



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 5th, 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. 5th Ave. in Sequim and via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Assistant Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, FF/EMT Scott Dickson, Community Member Duane Chamlee and Gunnar Gladics, Dave Fergus and Howard Struve from Rice, Fergus, Miller Architecture.

CHANGES TO THE AGENDA

None requested

APPROVAL OF MINUTES

Commissioner Nicholas moved and Commissioner Miano seconded to approve the March 15th, 2022 Regular Meeting minutes, along with the March 21st, 2022 and March 29th, 2022 Special Meetings minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Operations – AC Dan Orr reported:

- The five (5) probationary firefighters completed their 4-week orientation including one week spent on medical aspects. They will be moved three times over the course of their probationary period.
- A list of staff programs and projects is being compiled. Eventually, projects will be reallocated across the duty crews and Captains will oversee the various programs.
- Volunteer Officers have been added to Tenzinga and the goal is to eventually have the entire District's membership included on the Tenzinga platform.
- Mrs. Coleman has been retrieving data for the fuel audit report in case the State Auditor wants to see it, finishing up the Probationary Task Books with Capt. McKeen and the 2021 Annual Report. Mrs. Karapostoles completed end-of-the-month transport billing, overtime reconciliation and Volunteer Reimbursements for Board approval.
- 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 had 12 Medical Transports in March, down significantly from 47 in December.

- MSO Konopaski has been exploring other options for the replacement of cardiac monitors, partly funded by a generous donation from the Sequim Dungeness Hospital Guild of \$38,000.
- MSO has begun exploring the process of moving Captain Paramedics to Captain EMT-B's.
- Fire Code Inspector Mingee recently completed the inspections of PUD Complex, the Sunshine Festival and the Sequim School District facilities. He is now working on the Home Depot shopping complex and labeling FDC connections.

Agenda Bill 1: 2021 SAO Financial Report – Financial Manager Alwynn Whitaker reviewed the District's Financial Report to the State Auditor's Office for 2021. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: Q1-2022 Volunteer Reimbursements - Commissioners reviewed the spreadsheet for December 2021-February 2022 Responses, Activities and Training reimbursements totaling \$30,235.00. Commissioner Nicholas moved and Commissioner Miano seconded to approve payment of the Q1-2022 Volunteer Reimbursements. **MOTION CARRIED.**

Agenda Bill 3: Thermal Imaging Cameras – After extensive research, Jack Hueter submitted a quote for the purchase of six (6) Thermal Imaging Cameras. Commissioner Miano moved and Commissioner Nicholas seconded to approve the expenditure of \$38,847.80 for six (6) Thermal Imaging Cameras. **MOTION CARRIED.**

Agenda Bill 4: Cardiac Monitors – MSO Konopaski updated the Board on the purchase of Cardiac Monitors and the stumbling blocks he is working to overcome in locating the best product at the most reasonable cost and one that comes with the best support services. As MSO Konopaski collects more information on various monitors, he will report back to the Board. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 5: Fire Inspector Contract – The Employment Agreement between the District and Fire Inspector Mike Mingee inadvertently omitted a Cost-Of-Living clause. Commissioner Miano moved and Commissioner Nicholas seconded a correction of the omission in Fire Inspector Mingee's Employment Agreement resulting in a 5.5% wage increase. **MOTION CARRIED.**

GOOD OF THE ORDER – AC Tony Hudson requested to move of the Board of Commissioners' bi-weekly meetings to the classroom at the training ground in Carlsborg, 255 Carlsborg Road, beginning at the May 3rd, 2022 meeting. The Special Meeting on April 12th and the Regular Meeting on April 19th, 2022, will still be held in the classroom at Station 34 on 5th Ave in Sequim.


EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:25 p.m., expected to last for 15 minutes under RCW [42.30.110 \(c\)](#) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. In attendance were: Commissioners Chinn, Miano and Nicholas. At 1:40 pm, Chairman Chinn called the meeting back into Regular session. No other decisions were reached

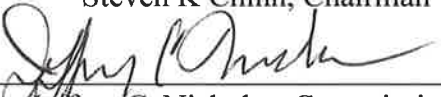
during Executive Session.

ADJOURNMENT


Chairman Chinn called for adjournment at 1:42 p.m.




Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Dan Orr, Assistant Chief