



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 1st, 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, Maintenance Supervisor Tharin Huisman, Vol. Lt. Mike Mingee, and CERT Coordinator Blaine Zechenelly.

CHANGES TO THE AGENDA

None were requested.

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the May 18th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- No new directives were issued.
- Chief Andrews attended a meeting and provided input concerning an emergency room/hospital in Sequim at a meeting with Olympic Medical Center as OMC updates its Strategic Plan.
- The District has received notice of the first nine people to be deposited in the Anders Lawsuit. The day long depositions will be scheduled during normal workdays as much as is possible.
- Clallam County Emergency Management drafted Essential Support Function documents as part of the Comprehensive Emergency Response Plan. Clallam County Fire Chiefs have provided feedback on ESF#4 – Firefighting, ESF #10 – Oil and Haz-Mat Response and ESF#12 – Energy.
- Chief Andrews was elected to continue in the WFC Board Position One for a two year term.
- The directive regarding social distancing and mask wearing in response to the Covid 19 pandemic is being updated. New guidance will allow members to no longer be subjected to masking and distancing regulations as long as they have attested that they are fully vaccinated. No changes have been made concerning PPE requirements during patient responses.
- Bob Norton and Dave Downey, from Tenzinga, will be here June 2nd and 3rd to help with the district's strategic planning process. Five areas of a short term plan that will be focused on are: Service Levels, Organizational Structure and Development, Uniformity and Standardization, Capital Planning and Staff Development.

- Badge pinning for Lt. Konopaski will take place on June 18th and the eight newest firefighters badge pinning ceremony will be held on July 21st.
- In May, the District had 9 Single Career Resource Responses and 7 fires; five small brush fires, one burning material behind a dryer and one piece of paper burning on ground. Overall calls for May 2021 were up 93 calls compared to May 2020 and up 44 calls from May 2019. Night responses at career stations remained consistent with previous months in 2021 with a call average of 1.3 per night at Station 33, a 3.5 average per night at Station 34 and a .2 call average per night at Station 37.

Operations – Assistant Chief Hudson reported;

- The Low Acuity Unit is performing as designed and working well;
- CAD Upgrade is progressing and scheduled to go live in August 2021;
- Mobile radios have been ordered using the Radio Grant; quotes have been received for MedNet radios and an order will be placed soon. Training on programming portable radios is scheduled in June;
- Workforce Telestaff upgrade went live in May and is functioning well;
- Work has not started on the Stn 37 Tactical Frequency;
- Shop Fuel Pump is set up and operational;
- ESO upgrade went live on May 17th and is working well;
- Individual and company training continues for career members as does weekly training for volunteer members; backfilled shift training in May focused on Technical Rescue Operations and October's training will focus on the Art of Reading Smoke and Tactical Decision Making;
- The Training Committee continues to meet bi-weekly.

Support Services Report – Assistant Chief Orr reported that:

- Mike Minge has accepted the part time position of Fire Code Technician and will begin on July 1st;
- There have been no fire investigations;
- The large sandwich board has been removed from in front of Station 34 and new signs stating the stations are open and masks are required only for non-vaccinated visitors have been placed on station doors;
- CERT and MYN are back up and running;
- Fire Mechanic, Steve Phillips, has completed the upgrade of emergency lighting on Engine 3;
- New lighting has been installed in the ambulance bay at Station 33, painting has begun and the new lockers have been installed;
- The phased remodel of the Station 34 kitchen is in the planning;
- Administrative Assistant Coleman continues on the audit of the District's SOPs, along with processing many training requests. She has contracted with a new company to do employee background checks and is updating the District's guidelines concerning Covid 19 following the latest L&I directives;
- Administrative Assistant Karapostoles is busy arranging the postponed Badge Pinning Ceremonies for one Lieutenant and eight firefighters along with filling numerous Class A and Class B uniform requests and finishing end of the month reports and billing and end of

the quarter volunteer reimbursements. With the opening of the office to the public, visitors to the station have increased substantially.

Agenda Bill 1: Employment Agreement – Fire Code Technician – Assistant Chief Orr proposed a contract for the Fire Code Technician; the position is being offered to Mike Mingee. Commissioner Miano moved and Commissioner Chinn seconded to approve the employment contract with Mike Mingee as the District’s 2/3rds time Fire Code Technician. **MOTION CARRIED.**

Agenda Bill 2: Vaccination Clinic Recap – Blaine Zechenelly presented a short power point on the CERT’s participation in the Jamestown Covid 19 Vaccination Clinic. The Commissioners thanked Blaine and all of the CERT members for their hard work and for being such a big part of a successful program. **INFORMATION ONLY- NO ACTION NEEDED.**

Agenda Bill 3: Inter-Agency Agreement – DNR – Chief Andrews request authorization to sign an Inter-Agency Agreement with the Department of National Resources to respond all hazard incidents other than fires and is similar to the Forest Land and Response Agreement maintained between the District and DNR. Commissioner Chinn moved and Commissioner Miano seconded authorizing Chief Andrews to sign the Inter-Agency Agreement with Department of Natural Resources. **MOTION CARRIED**

GOOD OF THE ORDER –

None

EXECUTIVE SESSION

Chairman Gawley called for an Executive Session beginning at 1:45 p.m., expected to last for 15 minutes under RCW 42.30.110 (1)(g) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, and AC Orr. At 2:00 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT

Chair Gawley called for adjournment at 2:01 p.m.



G. Michael Gawley, Chairman



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief

Bill Miano, Commissioner