



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 2<sup>nd</sup>, 2023

Chair Bill Miano 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 Bill Miano and Jeffrey C. Nicholas, Interim Fire Chief Daniel Orr, Assistant Chief Tony Hudson, Battalion Chiefs Stefanie Anderson, Chris Turner and Elliott Jones, MSO Kolby Konopaski, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captain Travis Anderson, Fire Inspector Mike Mingee, FF Scott Dickson, Sequim Gazette Reporter Matt Nash, Community Members Cheryl Mingee, Duane Chamlee, Mel Fisher and Mike Gawley and via Zoom a Karen, Tyler, Rebecca Turner and Turner's iPhone.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES

Commissioner Nicholas moved and Commissioner Miano seconded to approve the April 18<sup>th</sup>, 2023 Regular Meeting minutes. **MOTION CARRIED.**

### REGULAR BUSINESS

**Agenda Bill 1: Fire Commissioner Swearing In** – On April 18<sup>th</sup>, 2023 the Board appointed Michael Mingee to fill the vacant Board of Commissioner Position that was created by the resignation of Steven K. Chinn, Board Chairman at that time. Today, newly appointed Board Chairman, Bill Miano, swore in Michael Mingee to fill the rest of former Commissioner Chinn's term; the term ends 12.31.2023. **INFORMATION ONLY: NO ACTION REQUESTED.**

**Agenda Bill 2: Authorization for Commissioner Mingee to serve as a Volunteer** – Commissioner Mingee has been a volunteer with the District since 2018, he serves the Diamond Point Area. He wished to continue to be a volunteer. The Board must adopt a resolution with a unanimous vote to approve him to continue volunteering with the District. Commissioner Nicholas moved and Commissioner Mingee seconded to allow Michael Mingee to continue to serve as a Volunteer Firefighter/EMT. **MOTION CARRIED.**

**Agenda Bill 3: Battalion Chief Contract Ratification** – Interim Fire Chief Dan Orr reported that the Battalion Chief Contract has been sent through the Public Employment Relations Commission (PERC) and has been ratified by Local 2933. This is the first contract for this group within Local 2933. The contract is being presented today for adoption by the Board. Commissioner Mingee moved and Commissioner Nicholas seconded to approve the contract as presented. **MOTION CARRIED.**

**Agenda Bill 4: Harassment SOP Update** – Interim Fire Chief Dan Orr reported that staff have updated the Harassment SOP to outline more effective procedures regarding how to report harassment. This SOP has been reviewed by Legal Counsel. Commissioner Nicholas moved and Commissioner Mingee seconded to adopt the updated 2102, Eliminating Harassment & Promoting Respect SOP. **MOTION CARRIED.**

**Agenda Bill 5: Line Function SOP** – Interim Fire Chief Dan Orr reported that staff have created a new SOP to provide direction to the members as to how the relationship between the stations and the shifts are to operate. This SOP is intended to create consistency between all shifts and keep responding crews in their first due service areas, allowing them to provide the highest level of service with the shortest response times the District can provide. Commissioner Nicholas moved and Commissioner Miano seconded to adopt the new SOP, 4101, Line Functions; Commissioner Mingee abstained because he had not seen the SOP. **MOTION CARRIED.**

**Agenda Bill 6: BC Expectations** – Interim Fire Chief Dan Orr reported staff created a document to provide an overview of the District’s vision for a global perspective, emphasizing how the Battalion Chief’s (BCs) should perceive the District. This document aims to illustrate the District's ongoing organizational enhancements and sets the stage for a successful transition. It will be shared with all District members to ensure a clear understanding of the organization's direction and operations with the implementation of the BCs. **INFORMATION ONLY: NO ACTION REQUESTED.**

**GOOD OF THE ORDER –**

- Interim Fire Chief Orr reported:
  - Firefighter Scott Dickson has submitted his letter of intent to retire this time in 2024; this will be a great loss to the District as he has been a member for 29 plus years and is a huge part of this organization’s history!
  - He is going to propose a date for District Commissioners to meet with Clallam Fire District 2 Commissioners to discuss joint endeavors.
  - Finance Manager Alwynn Whitaker will be presenting a mid-year financial review at an upcoming Board Meeting.
  - MSO, Kolby Konopaski, is drafting an equipment upgrade that will be on the agenda for the next meeting.
  - Commissioners will wait another month to reinitiate conversations about the search for a new Fire Chief.
  - He responded to a request from Commissioner Nicholas regarding the Strategic Plan and he will work on creating a living document for this plan.
- AC Hudson gave an overview of a Modular Home that staff are reviewing for additional space at Station 33.
- Commissioner Mingee:

- o thanked the Board for the opportunity to serve as a Commissioner.
- o Asked staff for an update on current contracts for consultants and services, namely ESCI, Rice Fergus and Tenzinga.
- o Asked staff for updates on what the District has committed to in regards to apparatus procurement.
- o Asked staff for an update for any major financial commitments the District has budgeted for in 2023 or beyond.


**EXECUTIVE SESSION**


Chairman Miano called for an Executive Session beginning at 1:37 p.m., expected to last for sixty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano and Nicholas, Interim Fire Chief Orr, AC Hudson and Lori Coleman. Lori stayed to put attendees on Zoom into the waiting room and let Legal Counsel, Brian Snure, in the Zoom Meeting; she was excused at 1:45 p.m. Legal Counsel, Brian Snure, was excused at 2:05 p.m. At 2:37 p.m. Chairman Miano extended the Executive Session an additional 10 minutes. At 2:47 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during Executive Session.

**ADJOURNMENT**

Chairman Miano called for adjournment at 2:49 p.m.

  
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Bill Miano, Chairman

  
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Jeffrey C. Nicholas, Vice Chairman

  
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Michael Mingee, Commissioner

Attest:   
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Lori Coleman, Board Secretary