



# *Clallam County Fire District 3*

*Vision: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**May 18<sup>th</sup>, 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, Maintenance Supervisor Tharin Huisman and Community Member Duane Chamlee.

### **CHANGES TO THE AGENDA**

None requested.

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Miano seconded to approve the May 4<sup>th</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Agenda Bill 1: Maintenance MOU and RFP** – Staff is moving forward to establish a contract with a third party landscape contractor to perform mowing, weeding and shrubbery maintenance for all District facilities. The Memorandum of Understanding has been agreed to by Local 2933 and the Request for Proposal has been reviewed by the District's legal counsel. Commissioner Miano moved and Commissioner Chinn seconded to approve the MOU and RFP as presented and directed staff to continue through the process of securing bids for the services needed. **MOTION CARRIED.**

**Agenda Bill 2: Proactive Hire of Replacement Firefighter** – Chief Andrews reported that the effect of filling the new Training Officer position with Lt. McKeen has caused a vacancy in the Lieutenant ranks. Chief Andrews will be promoting to fill that void from the Lieutenant's hiring roster thereby creating a vacancy among the FF/PM and FF/EMT ranks. He plans to fill the open position with a Firefighter Paramedic as the District moves towards not relying on officers to serve as ALS providers. Chief Andrews requested authorization to move quickly and to provide a provisional offer of employment when the opportunity arises. Commissioner Miano moved and Commissioner Chinn seconded granting authorization to make a provisional offer of employment of a Firefighter Paramedic; Commissioner Gawley opposed. **MOTION CARRIED.**

**Agenda Bill 3: Approval of Payroll and Expense Claims** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Miano seconded to approve Accounts Payable Claim check numbers 109680 through 109726, dated May 18<sup>th</sup>, 2021 totaling \$168,585.14; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated April 23<sup>rd</sup>, 2021, in the amount of \$57,801.73; Payroll Warrant/Claim check numbers 109670 through 109679 and Monthly Payroll EFT's and IRS Deposit dated May 10<sup>th</sup>, 2021, in the amount of \$563,815.48; for a disbursement grand total equaling \$790,202.35. **MOTION CARRIED.**

**GOOD OF THE ORDER** – The return to in person Board of Commissioner (BOC) meetings was discussed. In person meetings require social distancing, limited capacity and mandatory virtual viewing components that are cumbersome to offer. Virtual BOC meetings will continue until restrictions are eased.

There are a number of webinars presented by the Washington Fire Commissioner Association that District commissioners plan to attend.

Bob Norton and Dave Downey will be returning in early June to work with District staff on a Strategic Plan. Commissioner Miano plans on attending the work sessions.


The City of Sequim will be announcing a Proclamation on May 24<sup>th</sup> recognizing community organizations that went above and beyond in serving the community during the Covid 19 Pandemic. Clallam County Fire District 3 and the CERT program will be included in the Proclamation.


**EXECUTIVE SESSION**


Chairman Gawley called for an Executive Session beginning at 1:15 p.m., expected to last for 30 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano and Chief Andrews. At 1:24 p.m., Chairman Gawley excused Chief Andrews. At 1:45 pm Chairman Gawley called the meeting back into Regular Session. No action was taken during Executive Session.


**ADJOURNMENT**

Chair Gawley called for adjournment at 1:47 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