



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

Tuesday April 19th, 2022

Chairman Chinn called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. both in person at 323 N. 5th Ave. Sequim, WA. and virtually via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano, Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, MSO Kolby Konopaski, Capt. Joel McKeen Fire Code Technician Mike Mingee, Sequim Gazette reporter Matt Nash, Architect David Fergus, Community Members Duane Chamlee and Virtual Attendee known only as 208.721.0175.

CHANGES TO THE AGENDA

None were requested

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the April 5th, 2022 Regular Meeting minutes and April 12th, 2022 Special Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment requested.

REGULAR BUSINESS

Report – Strategic Plan: Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives.

Report – Support Services:

- The Training Ground's Conditional Use Permit contract is with Brian Snure for review.
- The new Admin Office is near completion and the additional 600 sq. ft. for the Battalion Chief's' offices is now available.
- Becky Blankenship, from Hill International, presented to the Board on Progressive Building.
- Work continues with PenCom to fix CAD interface issues.
- New Portable Radios have been deployed to career stations and are in use. Mobile radios are awaiting programming and install plan with the shop.
- Upcoming Training –
 - International IAAI Training Conf – April 10-15 -- 1 attended
 - Swift Water Tech – April 13-15 – 2 attended
 - Rescue Systems 1 in Sequim – April 25-29 – 18 attending
 - Pro Board Fire Officer 3 – May 9-18 – 1 attending
 - 2nd Quarter Backfilled Training – May 23-25
- New Simulation Software Purchased – Training TBD

Agenda Bill 1: Q1-2022 Financial Statements – Financial Manager, Alwynn Whitaker, shared the District’s Financial Statements for the first quarter of 2022 ending on March 31st. **INFORMATION ONLY, NO ACTION.**

Agenda Bill 2: Purchase of eDraulic Extrication Cutter – The District is continuing to update the extrication tools. The next purchase is for a Hurst eDraulic S789 cutter. The purchase is budgeted for in the 2022 Capital Budget. **INFORMATION ONLY, NO ACTION.**

Agenda Bill 3: Request for Qualifications – After presentations from architectural firms, Rice Fergus Miller, Inc. and TCI. staff requested that the building project for stations 31 and 33 be postponed. Staff recommended that Rice Fergus Miller, Inc. be enlisted for the design services to complete the Conditional Use Permit process. A Letter of Notification to each architectural firm was presented for Chairman Chinn’s signature. Commissioner Miano moved and Commissioner Nicholas seconded to engage Rice Fergus Miller, Inc. for design services to complete the Conditional Use Permit for the Carlsborg Campus and for Chairman Chinn to sign Letters of Notification to Rice Fergus Miller, Inc. and TCI. **MOTION CARRIED.**

Agenda Bill 4: IT Support Technician Contracts - AC Tony Hudson submitted Employment Contracts for IT Support with Joe Lancheros (10 hours per week) and Keith Koehler (20 hours per week). Commissioner Miano moved and Commissioner Nicholas seconded to approve employment contracts with Mr. Lancheros and Mr. Koehler equaling no more than 30 hours per week in IT Support. **MOTION CARRIED.**

Agenda Bill 5: Lease Agreement for Additional Office Space – 600 sq. ft. of additional office space, that shares a wall with the new Administrative Office in Carlsborg, will be available on May 1st, 2022. Staff propose to lease the space for use as the Battalion Chiefs’ offices. The additional rent will be \$750 per month. Commissioner Nicholas moved and Commissioner Miano seconded to direct Chief Andrews to sign the lease for the additional space. **MOTION CARRIED.**

Agenda Bill 6: Resolution 2022-02 Regular Meeting Location – Beginning on May 3rd, 2022 the District will be hosting the Regular Meetings of the Board of Commissioners at the Training and Operations Center (TOC) classrooms located at 255 Carlsborg Road. Under the Open Public Meeting Act, the District is required to adopt a Resolution for the day, time and location of Regularly Scheduled Board Meetings. Commissioner Miano moved and Commissioner Nicholas seconded to approve Resolution 2022-02 moving the Board of Commissioner’s Regular Meetings to the classrooms at the TOC at 255 Carlsborg Road. **MOTION CARRIED.**

Agenda Bill 7: Cardiac Monitor Replacement – MSO Konopaski updated the commissioners on progress made in the replacement of the District’s obsolete cardiac monitors. Based on cost, unit maintenance included, and customer service provided, MSO Konopaski recommended that the Board approve the purchase of replacement cardiac monitors from Stryker Medical Corporation. Commissioner Nicholas moved and Commissioner Miano seconded to authorize the purchase of replacement cardiac monitors from Stryker. **MOTION CARRIED.**

Agenda Bill 8: Approval of Payroll and Expense Claims for Period Ending April 19th, 2022

Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110337 through 110407, dated April 19th, 2022 totaling \$372,021.40; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated March 25th, 2022, in the amount of \$34,351.99; Monthly Payroll EFT's and IRS Deposit dated April 8th, 2022, in the amount of \$372,021.40; for a disbursement grand total equaling \$1,224,549.03. **MOTION CARRIED.**

GOOD OF THE ORDER

Administrative Assistant Karapostoles reported on a donation from the estate of a community member in appreciation of the District's responses to EMS calls. Lt. Col. James Minsky directed his Estate Executor to deliver a check for \$100,000.00 to the department along with a check for \$20,000.00 to the CCFD#3 Volunteer Firefighters' Association earmarked for appreciation events. The Commissioners signed a letter of thanks to be sent to the Estate Executor.

Commissioner Chinn indicated that the Board had received an inquiry from CCFD#2 Commissioners about creating a Clallam County Fire Commissioners Association. Clallam Fire 3's Board of Commissioners are interested in pursuing this endeavor.

EXECUTIVE SESSION


None requested.

ADJOURNMENT


Chairman Chinn called for adjournment at 1:53 pm.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief