



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 6th, 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, AC Tony Hudson, Battalion Chief Stef Anderson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Captain Travis Anderson and Kolby Konopaski, FF/PM Bryce McGinley, Sequim Gazette Reporter Matt Nash, Community Members Duane Chamlee and Mel Fischer.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Nicholas moved and Commissioner Mingee seconded to approve the May 16th, 2023 Regular Meeting minutes. **MOTIONS CARRIED.**

Chief's Report – Fire Chief Dan Orr reported:

- Firefighter Oral interviews were conducted on May 10th and 11th, 2023; 7 job offers have been extended and the candidates are working through the pre-employment physicals and backgrounds
- Fire Code Technician position was posted and closed on June 12th, 2023; the tentative start date will be Aug 1st, 2023
- Met with leads for each section of the strategic plan and discussed how to move forward with the updated plan
- The MAT clinic has about 110 treatments a day. They have a social navigator that deals with mental health exclusively, the Sequim Police Department benefits immensely from this position. They have expressed interest in a Community Paramedicine Program; more will be forthcoming on this as discussions are held
- Attended the quarterly PenCom meeting; they have 5 new trainees and they have hired an IT person. If all five new hires progress, they will be only four positions short of full staffing
- There is a movement to close a section of Towne Road; staff are analyzing the effect of this as pertains to response times
- Attended the OMC Board meeting; they are negative 11.2 million dollars in the first quarter of 2023. There are multiple reasons for this, but it is something staff are keeping a close eye on. OMC was renewed by the Department of Health for their Level III Trauma Designation
- City of Sequim Goals were attached; they are:
 - Provide well-managed government through excellent customer service, transparency, analytics, and performance management.
 - Deliver a user-friendly Municipal Code for clear and predictable outcomes.

- Advance economic development through internal code and permitting improvements, external partnerships, and a continued focus on maintaining a welcoming business climate.
- Increase housing options for all through fee amendments, code amendments, incentives, and partnerships.
- Improve health for all while focusing on emergency services and wellness.
- Capital Improvement *
- Invest wisely in public resources through planning, collaborations, and asset management.
- Encourage enterprise by cultivating creativity, resourcefulness, resilience, and a positive mindset.
- Recreation
- Amplify recreational opportunities while focusing on parks development, partnerships and activities that serve youth.

Support Services Report – AC Hudson Orr reported:

- Conditional Use Permits for the TOC and ST 31 continue; the hearing examiner report for ST 31 has been received, he has not reviewed it yet
- Rice, Fergus, Miller is working on a basic floor plan for ST 33
- The plan for the current ST 33 is to put a pre-build shed outside for the weight room, turn the weight room into a bedroom and re-install a bathroom in the engine bay where plumbing already exists from a previous bathroom that had been removed
- Kitchen work at ST 34 continuous, maintenance is waiting on the countertops to be install before the new range can be installed
- Vehicle master plan has been updated
- Maintenance is waiting on a quote for a chassis and the Box for the Brush truck; tentative plan is to have chassis delivered to box manufacturer in CA where they will mount and paint
- Currently researching computer security awareness training
- New host server and SAN arrived; Keith Koehler and Eric Jacobsen will work to get these installed

Battalion Chief's Reports –

BC Anderson reported that:

- Participated in Chief's Interviews for firefighter candidates
- Met with her shift to go over expectations, response tactics, goals, etc.
- 241 calls for the month of May; there were 2 brush fires, 3 bark fires and 1 vehicle fire and of note were a Lifeflight from Blyn due to the Hood Canal Bridge being close, 5 District transports and the brush fire up Slab Camp under a Forest Service Contract.
- Training included:

- Attended an 18-hour Curt Varone webinar on Managing Disciplinary issues in the Fire Service
- Upcoming backfill shift training
- She approved 6 upcoming classes and 5 conferences for members
- Is planning for the upcoming live burn day for recruit academy
- Is working to reengage with the Training Committee
- Delivered fire prevention for Bippity Boppity Daycare
- Did standby for the Fireworks Show at the Irrigation Festival
- B-Shift 33 and 34 crews inventoried and placed into service the Brush trucks

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

- He is meeting with local stakeholders
- Met with the Volunteer Coordinator to better understand that program
- Participated in Chief's Interviews for firefighter candidates
- 200 calls for the month of May; of note was traffic control for the Irrigation Festival and provided Swiftwater team coordination for Jefferson County Mutual-Aid request
- Is meeting with stakeholders to better understand Narcotic procedures, and EMS credentialing
- Met with crews to present expectations
- Working on Quarter 3 EMS training
- Reviewing Policies and Procedures, Tactical Strategies and EMS Response criteria
- Transferred training records from previous employer
- Training on ITAC, PSTrax, ESO, EMS Connect, etc.
- Attended an 18-hour Curt Varone webinar on Managing Disciplinary issues in the Fire Service

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

- Attended multiple meetings
- 189 calls for the month of May; of note were 115 EMS, 1 Structure fire. 3 Brush Fires, 46 Service calls and 24 other calls.
- Attended an 18-hour Curt Varone webinar on Managing Disciplinary issues in the Fire Service
- Assisted in conducting the Irrigation Festival's safety inspection
- Attended the City Planning meetings
- Working with local elementary schools to present fire prevention events
- Coordinating with District 2 on Juvenile Fire Setters program; currently the District has two youths of concern
- Researching the use of a product called "Wonderboard"; this will help internal communications

- Continuing to draft fire prevention reporting tools
- National Boating week is May 18th, 2023
- Planned coverage for the North Olympic Discovery Marathon
- Coordinated coverage for the Red Cross's smoke alarm event
- Creating reports that will help improve follow up for crews on incomplete medical/fire reporting

REGULAR BUSINESS

Agenda Bill 1: Deputy Fire Chief Contract – Chief Orr stated that given the new department structure, the staff believes it is necessary to revise the Assistant Chief contract to align it with the job description of the Deputy Chief. The Board approved the job description for the Deputy Chief position at the previous regular meeting. Chief Orr presented the updated contract for Tony Hudson, now titled Deputy Chief, for the Board's consideration. Commissioner Mingee requested Chief Orr to bring back the Position Description at the next meeting for a second review. Commissioner Mingee moved, and commissioner Nicholas seconded to approve the contract as presented. **MOTION CARRIED.**

Agenda Bill 2: Change of July 4th Meeting Date – The commissioners deliberated whether to cancel or reschedule the first regular meeting in July due to it coinciding with the Fourth of July, a recognized holiday. They reached a decision to shift the meeting to the subsequent day, July 5th, 2023, at 1 p.m. The venue for the meeting remains unchanged at 255 Carlsborg Road. Commissioner Nicholas moved and Commissioner Mingee seconded to move the July 4th, 2023, Regular Board meeting to July 5th, 2023, same time and location as usual. **MOTION CARRIED.**

Agenda Bill 3: Board Packets – Chief Orr conveyed that Matt Nash had requested the Board's consideration regarding the posting of the Draft Board packet on the website, noting that this practice is increasingly common among larger public agencies. The Board expressed their commitment to transparency and unanimously approved the idea of posting a packet that excludes sensitive or confidential materials, provided that this does not create any administrative difficulties. This procedural adjustment can be implemented without requiring a formal vote. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 4: Strategic Plan Update – Chief Orr announced that following the Special Meetings in April with ESCI, the staff considered the feedback received during those meetings as well as the Survey conducted earlier this year. They have now updated the Strategic Plan, ensuring it is current and user-friendly. Today, the staff presented the plan for review, and the commissioners expressed satisfaction with the presented plan. Commissioner Mingee voiced his concern about the Board's lack of direction and proposed organizing workshops to address this issue. These workshops would allow the Board to discuss priorities and establish a clear direction to communicate to District members. The staff will coordinate the scheduling of these workshops, with the first meeting set for July 11th, 2023. Chief Orr will prepare a selection of workshop topics, which will be announced as Special Meeting announcements. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 5: Air Bag Purchase – Chief Orr reported that Captain Anderson requested to order new airbags; these were budgeted for in 2023; the anticipated cost is \$11,000. The purpose of this purchase is to replace the airbags that have aged out. **INFORMATION ONLY: NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Mingee is actively collaborating with fire investigators from neighboring agencies to establish an "Investigator Taskforce." The objective is to create a more extensive network of fire investigator support for conducting investigations when fires occur. They have scheduled a meeting on June 12, 2023, to discuss and finalize the specifics of this collaborative endeavor.
- Commissioner Mingee, BC Turner, and Chief Orr actively participated in a Developer Forum to gain insights into the forthcoming Wildland Urban Interface codes and their implications for the District. Starting from July 1st, 2023, these codes will be enforced. Commissioner Mingee expressed the desire for the District to be actively involved in the decision-making process as the county determines the methods of implementing these codes.
- Today, the County Chief's Meeting took place at District 3, with participants joining both in-person and via Zoom. During the meeting, the attendees actively engaged in discussions regarding Jefferson County's successful implementation of burn restrictions. Furthermore, they expressed their collective intention to collaborate with Clallam County in transitioning from a date-based approach to assessing burn restrictions to a more climate-condition-dependent methodology.
- Commissioner Nicholas and Miano attended the WFCFA Conference in Lake Chelan; they learned a lot about bonds, levies, communications, building trust and how to ensure volunteers aren't unintentionally treated like career members.
- Local Fire Commissioners are working on a charter called "Olympic Peninsula Fire Commissioners"; this group is forming in the hopes to start collaborating more where it is beneficial to all agencies.
 - To facilitate this collaborative effort a Special Meeting will be hosted by Clallam Fire 2 and Clallam Fire 3 on June 22nd, 2023, at 10 a.m. The meeting will take place at the Vern Burton in Port Angeles, and representatives from the Port Angeles Fire Department have been extended an invitation to attend.

NEXT MEETING –

- Bring back the job description for Deputy Chief for an additional review
- Chief Orr will report on Wildland Urban Interface
- Prothman is the company that has been chosen to help find the next Fire Chief.
- The State Auditor Office will be at upcoming meeting to go over the Annual Report.
- July 5th meeting will have the Mid-Year budget review on the agenda.

EXECUTIVE SESSION


Chairman Miano called for an Executive Session beginning at 2:25 p.m., expected to last for twenty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano, Mingee and Nicholas and Fire Chief Dan Orr and Deputy Chief Hudson. At 2:45 p.m. Chairman Miano extended the Executive Session an additional five minutes. At 2:50 p.m. Chairman Miano extended the Executive Session an additional ten minutes. At 3:00 p.m., Chairman Miano called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

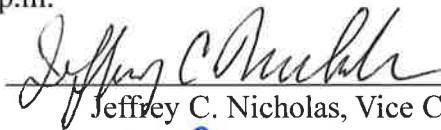
Chairman Chinn called for adjournment at 3:00 p.m.



Bill Miano, Chairman



Michael Mingee, Commissioner



Jeffrey C. Nicholas, Vice Chairman

Attest: 

Lori Coleman, Board Secretary