



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 4th, 2022

Vice Chair Chinn called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. in person at 323 N. 5th Ave. in Sequim and via the Zoom App. Present were: Commissioners Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Capts. Kolby Konopaski, Joel McKeen, and Stef Anderson, Maintenance Supervisor Tharin Huisman, FF/PM Bryce McGinley, FF/EMT's Scott Dickson and Jared Romberg, Volunteer John McKenzie, Former Commissioner Mike Gawley, Commissioner Elect Jeff Nicholas, Sequim Gazette reporter Matt Nash and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

Addition of Agenda Bill 5 – Grievance from Steve Anders, rearrangement of Agenda by moving Executive Session to between Agenda Bills 3 and 4.

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the December 21st, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews submitted his report:

- No new directives issued.
- The Independent Investigator, Kerry Hanson has begun misconduct investigations. She has reviewed the documentation and has begun to conduct interviews. Mr. Anders' union representative, Tim Hoover, has been notified.
- Telestaff continues to be done due to a ransomware attack. Until service is restored all scheduling is being done manually.
- FF/PM's Ron Whitney and Matt Newell have each completed their last day of work and remain on various forms of leave until their actual retirement dates.

Operations – AC Hudson submitted his report:

- Kronos is working to restore service of the Workforce Telestaff program used by many departments nation-wide, including ours. Staff is scheduling manually and investigating alternatives.
- Long is off PM probation and is counted as staffing. Laubach is on PM probation with J. Hueter as his proctor. 4 lateral transfers are in process.
- Several career staff have Covid.

- Work continues on the CAD to adjust and fix response plans and clear times.
- New portable radios have been deployed to career stations and are in use. Capt. Skov is working with Blaine and Keith to modify the programming. Mobile radios are ready for programming and the MedNet base radios are in the process of being installed and tested.
- Paperless Education Requests and QR Codes are being implemented. Acting Lieutenant training books are being updated to Acting Captain training books. Acting Lt. to Acting Captain Bridge Class is completed. 2022 Training Calendar has been to all career staff for inclusion on their Outlook calendars.
- MSO Konopaski has been working through the ESO transition and health data exchanges with St. Michaels and OMC. Dr. Whitley will be contacting OMC IT for patient care access. Received a Code 99 email from Clallam County Chief. Investigating Zoll equipment for buy/lease options. Produced Chief reports from FirstWatch, Narcotic Audit Report and CCFD3 Transport Report.

Support Services Report – Assistant Chief Orr reported that:

- Inspector Mingee is back and working on community building inspections.
- Fire Investigations include an unoccupied structure at 360 Alder St. undetermined cause.
- Mrs. K is working on recognizing members celebrating anniversaries with the department. The members will be featured on the District's Facebook page, Station 34's Reader Board and at the Annual Banquet in January.
- CERT assisted with Holiday food Drive done on December 17th before Christmas. They also assisted with parking at the wreath laying ceremony at the cemetery in Sequim.
- Winterization of the fleet has been completed. Snow tires have been placed on the ambulances and staff vehicles as needed.
- The "dog catcher" is up for auction on Public Surplus closing January 27th.
- Classroom at TOC is done. Phase 1 of the kitchen remodel is complete and the remodel of the SCBA rooms at station 34 is nearly done.
- Mrs. Coleman has been busy onboarding new volunteers and preparing for potential hiring in 2022. Also, assisting the Training Officer with updating task books.
- Mrs. K has been facilitating Retirement gatherings and preparing for the District's Annual Banquet. Busy with maintenance billing, District transport billing and volunteer reimbursements.

Agenda Bill 1: Commissioner Nicholas' Oath of Office –Chief Andrews administered the Oath of Office and Commissioner Nicholas was welcomed to the Board of Commissioners. Commissioner Miano moved to appoint Commissioner Chinn as Board Chair and Commissioner Nicholas seconded. **MOTION CARRIED.** Commissioner Chinn moved to appoint Commissioner Miano as Board Vice Chair and Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Bill 2: Request for Qualifications for Architectural Services - AC Orr explained how a Request for Qualifications is needed to hire an Architect to begin design work on Station 31 and Station 33. The Request has been reviewed and approved by legal counsel. **INFORMATION ONLY, NO ACTION REQUESTED**

Agenda Bill 3: Q4-2021 Volunteer Reimbursements – The commissioners reviewed the Volunteer Reimbursement Detail for September, October, November 2021 for a total of \$27,615.00. Commissioner Miano moved and Commissioner Nicholas seconded to approve payment of Q4-2021 Volunteer Reimbursements. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:15 p.m., expected to last for 85 minutes under RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment and to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano and Nicholas and Chief Andrews. At 2:40 pm, Chairman Chinn requested an extension of the Executive Session for 15 additional minutes. At 2:55 pm, Chairman Chinn called the meeting back into Regular session. No other decisions were reached during Executive Session.

REGULAR BUSINESS con't

Agenda Bill 4: Provisional Job Offers – Chief Andrews requested authorization to make four conditional offers of employment to the four applicants discussed during the Executive Session. Commissioner Miano moved and Commissioner Nicholas seconded authorizing Chief Andrews to make the offers as discussed. **MOTION CARRIED.**

Agenda Bill 5: Grievance Filed by Steve Anders 01.03.2022 – Chief Andrews reported that Steve Anders has filed a grievance against the district for the lengthy time he has been on Paid Administrative Leave pending investigation. **INFORMATION ONLY, NO ACTION REQUESTED**

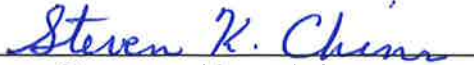
GOOD OF THE ORDER –

Proclamations 2022-01 and 2022-02 were presented to the Board for their endorsements. The proclamations were in regards to the pending retirement of long time District members, Matt Newell and Ron Whitney. All three Commissioners were more than willing to include their best wishes in retirement to these stellar District members.

There is a Commissioner Workshop for Region 9 in North Mason on March 12th. All commissioners will be attending.

ADJOURNMENT


Chairman Chinn called for adjournment at 3:09 p.m.




Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Chief