



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 4th, 2023

Chairman Chinn called the Board of Commissioners Regular Meeting for Clallam County Fire District 3 to order at 1:00 p.m. in person at 255 Carlsborg Road in Sequim and via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Financial Manager Alwynn Whitaker, Administrative Assistants Caity Karapostoles and Lori Coleman, Captains Bryan Swanberg, Marc Lawson, Stef Anderson and Travis Anderson, FF Scott Dickson and Brent Lovell, Maintenance Supervisor Tharin Huisman, Fire Inspector Mike Mingee, Disaster Planning Specialist Blaine Zechenelly and Community Member Duane Chamlee.

CHANGES TO THE AGENDA:

None

APPROVAL OF MINUTES:

Commissioner Nicholas and Commissioner Miano seconded to approve the March 21st, 2023 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Chief's Report – Fire Chief Ben Andrews reported:

- Battalion Chief contract has been submitted to PERC and the District is awaiting a decision.
- The current CBA with the Maintenance Staff expires on December 31, 2022. AC Hudson has begun negotiations with the Union.
- MOU for prior officer experience elsewhere qualifying for starting Acting Captain Taskbook
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023.
- AC Orr has set the hiring process for hiring Firefighters and the announcement is out.
- ESCI has been chosen to help with Facilitated Board Workshop and the District is moving forward with it.
- The Leadership Survey 2.0 has been distributed and the closing date was 2/28/2023. Results should be received and reviewed with leadership soon.
- Meeting with the DOT concerning the impact of Hood Canal Bridge repair on transports off the Olympic Peninsula.
- Chief Andrews has resigned from the WFC Board but will continue to participate on the WFC Legislative Committee meetings.
- Chief Andrews attended his first Chamber of Commerce meeting and fielded many requests to join other community organizations as well.

Operations Report – AC Dan Orr reported:

- Firefighting Testing went out 3/27/2023 and is advertised on Facebook, National Testing Network and in Daily Dispatch statewide. Second round of Captain's Testing will occur in early June. One more Capt. will be hired to fill the vacancy created by promoting Battalion Chiefs.

- Battalion-Chiefs will begin May 1st.
- Mrs. Coleman has been assisting with developing a new Captain and BC promotional processes and preparing for the recruitment of seven new firefighters. She has been updating Target-Solutions Home Page and has started on the 2022 Annual Report. She is transitioning into becoming the BOC Secretary.
- Mrs. Karapostoles delivered a Badge Pinning ceremony that was a complete success. She is working with Alwynn to assume some of the Financial Management duties.
- The MSO continues to track of Behavior Health and OD calls and is working on the 2023 recertification plan for Volunteers and Career members. Peer Support Program /policy is being reviewed and Dispatch QA/QI in process.
- Fire Inspector Mingee has Completed inspections of Manufacturing and Hazard Occupancies. He is continuing to Develop a list of occupancies that need NFPA 704 placards and has attended three meetings with Habitat for Humanity concerning a Residential Development located in Sequim on Brownfield and Sequim Ave.
- Paramedic/Firefighter Bower is taking on a public education campaign in teaching hands only CPR.

Support Services Report – AC Tony Hudson reported:

- Maintenance staff is nearly done with the BC office space, awaiting the delivery of partitions.
- Application for TOC CUP (Training and Operations Center Conditional Use Permit) has been submitted to the county and the Station 31 CUP application has been completed and submitted to the County.
- The Strategic Plan’s Facilities Committee has met and new Station 33 programming was conducted on February 21st.
- Work on Station 33’s roof and extension and Station 34’s patio and kitchen remodel are moving forward.
- The Brush Truck acquisition has been spec’ed and a quote is being sought. Vendors are being contacted for spec and cost estimates for new engine(s).
- The District is moving forward with full Fire Mobile/CrewForce use. The IT team continues to work on maintenance and doing a software audit. Security Awareness training for district members is planned.
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Agenda Bill 1: 2023-Q1 Volunteer Reimbursements – Administrative Assistant Lori Coleman prepared the Volunteer Reimbursement Detail Spreadsheet for the first quarter of 2023 and AC Orr presented it for board approval. Commissioner Miano moved and Commissioner Nicholas seconded to approve the 2023-Q1 Volunteer Response Reimbursement totaling \$22,235.00 for payment. **MOTION CARRIED.**

Agenda Bill 2: Hose Purchase Authorization – AC Orr submitted the bid from MEC to purchase 3400 feet of hose for \$28,900. Commissioner Miano moved and Commissioner Nicholas seconded to approve spending up to \$29,000 on new hose. **MOTION CARRIED.**

Agenda Bill 3: 2023 Employment Agreement-Volunteer Coordinator – John McKenzie has been chosen to be the District Volunteer Coordinator. Commissioner Miano moved and Commissioner Nicholas seconded to approve the hiring of John McKenzie to fill the position of Volunteer Coordinator. **MOTION CARRIED.**

Agenda Bill 4: Facilitated Board Workshop update – Chief Andrews presented a calendar with project milestones for the Facilitated Board Workshop. Staff surveys have been sent out and results will be included in the Workshop. The two and a half day workshop will begin on April 26th and wrap up on April 28th. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 5: Executive Position Recruitment – Proposals were received from ESCi, Prothman and Western Fire Chiefs for the recruitment and filling Executive Positions. A Special Meeting will be held on April 18th to go over the proposals with ESCi and Prothman representatives. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 5: MOU – Lateral Experience Qualification for Captain’s Taskbook – An Memorandum of Understanding was presented to the Board for approval. It would add Acting Captain language to the current Firefighters’ Contract to address including prior officer experience to qualify to begin the Captain’s Taskbook. Commissioner Miano moved and Commissioner Nicholas seconded to direct Board Chairman Steve Chinn to sign the MOU with Local 2933 adding language to the Firefighters’ Contract concerning using prior Officer experience to qualify to begin the Captain’s Taskbook. **MOTION CARRIED.**

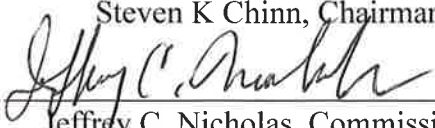
GOOD OF THE ORDER

EXECUTIVE SESSION

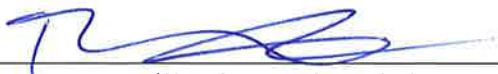
Chairman Chinn called for an Executive Session beginning at 1:40 p.m., expected to last for thirty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas and Chief Andrews. At 1:47 p.m. Chief Andrews was excused. At 2:10 p.m., Chairman Chinn request an additional 30 minutes. At 2:40 p.m. Chairman Chinn requested an additional 15 minutes. At 2:55 p.m. Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.


ADJOURNMENT

Chairman Chinn called for adjournment at 2:56 p.m.

Steven K Chinn, Chairman


Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman
Attest: 

Ben Andrews, Fire Chief