



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 21st, 2022

Vice Chairman 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 Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Fire Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistant Lori Coleman, Maintenance Supervisor Tharin Huisman, MSO Kolby Konopaski, Volunteer Blaine Zechenelly and Sequim Gazette Reporter Matt Nash.

CHANGES TO THE AGENDA

None requested

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Nicholas seconded to approve the June 7th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Report – Strategic Plan: Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives. For objective 1A, Chief Hudson has collected data from the new CAD system for analysis; for objective 1B, Chief Andrews met with the Volunteers and will meet with the Career Staff introducing the upcoming District accountability survey; and objective 2C, Staff met with mechanics from Kitsap departments who use the same Maintenance Cost Tracking program to learn from their experience.

Agenda Bill 1: Cascadia Rising – Disaster Preparedness Volunteer Blaine Zechenelly reported on the Cascadia Rising 2022, a week long exercise the District actively participated in. **NO ACTION: INFORMATION ONLY.**

Agenda Bill 2: Approval of Payroll and Expense Claims for Period Ending June 21st, 2022, Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110468 through 110525, dated June 21st, 2022 totaling \$140,404.85; Payroll EFT's and IRS deposit for Volunteer Reimbursement Points and Monthly Payroll Draw dated May 25th, 2022, in the amount of \$23,902.64; Monthly Payroll EFT's and IRS Deposit dated June 10th, 2022, in the amount of \$700,417.88; for a disbursement grand total equaling \$864,725.37. **MOTION CARRIED.**

Agenda Bill 3: Trusteed Plans Coverage Disagreement – Chief Andrews reported on the disagreement with the provider of the District employees' health insurance concerning coverage for employees on Administrative Leave. With advice from legal counsel, Brian Snure, and concurrence with the Board, Chief Andrews asked for support to pursue a resolution to ensure

there is a transparent process for Districts to use when they put members on Administrative Leave. Currently, there is not a clear process through Trusteed Plans for Administrative Leave and they are suggesting that COBRA coverage starts when a member is placed on Administrative Leave; the District disagrees, and believes when a member is placed on Administrative Leave, since they are essentially still an employee who is expected to be available to the District during their regular schedule, they are just not in the workplace to do so, that they do not qualify to start COBRA coverage through any process outlined in the Trusteed Plans Administrative Guide or Plan Documents. Commissioner Chinn moved and Commissioner Nicholas seconded to approve supporting Chief Andrews as he pursues a resolution with Trusteed Plans regarding Health Care Insurance while on Administrative Leave. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Administrative Assistant provided Proclamation 2022-03 recognizing the retirement of Capt/PM Ryan Tillman for the Commissioners signatures.
- Chief Andrews reported on the visit to a new fire station in Belfair Washington and discussion with the staff concerning their transition to a four (4) shift schedule.

EXECUTIVE SESSION


Vice Chair Miano called for an Executive Session beginning at 1:24 p.m., expected to last for 20 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 1:44 p.m., Vice Chair Miano extended the Executive Session an additional 5 minutes. At 1:49 pm, Vice Chair Miano called the meeting back into Regular Session. No other decisions were reached during Executive Session.

ADJOURNMENT

Vice Chair Miano called for adjournment at 1:50 p.m.




Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief