



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 16, 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, Tony Hudson, and Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Bryan Swanberg, and Maintenance Supervisor Tharin Huisman.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the June 2<sup>nd</sup>, 2020, Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

None

### REGULAR BUSINESS

**Agenda Bill 1: WFC Board Position** – Chief Andrews reported that he was asked to fill a vacancy on the Washington State Association of Fire Chiefs (WFC) as a representative for Clallam, Jefferson, Mason, and Grays Harbor counties. The position has a two-year term. The position's main role is to be a liaison between county fire chiefs and the WFC. Commissioner Gawley and Chinn voiced that they supported the appointment for the many beneficial reasons that holding the position could have for Chief Andrews, the District, and Community, however they cautioning him to be cognizant of the time spent pertaining to the position so that it does not adversely affect his District responsibilities; Commissioner Miano concurred. Commissioner Chinn moved and Commissioner Miano seconded to approve Chief Andrews to serve as a board member of the Washington State Association of Fire Chiefs. **MOTION CARRIED.**

**Agenda Bill 2: Volunteer Coordinator Employment Agreement** – Assistant Chief Hudson reported that he is seeking commissioner concurrence with an Employment Agreement for Scott Johnson. Mr. Johnson accepted the position and started working effective 6/10/2020. The contract term is valid through December 31<sup>st</sup>, 2020; this is a grant funded position and is unclear at this time if it will be continued. Mr. Johnson has signed the contract presented today. Commissioner Miano moved and Commissioner Chinn seconded to approve the contract as amended, with the word “not” in front of the “renew” in section 4.2; third sentence with regard to non-renewal. **MOTION CARRIED.**

**Agenda Bill 3: Code of Conduct SOP** – Assistant Chief Quitslund reported that he is seeking commissioner concurrence with policy statements in SOP 2435, Code of Conduct. AC Quitslund took suggestions and reported that he will incorporate them into the SOP before advancing the SOP

to Local 2933 for review. No action requested: information only.

**Agenda Bill 4: Washington State Military Department – Designation of Applicant Agents –** Finance Manager, Alwynn Whitaker, reported that she is advancing resolution 2020-06, Designation of Applicant’s Agent for board consideration. This resolution will authorize representatives to obtain Federal and/or State Emergency or Major Disaster Assistance funding for costs associated with COVID-19. The representatives, Chief Andrews as the primary and Finance Manager Alwynn Whitaker as the alternate, would be authorized to execute all contracts, certify completions of projects, prepare required documentation and request funding. Commissioner Miano moved and Commissioner Chinn seconded to approve Resolution 2020-06, Washington State Military Department – Designation of Applicant Agents, for the Public Assistance Grant Agreement. **MOTION CARRIED.**

**Agenda Bill 5: April and May – 2020 Volunteer Reimbursement –** Commissioners reviewed the Volunteer Pay Report for April and May of 2020. Commissioner Chinn moved and Commissioner Miano seconded to approve the Volunteer Reimbursement for April and May 2020, in the amount of \$17,625.00, dated July 25, 2020. **MOTION CARRIED.**

**Agenda Bill 6: 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 108916 through 108938, dated June 16<sup>th</sup>, 2020 totaling \$40,029.39; Payroll Warrant/Claim check numbers 108905 through 108915, Payroll EFT’s and IRS deposit for monthly payroll dated June 10<sup>th</sup>, 2020, in the amount of \$611,679.20; for a disbursement grand total equaling \$651,708.59. **MOTION CARRIED.**

## GOOD OF THE ORDER


- None

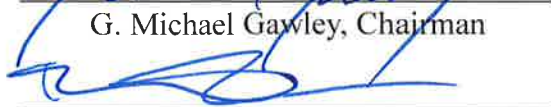
## EXECUTIVE SESSION


Chairman Gawley called for an executive session beginning at 1:25 p.m., expected to last for 20 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, AC Quitslund, Orr and Hudson and Finance Manager Alwynn Whitaker. At 1:45 Commissioner Gawley extended the session for an additional 15 minutes. At 1:51 p.m. Finance Manager Alwynn Whitaker was excused. At 2:00 Commissioner Gawley extended the session for an additional 15 minutes. At 2:15 p.m. Commissioner Gawley called the meeting back into Regular session. No action was taken during Executive Session.

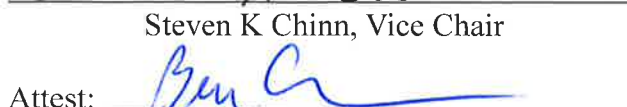
## ADJOURNMENT

Chair Gawley called for adjournment at 2:15 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