



BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 2, 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, FF/PM Bryce McGinley and citizen Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the May 19th, 2020, Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Steve Jackson retired May 31st, 2020.
- One misconduct investigations is pending final report due to the contractor that was used for the interview process has been unreachable to finalize it; if this continues the verbal final report, supported by email communication, will be used to conclude the investigation. The other misconduct investigation is being investigated by attorney Thomas Burke and is underway.
- The District received a citizen complaint and is working to investigate and resolve their concerns.
- The 2019 Safer Grant criteria has changed due to COVID-19; this will likely impact how the District's application scores during the review process. The new criteria will allow for departments facing pandemic related economic hardship to use grant funds to re-hire furloughed employees and to supplant by hiring replacement employees to refill deferred vacancies.
- The District anticipates getting a judgement summary for the Harvey lawsuit sometime in July.
- No actions were taken under Resolutions 2020-04, Declaration of Emergency.

Operations – AC Hudson reported that: the in-house recruit academy is going very well, Travis

Anderson and Jeff Albers have done a great job as lead instructors; COVID-19 PPE is stable at this point in time; work continues on the Telestaff scheduling module for the floating Lieutenant position; new pagers and radios have been ordered through the AFG grant funding award; on-going shift training continues and volunteer training started back up at individual stations this week, using multiple locations will help with social distancing in smaller groups, being able to re-engage volunteers with training will help keep perishable skills present and the Volunteer Coordinator position has been offered to an applicant but has not accepted or rejected it yet.

Logistics Report – The written report was attached to the packet: AC Quitslund reported that Engine 33 continues to be out of service, repairs that did not meet the District’s standards are being addressed and all costs associated with additional repairs will be covered by the contracted facility and/or insurance. The issues being addressed now were due to employees being unavailable to do repairs to typical standards of service during the COVID-19 quarantine.

Risk Reduction – AC Orr reported that: Inspector Jackson retired; 4 fire investigations were completed, one was caused by a space heater, the next was caused by a heat lamp and the final two were at the same residence, the first appeared electrical in nature and the second one appears to be suspicious; most public information released lately continues to focus on COVID-19 and all public events have been cancelled or postponed at this time due to COVID-19.

Agenda Bill 1: CCFD3 Phased approach to Re-Opening – Chief Andrews drafted a document that identifies how the District intends to, following the Governor and local Public Health Officer’s guidelines, re-open normal business operations. As of June 1st, Clallam County is in Phase 2 of the plan; his directive to members is that they do not have to wear masks at the station because this is like their home and they spend 1/3 of their time with these same individuals. The can continue to social distance as best as they can and members of their families are welcome to visit the stations again but are asked to use social distancing practices or wear masks if they cannot do so while on site. Chief Andrews will continue to watch for directives from the Governor as to whether or not virtual board meetings continue, discontinue, or need to be modified to meet guidelines and District/Citizen expectations. No action requested; information only.

Agenda Bill 2: 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 108883 through 108904, dated June 2nd, 2020 totaling \$ 43,965.55; Payroll EFT’s and IRS deposit for monthly payroll dated May 22nd, 2020, in the amount of \$35,838.24; for a disbursement grand total equaling \$79,803.79. **MOTION CARRIED.**

GOOD OF THE ORDER

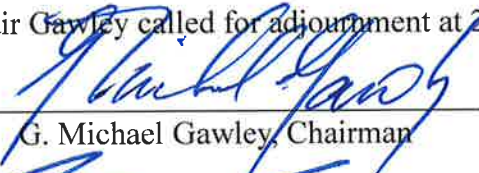
- Chief Andrews reported that the District continues to see excessive use for non-emergent calls from consistent addresses. Staff will continue to track those individuals; billing as necessary following the SOP 6510 and 6510P guidelines. The SOP allows for 10 calls for “treat and release” per calendar year, once they meet this threshold the District sends a letter of notice to the individual explaining the consequences for continued use of 911 services for non-emergent calls; the SOP then allows for an additional 5 calls before charging \$75.00 per call thereafter for “treat and release” responses.

EXECUTIVE SESSION

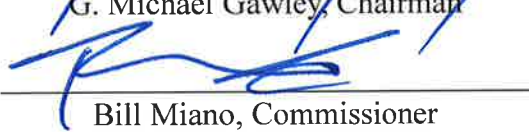
Chairman Gawley called for an executive session beginning at 1:33 p.m., expected to last for 17 minutes under RCW [42.30.110 \(1\)\(g\)](#) to evaluate to review the performance of a public employee and RCW [42.30.140 \(4\)](#) to discuss on-going collective bargaining negotiations. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, ACs Quitslund, Hudson, and Orr. At 1:50 Commissioner Gawley extended the meeting an additional 10 minutes. At 2:00 called the meeting back into Regular session. No action was taken as a result of Executive Session.

ADJOURNMENT


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



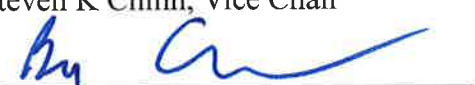
G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chair

Attest: 

Ben Andrews, Fire Chief