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UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

September 3, 2024



Clallam County Fire District 3

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www.ccf3.org

Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

September 03, 2024

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, Aug 20, 2024

Regular Business:

Reports –Chief’s Reports

Executive Session

Negotiations update

Mediation update

Good of the Order –

Levy Committee Update – Commissioner Nicholas and Chief Grider

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

August 20, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Elliott Jones, MSO Kolby Konopaski, FF/ PM Jeremy Church, FF/EMT Beau Sytle, Volunteer Blaine Zechenelly and Keith Koehler, Admin Assistant Caity Karapostoles, Citizen Duane Chamlee, and Reporter Matt Nash.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 6, 2024
- 2.) Accounts Payable Claim check numbers 112193 through 112257 dated August 20th, 2024, totaling \$525,378.60; Payroll EFT's and IRS deposit dated August 9th, 2024, in the amount of \$930,849.75 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated July 25th, 2024, in the amount of \$50,898.51 for a disbursement grand total equaling \$1,507,126.86.

Commissioner Miano moved, and Commissioner Mingee seconded to approve the Consent Agenda as presented. **MOTION CARRIED**

Chief's Reports – Battalion Chief Elliott Jones reported:

- The 4th of July had quite a few small fire responses with support from volunteers during General Alarms.
- 9 General Alarms were called in July.
- Four Firefighters graduated from the State Fire Academy and attended a two week in-house academy and have been placed on shift; one of which is a Paramedic who is being precepted.
- Three members have Captain Task Books open and are working to finish them and become acting captains.
- Call stats in 2024 continue to rise above past years and transports are up as well.
- Four members, three captains and one firefighter, were mandatoried in July. The commissioners mention that they would also like to see how many overtime shifts were filled each month.
- Two members are on wildland deployment at this time.

Agenda Bill 1: Strategic Plan Service Delivery – MSO Kolby Konopaski provided an update on behalf of the Service Delivery Committee of the Strategic Plan. He highlighted potential locations for future stations, emphasizing the need to monitor construction and road improvements to ensure alignment with those possibilities. He noted that response times are crucial in determining station locations, with road infrastructure playing a significant role in these times. Staff are currently exploring all build options for new stations. Regarding responses and staffing, Konopaski reported that the response matrix has been implemented, staffing has increased by four members since the last discussion, and the District is now within the national average of firefighters per 1,000 population. Ongoing meetings with Olympic Ambulance are being held to monitor their collaborative efforts in supporting responses. Additionally, a Community Paramedic will begin service on September 1st, 2024. He recommended keeping a close watch on road projects, air medical resources and availability, and mental health transports, as these factors can potentially reduce response times and strain available resources. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: Levy Lid Lift Renewal for Operations and Maintenance Only in 2025 – Chief Grider reported that during the recent Levy Committee meeting, the group discussed the current plan to run both the Operations and Maintenance Levy and the EMS Levy Renewal in 2025. However, after reviewing a recommendation from Liz Loomis advising against this approach, Chief Grider asked the Commissioners to reconsider and focus solely on running the Operations and Maintenance Levy in 2025, postponing the decision on the EMS Levy Renewal. Commissioner Miano moved, and Commissioner Mingee seconded the motion to proceed with the plan to run the Operations and Maintenance Levy Renewal in 2025, with the timing of the EMS Levy Renewal to be determined at a later date. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Mingee –
 - Reported that he wants to watch Impact Fees closely moving forward.
 - Continues to attend the Revenue Advisory Committee Meetings.
 - Thanked the Logo Committee for the work put in to the new Logo; he is very pleased with the design.
- Commissioner Miano will attend the OMC Board meeting tomorrow night.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:01 p.m., expected to last for thirty (30) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 3:31 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

9/3/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 2:31 p.m.

Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman

Bill Miano, Commissioner

Attest: _____
Lori Coleman, District Secretary



Fire Chiefs Report

09/03/2024



Long Term Goals	Last Month's Progress
Community Outreach – Lid-Lift 2025	First Levy Committee Meeting set for 8/5/2024
Replace Station 33	Ongoing. Station 36 is on the market.
Functional consolidation when possible	Volunteer Fire Academy starts this week. 28 total across the Peninsula and 10 from District 3. The Community Paramedic will be starting and collaborating with PAFD.
Stakeholder Agreement(s)/Partnership	Met with Mike Hill, SPD and CM Matt Huish and Luke Strong-Cvetich re: Emergency Operations
Professional Development	Attending WFCA Conference in October

Short Term Goals	Last Month's Progress
Support BC Development	Met twice in July as a group and had multiple one on ones. Continue to meet.
Position District to run Lid-Lift	Staff are working continually on this. Levy Committee continues to meet.
Hire Project Manager for ST 33. This will be ongoing.	Reached out to Hill and OAC; found out that financing needs to be procured first with design-build projects. Met with CCFD4 to inquire about their building process.
Implement response Matrix/Update Run Cards to reflect response matrix	The response matrix has been given to members; reiterated at the Labor/Management meeting that the response matrix is to be followed, and variations should be the exception. Staff are still taking feedback for refinement. This is an ongoing topic at Labor Management. It is being followed and accepted.
Be more active in PenCom Advisory Board	DC Hudson continues to represent the District with PenCom Advisory. It is budget season for everyone and we meet on 9/5/24 for an update.
Reduce Overtime	In talks with the Union on OT assignment and restructuring the flow chart. Discussions are ongoing.
Outsource when possible	Discussions continue.
Complete all CBAs	Discussions continue. Currently in mediation with Maintenance. Opened negotiations with Firefighters.
Labor/Management Relations Training	Exploring other training courses. Will continue to encourage the PERC Labor Management Initiative.

Staffing – Firefighter/Paramedic Mark Karjalainen has officially started his first day today and is exploring his new position. MSO Konopaski is working to settle him. This is an exciting time for the Fire District as we move forward into this next chapter. DC Hudson, BC Jones and MSO Konopaski have been working with PAFD community medics on a database that that can assist us and them in providing continual care across District boundaries. Staffing is at 48 with the duty BC and 2 in the role of MSO and Community Paramedic respectively.

Board Direction – Continual exploration of grounds and maintenance contractor for Station 37.

Fire Chiefs Report

09/03/2024

We are in the process of implementation and workflow from the results of the IT audit. This includes but is not limited to, adding security training to our yearly training (KnowB4), transitioning to cloud-hosted M365 licenses as budget allows, acquiring First Due to replace WFTS, the ESO Inspections module, Operative IQ, PS Trax and Active 911. By doing this consolidation, we will eliminate 5 separate applications and consolidate into one with an additional pre-incident plan module allowing for a more consistent and stable workflow. This is being purchased over the course of two budget cycles and while the cost will be the same, the functionality and as mentioned, workflow for all, will save time. Station 36 is on the market for sale. No information or further interest or offers currently. Budget season is in full swing and personnel are submitting their requests for approvals on needs and how they support the Strategic Plan; addressing our weaknesses will be the priority for budgeting. The Strategic Plan committees will continue to present to the Board at the second meeting of the month.

Shift Meetings – I continue to meet with members as they request and have received a lot of input. I am compiling my notes for shift wide presentations at month's end on the results.

WSRB: This is a large project; staff have been preparing initial documents that will be uploaded to WSRB before they come on-site. We have submitted our documentation to WSRB over the course of the last few weeks and are preparing for their onsite visit on September 11, 2024.

USDA Grant: We were notified that the grant has been awarded and once we receive the trucks and brush unit, we will receive the amount of \$270,400 to pay for those budgeted units. We continue to communicate with them on pursuing grant funding to assist with our Engines that we ordered.

Sequim City Manager – I continue to meet with Matt Huish monthly and the scope of our meetings has changed to support the city on Emergency Management and Preparedness.

Meetings –

Attended regular staff meetings. Continuity of support in all areas.

Attended two Battalion Chief Meetings.

Met with the District's Legal Counsel regarding Maintenance Bargaining Group.

Meet weekly with Blaine Zechenelly to get caught up on CERT and EM

Attended Labor Management meeting and continue to meet with Local President.

Attend the Chamber Meetings and work with them for the District.

Started negotiations with the Firefighters Bargaining Group.

Met with the Sheriff on the OPSCAN and funding. This is the radio towers and the maintenance of that system.

BC Turner and FI McKenzie continue to meet with COS regarding new subdivisions and upcoming projects.

Attended Levy Committee Meetings.

Project Updates-

Community Growth: Is ongoing with a number of large projects being submitted. Of note:

Seabrook – Master Planned Community – John Wayne Marina and Whitefeather

16 Bed Inpatient facility – Jamestown property on 7 acres behind Costco

S. Olympic View Condominums – Proposed two 5-unit attached. – Garry Oak Drive

Rainshadow Loop Subdivision – Proposed 35 lot – McCurdy Road

Bell Creek Subdivision – Proposed 104 lot, single family homes- Brownfield Rd.

Fire Chiefs Report

09/03/2024

Bella Vista Estates – Proposed 24 lot, single family homes – Miller Road
Bradley Ridge Apartments – Proposed 2 story, 16-unit apartments. – E. Hammond St.
Habitat for Humanity – Proposed 50-unit development- Brownfield Rd.

Continue to work with getting information from the county on their developments in our area. Our Inspector and BC had a meeting with the county Fire Marshal in August to discuss this further. More information will be forthcoming as it becomes available.

Chief is exploring the possibility of impact fees on services provided to state and federal park. This will be ongoing.