



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

December 6th, 2022

Chairman Chinn 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 Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Financial Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Captains Marc Lawson, Kolby Konopaski, CCFD3 Captain via Zoom, Maintenance Supervisor Tharin Huisman, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the November 15th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the November 28th, 2022 Special Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Chief's Report – Fire Chief Ben Andrews reported:

- Bargaining continues with Local #2933 regarding the Battalion Chief position description.
- Local #2933 requested to impact bargain the effect of the District's decision to increase minimum staffing from nine to ten.
- The current CBA with the Maintenance Staff expires on December 31, 2022. AC Hudson is beginning negotiations with the Union.
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023, Modifying the Shift Backfill Overtime process, Modifying the process for bidding Leave Days.
- The Union has proposed firefighters who have company officer experience receive some credit towards the requirements for initiating an Acting Captain task book.
- The Communications Team has received the Accountability Survey and will share the results shortly.
- Chief Andrews has been attending the Sequim Operational Area meetings with the County and representatives from other agencies. The Sequim School District has joined the group, too.
- The MAT Clinic has 89 patients currently and the District has responded there twice in the last two months-both resulting in a transport.
- The County Fire Chiefs Association will be reviewing BLS/ALS dispatching accuracy with Capt. Konopaski leading the efforts.
- Chief Andrews is coordinating a meeting with the WFC Director and Clallam/Jefferson Fire Chiefs concerning the proposed carbon credit program. The impacts of the program will be

discussed and a unified position determined for presentation at the state legislature in February.

Operations Report – AC Dan Orr reported:

- Firefighter Sylte has completed days and has been assigned to B shift until the end of March. He will more than likely count as staffing by December 19.
- Mrs. Coleman finished volunteer yearly responses, is working on 2023 EVIP cards, took notes for Volunteer Officer meeting and Run review and is beginning the process of proofing the upcoming Captains test(after the first of the year) along with 2023 Vector solutions Training.
- Mrs. Karapostoles has been working on end of month tracking of non-emergency 911 abusers, press releases for Donations and the Transport billing credit. She has worked for the last few months on updating the Meritorious Awards policy in time for the 2022 Annual Banquet.
- MSO Konopaski has taken delivery of new monitors. Training and initial set up being scheduled in January. The MSO attended run review and EMS Council meeting and continues to Track Behavior health and OD calls. He has been working with PA fire, District 2 and Law enforcement on Rescue Task Force. There is a large drill coming in April that will occur on the Coho while it is at sea.
- Fire Inspector Mingee completed remaining downtown core 100-300 East and West Washington, began inspecting Food Establishments and is working with City staff on the Sequim Municipal Code “scrub” and rewrite process.
- Other projects include the B/C and Captain’s Exams, continuing to work on Acting Battalion Chief Task Book, Annual Evaluations, Negotiations with local 2933 on 48/96, Appendix B, vacation selection and Acting Officer requirements. Shift and station rotations went out for 2nd-4th quarter 2023.

Support Services Report – AC Tony Hudson reported:

- Strategic plan assignments continue.
- Maintenance staff continues work on the Battalion Chief’s office space. Office furniture has been ordered.
- Continued work on application for TOC CUP (Training and Operations Center Conditional Use Permit)
- Collecting quotes for medic rig remount and brush truck.
- Interceptors have been removed from the 2023 budget.
- Tender 33 and the new medic rebuild have arrived.
- There have been several on-going issues with the CAD and PenCom IT
- The lack of dispatchers has reached a critical level with only 9 out of 20 positions filled.

Agenda Bill 1: Updated District Documents for Evaluation of Fire Chief to December – At the November 15th Regular Board Meeting, the Commissioners directed Staff to update the Fire Commissioners’ Handbook and the Fire Chief’s Employment Contract to reflect the change of the Fire Chief’s Performance Evaluation to December. Commissioner Miano moved and Commissioner Nicholas seconded to approve the updated documents. **MOTION CARRIED.**

Agenda Bill 2: Resolution 2022-07 Surplus of Ambulance Chassis – The patient care module from G-21, a 2006 Ford Ambulance, is being remounted on a new chassis. The former G-21 chassis

is no longer useful to the District and needs to be declared surplus. Commissioner Miano moved and Commissioner Nicholas seconded to approve Resolution 2022-07 to surplus the Ambulance Chassis formerly known as G-21. **MOTION CARRIED.**

GOOD OF THE ORDER


Financial Manager Alwynn Whitaker reported that the State Auditor’s office has begun the audit of the District’s 2020-2021 financial records and hopes to have it completed in December. The audit is being conducted remotely and the auditor will have a findings report for the January 17th, 2023 BOC meeting.

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:25 p.m., expected to last for 30 minutes under RCW 42.30.140 (4) reviewing negotiations in collective bargaining sessions and 10 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas, Chief Andrews, ACs Hudson and Orr. At 2:05 Chairman Chinn extended the Executive Session for an additional 55 minutes under RCW 42.30.110 (g) to review the performance of a public employee. At 2:25 p.m., the Chief and AC’s were excused. At 3:00 p.m. Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

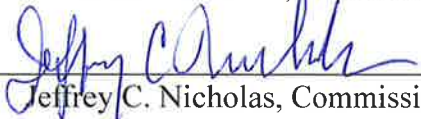
Chairman Chinn called for adjournment at 3:02 p.m.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief