



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 3<sup>rd</sup>, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. in person at 323 N. 5<sup>th</sup> Ave. in Sequim and via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Administrative Assistants Lori Coleman and Caitly Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Lt. Joel McKeen, FF/EMT Travis Anderson and FF/PM Jeremy Long.

### CHANGES TO THE AGENDA

Chief Andrews requested that the introduction of CCFD#3 Probationary FF/PM to the board be included.

### APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the July 20<sup>th</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### PUBLIC COMMENT

There was no public comment

### REGULAR BUSINESS

#### Chief's Report – Chief Andrews reported:

- Firefighter/Paramedic Jeremy Long was introduced to the board and shared a bit about his family, that he had previously lived on the Olympic Peninsula and is excited to be back in this part of the country and working for CCFD3. Jeremy started work here on August 2<sup>nd</sup> and will be on two weeks of days for orientation.
- There were no new directives issued in the last two weeks.
- Depositions in the Steve Anders' lawsuit continue and many are scheduled for August and September. Most days two members are deposed.
- There have been no further meetings reviewing the Clallam County CEMP
- In July, there were "Check-in" meetings with the four Strategic Plan team leaders, their teams, Bob and Chief Andrews. Draft objectives are being submitted and reviewed. The District is right on track for a completed plan before the end of the year.
- There were two ceremonies held for the eight firefighters who have completed probation.
- Chief Andrews is working on an update to the District's Discipline SOPs. He should have a draft out to the Local to review next week. It will, then, be shared with the BOC.

- Chief Andrews has been meeting with regional and local law enforcement and fire service agencies to try to determine the impact of the new HB1310 - Law Enforcement Reform mandate. At this point, he does not anticipate major impacts to the Fire District.
- A District employee was placed on administrative leave with pay.

**Operations Report** – Assistant Chief Hudson was not present; no report was given.

**Support Services Report** – Assistant Chief Orr reported that:

- Fire Code Tech. Mingeer has begun inspections of Childcare Facilities, 12 are in process with 5 more complete. Hotels will be his next focus of attention.
- There have been 4 fire investigations;
  - Brush fire Hwy 101 and Taylor cut off
  - Grass fire 150 Cliff Robinson Lane. DNR investigating 5 acres burned.
  - Structure Fire- 200 Aldrich Lane. Small barn, appears to be heating lamp.
  - Structure Fire 256832 Hwy. 101 Blue mountain RV Park vacant trailer
- County Wide Full Burn Ban started Friday July 23<sup>rd</sup>. No burning allowed.
- Several Facebook posts regarding recent brush fires and badge pinning
- CERT assisted with the dog show parking and with the 4<sup>th</sup> of July fireworks show.
- Tender 33 is out of service with an exhaust manifold issue. Steve has been on vacation for the last couple of weeks.
- The District has received permit for B/A room remodel.
- The District has bids for cabinetry for kitchen and B/A room remodels.
- Tables and Chairs for the new classrooms have been ordered.
- The Maintenance Team is catching up on District lawn maintenance.
- Mrs. Coleman finished the Annual Report for 2020
- Mrs. Coleman worked with Tharin and updated the fuel management system.
- Mrs. Coleman has been processing many training requests
- Meetings regarding strategic plan(internal)
- Caity completed the badge pinning ceremonies for our 8 newest hires. Ended up being two separate ceremonies to get all 8 pinned.
- Caity has been attending meetings regarding strategic plan(external)
- Caity has been assisting in scheduling deposition prep with the CCFD#3 and Local 2933 attorneys.
- AC Orr continues to work with FF/ Paramedic Hueter on the rewrite of the CBA for 2933. This is to remove the classification of Lieutenant.

**Agenda Bill 1: 2022 Budget Priorities** – Chief Andrews shared a 2022 Budget Priorities worksheet and asked the Commissioners to rate their level of support for 14 budget areas where allotments could be made with unencumbered funds. The results of this exercise will provide Staff guidance as they create the 2022 Budget to be presented to and approved by the BOC. The top five areas that were prioritized were; 1) Addition of a third person for staffing at Station 33, 2) Funding Facility Replacement/Improvements, 3) Funding Apparatus Replacement, 4) Low Acuity Unit (7 days a week), 5) Low Acuity Unit (4 days a week)

**Agenda Bill 2: 2020 Annual Report** – Chief Andrews presented the 2020 Annual Report to the BOC for their comments, criticism and ultimately, approval. After reviewing the document and commenting on how well it turned out this year, the Commissioner Miano moved and Commissioner Chinn seconded to approve the 2020 Annual Report and to have it published. **MOTION CARRIED**

**Agenda Bill 3: MOU-Reorganization** – Chief Andrews presented a MOU drafted to create a bridge between the current district organizational plan and the proposed reorganization. The MOU indicates the steps to be taken in order to make this transition smooth. Commissioner Chinn moved and Commissioner Miano seconded to approve the Memorandum of Understanding with IAFF Local 2933 regarding the District’s reorganization plan. **MOTION CARRIED.**

**Agenda Bill 4: Conditional Use Permit** – AC Orr reported that staff is in the process of hiring a 3<sup>rd</sup> party contractor to renew the District’s Conditional Use Permit (CUP) for the training and maintenance grounds. In pursuing the renewal path, the district hopes to avoid a lengthy and expensive reapplication process. Staff will present the board with possible contractors and bids at the next board meeting. **INFORMATION ONLY, NO ACTION NEEDED.**

**GOOD OF THE ORDER –**

- Commissioner Miano reported that he may have future scheduling conflicts between work and board meetings. He asked if it would be possible to change the day and/or time the bi-weekly meetings are held. The board will revisit this when Commissioner Miano has more details.
- Commissioner Miano reported that he will be out of town for the next two meetings and will likely have to call in to participate.

**EXECUTIVE SESSION**

Chairman Gawley called for an Executive Session beginning at 1:35 p.m., expected to last for 55 minutes under RCW 42.30.110 (1)(g) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, and AC Orr. At 1:52 p.m. Chairman Gawley excused Chief Andrews and AC Orr. At 2:30 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

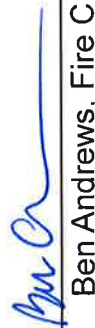
**ADJOURNMENT**

Chairman Gawley thanked everyone for attending and called for adjournment at 2:31 p.m.

  
G. Michael Gawley, Chairman

  
Steven K Chinn, Vice Chairman

  
Bill Miano, Commissioner

Attest:   
Ben Andrews, Fire Chief