



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 2nd, 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, Financial Manager Alwynn Whitaker, Captain Bryan Swanberg, Maintenance Supervisor Tharin Huisman, Fire Code Tech. Mike Mingee, Volunteer FF/EMT's Jeff Nicholas and Anaka Hughes, CCFD#2 Fire Chief Jake Patterson, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

None were requested

APPROVAL OF MINUTES

Commissioner Chinn moved and Commissioner Miano seconded to approve the October 19th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Chinn moved and Commissioner Miano seconded to approve the October 26th, 2021 Special Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Directive 2021-09 COVID 19 Precautions for unvaccinated members.
- Sequim School District has developed a “Handle with Care” program to help keep the schools informed when a student has experienced a traumatic episode at home. The thought behind it is that, if informed, staff would be more mindful in their interactions with the student the next day. Chief Andrews does not believe that the Fire District is in a position to participate in the program.
- The District received a grievance from Local #2933 regarding the lack of promotion of a floater lieutenant. The grievance has been resolved.
- Olympic Ambulance has been purchased by Metro West Ambulance, Hillsboro, OR. After speaking with various people from Metro West, Chief Andrews does not believe there will be significant impact on the District although that is always a possibility. He sees the change as an opportunity to upgrade and refine the District's agreement with the ambulance service.
- The impact of HB1310 on the District is still being ascertained. The District has been conversing with the County Medical Director, local law enforcement and the District's legal advisor to determine the level of service the district will be able to provide on calls involving mental crisis, substance abuse or other mental health issues.

- The MOU with Maintenance approved by the board at a previous meeting has been changed by Local #2933. The revised MOU will be brought before the board for approval at the next meeting.
- Staff will be presenting some alternatives for the Volunteer Coordinator position at the next board meeting.

Operations – Assistant Chief Hudson reported:

- All Lieutenants have been moved to Captains and the 1st Ops meeting post upgrade was on 10/13
- FF/PM Long is doing well and being precepted by FF/PM Corbin.
- FF/PM Chase Laubach joined the department on 11/1
- Setting up a Chief's interview with a lateral candidate.
- Additional LAU duties are going well
- CAD response plans are being adjusted.
- Mobile radios and MedNet project continues to move forward.
- FirstWatch interface with ESO is being built.
- Lt. McKeen continues leading the Training Committee.
- There are many trainings in process and upcoming.
- Capt. Konopaski is getting acclimated as the District's MSO.

Support Services Report – Assistant Chief Orr reported that:

- Fire Code Technician, Mike Mingee, is finishing up hotel/motel inspections. Following that, his next project will be inspecting school district facilities.
- There has been 1 fire investigation; A garage fire on Solmar Road
- CERT graduated 19 people in October.
- Fire Mechanic, Steve Phillips, has been finishing up pump testing and annual services for CCFD#2
- The classroom at the Training Center is near completion and delivery of the furniture is expected this week.
- Phase one of the remodel of the Headquarters kitchen is moving forward and the door in the day room has been removed in preparation.
- Administrative Assistant Coleman was elected Secretary of the WFAS section at the annual conference in Chelan.
- She is putting the final touches on the Winter newsletter that will go out next week. In addition, Mrs. Coleman has been formatting the District's Strategic Plan and working with Capt. McKeen on district training.
- Mrs. Karapostoles serves as the chairman of the WFAS section and along with her team, delivered a wonderful conference.
- She continues on a large records retrieval in conjunction with the Anders' lawsuit.
- In addition, she has upgraded all the new Captains' uniforms, tracked non emergency 911 system abusers and is currently working on the Annual Banquet and collecting nominations for Members of the Year.

Agenda Bill 1: 2022 Proposed Budget Summary – Financial Manager Alwynn Whitaker reviewed the 2022 Budget Summary and answered any questions the commissioners had. The commissioners are comfortable with the budget and are ready to move forward with adopting it. **INFORMATION ONLY- NO ACTION NEEDED.**

Agenda Bill 2: MOU Auctions – The District requested more time than is customary to determine time off for line staff in 2022 using the new adopted auction process in Telestaff. Commissioner Miano moved and Commissioner Chinn seconded to approve the MOU regarding time off auctions. **MOTION CARRIED**

Agenda Bill 3: Termination of Confined Space Interlocal Agreement – Staff requested the termination of an interlocal agreement with the city of Sequim entered into in 1995 concerning shared use of confined space equipment. The agreement is obsolete and no longer needed. Commissioner Chinn moved and Commissioner Miano seconded to approve Resolution 2021-05 to terminate the Confined Space Interlocal Agreement with the City of Sequim. **MOTION CARRIED.**

Agenda Bill 4: Volunteer Coordinator Contract Extension – The Board was asked to extend the current Volunteer Coordinator Contract with Scott Johnson until the end of Q1-2022 (March 31st, 2022) At that time Staff will present a plan for moving forward with the position and the program. Commissioner Chinn moved and Commissioner Miano seconded to approve the extension of the Volunteer Coordinator Scott Johnson’s contract until the end of March 2022. **MOTION CARRIED.**

GOOD OF THE ORDER –

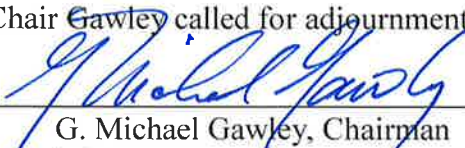
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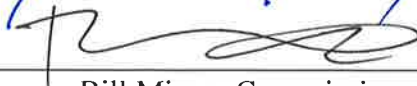
EXECUTIVE SESSION

Chairman Gawley called for an Executive Session beginning at 1:45 p.m., expected to last for 35 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, Chief Andrews, AC’s Hudson and Orr. At 2:03 p.m. Chairman Gawley excused Chief Andrews and AC’s Hudson and Orr. At 2:20 pm Chairman Gawley requested an additional 5 minutes. At 2:25 Chairman Gawley called the meeting back into Regular session. No other decisions were reached during Executive Session.


ADJOURNMENT

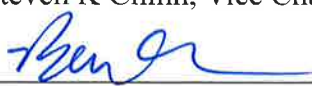
Chair Gawley called for adjournment at 2:27 p.m.



G. Michael Gawley, Chairman


Bill Miano, Commissioner



Steven K Chinn, Vice Chairman
Attest: 

Ben Andrews, Fire Chief