



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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

**March 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, Legal Counsel Beth McIntyre, Administrative Assistants Lori Coleman and Caity Karapostoles, Captain Kolby Konopaski, FF/EMT Scott Dickson, Maintenance Supervisor Tharin Huisman, Fire Code Inspector Mike Mingee, Volunteers Tom Bock and Blaine Zechenelly, Sequim Gazette Reporter Matt Nash, Community Members Mike Gawley and Duane Chamlee.

### **CHANGES TO THE AGENDA**

None were requested

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve February 15<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **EXECUTIVE SESSION0**

Chairman Chinn called for an Executive Session beginning at 1:05 pm, expected to last for 20 minutes under RCW [42.30.110 \(i\)](#) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. In attendance were: Commissioners Chinn, Miano, and Nicholas, Chief Ben Andrews and Legal Counsel Beth McIntyre. At 1:25 pm, Chairman Chinn extended the Executive Session for 10 minutes. At 1:35 pm, Chairman Chinn extended the Executive Session for 10 minutes. At 1:45 pm, Chairman Chinn extended the Executive Session for an additional 10 minutes. At 1:55 pm, Chairman Chinn called the meeting back into Regular session. No action was taken during Executive Session.

### **REGULAR BUSINESS**

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

- No new directives issued.
- The independent investigator, Kari Hanson, has concluded her interviews in the first investigation and has produced a report. Chief Andrews has issued a Pre-Disciplinary Notice and has conducted a Loudermill Hearing. Chief Andrews is working with Local 2933 on the second misconduct investigation to determine the level of investigation that is necessary.

- There is no new activity in the lawsuits filed by Steve Anders and no court date has been assigned.
- All five (5) new hires began work today and will be introduced to the Board at the March 15<sup>th</sup>, 2022 meeting.
- Chief Andrews has met with all three (3) shifts to discuss the Strategic Plan, Re-organization and other District matters.
- Chief Andrews has been working with the County and District Legal Counsel Brian Snure to draft an updated MOU for the operation of the CERT program.
- Volunteer FF/EMT John McKenzie has been tasked with working with Tenzinga to draft questions for a District-wide Accountability Survey.
- Negotiations concerning the creation of the Battalion Chief Positions have begun with Local 2933's Bargaining Team.
- Chief Andrews shared the response activity for January based on time of day, response apparatus and divided between the three shifts.

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

- Five (5) Lateral Transfer Hires began with the District today.
- 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>.
- 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.
- 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.
- 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 20 patients in February at the time of the report, 35 patients in January and 41 in December. Meeting bi-monthly with Olympic Ambulance to get updates and to increase tracking accuracy.

- Capt. Konopaski has begun the 2022 recert process and PM to EMT-B path.
- The District is awaiting a new quote from Zoll for two (2) monitors and the Sequim Hospital Guild has indicated they will award funds to cover the cost of one (1) monitor.

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

- Inspector Mingee has been involved in many fire investigations including a mutual aid request from PA Fire for the Castaways Restaurant fire. Two local fires appear to have been started by discarded smoking materials. In addition to those fire, there was a greenhouse fire, one fire occurred in a 5<sup>th</sup> wheel and one was in a single wide residence. Inspector Mingee has also been working on building inspections at the School District.
- Press releases went out concerning the recent fire activities.
- The District assisted in hosting the State Emergency Management class for CERT Program Managers. Attendance was from all over western Washington and Oregon.
- Set up of Operative IQ for fleet management continues and preventative maintenance on vehicles is being completed. The remodel of the SCBA room at Station 34 is completed. Planning for the remodel of the new administrative offices is complete and work should begin soon.
- AC Orr met with Karla Boughton who may do the conditional use permit for both the new Station 33 and Station 31 sites.
- Mrs. Coleman has been busy finishing the Probationary Task Books with Captain McKeen and setting up Tenzinga for tracking probationary firefighters progress. She has completed the 2021 pension certification and is working on the District's 2021 Annual Report.
- Mrs. Karapostoles has been getting uniforms and task books ready for the probationary firefighters.

**Agenda Bill 1: 2021 CERT Annual Report** – AC Orr presented the highlights of the 2021 Annual Community Emergency Response Teams. **INFORMATION ONLY, NO ACTION REQUESTED**

**Agenda Bill 2: Volunteer Coordinator Contract** – An updated employment contract for Volunteer Coordinator Scott Johnson was presented. Commissioner Miano moved and Commissioner Nicholas seconded to approve the contract with Volunteer Coordinator Scott Johnson for the remainder of 2022. **MOTION CARRIED.**

**Agenda Bill 3: Results of Request for Qualifications** – AC Orr presented submittals from Rice Fergus Miller and from TCA. Both firms have a wealth of experience designing fire stations. Commissioner Nicholas moved and Commissioner Miano seconded to direct AC Hudson to coordinate a workshop with two (2) hour presentations to the Board by each of the submitters on March 21<sup>st</sup>. The Board will retain the option to make a decision on moving forward with either firm. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

The commissioners will be attending the seminar on legal issues presented by attorney Brian Snure on March 12, 2022.

**EXECUTIVE SESSION**


Chairman Chinn called for an Executive Session beginning at 2:45 p.m., expected to last for 30 minutes under RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) 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 Chinn, Miano and Nicholas and Chief Andrews. At 3:10 pm, Chairman Chinn extended the Executive Session 10 minutes. At 3:20 pm, Chairman Chinn extended the Executive Session 10 minutes. At 3:30 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 3:34 pm.

  
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Steven K Chinn, Chairman

  
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Bill Miano, Vice Chairman

  
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Jeffrey C. Nicholas, Commissioner

Attest:   
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Ben Andrews, Chief