



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - MEETING MINUTES

September 5, 2023

Chair Miano called the Board of Commissioners Special Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Bill Miano, Michael Mingee and Jeffrey Nicholas, Chief Dan Orr, Deputy Chief Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Kolby Konopaski, FF Scott Dickson and John Donahue, FF/PM Jeremy Long and Bryce McGinley, Maintenance Supervisor Tharin Huisman, Mechanic Steve Phillips, CCFD3 Captain (via Zoom) and Volunteer Terry Wood.

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 1<sup>st</sup>, 2023
- 2.) Special Meeting Minutes, August 8<sup>th</sup>, 2023
- 3.) Special Meeting Minutes, August 8<sup>th</sup>, 2023
- 4.) Letter to ST 36 Residents

Commissioner Mingee moved to Table item #4 to later in the agenda, Commissioner Nicholas seconded. **MOTION CARRIED** Commissioner Mingee moved to approve Consent Agenda items #1 through #3, commissioner Miano seconded. **MOTION CARRIED.**

Commissioner Nicholas moved and Commissioner Mingee seconded to bring back the tabled topic, #4, from the consent agenda regarding the Station 36 Letter to Residents. Commissioners asked to amend the original document to add the date of October 6<sup>th</sup>, 2023, for the special meeting at Station 36 at 6:00 p.m., addressing the letter to "Lost Mountain Property owners and include information about the duration of the station's "9" protection class rating designation through the Washington State Rating Bureau. Commissioner Mingee moved, and Commissioner Miano seconded to approve the amended letter to be sent to Lost Mountain Residents. **MOTION CARRIED.**

### Chief's Report – Fire Chief Dan Orr reported:

- The seven new hires are doing well. Two of the seven will be going to Boston to finish their Paramedic training, and two are still at the fire academy.
- Staff are working with the City of Sequim and Port Angeles on an interlocal agreement to fund a full-time Fire Code Technician position. The hope is to start advertising this in October with a start date in early 2024.
- The second part to the Service Delivery presentation for the Strategic Plan will be on September 19<sup>th</sup> at the Regular Board Meeting.
- Staff have begun finalizing the 2024 budget for Board consideration.

- Staff are working with a local realtor to initiate selling the vacant property that the District owns. They also drafted a letter, in the consent agenda of today's meeting, to citizens of the Lost Mountain Station, inviting them to a Public Meeting before the property is listed for sale; Commissioner want to give citizens the opportunity for input on this decision. The realtor also suggested not splitting up the lots at 70 Carlsborg Road as this might not benefit the buyer someday.
- Staff are working with Prothman on the Fire Chief search. The advertisement will go out this week and staff have reserved venues for a meet and greet and interviews. This project is on schedule currently.
- The state audit review for 2022 is underway and Finance Manager, Alwynn Whitaker reported that it is going well.
- Captain Konopaski has chosen to stay in the MSO position for another two-year commitment.
- The Local filed a grievance related to Telestaff procedures, staff have addressed this and found that the contract was violated and have taken steps to ensure that the chances of this reoccurring are reduced in the future.
- CERT is helping with traffic control at Greywolf Elementary from September 6<sup>th</sup> through September 13<sup>th</sup>, 2023.

**Deputy Chief's Report – Tony Hudson reported:**

- He is working with the Local on the 48/96 schedule trial for 2024; a MOU is being presented in today's agenda.
- Telestaff rebuild is in progress; this needs to be completed by October 1<sup>st</sup>, 2023, so that vacation bidding for 2024 can be conducted.
- CUP for the Training Grounds will include addressing Storm water to meet 2019 codes. He added that a Geotech survey will need to be completed; Commissioner Mingee asked if a Local Contractor could be used to complete this. Chief Hudson will research who can complete these surveys and if a local contractor can be used.
- The RFP for the re-roof projects on Station 33 and the Training Grounds classrooms has concluded and the job has been awarded.
- The bathroom remodel at Station 33 is in progress.
- The Brush Truck Chassis is on order and the project is on schedule.
- The IT department is working on a software audit and computer security awareness training.

**Agenda Bill 1: Acting Battalion Chief MOU** – Chief Orr proposed a Memorandum of Understanding (MOU) aimed at addressing the issue of Acting Battalion Chiefs (BCs). At present, there are no Acting BCs, which is creating growing pressure on the three existing BCs in terms of time off and backfill requirements. This MOU will have retroactive effect from the date when the BC contract was originally approved and will remain in effect until the conclusion of the current contract. Its purpose is to enable Captains who have undergone the BC testing process to begin working on task books, thus paving the way for them to assume the role of Acting BCs. Acting BCs are crucial for the Districts succession planning efforts. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the MOU as presented. **MOTION CARRIED.**

**Agenda Bill 2: Battalion Chief Overtime MOU** – Chief Orr proposed a Memorandum of Understanding (MOU) for standardizing Overtime (OT) in the Collective Bargaining Agreement (CBA) for Battalion Chiefs (BCs). Currently, the algorithm used in the BCs' contract compared to the one in the Firefighter contract is slightly different. The proposed changes in language will

align the processes for different ranks, making them essentially the same. BC Jones was in attendance and discussed the language in the contract and the forthcoming update to the MOU. He emphasized that the primary goal is always to use current staffing to fill vacancies, but having an algorithm in place is necessary in case this is not feasible in case force hiring needs to occur. Additionally, there are no stipulations regarding the maximum number of actors who can be on duty during any given shift simultaneously. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the MOU as presented. **MOTION CARRIED.**

**Agenda Bill 3: 48/96 Trial MOU** – Chief Orr has proposed a Memorandum of Understanding (MOU) to implement a 48/96 work schedule for Local 2933 (Firefighters). This MOU will enable the District and Labor to conduct a one-year trial of this schedule. Labor members have already given their approval for this trial. The responsibility for collecting data and reporting findings to the Board monthly rests with admin staff. If it becomes apparent that this schedule is not effective, staff will take the necessary steps to return to the Modified Detroit schedule for 2025. Some of the benefits of this schedule include increasing the number of days that members can spend at home, reducing burnout, and providing the majority of weekends off. On the other hand, some drawbacks include the potential challenges of implementing this schedule when the District is not fully staffed and the possibility of sleep deprivation during busy shifts when members cannot return to the station or home to rest. Adjustments may be required for rest periods during busy shifts, especially since line staff currently have designated "working hours" for each daytime shift. Commissioner Mingee raised concerns about the summer period when members are deployed for wildland firefighting. If members are limited to a maximum of 72 hours on-shift, there may be an increase in force hiring, and it may be necessary to revisit the maximum allowed hours which members can work consecutively. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the MOU as presented. **MOTION CARRIED.**

**Agenda Bill 4: Fire Engine Purchase** – Deputy Chief Hudson provided a comprehensive presentation in support of the proposed purchase of three new fire engines. He conveyed that the apparatus committee has been diligently working on this plan for several years, and the original plan, distributed prior to the meeting, was officially adopted in September 2022. Staff had already budgeted for these engines, and more recently, the Board allocated additional funds for apparatus in the budget. DC Hudson emphasized the urgency of placing the engine orders as soon as possible if that aligns with the Board's direction. He explained that vendors are gearing up for another potential wave of COVID-related disruptions. The two-week delay between the previous meeting and this one to decide on the engine purchase had already resulted in an additional 200-300 days of waiting for delivery. Furthermore, if the engines are not ordered by the end of 2023, it could lead to increased costs. Line staff members who are part of the apparatus committee were also present at the meeting. They stressed the importance of adhering to the original apparatus plan and highlighted several reasons why having all career engines ordered simultaneously with the same design is crucial. They pointed out that this continuity of engines would greatly simplify station swaps, especially for new hires, as they would not need to learn an entirely new apparatus when transferred to an outlying station. Commissioner Mingee expressed concerns about tight road access in the Blyn response area. Line staff assured him that these concerns would be the exception rather than the rule with the new engines, as they have an excellent turn radius that should help address rare response challenges. Mechanic, Steve Phillips, mentioned that even though the current fleet has relatively low mileage, some parts and replacement items are becoming obsolete when attempting to maintain older apparatus. Maintenance Supervisor, Tharin Huisman, also voiced his support for purchasing three new engines. Finance Manager, Alwynn

Whitaker, presented eight different funding scenarios, ranging from paying in cash to various financing and leasing options. Commissioner Miano expressed gratitude to the staff for their thorough review and input regarding this purchase. Commissioner Nicholas moved to purchase three engines with a 50% down payment, and Commissioner Mingee seconded the motion.

**MOTION CARRIED.**

**Agenda Bill 5: Station 33 and TOC Reroof Project** – Deputy Chief Hudson reported that the Station 33 and Training Grounds classroom reroof project Request for Proposals has concluded. Staff requested bids from 15 different entities and at close, there were two bids. Staff have recommended going with Hope Roofing for a total cost of \$65,466.20 (include tax). Commissioner Miano moved, and Commissioner Nicholas seconded to award the id to Hoch Construction in the amount of \$65,466.20. **MOTION CARRIED.**

## EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:38 p.m., expected to last for 60 minutes under RCW 42.30.110 (g) to review the performance of a public employee and RCW 42.30.110 (c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. In attendance were: Commissioners Miano, Nicholas and Mingee, Interim Fire Chief and Deputy Chief Hudson. At 3:35 p.m. District Secretary Lori Coleman was invited in. At 3:38 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**Agenda Bill 6: Executive Assistant Job Description** – Chief Orr was assigned the responsibility of revising the existing job description for one of the Administrative Assistants. The job was previously defined as the "Administrative Assistant/District Secretary/Human Resources" role. Chief Orr has made amendments to this job description, renaming it as "Executive Assistant" aligning it with Lori Coleman's current position. In addition to the previous version, this updated description specifies that the Executive Assistant reports directly to the Fire Chief and plays a crucial role in providing high-level administrative support in a confidential capacity. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the job description for "Executive Assistant" as presented. **MOTION CARRIED.**

**Agenda Bill 7: Administrative Assistant Employment Contracts** – Chief Orr was given the task of updating the current Employment Contracts for Administrative Assistants. He recommended implementing an annual CPI salary adjustment cap ranging from 0% to 5% for both contracts. Additionally, he proposed a 5% salary increase for the Administrative Assistant/Finance Specialist position and a 7.5% salary increase for the Executive Assistant contract. Furthermore, Chief Orr suggested increasing the District's deferred compensation allocation from \$104 per month to \$200 per month. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the contracts as presented. **MOTION CARRIED.**



**Agenda Bill 8: Listing the Anderson Road Property for Sale** – The Commissioners have instructed Chief Orr to proceed with the sale of the Anderson Road property. They have tasked him with initiating the contract, negotiating the terms, and overseeing the completion of the transactions for this project. Commissioner Minge moved, and Commissioner Nicholas seconded to authorize the Fire Chief to complete the sale on the Anderson Road property. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

Staff have been working to launch a new website; this website is hosted by Streamline. Please go see the new platform! [www.cfd3.org](http://www.cfd3.org)

Staff have created invitations that will be sent to community stakeholders inviting them to a Meet and Greet on November 13<sup>th</sup>, 2023. This event will allow attendees to meet the candidates for Fire Chief and have the opportunity to give input.

Chief Orr reported that Finance Manager, Alwynn Whitaker, has given her 6-months’ notice of retirement. Her last day in the office is scheduled to be February 29<sup>th</sup>, 2023. Staff are initiating recruitment efforts for a new Finance Manager and will seek concurrence from the commissions on filling this upcoming vacancy.

**NEXT MEETING –**

- 9/19/2023 - Regular Board meeting; review new Fraud Policy.
- 10/3/2023 - Budget Proposal will be presented, with potential adoption at the 10/17/2023 Regular Meeting.

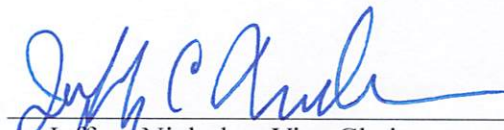
**NEXT WORKSHOPS –**


- 9/8/2023 – To hear from OAC regarding building options
- 9/26/2023 – To discuss staffing
- 10/10/2023 – Budget Workshop

**ADJOURNMENT**

Chair Miano called for adjournment at 3:51 p.m.

  
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Bill Miano, Chairman

  
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Jeffrey Nicholas, Vice Chairman

  
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Michael Minge, Commissioner

Attest: \_\_\_\_\_  
Lori Coleman, District Secretary