



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 15th, 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, Mike Mingee and Jeffrey C. Nicholas, Fire Chief Dan Orr, Deputy Chief Tony Hudson, Battalion Chief Stef Anderson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Administrative Assistant Caity Karapostoles, Captain Travis Anderson and Kolby Konopaski, FF/EMT Dickson and Citizen Mel Fisher.

CHANGES TO THE AGENDA

Commissioner Miano asked that agenda item 1,2,5and 7 be held first, then have an executive session and address items 3, 4 and 6.

CONSENT AGENDA

Commissioner Mingee moved to approve the Consent Agenda Items as follows:

- 1.) Regular Meeting Minutes, August 1st, 2023
- 2.) Special Meeting Minutes, August 8th, 2023
- 3.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111376 through 111438 dated Aug 15th, 2023, totaling \$459,140.50; Payroll EFT's and IRS deposit Monthly Payroll Draw and Quarterly Volunteer Points dated July 25th, 2023, in the amount of \$51,928.12, and Payroll EFT's and IRS Deposit for Monthly Payroll dated Aug 10th, 2023, in the amount of \$742,720.47 for a disbursement grand total equaling \$1,253,789.09.

Commissioner Nicholas seconded to approve the Consent Agenda. **MOTION CARRIED.**

Battalion Chief's Reports –

BC Anderson reported that:

- Continue to meet during daily shift of briefings.
- Attended Commissioner's meeting on July 5th, 2023.
- Reinitiating the Training Committee; met July 6th and will meet August 9th, 2023.
- Met with New Hire Academy Leaders and went over expectations.
- Attended an Operations meeting July 19th, 2023, to discuss current operation issues and the plan for on-boarding the new hires.
- Met with Maintenance Supervisor Tharin Huisman to go over ground needs and improvements for the Training Grounds.

- B-Shift calls for July 2023 were 279.
- There were 12 mandatory shifts in July; this may slow down when the new hires count as staffing. Of those, 7 were captains and 5 were firefighters/paramedics.
- Five members were approved for the Incident Safety Officer class, two for the Roe Rescue class and two for the Arizona Fire School; however, the two for the Arizona Fire School have since been cancelled due to the offerings for live fire changing.
- Drafted a Probationary EMT Task Book with assistance from BC Jones. This will be similar to the medic's monthly check offs, but for EMT's to help them become comfortable and confident.
- In July, B-Shift trained on EVIP, Ladder and Brush Truck Road Course, Pump and Roll, Monthly In-Service, Gordon Graham's "High Risk/Low Frequency" course, Pediatric Respiratory Issues and Behavior health Program.
- Continuing to arrange quarterly backfill shift training for September; this will be using District 2's burn trailer and will get members caught up on WAC required live fire training.
- Continuing to work on Target Solutions with AA Coleman.
- Preparing a budget proposal due by the end of August.
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BC Jones's Report was attached to the Packet; of mention were:

- Met with Finance Manager to go over budget processes.
- C-Shift calls for the July were 222.
- Met with the new MPD, Cr. Craven to go over expectations, needs and Q&A.
- Met with Washington State's Co-Response Outreach Alliance about feasibility of their programs. 42 new AED's distributed within the District.
- C-Shift attended 4 public education events.

BC Turner's Report was attached to the Packet; of mention were:

- A-Shift calls for the July were 245.
- Recorded a Cascadia Rising event on July 7th, 2023, with a Sign Language component for publication.
- Preparing for fire prevention month.
- Created a "wildfire informed" infograph; submitted on social media.
- Created a "fall awareness" infograph.
- Researching Grants for Fire Prevention.
- Added data regarding activities for community risk reduction events.

REGULAR BUSINESS

Agenda Bill 1: Strategic Plan Update – Captain Anderson provided an update on the Professional Development section of the Strategic Plan. The group started by reviewing position descriptions to ensure accuracy for both line-staff roles. They then proceeded to establish Performance Standards. These standards are designed for regular fire training and include timed evolutions to ensure that members are not only skilled but can consistently perform them within specific time limits. The goal is to create around 10-15 of these standards. These created standards have already been evaluated during backfilled shift training and are being improved through the recently reinitiated Training Committee. They also updated the Training Requirements by Positions to meet the goal of succession planning. Commissioners praised the work on the performance standards. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 2: Enduris Insurance Renewal - Financial Manager, Alwynn Whitaker, reviewed the District's Insurance Renewal documents from Enduris for 2023-2024. **NO ACTION: INFORMATION ONLY.**

Agenda Bill 3: Update Finance Manager Employment Contract – The Board was presented with an updated contract for the Finance Manager, Alwynn Whitaker. The notable updates were increasing the salary, and increasing the District's Deferred Contribution amount. Commissioner Mingee moved to adopt the contract with a modification to limit the Annual CPI adjustment between 0% and 5%, and Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Bill 4: Update Administrative Assistant Employment Contracts – Commissioners have instructed Chief Orr to further work on these two contracts and present them again for reconsideration in a future meeting. Commissioner Nicholas made the motion to postpone this topic until Chief Orr can make the necessary revisions to each contract, and Commissioner Miano seconded the motion. **MOTION CARRIED.**

Agenda Bill 5: New Fire Engines - Chief Orr recommended a proposal to authorize the purchase of three new Fire Engines. The apparatus committee conducted extensive research and, in September 2022, adopted a plan to facilitate the procurement of these engines. Chief Orr further explained that they have selected Spartan as the manufacturer and stressed the urgency of placing the order promptly; any delay in ordering will result in extended production time and increased costs. During the discussion, various topics were explored, including the lifespan of apparatus, potential cost savings for larger quantities, and the WSRB ratings for the primary responding engines. However, the commissioners expressed their concern about the lack of comprehensive supporting documentation presented for making a decision today. Commissioner Mingee added that it was his belief that the staff hadn't fully explored all options as they hadn't pursued competitive bidding, instead relying on Sourcewell, a purchasing cooperative responsible for state contract bids. He requested that staff present more details at the upcoming Special Meeting, which will also cover the Apparatus Replacement Plan. Commissioner Mingee motioned, and Commissioner Nicholas seconded to postpone this matter until staff provides additional information regarding their decision-making process. **MOTION CARRIED.**

Agenda Bill 6: Market Analysis – Commissioners discussed this during executive session. A short discussion was held about how much money must be saved in the budget for Debt Services. Commissioner Nicholas moved, and Commissioner Mingee seconded to take steps to sell the two vacant properties that the District owns and to begin the process of selling the Lost Mountain Property. **MOTION CARRIED.**

Agenda Bill 7: Automatic Mutual Aid – Chief Orr introduced the Agreement that has been collaboratively developed by staff, Clallam County Fire District 2, and PAFire. This agreement has undergone thorough review by the Legal Counsel of all involved parties and has already been approved by Clallam County Fire District 2. This agreement is the initial step toward establishing a response system that enables mutual assistance from neighboring agencies when initial alarm assignments are dispatched. This collaborative approach aims to help each entity meet the NFPA response standards for arriving crews. Commissioner Mingee expressed his view that there's even more to address beyond this agreement, particularly in terms of ensuring appropriate resources are dispatched to each call. He emphasized the importance of refining how Dispatch requests resources and how the Battalion Chiefs are involved. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the Clallam County Interlocal Agreement for Automatic Aid with PAFire and Clallam County Fire District 2. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Nicholas asked for Lori Coleman's input on her Job Description that was adopted at the previous meeting, noting that he did not realize the commissioners overlooked soliciting input from her. Lori began by sharing that she was fully prepared last week to provide her input but felt caught off guard today. Still, she didn't want to miss the chance to contribute her thoughts on her job description. She mentioned that she had talked to Chief Orr in early April, after attending a conference earlier in the year. She had inquired about the possibility of updating her job description and changing her job title. At the conference, she had seen various industries represented, and the most common title for roles similar to hers was "Executive Assistant". Lori added that in her current position, she supports several important figures: the Fire Chief, the Deputy Chief, and the three Battalion Chiefs, each of whom has their own special projects like Training, EMS, and Fire Prevention. She also supports the Medical Safety Officer and the Volunteer Coordinator directly and indirectly supports all members in various ways. She pointed out that the job description that was recently approved was a simplified version of the one she had proposed for consideration. There are specific parts in her initial draft that she believes should be included in the job description. She highlighted that the approved title is now "Administrative Assistant/District Secretary/Human Resources," whereas the title she had asked for was "Executive Assistant." She mentioned that the details of the second and third parts of the current title could easily be understood within the job description, and for simplicity will continue to refer to her position as an Administrative Assistant.
- Finance Manager, Alwynn Whitaker reported that there is a Pre-Audit Entrance Conference and a Risk Analysis meeting coming up. Commissioner Nicholas will represent the Board at the risk Analysis meeting.

- Commissioner Minge reported that grants open soon and he wants staff to start researching what may be applicable to the District to apply for. He advised the Lexipol is a good resource for grant education.
- Chief Orr reported that he is out of town August 22nd through August 27th, 2023.
- Chief Orr is working on a calendar of meeting to help keep everyone on track with all of the special meeting workshops, regular meetings, etc.
- Finance Manager Whitaker went over lease vs purchase options pros/cons and Washington Lending Plans that can be a good option for loans.

NEXT MEETING –

- 8/22/23 - Next Workshop – Apparatus Replacement Plan, Shop Rates and the “old” Tender 33.
- 9/19/2023 – Service Delivery Group for the Strategic Plan will present.
- October – The Planning Section for the Strategic Plan will present.

EXECUTIVE SESSION

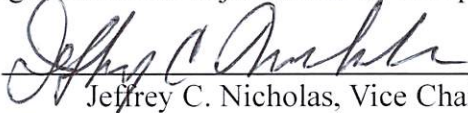
Chairman Miano called for an Executive Session beginning at 2:23 p.m., expected to last for 37 minutes under RCW 42.30.110 (g) to review the performance of a public employee and o consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price – RCW 42.30.110 (c);. In attendance were: Commissioners Miano, Nicholas and Minge, Interim Fire Chief and Deputy Chief Hudson, Maintenance Manger Tharin Huisman, Finance Manger Alwyn Whitaker and District Secretary Lori Coleman. At 2:50 p.m. Chairman Miano excused Maintenance Manger Tharin Huisman, Finance Manger Alwyn Whitaker and District Secretary Lori Coleman. At 3:00pm, Chariman Miano extended the Executive Session an additional 30 minutes. At 3:30pm, Chariman Miano extended the Executive Session an additional 30 minutes. At 4:00 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

ADJOURNMENT

Chairman Miano moved, and Commissioner Minge called for adjournment at 4:13 p.m.



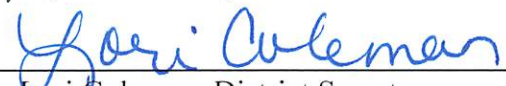
 Bill Miano, Chairman



 Jeffrey C. Nicholas, Vice Chairman



 Michael Minge, Commissioner

Attest: 

 Lori Coleman, District Secretary