 2020-03, Recognizing the Service of Fire Code Technician Steve Jackson. **MOTION CARRIED.**

Agenda Bill 7: Proclamation 2020-04 - Recognizing the Service of Assistant Chief Eric Quitslund – Chief Andrews is advancing this proclamation is for AC Quitslund, he served with Clallam County Fire District 3 for 6 years; his service is deeply appreciated by all members. Commissioner Gawley moved and Commissioner Chinn seconded to approve Proclamation 2020-04, Recognizing the Service of Assistant Chief Eric Quitslund. **MOTION CARRIED.**

GOOD OF THE ORDER

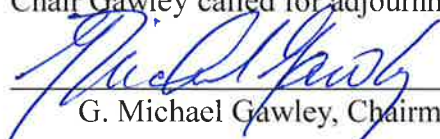
- Commissioner Miano attended a webinar held by the National Association of Emergency & Elected Officials and Public Consulting Group. The webinar was supposed to be about “Payment for Non-Transport of Patients”, the presenter was late and the webinar ended up focusing on the Center for Medicare and Medicaid Services usage. Lori Coleman researched through the Districts billing company, Systems Design, and she learned more information than was gathered from the webinar. This program is not something that affects the District at this time.

EXECUTIVE SESSION


Chairman Gawley called for an executive session beginning at 1:29 p.m., expected to last for 46 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 2:03 Commissioner Gawley excused Chief Andrews. At 2:15 Commissioner Gawley extended the meeting for an additional 15 minutes. At 2:30 Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 2:43 p.m.



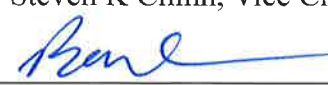
 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chair

Attest: 

 Ben Andrews, Fire Chief