



Clallam County Fire District 3

Vision: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 16th, 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, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

None requested.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the March 2nd, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Update to Fire Commissioner's Handbook – Chief Andrews, during a periodic review of the handbook, noted that there was a duplicate paragraph in the document. He recommended the handbook be edited to remove the duplicate paragraph and that the annual evaluation of the Fire Chief be conducted in January rather than October to be consistent with other district staff. Commissioner Miano moved and Commissioner Chinn seconded to approve the changes to the Commissioners Handbook. **MOTION CARRIED.**

Agenda Bill 2: 2021-Q1 Volunteer Response Reimbursement Approval – The board reviewed the Volunteer Pay Reimbursement Detail for December 2020, January and February 2021 for \$25,715.00. Commissioner Chinn moved and Commissioner Miano seconded approving the payment of 2021-Q1 Volunteer Response Reimbursement totaling \$25,715.00 on April 25th, 2021. **MOTION CARRIED.**

Agenda Bill 3: Purchase Authorization of Replacement Water Tender – Staff requested authorization to purchase a water tender to replace T33, already budgeted for as a capital purchase in 2021, not to exceed \$400,00.00. Technical drawings and specs of the vehicle were presented and reviewed. There was a question concerning the use of the vehicle on less than 100% paved surfaces and the potential voiding of the warranty. Further discussion with the manufacturer concerning the issue is forthcoming. Commissioner Chinn moved and Commissioner Miano seconded the purchase of a replacement water tender for \$370,650.00 **MOTION CARRIED.**

Agenda Bill 4: Sourcewell Interlocal Agreement – Staff requested the commissioners approve entering into an Interlocal Agreement with the service cooperative, Sourcewell to purchase the replacement water tender without having to go through the competitive purchasing process.

Sourcewell will solicit, evaluate and award the contract as a free service to the district. After reviewing the document, the commissioners tabled the vote until the Interlocal Agreement document has been reviewed and approved by legal council. **NO ACTION TAKEN**

Agenda Bill 5: EMS Service Agreement with Olympic Ambulance – Staff has worked with Olympic Ambulance to revise the 2021 Reimbursement Formula to ensure the District recovers the revenue Olympic Ambulance is billing for and collecting as a result of the use of CCFD#3 ALS personnel and equipment. Commissioner Miano moved and Commissioner Chinn seconded approval for the District to enter into an agreement for 2021 EMS Services with Olympic Ambulance. **MOTION CARRIED**

Agenda Bill 6: 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 109538 through 109958, dated March 16th, 2021 totaling \$104,344.94; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated February 25th, 2021, in the amount of \$29,538.19; Payroll Warrant/Claim check numbers 109528 through 109537 and Monthly Payroll EFT's and IRS Deposit dated March 10th, 2021, in the amount of \$552,049.68; for a disbursement grand total equaling \$685,932.81. **MOTION CARRIED.**

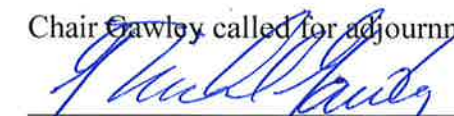
GOOD OF THE ORDER – The recent Snure Seminars on Bid Laws, Procurement and Public Works and on Fire Service Employment Law were discussed and found to be favorably received by those who attended. The situation with frequent nonemergency responses and the Low Acuity Unit (LAU) were reviewed It was reported that the District, in conjunction with other agencies, is moving forward with a solution for the individual who has required the multitude of nonemergency responses and the LAU will be in operation by the end of the month.

EXECUTIVE SESSION


Chairman Gawley called for an Executive Session beginning at 1:26 p.m., expected to last for 5 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano. At 1:31p.m., Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 1:32 p.m.



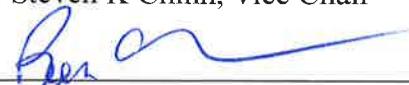
G. Michael Gawley, Chairman



Bill Miano, Commissioner



Steven K Chinn, Vice Chair

Attest: 

Ben Andrews, Fire Chief