



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 7th, 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 Assistant Caity Karapostoles, Captains Jeff Albers and Marc Lawson, Fire Inspector Mike Mingee, and Community Member Duane Chamlee.

CHANGES TO THE AGENDA:

Addition of Agenda Bill 6: Update to SOP 6130 Donations and Bequests

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the January 17th, 2023 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.
- Impact Bargaining concerning the effect of the District's decision to increase minimum staffing from nine to ten has been completed and MOU is before Commissioners for approval.
- The current CBA with the Maintenance Staff expires on December 31, 2022. AC Hudson has begun negotiations with the Union.
- MOUs for Bid Auctions and changes to Appendix B are ready for Commissioners' review and approval.
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023.
- AC Orr is developing a hiring plan to fill staffing vacancies in 2023.
- Request for proposals for a Facilitated Board Workshop was sent to McGrath, Citygate and Fitch
- The Leadership Survey 2.0 has been distributed.
- Chief Andrews met with the City Manager and discussed the Legislative issue-continuing calls for mental health and substance abuse patients. Levy and property tax increases were also discussed. City of Sequim and CCFD3 have agreed to have quarterly meetings.
- The County Fire Chiefs Association discussed the level of service we are receiving from the Medical Program Director. A copy of the MPD contract sent to all Chiefs was requested.
- Chief Andrews is attending the WFC Board meeting in Olympia on February 16th and the Legislative Day on February 17th.

- 2022 Performance Evaluations are being completed. The Memorial delayed their projected completion.
- At the February Sequim Operational Area Emergency Management meeting Chief shared his desire to establish a Type II IMT capability in Clallam and Jefferson Counties. The group is supportive of the team.
- Chief Andrews will be attending a course, “Planning for Transitional and Long-Term Housing After a Major Disaster” on March 9th.
- The District received a complaint from a community member concerning the memorial service. Chief met with him and assured him that he would communicate the concerns to the other party. The matter was resolved and the community member left satisfied by the response.

Operations Report – AC Dan Orr reported:

- Captains’ Promotional Exam was completed. The scores are being tallied and a non-ranked list is being prepared for Chief Andrews to fill the current two openings. The Battalion Chief hiring process has begun.
- Mrs. Coleman has been preparing for the Captain and BC testing, updating Target Solutions and beginning the 2022 Annual Report
- Mrs. Karapostoles wrote personalized Thank You notes to individuals and businesses who helped the District deliver a beautiful Memorial for Captain Cate. Over 160 cards have been sent to date. Mrs. K has been finishing the upgrade of Class A uniforms and bling. She has been working on preparations for the postponed 2022 Annual Banquet (March 3rd) and is preparing for the Badge Pinning of five of our newest career members (March 20th).
- MSO Konopaski has taken delivery of new monitors. The training dates are set for March 1st-3rd. The MSO continues to Track Behavior health and OD calls. The 2023 recertification plan for Volunteer and Career members and the Training schedule are complete. Chief Andrews has voluntold MSO Konopaski to assemble a countywide QA/QI committee to evaluate new dispatch protocols.
- Fire Inspector Mingee has begun inspections of fuel dispensing and motor vehicle repair shops and is working through inspections of food establishments. He assisted the FBI on investigating a Fire on the Hoh reservation.
- Other projects include negotiations with local 2933 on 48/96, Appendix B, vacation selection and Acting Officer requirements. FF Campbell completed getting measurements of all Career members for new Turnouts. Captain Albers and FF McIntyre completed testing and putting into service the new 1 ¾ attack hose. PM Bower is developing a public education campaign to deliver hands only CPR.

Support Services Report – AC Tony Hudson reported:

- Strategic plan assignments continue.
- Maintenance staff is awaiting delivery of the BC office furniture.
- Continued work on application for TOC CUP (Training and Operations Center Conditional Use Permit)
- Work on the CUP for Station 31 continues. Sewer plan is approved by County and District has an engineering memo for storm water. SEPA checklist is being conducted and the timeline is two weeks for submission to the County.

Agenda Bill 1: Memorandum of Understanding –Impact Bargaining – Staff, after bargaining with Local 2933 reached an agreement concerning staffing increase from 9 to 10 Firefighters and Captains per shift. The Local requested that the number of regularly scheduled firefighters on K-Days or on leave be increased from the current 3 to 4. The District requested that the number of Captains on leave or a K-Day be limited to 2. The limiter will be re-opened for bargaining when the District reaches 15 Firefighters and Captains per shift. Commissioner Miano moved and Commissioner Nicholas seconded to direct Commissioner Chinn to sign the MOU updating the number of regularly scheduled firefighters on K-Days or on leave. **MOTION CARRIED.**

Agenda Bill 2: MOU - Updated Appendix B of the CBA – Staff has been negotiating with Local 2933 to change to the order overtime is offered to fill backfill vacancies as outlined in the Collective Bargaining Agreement. A flow chart was provided to illustrate how various vacancies would be filled. Commissioner Miano moved and Commissioner Nicholas seconded to direct Commissioner Chinn to sign the MOU updating Appendix B of the CBA concerning the order overtime is offered to backfill vacancies. **MOTION CARRIED.**

Agenda Bill 3: MOU- Vacation Auction – AC Orr detailed the Locals request to make the process of bidding for vacation days fairer. Currently senior members can claim all the desirable vacation dates including summer and holidays leaving the junior members with few desirable options when their turn to bid comes around. In the MOU the District and the Local agree to allow the most senior member bid for up to 10 dates. The next senior member then bids for up to 10 dates and so on down to the most recent hires. Commissioner Nicholas moved and Commissioner Miano seconded to direct Commissioner Chinn to sign the MOU outlining the new parameters on the Vacation Auction process. **MOTION CARRIED.**

Agenda Bill 4: Cate Memorial Expenses - Financial Manager Alwynn Whitaker presented the expenses for Captain Cate’s Memorial, detailing those items that were donated or that the District was being reimbursed for. \$23,647.22 is the estimate for the District’s portion. **NO ACTION REQUESTED: INFORMATION ONLY.**

Agenda Bill 5: Battalion Chief Collective Bargaining Agreement and MOU for Acting Battalion Chief – The Battalion Chief CBA has been agreed upon and is being reviewed by the District’s and Local’s attorneys and the Public Employment Relations Committee (PERC). Once approved by them, the District and Local will need to ratify the CBA. In addition, the District and Local have drafted an MOU that adds language for Acting Battalion Chiefs to the Firefighter contract. Commissioner Miano moved and Commissioner Nicholas seconded to direct Commissioner Chinn to sign the MOU to include BC language in the CBA. **MOTION CARRIED.**

Agenda Bill 6: Update to SOP 6130 – Donations and Bequests – Chief Andrews, with the assistance of Admin. Assistant Caity Karapostoles, shared the updated SOP that directs District members how to process donations and bequests to the District and how to direct the community when they wish to donate to the Local, the Volunteer Association or any other fundraising entity that is not directly a part of CCFD3, such as the Cate family. **NO ACTION REQUESTED: INFORMATION ONLY.**

GOOD OF THE ORDER

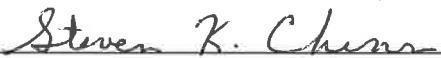
AC Orr shared the video that probationary FF Beau Sylte created during the week leading up to and including Captain Chad Cate’s memorial. There wasn’t a dry eye in the room and huge kudos were expressed for FF Sylte’s talent in capturing the event.

EXECUTIVE SESSION


Chairman Chinn called for an Executive Session beginning at 1:50 p.m., expected to last for twenty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:10 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 2:12 p.m.



Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief