



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - MEETING MINUTES

January 16, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee, and Bill Miano, Chief Dan Orr, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Battalion Chief Anderson, Admin Assistant Caity Karapostoles, Captain Konopaski and Lawson, Firefighter/PM McGinley, Firefighter/EMT Sylte and Dickson, Maintenance Supervisor Tharin Huisman, Volunteers Blaine Zechenelly, and Anaka Hughes, Clallam County Fire District 2's Commissioner Cortner, and Citizens Steve Oberly, Duane Chamlee, and Matt Nash.

### **PUBLIC COMMENT – None**

**CHANGES TO THE AGENDA** – Commissioner Mingee asked to add two agenda items:

7. Vacant Fire Inspector Position
8. Dispatch

### **CONSENT AGENDA**

- 1.) Special Meeting Minutes, December 26<sup>th</sup>, 2023
- 2.) Regular Meeting Minutes, January 2<sup>nd</sup>, 2024
- 3.) Claims and Payroll –
  - a. Accounts Payable Claim check numbers 111723 through 111789 dated January 16th, 2024, totaling \$335,940.82; Payroll EFT's and IRS deposit Monthly Payroll Draw dated December 22<sup>nd</sup>, 2023, in the amount of \$26,235.99; ; Payroll EFT's and IRS deposit Monthly Payroll dated January 10<sup>th</sup>, 2024, in the amount of \$808,256.72 for a disbursement grand total equaling \$1,170,433.53.

Commissioner Miano moved to approve the Consent Agenda and Commissioner Mingee seconded. **MOTION CARRIED.**

### **Battalion Chief's Report – Chief Anderson reported:**

- In 2023, there were 8,525 calls.
- In December 7 Captain and 2 Firefighter/Paramedics were mandatoried.
- New probationary members are doing well and passing necessary probationary tests.
- The Training Committee is working on developing new Performance Standard Evolutions.

- Live Fire Training will occur January 20<sup>th</sup> at the acquired structure on Township Line. BC Anderson and staff have been coordinating with the homeowner, neighbors, District 2 and PA Fire to make sure this event is successful.
- BC Anderson, John McKenzie, and District 2's volunteer coordinator met to go over 2024 training plans.
- Captain Albers did a ride along with BC Anderson on December 30<sup>th</sup>, 2023. Clarified that all captains who tested for the BC position have been grandfathered in to be acting BC's; they are completing the developed acting battalion chief task book to vet it for use with upcoming members.
- 21 training requests have been approved for upcoming classes and conferences.
- Working with the State Fire Marshall to host NFA classes.
- Preparing to host Rescue Systems 1 class in June of 2024.
- Working with District 2 to identify a location for an Evaluator class.
- Completed shift training in Target Solutions, single engine training at the Township Line structure and completed FF Checkoffs with probationary Firefighters.
- Continuously working with EA Coleman regarding Target Solutions training assignments.
- Preparing to send new hires to the State Fire Academy January 25<sup>th</sup>, 2024; four members will be attending.
- Commissioner Mingee asked when new hires would count as staffing; BC Anderson and DC Hudson reported that they typically are on a 3-month time frame to ensure that they are competent in their skills and District 3's way before they are released to response alone. Commissioner Mingee reported that his concerns are with getting them released to count as staffing to decrease overtime hours. Commissioner Mingee expressed interest in researching how much time is necessary vs what is being done currently.
- Commissioner Mingee asked about an item on BC Jones' report pertaining to collecting data regarding single resource responses. DC Hudson reported that this is going well and that the District is working towards staffing four members at station 33 and hoping that having 4 members will eliminate single resource responses.

**Agenda Bill 1: 2023 CERT Annual Report** – Blaine Zechenelly presented on the report. He noted that Charlie Myer is responsible for drafting the document and praised him for his work. He also added that they are up to 17 neighborhood groups and have trained over 947 individuals so far. In 2023, they completed 19,924 hours of service and at the current value of volunteers nationally, that would equate to roughly \$633,583 worth of service. The CERT team has created their own radio system that would work in an emergency if our local dispatch were to go down; the range of these radios is roughly from the Airport in Port Angeles to the Ferry Docks in Port Townsend. BC Anderson has arranged for Zechenelly to present, in three phases over 2024, Emergency Preparedness to line staff, this will help them understand potential threats and how to respond in tandem with CERT responders. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 2: Landscape Maintenance Services** – Chief Orr reported that he contacted legal counsel in regards to using MRSC for these services. As of now, the threshold for annual service is \$40,000, this is slated to be raised to \$75,000 in July of 2024. Previously, when the District did an RFP for these services, they received one proposal for \$8,100 a month, that would well exceed the threshold at this time. Chief Orr added that if current staff continue to take on this work, it may mean that other projects are delayed such as the kitchen remodel, electrical work at station 34, etc. Commissioner Mingee added that he is opposed to hiring more staff at this time until response staff are more adequate for District needs, he advised to outsource this work. Commissioners advised staff

to move forward with an RFP at this time. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 3: Progressive Design Build** – Chief Orr proposed two options for the Board's consideration: selecting a contractor directly or initiating a request for qualifications (RFQ) to identify a suitable contractor. Two companies, Hill and OAC, have already presented their qualifications, both of which are well-qualified for the job. Chief Orr asked for guidance from the Board on how to proceed at this point. The Commissioners requested Chief Orr extend an invitation to Hill to start work on the project. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 4: Seismic Assessment** – Chief Hudson reported that the comprehensive draft report is now complete. The gathered data aligns with the anticipated information, particularly concerning the age of the buildings. This data will serve as a foundation for future facility enhancements. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 7: Vacant Fire Inspector Position** – Commissioner Mingee requested the inclusion of this topic in today's meeting to convey his belief that keeping this position vacant is not in the best interest of the District's citizens. If the delay in the process is attributed to waiting for other agencies to collaborate, he recommends that the District proceed independently without them. He had some creative ideas as how to fill the position and asks staff to consider these moving forward. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 8: Dispatch** – Commissioner Mingee requested a discussion on dispatch-related issues during today's meeting due to his observation of a recurring trend in errors. He inquired whether these errors were a result of staff inaccuracies in creating run cards or dispatch errors in executing the dispatching process. Regardless of the cause, Commissioner Mingee emphasized the need for accountability for those responsible for the mistakes, deeming it unacceptable for such errors to persist. He expressed his belief that the District could be more advanced in this area. Furthermore, Commissioner Mingee voiced concerns about resource depletion and how the District handles incoming calls under such circumstances. He questioned whether the Battalion Chiefs (BCs) are proactively managing this situation. Staff reassured him that the BCs are effectively handling resource challenges by calling for mutual aid and volunteers when resources are stretched thin. Expressing frustration with the perceived issues, Commissioner Mingee sought answers and urged Chief Orr to investigate and hold accountable parties responsible for the errors. Despite his concerns, he acknowledged and praised BC Anderson for her quick identification of Station 35 not being toned for a water rescue. He acknowledged that dispatching initially is not the BCs' responsibility, and the error did not originate with them. Nonetheless, he urged Chief Orr to investigate and ensure accountability for identified errors. **INFORMATION ONLY, NO ACTION REQUESTED.**

#### **GOOD OF THE ORDER –**

- Lori read aloud a thank you letter to the Sequim Dungeness Hospital Guild for their recent donation of \$17,000 to purchase clot dissolving medication to be placed on response engines at outlying stations; this medication, if used early in treatment gives cardiac patients a great chance of full recovery.
- The Board discussed Overtime and FM Whitaker reminded them of the overtime analysis that she did last year and recommended that they review that as a starting point.

- The County has a meeting planned for the re-zoning of Sieberts Creek Property.
- There has been no news on whether the District will receive the USDA Grant; but they did receive notice that the award that is available would cover 66% of the purchases they had planned to use it for instead of the previously known 55%.
- Chief Orr was contacted by the Tribe regarding State Land that had designated land build into the design for a future fire station. Since the state has not collaborated with the District on this, Chief Orr will need to follow up to gather more information. Chief Orr would prefer that the State donate funds towards a new fire station so that the District can work with the Tribe to secure the most appropriate piece of land to meet response needs.

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 2:28 p.m., expected to last for 47 minutes under RCW 42.30.110 (g), to review the performance of a public employee. In attendance were: Commissioners Miano, Nicholas and Mingee, Interim Fire Chief Orr, Deputy Chief Hudson and District Secretary Lori Coleman. At 2:15 p.m. Chairman Miano extended the meeting for an additional 15 minutes. At 2:30 p.m. Chairman Miano extended the meeting for an additional 15 minutes. At 2:45 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**Agenda Bill 5: Fire Chief Contract** – Commissioners have been working with a candidate and have come to terms with a contract. Commissioner Mingee moved, and Commissioner Miano seconded to adopt the contract as presented today. **MOTION CARRIED.**

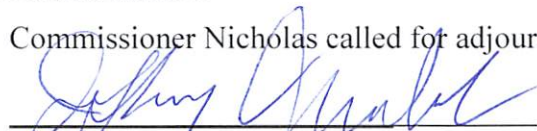
**Agenda Bill 6: Finance Manager’s Contract** – Chief Orr and staff have drafted a contract for the Finance Manager position and presented it today for final approval. Commissioner Miano moved, and Commissioner Mingee seconded to adopt the contract as presented today. **MOTION CARRIED**


**NEXT MEETINGS –**


2/6/2024 – Regular Board Meeting


**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:48 p.m.

  
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Jeffrey Nicholas, Chairman

  
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Michael Mingee, Vice Chairman

  
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Bill Miano, Commissioner

Attest:   
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Lori Coleman, District Secretary