



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 1<sup>st</sup>, 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 Assistant Caity Karapostoles, Captains Joel McKeen, Firefighters Travis Anderson, and Beau Sylte, Fire Inspector Mike Mingee, Maintenance Supervisor Tharin Huisman, and Community Member Duane Chamlee.

### CHANGES TO THE AGENDA

Agenda Bill 1 was removed from the Agenda.

### APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the October 18<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Nicholas moved and Commissioner Miano seconded to approve the October 25<sup>th</sup>, 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.
- 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.
- Chief Andrews met with all four Strategic Plan Team Leaders and reviewed ongoing projects. He is considering reordering some of the Strategic Plan objectives.
- The Open House held on October 15<sup>th</sup> was a huge success and we are leaning towards making it an annual event.
- The Governor has ended the State Declaration of Emergency and Chief Andrews is preparing a directive to address the changes this will bring including no longer mandating that all health care providers to be fully vaccinated.
- October's Response Activity indicates a continued decrease in responses in October compared to 2021. Overall, there is still a 6% increase in responses compared to pre-pandemic years.

**Operations Report** – AC Dan Orr reported:

- Beau Sylte has started his full-time fire service career November 1<sup>st</sup>.

- Station 33 is being staffed with a crew of three on A and C shifts, B shift will increase from two to three when Mr. Sylte is counted as staffing.
- Working on 2023 Budget and alternative work staffing schedules.
- Continuing to build the Acting Battalion Chief Task Book and planning for Captain's test at the end of the year.
- Mrs. Coleman has been compiling volunteer responses for 2022, taking minutes at various meetings and helped deliver a very successful WFAS Conference.
- Mrs. Karapostoles has been working on a Badge Pinning Ceremony for FF/PMs Long and Laubach, sent Non-Emergency 911 Abuse letters, submitted various press releases and facilitated the WFAS Conference along with Mrs. Coleman.
- MSO Konopaski has been preparing for quarterly backfill training, attended run review and EMS Council meetings and is tracking behavioral health and overdose calls.
- Fire Code Technician Mingee has completed 44 inspections including much of downtown Washington St and has begun to inspect food establishments.
- AC Orr continues to work on the BC Exam and a Captain's test for early 2023, annual evaluations and developing shift and station rotations for Qtrs 2-4 of 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 2: 2023 Draft Budget** – Financial Manager Alwynn Whitaker reviewed the draft of the 2023 Budget with the commissioners and pointed out the changes that have been made. **NO ACTION, INFORMATION ONLY.**

**GOOD OF THE ORDER**


None

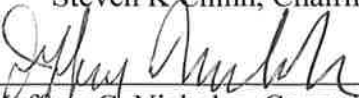
**EXECUTIVE SESSION**

Chairman Chinn called for an Executive Session beginning at 1:30 p.m., expected to last for 2 hours and 15 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas, and Chief Andrews. At 2:15 p.m. the Chiefs were excused. 3:45 pm, Chairman Chinn extended the Executive Session for an additional 15 minutes. At 4:00 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 4:02 p.m.

  
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Steven K. Chinn, Chairman

  
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Jeffrey C. Nicholas, Commissioner

  
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Bill Miano, Vice Chairman

Attest:   
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Ben Andrews, Fire Chief