



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

March 7th, 2023

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, Financial Manager Alwynn Whitaker, Administrative Assistants Caity Karapostoles and Lori Coleman, Captain Bryan Swanberg, Maintenance Supervisor Tharin Huisman, Fire Inspector Mike Mingee, and Sequim Gazette Reporter Matt Nash.

CHANGES TO THE AGENDA:

None

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the February 21st, 2023 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Chief's Report – Fire Chief Ben Andrews reported:

- Battalion Chief contract has been submitted to PERC and the District is awaiting a decision.
- The current CBA with the Maintenance Staff expires on December 31, 2022. AC Hudson has begun negotiations with the Union.
- MOUs for Bid Auctions and changes to Appendix B are ready for Commissioners' review and approval.
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023.
- AC Orr is developing a hiring plan to fill staffing vacancies in 2023.
- ESCI has been contacted concerning the Facilitated Board Workshop and notified that the District wants to move forward with it.
- The Leadership Survey 2.0 has been distributed and the closing date was 2/28/2023. Results should be received and reviewed with leadership soon.
- Nothing new to report concerning the Jamestown Healing Clinic, the Clallam County Fire Chiefs Association or the Operational Area Emergency Management Team.
- Chief Andrews will continue to participate on the WFC Legislative Committee.

Operations Report – AC Dan Orr reported:

- Firefighter Travis Anderson and Firefighter Jack Hueter were promoted to Captain; their first day was March 1st, 2023. A second Captain's exam will occur in the first-two weeks of June. With the promotions of Battalion-Chiefs, the District has one open vacancy currently.
- Battalion-Chief process has been completed. Captain Stephanie Anderson and Captain Chris Turner

passed all elements of the exam with 80% or higher. The third position will be filled by a gentleman from out of state. At the writing of this report, no one has signed their offer of promotion.

- Mrs. Coleman has been assisting with developing a new Captain and BC promotional processes and preparing for the recruitment of seven new firefighters. She has been updating Target-Solutions Home Page and has started on the 2022 Annual Report.
- Mrs. Karapostoles delivered an Awards Banquet that was a complete success. She is busy with the Badge Pinning for the newest probationary firefighters (Kroh, Church, Payne, Winne, and Karjalainen) is scheduled for March 20, 2023.
- The MSO has the new monitors in service. All three-shifts went through training with factory reps and clinicians to ensure they understood how the new machines operated. Capt. Konopaski continues to track of Behavior Health and OD calls and is working on the 2023 recertification plan for Volunteers and Career members. Peer Support Program /policy is being reviewed and Dispatch QA/QI in process.
- Fire Inspector Mingee has Completed inspections of fuel-dispensing and motor vehicle repair shops, is working through inspecting food Establishments (A-2). He is continuing to Develop a list of occupancies that need NFPA 704 placards and has conducted Pre-plan walk throughs with 2 platoons at Sequim Market Place.
- Firefighter Campbell has had all the career members measured and turnouts have been ordered.
- Paramedic/Firefighter Bower is taking on a public education campaign in teaching hands only CPR.

Support Services Report – AC Tony Hudson reported:

- Maintenance staff is nearly done with the BC office space, awaiting the delivery of partitions.
- Application for TOC CUP (Training and Operations Center Conditional Use Permit) is under review by Karla Broughton before it is submitted to the county and the Station 31 CUP application has been completed and submitted to the County.
- The Strategic Plan's Facilities Committee has met and new Station 33 programming was conducted on February 21st.
- Work on Station 33's roof and extension and Station 34's patio and kitchen remodel are moving forward.
- The Brush Truck acquisition has been spec'ed and a quote is being sought. Vendors are being contacted for spec and cost estimates for new engine(s).
- The District is moving forward with full Fire Mobile/CrewForce use. The IT team continues to work on maintenance and doing a software audit. Security Awareness training for district members is planned.
-

Agenda Bill 1: SOP Recognition for Meritorious Service update - Staff has updated the Recognition for Meritorious Service SOP 2750 to include Commendation, Meritorious, Life Saving, Stork, Medal of Valor, Medal of Honor, Purple Heart, Hitting for the Cycle and Campaign Challenge Coins in addition to the current Members of the Year, Career and Volunteer. The expanded list of recognitions and the collection of nominations over the entire year will allow the district to better recognize the accomplishments of the District's Career and Volunteer members. **NO ACTION REQUESTED, INFORMATION ONLY.**

Agenda Bill 2: Cost Estimate for Station 31 Replacement – AC Hudson shared the Replacement Cost Estimate for Station 31 with the Board. The estimate greatly exceeded the expected amount and the District plans to continue investigating other options. **NO ACTION REQUESTED, INFORMATION ONLY.**

GOOD OF THE ORDER

The Board has scheduled a Special Board Meeting next Tuesday March 14th, 2023 to prioritize anticipated Budget Expenditures for 2024.

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 2:10 p.m., expected to last for thirty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:40 p.m. Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

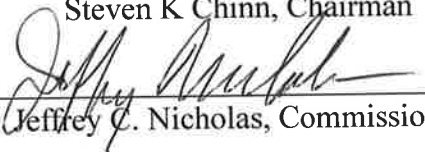
Chairman Chinn called for adjournment at 2:41 p.m.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief