



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

April 16, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:01 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Milano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Jones, Admin Assistant Caity Karapostoles, Captain Travis Anderson, Maintenance Supervisor Tharin Huisman, reporter Matt Nash. Diane Klontz from Serve Washington, Citizen S. Chinn, Mel Fischer and Duane Chamlee, and CERT members Keith Koehler, Deb Palmer, Craig Palmer, Carol Benjamin, Barry Davis, Jim Hufnagel, Charlie Meyer, BJ and Karen Kittlehurst, Blaine and Cindy Zechenelly, Keith Koehler, Butch Zaharias, Donna Stoffel, and John Viada,

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, April 2nd, 2024
- 2.) Claims and Payroll –
Accounts Payable Claim check numbers 111930 through 111997 dated April 16th 2024, totaling \$571,958.72; Payroll EFT's and IRS deposit dated April 10th 2024, in the amount of \$931,949.02 and Payroll EFTs and IRS deposit for monthly draw dated March 25th, 2024, in the amount of \$26,540.34 for a disbursement grand total equaling \$1,530,448.08.

Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the Consent Agenda as presented with amendments to the minutes. **MOTION CARRIED.**

Battalion Chief's Reports – Chief Jones reported:

- That call volume for 2024 is up 242 calls over 2023.
- There were fifteen (15) transports in March.
- There have been no errors in narcotics reporting in 2024.
- Three (3) recruits will graduate the state fire academy this Friday; two who likely count as staffing shortly after, one has some Paramedic pre-requisites to complete before they can count towards staffing as a paramedic, however, they can count towards staffing as an EMT.
- Fire and EMS training for 2024-Q2 has been assigned.
- There are currently 3 members with open Captain task books.
- BC Jones and Anderson have both initiated IFSAC Evaluator task books.

- The trial with Olympic Ambulance's dedicated units is going well, they are at a 96% reliability thus far. Staff are meeting with hem to discuss this pilot program.
- BC Jones taught the first day of a two day May Day class; 39 officers in Clallam County participated.
- Volunteer Officer Mike Sprenger is developing training for the Ladder for 2nd quarter backfilled shift training.
- BC Anderson noted on her report that there were three captains mandatoried in March.

Agenda Bill 1: Resolution and Presentation – Diane Klonts from Serve Washington presented Blaine Zechenelly, Charlie Meyer and the CERT team with a Volunteer Service Award for their efforts in Emergency Preparedness for the Peninsula/Coastal Region in 2023. Ms. Klonts acknowledged all of their efforts, noting that there were over 22,000 collaborative hours of volunteer service provided. The CERT program assisted in delivering over 1600 food boxes to community members over the holidays. Blaine Zechenelly thanked District staff and commissioners for their support for the CERT program. Commissioner Nicholas read aloud the resolution. Commissioner Nicholas moved and Commissioner Mingee seconded to approve the 2024-01 Resolution of Recognition of Blaine Zechenelly and the Cert Program. **MOTION CARRIED.**

Agenda Item 2: IT Audit – Chief Grider reported that staff have received a “Scope of work” for the IT Audit from Eric Jacobsen. The commissioners were pleased with the proposal; it was for twenty (20) hours of work at the rate of \$100/hr. Commissioner Miano moved and Commissioner Mingee seconded to approve the Scope of Work as presented and move forward with the IT Audit. **MOTION CARRIED.**

Agenda Item 3: Volunteer Accident Insurance – Chief Grider reported that FM Shaw and EA Coleman have been working on figuring out how to cover volunteers who are not responders and therefore do not qualify for the Board of Volunteer Firefighters coverage. There is the opportunity to report non-response volunteers to Labor and Industries for medical coverage should they get hurt while volunteering. The caveat in comparison to career members is that they would not be covered for wage reimbursements as they do not receive wages through the District. Commissioner Miano moved and Commissioner Mingee seconded to approve covering non-response volunteers under Labor and Industries for accident coverage for medical claims. **MOTION CARRIED.**

Agenda Item 4: 2024-Q1 Financial Review – Finance Manager Shaw reported on the 2024-Q1 Financial Review; she noted that overall the District is at 15% of its annual revenue, there may be a budget shortfall in the Sale of County Timber line item should current predictions be accurate, spending so far in 2024 is above 2023, but that may taper off, Commissioner costs are up 185% due to more activity and fire suppression overtime costs are at 30% as in comparison to 18% at this time in 2023. Overall, FM Shaw did not have any major concerns, she just advised staff to be aware of the trends thus far. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 5: Volunteer Coordinator Employment Contract and Position Description – Chief Grider presented an updated draft of the Volunteer Coordinator employment contract and position description. Commissioner Mingee added that anytime there is an opportunity to collaborate with other agencies to fill positions, he supports looking at those. Commissioner Miano moved, and Commissioner Mingee seconded to approve the employment contract and position description for the Volunteer Coordinator as presented. **MOTION CARRIED.**

Agenda Item 6: Fire Code Technician Employment Contract and Position Description – Chief Grider presented an updated draft of the Fire Code Technician employment contract and position description. Chief Grider added that this position is currently a 2/3's position and is funded 50% by the City of Sequim. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the employment contract and position description for the Fire Code Technician as presented.

MOTION CARRIED.

Agenda Item 7: Status of New hire and Probationary Firefighter/EMTs and Firefighter/Paramedics – Commissioner Mingee had asked Chief Grider some questions over the weekend and requested answers regarding some of those questions today. Chief Grider reported that the new hires that will graduate the state academy this week will count as EMT staffing when they return; the new hires that are starting May 1st, 2024, will count as staffing in mid-late August after they return from the academy, the caveat being the paramedic who will need to be precepted before he can count as paramedic staffing, however, he could count as Firefighter/EMT staffing. Commissioner Mingee also encouraged staff to consider shoring up consistency with new hires and how and when they go to academy, even considering sending all of them to academy, he just encourages consistency. Commissioner Mingee also asked staff to consider the perception of a local academy if District members still believe there is value in sending its career members to the state academy, this could overshadow local academies for volunteers. Chief Grider noted the importance of periodically reviewing standards, policies, and processes to ensure compliance and adequacy.

INFORMATION ONLY, NO ACTION REQUESTED.

GOOD OF THE ORDER –

- Commissioners asked if there was any update of ST 37 grounds maintenance; Chief Grider advised that there has not been.
- Chief Grider reported that the sale of Sieberts Creek property is complete, and that the real estate agent is working on getting ST 36 ready to sell.
- Commissioner Miano will attend the OMC Board Meeting this week.
- Commissioner Nicholas attended the last City Council Meeting.
- Commissioner Mingee is planning to attend all quarterly Revenue Advisory meetings as they occur.
- Commissioner Mingee advised that recent conversations have made him believe that there is work out there that the shop can pursue for local fire agencies and advised that he fully supports this idea.
- There is a Snure seminar this Friday; the District has purchased an all-inclusive pass, so anyone wanting to take it may and it will be recorded for viewing later.
- There is a apparatus refurbishment meeting being held in Kitsap on April 23rd, 2024, at 7p.m.; Commissioner Miano will get that information to DC Hudson and MS Huisman so they can attend too.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 1:57 p.m., expected to last for sixty-three (63) minutes under RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body

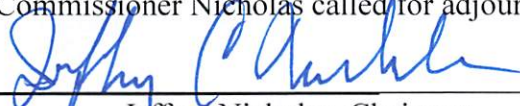
during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Hudson. At 3:00 p.m., Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

4/30/2024 – Special Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:00 p.m.



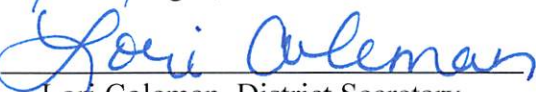
Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest: 

Lori Coleman, District Secretary