



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

---

## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**December 7<sup>th</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, Assistant Chief Dan Orr, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Capt. Kolby Konopaski, Maintenance Supervisor Tharin Huisman, FF/EMT Scott Dickson, Volunteers Blaine Zechenelly and Keith Koehler, Commissioner Elect Jeff Nicholas, Sequim Gazette reporter Matt Nash and Community Member Duane Chamlee.

### **CHANGES TO THE AGENDA**

None were requested

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Miano seconded to approve the November 16<sup>th</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Chief's Report** – Chief Andrews submitted his report:

- Directive 2021-09 COVID 19 Precautions for unvaccinated members.
- The Fire District has been included in the composition of the Jamestown Healing Campus Advisory Committee to help develop contingency plans for impacts to public services.
- The District's attorneys have found an independent investigator that will be able to complete at least one, if not both of the pending misconduct investigations. Once the investigator is secured, Chief Andrews will contact those District members involved in the investigation.
- The District has spent an enormous amount time during the last month, along with the District's attorney, on a large discovery production request. Emails and text messages involving 16 District members over the last two years were retrieved, reviewed and cataloged.

**Operations** – No Report

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

- There are no active fire investigations at this time.

**Support Services Report con't-**

- Mrs. K is working on recognizing members celebrating anniversaries with the department. The members will be featured on the District's Facebook page, Station 34's Reader Board and at the Annual Banquet in January.
- CERT assisted with Holiday food Drive done on November 19 before Thanksgiving. The next one will be December 17 before Christmas. We also completed the last class of the CERT training with 18 graduating.
- Winterization of the fleet has been completed. Snow tires have been placed on the ambulances and staff vehicles as needed.
- Maintenance Mechanic Steve Phillips has been busy replacing the generator on E-33. The windings went bad.
- Classroom at TOC is done Phase 1 of the kitchen remodel has begun and is making steady progress.
- The remodel of the SCBA rooms at station 34 is also moving forward.
- Mrs. Coleman and Mrs. K are working on closing out 2021 and setting up for 2022.

**Agenda Bill 1: 2022-2024 Strategic Plan-Draft** –Chief Andrews submitted the draft of the Strategic Plan for 2022-2024 produced by four work groups and covering four goals for the District. Chief Andrews tasked the commissioners with reviewing the draft plan before the next board at which time the final draft will be presented for adoption. **INFORMATION ONLY- NO ACTION NEEDED.**

**Agenda Bill 2: Hazard Mitigation Assistance Grant** – CCFD#3 Volunteer Members Blaine Zechenelly and Keith Koehler created a grant proposal for a Hazard Mitigation Grant through the State of Washington for the replacement of Station 31. Staff has developed a Request for Qualifications for Architecture Services that is currently being reviewed by the District's attorney. Once complete, it will come before the board for approval. **INFORMATION ONLY- NO ACTION NEEDED.**

**Agenda Bill 3: Karma Cannabis** – Assistant Chief Orr shared concerns Staff have about the proposed large expansion of the growing and production facilities of Karma Cannabis in Carlsborg Industrial Park. AC Orr has drafted a letter to the Clallam County Community Development Director asking for guidance from a third party who is well versed in the code requirements. The safety of the facility, the public and first responders is priority. Commissioner Chinn moved and Commissioner Miano seconded to approve AC Orr sending the letter as presented to the Clallam County Community Development Director. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

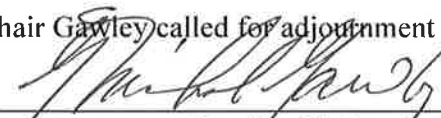
None


**EXECUTIVE SESSION**

Chairman Gawley called for an Executive Session beginning at 1:25 p.m., expected to last for 30 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano. At 1:55 pm, Chairman Gawley called the meeting back into Regular session. No other decisions were reached during Executive Session.

**ADJOURNMENT**

Chair Gawley called for adjournment at 1:56 p.m.

  
\_\_\_\_\_  
G. Michael Gawley, Chairman

  
\_\_\_\_\_  
Bill Miano, Commissioner

  
\_\_\_\_\_  
Steven K. Chinn, Vice Chairman

Attest:   
\_\_\_\_\_  
Dan Orr, Assistant Chief