



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 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 255 Carlsborg Road in Sequim and via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Captains Joel McKeen, Kolby Konopaski, and Bryan Swanberg, Administrative Assistants Lori Coleman and Caity Karapostoles, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA

None requested.

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the June 21st, 2022 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Chief's Report – Fire Chief Ben Andrews reported:

- Bargaining continues with Local #2933 regarding the Battalion Chief position description.
- The Chiefs traveled to Mason County to tour a new fire station and to discuss the new work schedule they have adopted. It was a very informative trip.
- The District, through Tenzinga, will conduct a Leadership survey of the Chiefs, and Shift Captains. The results of the survey will be compared and contrasted with those of the 2020 survey to measure effectiveness of the District's Leadership Development efforts.
- Members of the Staff Development team of the Strategic Plan submitted recommendations for position descriptions. Chief will share them with Local 2933 before bringing them to the Board for approval.
- June's Response Activity indicates a small decrease in responses in May and June. All prior months in 2022 recorded higher response numbers.

Operations Report – AC Dan Orr reported:

- The five (5) lateral firefighters count as staffing.
- The District received 3 applications for lateral FF/EMTs and 9 applications for entry level FF/EMTs. No applications were received for either lateral or entry level FF/PMs.
- Working on 2023 Budget and alternative work staffing schedules.
- Continuing to build the Acting Battalion Chief Task Book.
- Mrs. Coleman has been working to mesh the various District calendars into one. She continues to work on the 2021 Annual Report and completed the 2022-Q2 Volunteer Reimbursement.

- Mrs. Karapostoles delivered a successful Retirement Ceremony (Tillman) and an equally successful Badge Pinning Ceremony (Borggard and White). She continues to organize the District's Family Picnic (July 23rd).
- MSO Konopaski has gotten the current protocols for EMS approved by the Medical Program Director, He is planning a Rescue Task Force Training Day for new members and ordering the proper PPE. Physio Training dates are November 7, 8, and 9. Captain Konopaski is drafting "On Scene" time standards for crews.
- Fire Code Technician Mingee has completed inspections of the "Big Box Stores" and is now working on strip mall occupancies. He was requested by the PAFD to investigate a suspicious car fire.

Support Services Report – AC Tony Hudson reported:

- Strategic plan assignments continue.
- Cross Sound Consulting is working with the County to determine the Training and Operations Center Conditional Use Permit process. Contract modifications have been returned by Rice, Fergus, Miller on the Scope of Services.
- New Administrative Office is open and maintenance staff continues work on the future Battalion Chief's office space.
- Working on 2022-23 Vehicle Planning.
- New Knox Boxes are being installed in vehicles and IT continues to work on continuing maintenance of the system.

Agenda Bill 1: Battalion Chief position – Commissioners reviewed documentation including the draft Battalion Chief position description, the SOP regarding training requirements by position and contract language concerning the proposed promotional process. Discussion occurred surrounding the phrase "Must currently be a company officer" in Article IX, sect 9.1, line B. It was changed to "Must be or have served as a company officer". Commissioner Miano moved and Commissioner Nicholas seconded to approve the Battalion Chief position description as amended. **MOTION CARRIED.**

Agenda Bill 2: Memorandum of Understanding with IAFF Local 2933 - Chief Andrews shared that as a part of the Mediated Settlement, Firefighter Anders submitted a Notice of Retirement effective June 1st, 2022 on June 1st, 2022. As a part of the agreement, the district agreed to waive requirements of the Collective Bargaining Agreement - Appendix G to allow Firefighter Anders to receive the benefits therein without the stipulated six (6) month notice. This exception requires the agreement of the IAFF Local 2933. Commissioner Nicholas moved and Commissioner Miano seconded to approve the MOU with IAFF Local 2933 allowing for this exception to the requirements of Appendix G of the Collective Bargaining Agreement. **MOTION CARRIED.**

Agenda Bill 3: 2022-Q2 Volunteer Reimbursement - Commissioners reviewed the spreadsheet for March – April 2022 Responses, Activities and Training reimbursements totaling \$26,875.00. Commissioner Miano moved and Commissioner Nicholas seconded to approve payment of the Q2-2022 Volunteer Reimbursements. **MOTION CARRIED.**


GOOD OF THE ORDER – Commissioners asked that their mailboxes be transferred to the Administrative Office. Commissioner Nicholas inquired about the District’s participation in the Lavender Festival. AC Orr reported that CERTs will be assisting in parking and the First Aid tent will be staffed by volunteers. Crews reported that staffing changes at OMC have not impacted the delivery of patients to the OMC facility. Chief Andrews reported that he has been invited and is planning on attending City Council meetings.

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:35 p.m., expected to last for 10 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 1:45 pm, Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT


Chairman Chinn called for adjournment at 1:46 p.m.




Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief