



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - MEETING MINUTES

November 7<sup>th</sup>, 2023

Chair Bill Miano 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 Bill Miano, Mike Mingee and Jeffrey C. Nicholas, Chief Orr, Deputy Chief Tony Hudson, Battalion Chief Elliott Jones, Executive Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Administrative Assistant Caity Karapostoles, citizens Mel Fisher and Duane Chamlee and Zoom attendee Kevin Nalder

### CHANGES TO THE AGENDA

None

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, October 17th, 2023
- 2.) Special Meeting Minutes, October 30th, 2023

Commissioner Mingee moved to approve the Consent Agenda with amendments to the October 17<sup>th</sup>, 2023, meeting minutes, Commissioner Nicholas seconded. **MOTION CARRIED.**

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

- New hires Jacob Stanley and Tanner Cupps have graduated from the State Fire Academy and are undergoing a 4-day bootcamp this week before being released back to shift next week. Ryeon Hueter, Marquita Espinoza, and Christopher Rudnick will be attending the State Fire Academy in January.
- Staff are waiting to hear back from both Sequim and Port Angeles on the Fire Inspector job sharing agreement; both cities are working through their budgets processes and staff should know more when those are complete.
- Anderson Road property has sold, and a resolution is being advanced today to the Board that will allow Chief Orr to sign closing papers on behalf of the District.
- Fire Chief Candidates names have been announced and staff are preparing for the Meet and Greet and Interviews next week.
- County Commissioners have not made any decision on how they are going to address Towne Road moving forward.
- Staff continue to meet with stakeholders to plan for the movie premier of Boys in the Boat; more information will be forthcoming.
- Today, staff held a meeting with Olympic Ambulance (OA) to discuss a contract outlining the dedication of two ambulances to District responses and one part-time ambulance from 10 am to 10 pm daily. To ensure the success of this pilot program, regular meetings with OA are scheduled every 30 days for ongoing evaluation and discussion.

- The District and CERT teams held the first inaugural Public Safety and Information Fair this past Saturday and it was a huge success; about 1000 people attended and staff plan to host this again next year.

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

- Negotiations with the maintenance bargain unit continue.
- Captain Swanberg has built in the 48/96 schedule in Telestaff and auctions are set to start soon.
- He attended a hearing conducted last week at the County regarding the Training Grounds CUP and is awaiting a final decision; no problems are anticipated.
- He will look into getting designated Wi-Fi for the TOC Classrooms as requested by Commissioner Nicholas.
- Chassis, Box and skid unit ordered for Brush Truck.

**REGULAR BUSINESS**

**Agenda Bill 1: Resolution 2023-07** –Chief Orr reported that the E. Anderson Road property sold and that for Chief Orr to sign the closing documents, he needs to have the Board approve this resolution allowing him to do so. Commissioner Mingee asked FM Whitaker if these funds had been anticipated and added to the 2024 budget, she reported that they had not, and could be added at a later time. Commissioner Nicholas moved and Commissioner Mingee seconded to approve Resolution 2023-07 Authorizing Chief Orr to be the signer for the E. Anderson Road property.

**MOTION CARRIED.**

**Agenda Bill 2: Anti-Fraud Policy** – Chief Orr presented an Anti-Fraud policy created by staff. Earlier, FM Whitaker had briefed the commissioners on fraud-related information published by the State Auditor's office and at that time the commissioners requested a policy be drafted. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the Anti-Fraud policy as presented. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

- The Commissioners and EA Coleman attended the WFCOA Annual Conference in Tulalip; they attended great presentations regarding legislations, laws, grants, labor relations, volunteer programs, etc.
- The 84<sup>th</sup> Annual; Volunteer Crab Feed is being held this evening at the John Wayne Marina.
- Badge Pinning for Captain Anderson and J. Hueter and Firefighter Sylte is the evening of November 8<sup>th</sup>, 2023.
- No joint District 3, District 2, and PA Fire meeting date has been set yet.

**NEXT MEETING –**

- 11/13/2023 at 1:00 pm – Special meeting in Lieu of the November 21<sup>st</sup> Regular meeting that is cancelled.
- 11/13/2023 at 6:00 pm – Special Meeting to host the Fire Chief candidate’s Meet and Greet.
- Commissioner Mingee is out of town from November 16<sup>th</sup> to December 16<sup>th</sup>, 2023; he will zoom in for meetings during this time.
- Commissioner Miano is out of town from Thanksgiving weekend to December,


**EXECUTIVE SESSION**

Chairman Miano called for an Executive Session beginning at 1:34 p.m., expected to last for 30 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano, Mingee and Nicholas, and Battalion Chief Jones. At 1:44 p.m. Chairman Miano excused Battalion Chief Jones and invited Chief Orr and EA Coleman to attend. At 1:51 Commissioners invited citizen Mel Fisher in, whom stopped by to tell them about a Veteran’s Dinner at the Elks being held on 11/10/2023 and invite them to attend, the commissioner thanked him and excused him at 1:53 p.m. At 2:04 p.m. Chairman Miano extended the meeting for an additional 26 minutes. At 2:30 p.m. Chairman Miano extended the meeting for an additional 10 minutes. At 2:40 Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.


**ADJOURNMENT**

Chairman Miano called for adjournment at 2:40 p.m.

  
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Bill Miano, Chairman

  
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Michael Mingee, Commissioner

  
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Jeffrey C. Nicholas, Vice Chairman

Attest:   
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Lori Coleman, District Secretary