



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 2nd 2021

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 and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Lt. Joel McKeen, and Maintenance Supervisor Tharin Huisman.

CHANGES TO THE AGENDA

None were requested.

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the February 16th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- No new directives were issued.
- Low Acuity Unit (LAU) Trial Plan is being implemented with FF/EMT Scott Dickson serving as the LAU Firefighter. A rubric to evaluate the pilot project has been formulated to track; how often the unit is used, whether the LAU actually frees up ALS resources for other calls, if the number of uninterrupted drills increases and how often LAU calls require upgrading for additional resources. An end of March in service date is anticipated.
- The shared Fire Inspector position description and employment contract have been drafted. The District will finalize and advertise to fill the position.
- In relation to the lawsuit filed by Steve Anders, the District has completed and closed the 11 Public Records Requests and members have been instructed not to destroy any documents/files/records that potentially may be needed for the lawsuit.
- Clallam County Emergency Management drafted Essential Support Function documents as part of the Comprehensive Emergency Response Plan. The District has been asked to review and give feedback.
- The Memorandum of Understanding with IAFF Local #2933 for the training officer position has been completed and Chief Andrews is proceeding with the selection process.
- No actions were taken under the authority of Resolution 2020-04.
- The District had 59 Single Resource Responses in January and February; 6 were by career staff and 53 were by volunteers (one volunteer had most of the single resource responses). There were 6 fires in February; two food related fires, one travel trailer fire, one smoldering tire, one standby at JeffCo Station 1-1 and one double wide structure fire with a fatality

(originally reported as a brush fire). Overall calls for February 2021 were up from 2020 and down from 2019.

Operations – AC Hudson reported that:

- FF/EMT Jaisal White has been extended a condition offer of employment as a replacement for FF/EMT Jim Whitaker when he retires later this spring. He has a start date of the 1st of April and will undergo an intensive 4-week orientation.
- Kenwood has been awarded the contract to supply new radios and the order has been placed.
- Telestaff upgrade is installed, staff have been trained, the SMS and phone call testing have been successful and the 7th version is expected to go live by the end of February.
- Blyn Radio Tower is functional and the sheriff's team is still working on getting the tactical side functional.
- The CAD upgrade has an anticipated "go live" date of August 3rd, 2021 with three days of training in March and May.
- Recruit Academy has one month left to go with the IFSAC Practical scheduled on April 3rd and 4th.
- Ongoing individual and company training continues for the career personnel and volunteer training is continuing weekly with a renewed focus on fire ground basics and attendance.
- The next backfilled shift training is scheduled for later in March.

Logistics Report – AC Orr reported that:

- Fire Mechanic, Steve Phillips, is performing preventative maintenance on the fleet.
- Specs have been finalized for the new replacement for Tender 33.
- The generator system at station 34 is being rewired so essential circuits, including the Captain's office and the bay lights, are activated during power outages.
- Burn Box was taken back to the manufacturer for major welding repairs. Replacement tiles will be installed to protect the box when burning occurs.
- Administrative Assistants are working on numerous ongoing projects.

Risk Reduction – AC Orr reported that:

- Working towards filling the part time Fire Code Technician position.
- The 921 S. 3rd Ave double wide fire investigation continues; cause of the fire appears to be accidental.
- The District is directing all information requests concerning Covid vaccinations to the Jamestown website.
- The District continues celebrating/showcasing District Members' Years of Service over the next few weeks through Facebook in lieu of the 2020 Annual Banquet.
- Mass Community Vaccinations in the Sequim Operational Area are underway and running smoothly. CERT members, District Volunteers, Jamestown Clinic Staff and Sequim Police Volunteers are providing a well-run operation. Last week, 1st doses were given on Tuesday and Thursday. Saturday's clinic had to be cancelled due to an issue with the federal supply chain.

Agenda Bill 1: Training Officer Memorandum of Understanding – Chief Andrews presented the MOU with IAFF Local #2933. Commissioner Miano moved and Commissioner Chinn seconded to approve the Training Officer MOU with IAFF Local #2933. **MOTION CARRIED.**

Agenda Bill 2: SOP 6600, Collections Draft – Chief Andrews presented the Draft SOP, 6600, Collections that would provide guidance as to how debt collections for the District will be handled. The SOP addresses debt that, after reasonable efforts for collection or settlement have been exhausted, still remains outstanding. The chief is authorized to cancel, forgive or settle a debt up to \$10,000 on a case by case basis while the Board of Commissioners will be authorized to do the same for debt over \$10,000. Commissioner Miano moved and Commissioner Chinn seconded to approve the policy statements included in the Draft SOP 6600, Collections. **MOTION CARRIED.**

Agenda Bill 3: 2020 CERT Annual Report – Assistant Chief Orr and CERT Volunteer Blaine Zechenelly presented the highlights of the 2020 Annual Report for Community Emergency Response Teams. Teams train and prepared for natural disasters, however, in 2020 they stepped up to the plate and hit a homerun as they responded to the community’s needs during the COVID-19 pandemic by staffing of the Food Community Point of Distribution site for months and providing the logistics component at the COVID-19 Vaccination Clinics; their work was outstanding and recognized by the Governor’s Office. The pandemic has taken its toll on the CERT program, lack of monthly meetings and ongoing training has resulted in the loss of 100-150 members. When COVID-19 restrictions are lifted, CERT will work to rebuild its membership. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER –

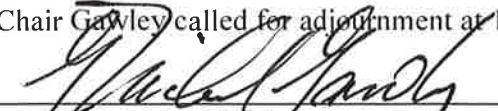
None

EXECUTIVE SESSION

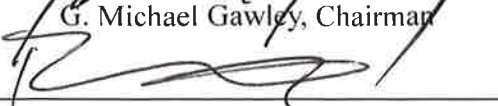
Chairman Gawley called for an Executive Session beginning at 1:30 p.m., expected to last for 10 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee and for an additional 5 minutes under RCW [42.30.110 \(i\)](#) to discuss legal matters. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, AC Hudson and Orr. At 1:40 p.m. Chairman Gawley excused Chief Andrews, Assistant Chiefs Hudson and Orr. At 1:45 p.m. Commissioner Gawley extended the Executive Session for 5 minutes under RCW [42.30.110 \(i\)](#) to discuss legal matters. At 1:55 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 1:56 p.m.




G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief