



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 3<sup>rd</sup>, 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 Lori Coleman and Caity Karapostoles, Captains Jeff Albers and Kolby Konopaski, Firefighters Tyler Campbell and Casey Sires, Fire Inspector Mike Mingee, Maintenance Supervisor Tharin Huisman, and Community Member Duane Chamlee.

### CHANGES TO THE AGENDA

None

### APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the December 20<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### REGULAR BUSINESS:

**Chief's Report** – Fire Chief Ben Andrews reported:

- Bargaining with Local #2933 regarding the Battalion Chief position description has concluded.
- Local #2933 requested to impact bargain the effect of the District's decision to increase minimum staffing from nine to ten.
- The current CBA with the Maintenance Staff expires on December 31, 2022. AC Hudson is beginning negotiations with the Union.
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023, Modifying the Shift Backfill Overtime process, Modifying the process for bidding Leave Days.
- The Union has proposed firefighters who have company officer experience receive some credit towards the requirements for initiating an Acting Captain task book.
- The annual review of the Strategic Plan is being completed and will be presented at the next board meeting.
- AC Orr is developing a hiring plan to fill staffing vacancies in 2023.
- The MAT Clinic will be publishing their statistics in the near future.
- Chief Andrews wrote a "Message from the Chief" for the January 2023 CERT newsletter.
- The County Fire Chiefs Association will be reviewing BLS/ALS dispatching accuracy with Capt. Konopaski leading the efforts.
- Chief Andrews is coordinating a meeting with the WFC Director and Clallam/Jefferson Fire Chiefs concerning the proposed carbon credit program. The impacts of the program will be discussed and a unified position determined for presentation at the state legislature in February.

- Chief Andrews will continue to serve on the WFC's Legislative Committee and is attending the Legislative Day in Olympia on February 17<sup>th</sup>.
- 2022 Performance Evaluations are being completed
- The Leadership Survey 2.0 is going out to the staff soon and will reassess the Department's leadership after two years of training and coaching.

**Operations Report – AC Dan Orr reported:**

- Captains' Promotional Exam was announced and the Battalion Chief position has been advertised.
- Mrs. Coleman finished volunteer yearly responses along with 2022-Q4 Volunteer Reimbursements, processed Open Enrollment for Trusteed Plans, is working on the 2023 Vector Solutions training and syncing the Admin. Calendar.
- Mrs. Karapostoles has been working on BC uniforms and bling, closing out 2022 Uniform Allowances and crediting 2023 allocations. She has worked for the last few months on updating the Meritorious Awards policy in time for the 2022 Annual Banquet and is preparing for the Badge Pinning of five of our newest career members.
- MSO Konopaski has taken delivery of new monitors. Training and initial set up being scheduled in January. The MSO attended run review and EMS Council meeting and continues to Track Behavior health and OD calls. He has been working with PA fire, District 2 and Law enforcement on Rescue Task Force. Chief Andrews has volunteered MSO Konopaski to assemble a countywide QA/QI committee to evaluate new dispatch protocols.
- Fire Inspector Mingee completed remaining downtown core 100-300 East and West Washington, began inspecting Food Establishments and is working with City staff on the Sequim Municipal Code "scrub" and rewrite process. Mingee is working with several businesses who lost parts of their fire suppression sprinkler systems due to extreme cold weather.
- Other projects include the Acting Battalion Chief Task Book which is to the Chief for review, Annual Evaluations, Negotiations with local 2933 on 48/96, Appendix B, vacation selection and Acting Officer requirements.

**Support Services Report – AC Tony Hudson reported:**

- Strategic plan assignments continue.
- Maintenance staff continues work on the Battalion Chief's office space. Office furniture has been ordered.
- Continued work on application for TOC CUP (Training and Operations Center Conditional Use Permit)
- Tender 33 is being outfitted.
- FireMobile is our primary communication with PenCon for medical calls.
- There have been several on-going issues with the CAD and PenCom IT
- Continuing IT maintenance and software audit
- Developing training on computer security awareness.

**Agenda Bill 1: Volunteer Response Reimbursement Approval** – The board reviewed the Volunteer Response Reimbursement Detail for the last quarter of 2022. Commissioner Miano moved and Commissioner Nicholas seconded to approve payment of Volunteer Response Reimbursement for September, October and November 2022 totaling \$24,895.00. **MOTION CARRIED.**

**Agenda Bill 2: 2021 Annual Report**– The Board reviewed the 2021 Annual Report. Commissioner Miano moved and Commissioner Nicholas seconded to approve the 2021 Annual Report with the understanding that data will be added to complete the report as it becomes available. **MOTION CARRIED.**

**Agenda Bill 3: Turnout Purchase Authorization** – After meeting with various vendors and reviewing many sets of turnouts, FF Tyler Campbell presented an example of the Morning Pride turnout gear for the Board’s inspection. AC Orr reviewed the bid from MEC for this purchase budgeted for in the 2023 Budget. Commissioner Miano moved and Commissioner Nicholas seconded to approve the purchase of 50 sets of Morning Pride turnout gear to replace expired gear. **MOTION CARRIED.**

**Agenda Bill 4: Facilitated Board Workshop:** After attending a class on the roles of Commissioners and of the Fire Chief and in light of all the changes in leadership roles recently, a facilitated Board workshop was suggested. Commissioner Chinn requested authorization to arrange a workshop in the first quarter of 2023. Commissioner Nicholas requested that the authorization be for Commissioner Chinn to seek out facilitators and acquire bids for a Board Workshop. Commissioner Miano so moved and Commissioner Nicholas seconded that Commissioner would return to the Board with bids from facilitators to orchestrate a Board workshop. **MOTION CARRIED.**

**Agenda Bill 5: MOU Vacation Auction:** This Agenda Bill was tabled until the next Meeting.

**GOOD OF THE ORDER**


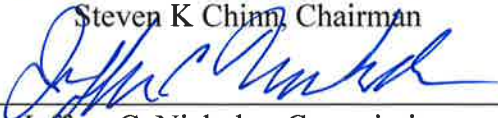
Disaster Preparedness Advocate Blaine Zechenelly will be presenting to the Clallam County Commissioners Meeting concerning the grant he has applied for to fund a replacement for Station 31. The meeting will take place on January 11<sup>th</sup>, 2023.


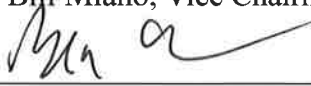
**EXECUTIVE SESSION**

Chairman Chinn called for an Executive Session beginning at 1:40 p.m., expected to last for one hour under RCW 42.30.140 (4) reviewing negotiations in collective bargaining sessions and under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2: 23 Chairman Chinn invite Chief Andrews to join the Commissioners. 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 2:43 p.m.

  
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Steven K Chinn, Chairman  
  
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Jeffrey C. Nicholas, Commissioner

  
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Bill Miano, Vice Chairman  
Attest:   
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Ben Andrews, Fire Chief