



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 19th, 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, Financial Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Volunteer FF/EMT Jeff Nicholas, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

Addition of Fire Chief's Report and AC Hudson's Ops Report.

APPROVAL OF MINUTES

Commissioner Miano suggested two changes to the draft October 5th, 2021 Regular Meeting minutes. Commissioner Chinn moved and Commissioner Miano seconded to approve the amended October 5th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Directive 2021-08 COVID 19 testing
- The District is in compliance with the Governor's vaccine mandate for health care providers.
- The District has received a grievance from Local #2933 regarding not promoting a floater lieutenant. The matter will be resolved within the week.
- Metro West Ambulance, a private ambulance company out of Hillsboro Oregon, has purchased Olympic Ambulance. Chief Andrews has spoken with both the vice president of the company and the local manager. At this time, he has no concerns surrounding the change of ownership.

Operations Report – Assistant Chief Hudson reported;

- FF/PM Long is on-board and in PM probation with FF/PM Corbin as his preceptor.
- FF/PM Chase Laubach will start with the department on November 1st and go through a 3 week orientation/academy.
- LAU duties have expanded to include prefire planning, working closely with Inspector Mingee.
- The new CAD is live and response plans are being adjusted.
- Brygider is working in IT to update monitors, inventory desktops and developing a desktop help desk. Jacobson is working on VMWare, the Archiver and Exchange updates along with Office 365 for the admin staff.
- Capt. Swanberg is in charge of the Workforce Telestaff upgrade and is implementing auctions for next vacation picks.

- Lt. McKeen continues leading the Strategic Planning Training Committee and has delivered many training opportunities for both the career and volunteer members. He is currently going through the EVIP Assignments and Audits along with updating the Acting Lt. Training Book to Acting Captain Training Book.
- Capt. Konopaski is gaining traction as the District MSO and has been working with many outside entities including St. Michaels, Olympic Ambulance, OMC, Dungeness Courte and Dr. Whitley.

Agenda Bill 1: Joint Volunteer Coordinator with CCFD#2 – Chief Andrews gave a recap of the SAFER Grant funding of the Volunteer Coordinator indicating that the funding expires at the end of 2021. The current Volunteer Coordinator contract, with Scott Johnson, expires on November 30th, 2021. Staff recommends that the board extend the 2021 contract to expire on December 31st, 2021. Commissioner Chinn moved and Commissioner Miano seconded to extend the current Volunteer Coordinator contract until December 31st, 2021. **MOTION CARRIED.**

Staff has researched a fulltime volunteer coordinator position shared with CCFD#2. The cost to the district would increase from \$35,000 to approximately \$50,000 and staff believe that the benefits to the District Volunteer Program would outweigh the higher costs. Staff recommends that the board direct Fire Chief Andrews to continue moving forward with a contract with CCFD#2 for a Joint Volunteer Coordinator position. Commissioner Miano moved to direct the Fire Chief to enter into a contract with CCFD#2 for the funding of a full time joint Volunteer Coordinator position. The motion didn't receive a second. **MOTION FAILED.**

Commissioner Chinn moved to direct the Fire Chief to further investigate 1) keeping the position status quo, 2) to increase the number of hours or 3) sharing the Volunteer Coordinator position with CCFD#2. Commissioner Miano seconded the motion. **MOTION CARRIED.**

Agenda Bill 2: Q3 2021 Financial Statement Reports – Financial Manager Alwynn Whitaker reviewed the Q3 2021 Financial Statement Reports and indicated the District is on solid financial footing. While the revenue from the sale of timber within the county has significantly decreased, the revenue collected from various miscellaneous source including outstanding debts, rebates and increased ambulance services had more than offset the deficit. Q3 2021 Expenditures have been significantly less than budgeted. Many Capital Projects and Vehicle Replacements budgeted for in 2021 have been delayed due to the pandemic. **INFORMATION ONLY- NO ACTION NEEDED**

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 109968 through 110027, dated October 19th, 2021 totaling \$197,402.96; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated September 24th, 2021, in the amount of \$25,627.29; Monthly Payroll EFT's and IRS Deposit dated October 8th, 2021, in the amount of \$620,306.67; for a disbursement grand total equaling \$843,336.92. **MOTION CARRIED.**

GOOD OF THE ORDER –

Financial Manager Alwynn Whitaker said that she had electronically sent documents to the commissioners for next week’s Board Budget Workshop and asked if any other documents would be needed. The commissioners indicated they had what they needed to proceed with the workshop.

EXECUTIVE SESSION

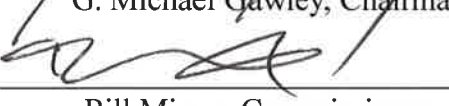
No Executive Session was needed.

ADJOURNMENT

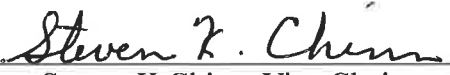
Chair Gawley called for adjournment at 1:51 p.m.



G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief