



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 7th, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Capt. Marc Lawson, Lt. Joel McKeen, FF/PM's Chris Corbin, Brent Lovell, Bryce McGinley, Nick Pettit, Jeremy Long, FF/EMT's Travis Anderson, Tyler Campbell, Scott Dickson, Maintenance Supervisor Tharin Huisman, Fire Code Tech. Mike Mingee, and Volunteer FF/EMT's John McKenzie, Jeff Nicholas, and Vol. Admin Support Terry Wood.

CHANGES TO THE AGENDA

Additions of Agenda Bill 7 - Purchase of Hurst eDraulic Spreader
Agenda Bill 8 – Stations and Office Closed to Public

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the August 17th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Directive 2021-06 COVID 19 Vaccine was issued in response to the COVID 19 Vaccination Mandate (WA Proclamation 21-14).
- Depositions continue and more are scheduled for September.
- Strategic Planning continues. Chief Andrews met with the four team leaders and will be presenting to the Board during Agenda Bill 2.
- One FF/PM is working his way through the pre-employment process. Another candidate has been scheduled for an interview.
- Updating of the Discipline SOP's are in process and a draft should be ready for review by Local 2933 next week.
- One employee remains on administrative leave.
- The District has closed the stations and main office to the public in response to the significant increase in COVID cases in the community.

Operations – Assistant Chief Hudson reported:

- FF/PM Long is on-board and being precepted by FF/PM Corbin.
- FF/PM Chase Laubach has signed a conditional offer and is moving through the hiring process.
- Ads for additional hires are set to go out this week.
- Additional LAU duties have been assigned.

- The new CAD is live and response plans are being adjusted.
- Mobile radios and MedNet bases have been received from the Radio Grant.
- Capt. Swanberg is in charge of the Workforce Telestaff upgrade and is implementing auctions for the next vacation picks.
- The Shop Fuel System software is installed and working.
- Capt. Turner is in charge of the ESO implication project.
- Lt. McKeen continues leading the Strategic Planning Training Committee.
- There are many trainings in process and upcoming.
- Capt. Swanberg has been maintaining status quo as the interim MSO.

Support Services Report – Assistant Chief Orr reported that:

- Fire Code Technician, Mike Mingee, has finished inspecting childcare facilities and is beginning on hotel/motel inspections. Following that, his next project will be multi-residential buildings.
- There have been 5 fire investigations; a brush fire on Youngquist, a small brush fire on Howard Heights and Chicken Coop, a structure fire on Huckleberry Creek Rd in Diamond Pt., a fatal fire on Ironwood Dr. in Diamond Pt. and a bedroom fire on McComb Rd.
- The large sandwich board has been replaced in front of the Headquarters Station and new signs stating the stations are closed to the public and that masks are required inside any District facilities have been placed on all station doors.
- CERT assisted with the Sequim Air Affaire at the airport and the Back to School Fair at the Boys and Girls Club.
- Fire Mechanic, Steve Phillips, has completed the replacement of the radiator in A-37. The Rehab Unit is out of service for a fuel delivery problem and A-33 is in Tacoma for a front suspension warrantee issue.
- The classroom at the Training Center is near completion, the annual carpet cleaning of all stations will happen Sept 16th-18th.
- Phase one of the remodel of the the Headquarters kitchen is moving forward and cabinets have been ordered for the SCBA room.
- Administrative Assistant Coleman is moving all District directives from hardcopy to virtual via Target Solutions. She is developing the processes necessary for tracking Volunteer Responses and Activities in the new ESO program, participating in Strategic Planning on the internal communications team and is busy processing the hire of a new career FF and a couple of lateral volunteers.
- Administrative Assistant Karapostoles is busy with maintenance and transport billings, tracking non-emergency frequent flyers and developing the Q3-2021 Volunteer Reimbursement Spreadsheet for the Board.
- Continuing to work with FF/PM Hueter on the rewrite of the current Collective Bargaining Agreement removing the classification of Lieutenant.

Agenda Bill 1: Resolution 2021-04 – Commitment of Funds for the Purchase of Rosenbauer Tender – The delivery of the new tender that was approved for purchase in 2021 but has been

delayed until 2022. Staff recommends that the funds required to purchase the Tender, totaling \$398,000, be committed to the purchase and transferred to the Capital Reserve Fund. Commissioner Chinn moved and Commissioner Miano seconded to approve the Resolution 2021-04 to commit and transfer \$398,000 to the Capital Reserve Fund for the purchase of the Rosenbauer Tender. **MOTION CARRIED.**

Agenda Bill 2: Strategic Plan Update – Chief Andrews shared his notes from the meeting with the Strategic Plan Team Leaders including the execution dates for significant benchmarks. Those included: Draft Goals and Objectives (10/01), Goals and Objectives Completed (11/09) Draft Plan Completed by Team Leaders (11/23), Plan Presented to Board (12/07) and Plan Approval (12/21). **INFORMATION ONLY- NO ACTION NEEDED.**

Agenda Bill 3: Low Acuity Unity Results – Chief Andrews gave a recap of the six month LAU Pilot Program including some unexpected outcomes. Those include: LAU responding in other apparatus needed at a scene, patient advocacy and high system user follow-up during the vacancy of a full time MSO and the ability to team up with another single resource to complete a unit during high call volume events. Commissioner Miano moved and Commissioner Chinn seconded to authorize Chief Andrews to continue the LAU unit until the end of the year. **MOTION CARRIED.**

Agenda Bill 4: Memorandum of Understanding for Part Time IT Position – To fill the vacant part-time Information Technology position, without a significant delay created by current contract language, an MOU is needed. Staff is recommending that the District and Local #2933 enter into an MOU that accomplishes the task while meeting the spirit of the current contract. Commissioner Miano moved and Commissioner Chinn seconded to approve the Memorandum of Understanding with IAFF Local #2933 regarding the part-time IT position pilot program. **MOTION CARRIED.**

Agenda Bill 5: Announcement of Medical Safety Officer (MSO) Assignment – Two captains and four lieutenants applied; all tested and interviewed. Beginning on October 1st, 2021 Captain Bryan Swanberg will step down as Interim MSO and will be replaced by CCFD#3's new MSO, Lt. Kolby Konopaski. The District extends great appreciation to Capt. Swanberg for helping with the transition after Captain Sharp resigned. Captain Swanberg will assist Lt. Konopaski as he gets up to speed with his new assignment. **INFORMATION ONLY – NO ACTION NEEDED.**

Agenda Bill 6: Provisional Offer of Employment – Lateral FF/PM – Staff has identified a potential lateral hire to fill the current vacancy for a Firefighter/Paramedic. The Candidate is currently working on the peninsula, coming with great recommendations, and is known by current crew members and has been favorably interviewed by the assistant chiefs. Chief Andrews requested authorization to make a conditional offer of employment. Commissioner Chinn moved and Commissioner Miano seconded to authorize Chief Andrews to make a conditional offer of employment to a lateral Firefighter/Paramedic candidate. **MOTION CARRIED.**

Agenda Bill 7: Purchase of Hurst eDraulic Spreaders – Added to the agenda at the beginning of meeting, was tabled until the next Board of Commissioners' meeting.

Agenda Bill 8: Discussion regarding the Closure of Stations and Office to Public – In response

to the increase of COVID 19 cases among vaccinated and unvaccinated with our district, county, state and country, Chief Andrews closed the stations to the public and members, to those without a specific need, to be within district facilities and instructed the administrative staff to work remotely. This was an attempt to take necessary measures to help keep the duty crews healthy and able to respond to continue to provide excellent care to the community. **INFORMATION ONLY – NO ACTION NEEDED.**

GOOD OF THE ORDER –

AC Hudson reported that the District’s ladder truck, and members who wanted to participate, had been requested to attend the 20th Anniversary Memorial of 9/11 being held at the Civic Center.


District Attorney, Brian Snure’s, pre-conference presentation at the Washington Fire Commissioners Association’s conference is being offered virtually, Sept 20th from 6-9:30 pm. Topics will include legal issues faced by the fire service including legislative bill #1310.

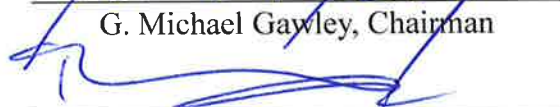
EXECUTIVE SESSION

Chairman Gawley called for an Executive Session beginning at 1:46 p.m., expected to last for 44 minutes under RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment and review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, AC’s Hudson and Orr. At 2:13 p.m. Chairman Gawley excused Chief Andrews and AC’s Hudson and Orr. At 2:30 pm Chairman Gawley called the meeting back into Regular session. The Commissioners agreed to authorize Chief Andrews to make a provisional offer of employment. No other decisions were reached during Executive Session.


ADJOURNMENT


Chair Gawley called for adjournment at 2:32 p.m.



G. Michael Gawley, Chairman


Bill Miano, Commissioner



Steven K Chinn, Vice Chairman
Attest: 

Ben Andrews, Fire Chief