



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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

**May 17<sup>th</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 Assistant Lori Coleman, Maintenance Supervisor Tharin Huisman, Captain Marc Lawson, Firefighter Paramedic Len Horst and Bryce McGinley, Firefighter EMT Scott Dickson, Fire Code Technician Mike Mingee and Community Members Duane Chamlee and Mel Fisher.

### **CHANGES TO THE AGENDA**

Chief Andrews requested an addition to the agenda, Agenda Bill No. 3, Contract with Cross Sound Contracting.

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the May 3<sup>rd</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Report – Strategic Plan:** Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives. For objective 1A, Chief Hudson should have data from the new CAD system by the end of this week; for objective 1B, Chief Andrews met with the team and had a productive meeting, he was able to give them a draft of the survey they are working on; objective 2C, the maintenance team is working on a new program called Operative IQ and they will be working with other departments that are using this program to help guide them through it; objective 6C, COVID 19 funding source was determined to not be feasible; staff will look for other funding sources and objective 1D, staff continues to make progress on reviewing current volunteer position descriptions.

**Agenda Bill 1: Contract with ESCI for Battalion Chief Exams** – Chief Andrews reported that staff has a contract from ESCI that is ready to present to the Board for concurrence. Chief Andrews and AC Orr reported that they want to use this company to keep the exams completely unbiased and transparent. ESCI will develop, validate, administer, and score the exams; they will use actors to help do the testing so that the tests are as real as possible, and actors will be agreed upon by the District and ESCI. Commissioner Miano moved and Commissioner Nicholas seconded to allow Chief Andrews to execute the contract as presented after he meets with Labor to advise them of the contract. **MOTION CARRIED.**

**Agenda Bill 2: Approval of Payroll and Expense Claims for Period Ending May 17<sup>th</sup>, 2022,** Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers

110408 through 110467, dated May 17<sup>th</sup>, 2022 totaling \$215,475.13; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated April 25<sup>th</sup>, 2022, in the amount of \$56,450.65; Monthly Payroll EFT's and IRS Deposit dated May 10<sup>th</sup>, 2022, in the amount of \$698,240.78; for a disbursement grand total equaling \$970,166.56. **MOTION CARRIED.**

**Agenda Bill 3: Contract with Cross Sound Consulting** – Assistant Chief Hudson reported that he has been working with Cross Sound Consulting to facilitate the Conditional Use Permit for ST 31 and ST 33 rebuilds. The contract has been reviewed by Attorney Brian Snure and signed by Cross Sound Consulting. The contract is on an hourly basis with a not-to-exceed amount of \$20,000. Commissioner Nicholas moved and Commissioner Miano seconded to approve Chief Andrews to sign the contract as presented. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

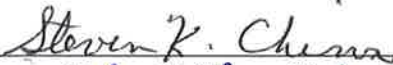
- Chief Andrews indicated he would be out of the District from June 3<sup>rd</sup> to June 15<sup>th</sup>, 2022.
- AC Orr reported that Blaine Zechenelly received an award for “Distinguished Citizen of the Year” for his effort with CERT.
- AC Orr reported that Blaine Zechenelly was able to procure 500 cots and 500 blankets for use in Cascadia Rising preparations. These were estimated at \$50,000, he got them for free! Commissioner asked AC Orr to pass along their sincere gratitude to Blaine for all of the work he does for CERT and the District!
- Commissioner Chinn reported that he would be out of the District from May 25<sup>th</sup> to June 25<sup>th</sup>, 2022; Commissioner Miano will Chair the meeting during that time, and Commissioner Chinn will try to attend via Zoom.
- Staff will be in a Mediation Session on June 1<sup>st</sup>.
- Commissioner Nicholas and Miano will attend a Washington Fire Commissioners Association Spring Seminar in Chelan on June 4<sup>th</sup>, 2022.


**EXECUTIVE SESSION**


Chairman Chinn called for an Executive Session beginning at 1:22 p.m., expected to last for 8 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 1:30 pm, Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.

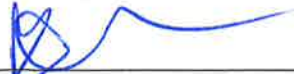
**ADJOURNMENT**

Chairman Chinn called for adjournment at 2:31 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