



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 4th, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Lt. Joel McKeen, FF/EMT Scott Dickson and Sequim Gazette reporter Matt Nash.

CHANGES TO THE AGENDA

None were requested.

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the April 20th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Chief's Report – Chief Andrews reported:

- Chief Andrews presented Capt. Derrell Sharp with a special Chief's Challenge Coin for all his outstanding work on behalf of the district and a struggling community member. Capt. Sharp went above and beyond working with various agencies trying to obtain organized support so that the individual could continue to live safely in his own home.
- No new directives were issued.
- Low Acuity Unit (LAU) is operating effectively, keeping ALS units in service and allowing the duty crews to training with far fewer interruptions. Positive feedback for the program has been received from all ranks.
- In relation to the lawsuits filed by Steve Anders, Chief Andrews attended the April 29th deposition conducted by the District's attorney Beth McIntyre of Mr. Anders via Zoom. The transcript of deposition will be sent shortly. Another deposition of Mr. Anders conducted by Local 2933's attorney is scheduled for later this month.
- Chief Andrews has reviewed and provided feedback on the Clallam County Emergency Management's Essential Support Function documents as part of the Comprehensive Emergency Response Plan. The plan is moving forward and should be finalized by the end of 2021.
- Two highly qualified candidates applied for the newly created Training Officer position. Both Lt. Joel McKeen and Lt. Kolby Konopaski interviewed exceptionally well. Lt. McKeen was notified of his selection for the assignment beginning June 1st, 2021. The district will promote from within on July 1st, 2021 to fill the lieutenant's vacancy created by Lt. McKeen's move to Training Officer.

- During the month of April: There were 12 Career Single Resource Responses. As for night responses, Station 33 averaged 1.7 calls, Station 34 averaged 4 calls and Station 37 averaged .4 calls. The District had 8 fires; five brush/grass fires, two chimney fires, and one vehicle. Overall calls for April 2021 were up 20.8% from 2020 and up 1.3% from 2019.

Operations – AC Hudson reported that:

- FF/EMT Jaisal White has completed his one month orientation and has been assigned to A-shift.
- The Low Acuity Unit is operating as designed.
- The CAD upgrade has an anticipated “go live” date of August 3rd, 2021 and staff is currently rebuilding “Run Cards” into “Response Plans” in the new system.
- Kenwood Radios have arrived and programming training is being scheduled. Silke is providing an updated quote for mobile radios and they will probably be ordered next week.
- Capt. Swanberg is completing the implementation of the new Workforce Telestaff program.
- Blyn Radio Tower transmission side is live and radio reception/transmission in Blyn is vastly improved.
- Work on Station 37’s tactical frequency hasn’t begun yet.
- The Shop Fuel System is operational.
- ESO upgrade is configured and CAD is downloading calls. It will go live in mid-May and crews will begin beta testing the system.
- The Training Committee continues to meet every other week and Lt. McKeen will become an intricate part of that committee.
- Ongoing individual and company training continues for the career personnel and volunteer training is continuing weekly with a renewed focus on fire ground basics and attendance.
- The Q2-21 backfilled shift training is scheduled for May focused on Tech Rescue. Q3-21 and Q4-21 are both scheduled in October and will cover Reading Smoke and Tactical Decision Making. Both will be taught by an instructor from outside the District.

Logistics Report – AC Orr reported that:

- Fire Mechanic, Steve Phillips, has successfully completed pump testing.
- A large order of hose was delivered to the shop. Hose testing will be performed in July, after which it will be placed in service.
- The HVAC system station 34 was evaluated by a commercial HVAC contractor, trying to rectify the cold bathrooms/hot offices problem.
- Paint and trim are being applied to the inside of the classrooms in Carlsborg.
- Administrative Assistants are working on numerous ongoing projects.

Risk Reduction – AC Orr reported that:

- Interviewed, along with city officials, two candidates for the part time Fire Code Technician position. Projected start date is July 1st, 2021.
- John McKenzie and Scott Dickson are assisting PAFD with a fatal fire investigation at the dry dock in Port Angeles.

- The District showcased the 2020 Career and Volunteer Members of the Year on Facebook in lieu of the 2020 Annual Banquet.
- Mass Community Vaccinations in the Sequim Operational Area has concluded after 16 weeks of serving the community. Numerous CCFD3 Volunteers and 150 CERT members assisted the Jamestown Clinic staff in delivering 43,000 vaccinations.

Agenda Bill 1: Approval of Chief Andrews to serve as a WFC Board Member – Commissioner Chinn moved and Commissioner Miano seconded to approve Chief Andrews continuing to serve on the Washington Fire Chiefs’ Board. **MOTION CARRIED.**

Agenda Bill 2: Response to Non-Emergency Service Call Abusers – Chief Andrews updated the commissioners on the District’s actions to collect unpaid debt, totaling over \$11,000, accumulating from abuse of the 911 system by one community member and dissuading him from making non-emergency service calls. On April 29th, Chief Andrews met with the individual and on May 1st the district received payment for a substantial part of the debt. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER –

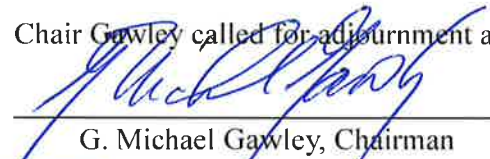
Chief Andrews shared that he will be out of the district in an area with spotty cell service for the remainder of the week. He will check his voice mail as often as possible.

EXECUTIVE SESSION


Chairman Gawley called for an Executive Session beginning at 1:25 p.m., expected to last for 20 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano, and Chief Andrews. At 1:35 p.m. Chairman Gawley excused Chief Andrews. At 1:45 p.m. Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.

ADJOURNMENT


Chair Gawley called for adjournment at 1:47 p.m.




 G. Michael Gawley, Chairman



 Bill Miano, Commissioner



 Steven K Chinn, Vice Chairman

Attest: 

 Ben Andrews, Fire Chief