



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**February 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 323 N. 5<sup>th</sup> Ave. in Sequim and via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano, and Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chief Dan Orr, and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Captains Kolby Konopaski, and Joel McKeen, FF/PM Chris Corbin, FF/EMT Steve Anders, and Community Member Duane Chamlee.

### **CHANGES TO THE AGENDA**

Removal of Agenda Bill 2 – Grievance filed by Steve Anders – This Agenda Bill was tabled until a later meeting.

### **APPROVAL OF MINUTES**

Chief Andrews requested a change in the minutes in Agenda Bill 3: Options for Volunteer Coordinator, replacing “February 1<sup>st</sup> meeting” with “a February meeting”. Minutes were amended to reflect the change. Commissioner Miano moved and Commissioner Nicholas seconded to approve the December 18<sup>th</sup>, 2022 Regular Meeting minutes as amended. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Chief’s Report** – Chief Andrews submitted his report:

- No new directives issued.
- The independent investigator, Kerry Hanson, has concluded her interviews in the first investigation and will submit her report to the District’s attorney, Beth McIntyre, who will then provide Chief Andrews with a copy. Chief Andrews has not initiated the second misconduct investigation and is still collecting information.
- Steve Anders filed a grievance on January 3<sup>rd</sup>, 2022. Chief Andrews provided Mr. Anders with his response on January 26<sup>th</sup>, 2022 and Mr. Anders has ten (10) working days to appeal Chief Andrews’ decision to the Board of Commissioners.
- The District has completed the most recent discovery request in the lawsuits filed by Steve Anders. No court date has been set.
- All five (5) new hire candidates are on track for a March 1<sup>st</sup>, 2022 start date.
- Covid continues to impact District staffing. From January 2020 through January 2022, the District has had twenty-six (26) members off work due to infection, symptoms or exposures; five (5) of those were unvaccinated and twenty-one (21) were vaccinated. Of those, sixteen (16) employees have tested positive; five (5) were unvaccinated and eleven (11) were vaccinated. There has been one instance of workplace transmission that involved three (3) employees.

- Chief Andrews continues to serve on the Jamestown S’Klallam Tribe’s MAT Clinic advisory committee. He and Sequim Police Chief Sheri Crane are developing a “Monitoring and Evaluation Plan” that will address any identified impacts on public services by the clinic.
- Chief Andrews has been in talks with Olympic Ambulance’s Regional Director concerning a potential agreement for them to adopt the District’s Ambulance Transport Billing Credit Policy.

**Operations** – AC Hudson submitted his report:

- Kronos/Telestaff is back in service.
- Five (5) Lateral Transfer candidates are in process with an anticipated start date of March 1<sup>st</sup>, 2022.
- 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 overseeing programming modifications. 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.
- The new hire academy will be held March 1<sup>st</sup>-18<sup>th</sup>. 1<sup>st</sup> quarter career backfilled training will take place March 21<sup>st</sup>-23<sup>rd</sup>. Rescue Systems 1 training is scheduled for April 25<sup>th</sup>-29<sup>th</sup>. 2<sup>nd</sup> quarter career backfilled training will take place May 23<sup>rd</sup>-25<sup>th</sup>.
- Policy 2740P- Training Requirements by Position is being reviewed and rewritten.
- The training division is creating a Mandatory Volunteer Combat Firefighter Task Book.
- 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. The District is consuming Covid Test Kits at a higher rate than expected staying in compliance for testing and tracking Covid among members.
- The District transported 52 patients in January and 41 in December. Meeting bi-monthly with Olympic Ambulance to get updates and to increase tracking accuracy.
- The District has received a new quote from Olympic Oxygen for compressed air.\_\_\_\_
- The Sequim Hospital Guild has offered to donate funds to support of the District’s EMS program.

**Support Services Report** – Assistant Chief Orr reported that:

- Inspector Mingee did new construction familiarization at the MAT Clinic with A and B shifts.

- Mrs. Karapostoles is working on recognizing members celebrating anniversaries with the department. The members are being featured on the District’s Facebook page and on Station 34’s Reader Board.
- CERT graduated the first class of new members at the end of January.
- Chief Doom presentations have begun again around the community.
- The “dog catcher” sold for \$15,200.
- The remodel of the SCBA rooms at station 34 is nearly done.
- Mrs. Coleman has been busy onboarding five (5) new hire candidates. She has also been proofing numerous documents and starting the process of building the 2021 Annual Report.
- Mrs. Karapostoles orchestrated a successful Annual Banquet and continues to work on District transport billing, Public Records Requests, tracking OT slips and volunteer reimbursements.

**Agenda Bill 1: 2021 Financial Report** – Financial Manager Alwynn Whitaker reviewed the District’s Financial Report for 2021, indicating the District is in a good financial position going into 2022. **INFORMATION ONLY, NO ACTION REQUESTED**

**Agenda Bill 3: Leasing Space for Fire Administration** – After locating suitable office space in Carlsborg to accommodate Fire Administration, staff requested authorization to move forward with a lease agreement between the District and CPI. Commissioner Miano moved and Commissioner Nicholas seconded to approve the District entering into a lease agreement for Fire Administration office space with CPI. **MOTION CARRIED.**

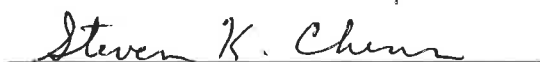
**GOOD OF THE ORDER** – none

**EXECUTIVE SESSION**

Chairman Chinn called for an Executive Session beginning at 1:40 p.m., expected to last for 40 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, AC’s Tony Hudson and Dan Orr. At 1:58 pm, Chairman Chinn excused Chief Andrews, AC’s Tony Hudson and Dan Orr. At 2:20 pm, Chairman Chinn called the meeting back into Regular session. No other decisions were reached during Executive Session.

**ADJOURNMENT**

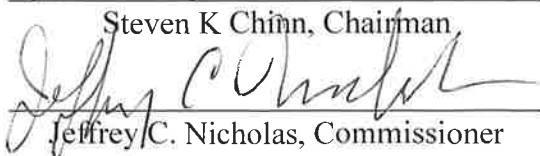
Chairman Chinn called for adjournment at 2:22 p.m.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Chief