



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**May 3<sup>rd</sup>, 2022**

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, Fire Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captain Kolby Konopaski and Community Member Keith Cortner.

### **CHANGES TO THE AGENDA**

Chief Andrews requested an addition to the Executive Session under RCW 42.30.110 (i) - To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the April 19<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

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

- CERT MOU with Clallam County has been agreed upon.
- Bob Norton from Tenzinga will be initiating another Leadership Survey.
- Meetings with the Sequim City Manager and the Sequim Chief of Police have been beneficial to the District and will continue a regular basis.
- SOPs on Travel, Harassment and Nepotism are being reviewed and updated.
- The District has advertised for a Firefighter/EMT and a Firefighter/Paramedic. Applications will be accepted until June 8<sup>th</sup> with an applicant's exam later in June.
- Bargaining continues with Local #2933 regarding the Battalion Chief position description.
- The raw incident data, sorted monthly for the last 5 years, indicates that while call volume dropped during 2020 likely due to the Pandemic, it has rebounded and increased markedly in 2021 and so far in 2022.

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

- The five (5) probationary firefighters are settling in and FF Payne already counts as staffing.
- Volunteer drills have been productive and well attended.

- Mrs. Coleman has finalized the newsletter and has sent it to the printer. She finished the Probationary Task Books and continues to work on the 2021 Annual Report. Mrs. Karapostoles has been spreading the word about the Administrative Office Team's move to the new office space Carlsborg and about the new location of the bi-weekly Board of Commissioners' meeting. She has begun the planning for a Badge Pinning Ceremony (June 29<sup>th</sup>) and the District's Family Picnic (July 23<sup>rd</sup>).
- The District transported 52 patients in January and 47 in December. Meeting bi-monthly with Olympic Ambulance to get updates and to increase tracking accuracy. The District had 12 Medical Transports in March, down significantly from 47 in December. MSO Konopaski has been exploring other options for the replacement of cardiac monitors; monitors will be partly funded by a generous donation from the Sequim Dungeness Hospital Guild of \$38,000. MSO has begun planning a Rescue Task Force Training Day for the new members, necessary PPE had been ordered. The District now contracts with Olympic Oxygen for the filling of O2 cylinders and more cylinders have been ordered. Finalized the contract with Stryker for new cardiac monitors. Transports in District ambulances have dropped back into the typical range of under 10 for the month of April.
- Fire Code Technician Mingee recently completed the inspections of churches and large assembly occupancies. He is now working on the "Big Box Stores" and strip mall occupancies. He is waiting on some missing fire alarm and fire sprinkler inspection reports.

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

- Strategic plan assignments continue.
- The contract with Cross Sound Consulting for the Training and Operations Center Conditional Use Permit is awaiting signatures. Meeting with Rice, Fergus, Miller to continue discussions on the Scope of Services.
- New Administrative Office is open and Staff continue with the remodel of the space.
- Working on 2022-23 Vehicle Planning.
- IT upgrades continue on both radios and phones.
- Volunteer Fire Academy is in progress and is being orchestrated by the State Fire Marshal's Office.
- Target Solutions credentials are being created for the probationary firefighter process/training review.

**Agenda Bill 1: Probationary Firefighter Shift Trades MOU** – IAFF Local #2933 proposed that the District allow probationary firefighters to trade shifts with the understanding that the District will take no action to resolve disputes between members involved if the probationary firefighter doesn't pass probation and therefore cannot complete the trade in an equal manner. Commissioner Miano moved and Commissioner Nicholas seconded to approve the Memorandum Of Understanding between the District and Local #2933 allowing probationary firefighters to do trade shifts. **MOTION CARRIED.**

**Agenda Bill 2: Waiver of Bidding Requirements** – Chief Andrews shared that, after extensive research, Stryker is the only vendor able to provide the products and services being purchased. Staff requested that the Board of Commissioners approve Resolution 2022-02 to waive the bidding

requirements and determine Stryker as the sole source vendor for cardiac monitors and services being purchased. Commissioner Miano moved and Commissioner Nicholas seconded to approve Resolution 2022-02 waiving the bidding requirements for the purchase of cardiac monitors and services from Stryker, a sole source vendor. **MOTION CARRIED.**

**GOOD OF THE ORDER** – Chief Andrews indicated he would be out of the District for four days and Caity Karapostoles let the Board know that next meeting’s board packet would be delivered on Sunday, May 15<sup>th</sup> instead of on Friday, May 13<sup>th</sup>.

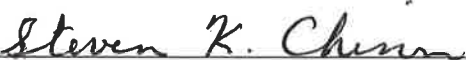
**EXECUTIVE SESSION**

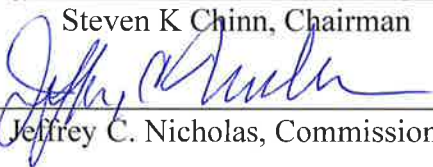
Chairman Chinn called for an Executive Session beginning at 1:24 p.m., expected to last for 10 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, Nicholas and Chief Andrews. At 1:34 pm, Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.


Chairman Chinn called for an Executive Session beginning at 1:38 p.m, expected to last 30 minutes under RCW [42.30.110 \(i\)](#) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. In attendance were: Commissioners Chinn, Miano, Nicholas, Chief Andrews and Legal Counsel Beth McIntyre. At 2:08 p.m., Chairman Chinn extended the Executive Session for an additional 10 minutes. At 2:18 p.m., Chairman Chinn extended the Executive Session for an additional 5 minutes. At 2:23 p.m., Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.


**ADJOURNMENT**

Chairman Chinn called for adjournment at 2:26 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