



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

July 06th, 2021

Chair Gawley called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. in person at 323 N. 5th Ave. in Sequim and via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Dan Orr, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Capt. Derrell Sharp, Lt. Joel McKeen, FF/EMT Scott Dickson, Vol FF/EMT Jeff Nicholas and Community Member Duane Chamlee, Rachel, Emma and Gracie Sharp, and Burl and Becky King.

CHANGES TO THE AGENDA

None were requested.

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Chinn seconded to approve the June 15th, 2021 Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

None

Chief's Report – Chief Andrews reported:

- Directive 2021-03, COVID Guidelines Update, was issued replacing 2021-02. This Directive identifies guidelines for members that are concurrent with State, DOH and Department of L&I guidelines regarding COVID workplace expectations.
- The lawsuit with Steve Anders has depositions scheduled for September.
- Work with the County on the CEMP Plan continues.
- Bob Norton, of Tenzinga, was here on June 2nd and 3rd to work with District members to start a Strategic Planning process, from that, 4 groups have been initiated to work on Service Deliver, Planning, Professional Development and Communications. These groups all have an identified leader and are actively recruiting members to assist in each individual group process.
- Badge Pinning for Lt. Konopaski was held June 18th, 2021.
- Mrs. Karapostoles continues to plan for the next badge pinning ceremony.
- A conditional offer of employment has been made to a Firefighter Paramedic; the projected start date is August 1st, 2021.
- Lt. McKeen has accepted the Training Officer position, in doing so this created a Lieutenant vacancy. Interviews were conducted and Kjel Skov was chosen to be promoted to fill that vacancy.

- He met with all three shifts and staff to discuss the reorganization plan and the effectiveness of the Low Acuity Unit. He is working to schedule a meeting with the volunteers to do the same.
- Captain Sharp has submitted his letter of resignation as he has accepted a Chief of Operations/EMS position at PA Fire; this position will start August 1st, 2021, his last day in the office will be July 15th, 2021.

Operations Report – Assistant Chief Hudson was not present; no report was given.

Support Services Report – Assistant Chief Orr reported that:

- Mike Mingee started his position of Fire Code Technician on July 1st; 2021.
- There have been no fire investigations.
- Burn restrictions were implemented early this year on June 24th, signs have been distributed around the District to get the word out.
- Public CPR classes has started again.
- CERT and MYN are back up and running; a class of 18 members went through the basic training. CERT will not be hosting a class in July.
- Steve Phillips attended a regional meeting of the mechanics where he learned that ERG Valves need to be changed on a regular basis; this eliminates the occurrence of motor regeneration and vehicle operation failure. He also replaced the Flywheel on G-26 this past month.
- Facilities painted the classroom at the training ground and finished the ambulance bay remodel at the Carlsborg station
- One proposal was received for the Grounds Maintenance Request for Proposals that was open through June 30th, 2021; more information will be forthcoming.
- He has started working with Labor to update the Collective Bargaining Agreement to reflect the reorganization model Chief Andrews is pursuing that will remove Lieutenants from the District's organizational structure.

REGULAR BUSINESS

Agenda Bill 1: Sharp's Departure – Chief Andrews has accepted a resignation from Captain Derrell Sharp, who currently is the District's Medical Safety Officer. Captain Sharp has accepted an Operations/EMS Chief position at PA Fire and his last day at the District will be July 15th, 2021. Captain Sharp has been with the District for 30 years; Chief Andrews presented him with a plaque recognizing his many years of service and dedication to this department and the citizens of the District. Chief Andrews and attendees present wished Captain Sharp farewell and future success with his new position. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: Community Letter of Commendation – Chief Andrews reported that staff have drafted a letter for a Jamestown Tribal employee that helped suppress a fire incident at the Longhouse Market and Deli on June 1st, 2021. The employee thought and reacted quickly and put

out a fire that could have easily spread. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

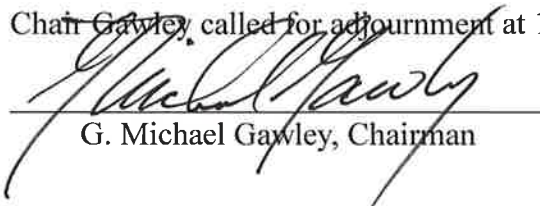
- Chief Andrews reported that he will be out of town starting tomorrow for 1 week.
- Commissioner Miano reported that he will be out of town for the next two meetings and will likely have to call in to participate.

EXECUTIVE SESSION

No Executive Session

ADJOURNMENT

Chair Gawley called for adjournment at 1:17 p.m.




G. Michael Gawley, Chairman

Bill Miano, Commissioner



Steven K Chinn, Vice Chairman

Attest: 

Ben Andrews, Fire Chief