



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

June 20th, 2023

Chair Bill Miano called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:01p.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, Fire Chief Dan Orr, DC Tony Hudson, District Secretary Lori Coleman, Administrative Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Capt. Kolby Konopaski, FF/PM Bryce McGinley, FF/EMT Scott Dickson, Sequim Gazette Reporter Matt Nash, Community Members Duane Chamlee, Mike Gawley and Mel Fischer.

CHANGES TO THE AGENDA

Staff added **Agenda Bill 7** – Surplus Vehicle Chassis

CONSENT AGENDA

Commissioner Mingee moved to approve the Consent Agenda Items as follows:

- 1.) Regular Meeting, June 6th, 2023
- 2.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111235 through 111298 dated June 20th, 2023, totaling \$196,491.04; Payroll EFT's and IRS deposit Monthly Payroll Draw dated May 25th, 2023, in the amount of \$20,047.54, Monthly Payroll EFT's and IRS Deposit dated June 9th, 2023, in the amount of \$720,500.86; for a disbursement grand total equaling \$937,039.44 Commissioner Nicholas moved and Commissioner Miano seconded approval of payroll and expense period ending June 20th, 2023.

Commissioner Nicholas seconded to approve the Consent Agenda. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Recruitment Contract with Prothman – Chief Orr introduced the contract with Prothman, the chosen firm tasked with recruiting a new fire chief. The commissioners requested to postpone further discussion on this matter until after the executive session today. Once the executive session concluded, the commissioners decided to defer this topic until the upcoming meeting. **NO ACTION WAS TAKEN.**

Agenda Bill 2: Deputy Chief Job Description – Having previously expressed their interest, the commissioners reiterated their request to review this job description once more. Commissioner Mingee shared his intention to revise the description by incorporating educational prerequisites, eliminating logistics-related elements, and restricting the abilities section, considering that this position does not pertain to a response member role. The commissioners further requested to include this item in the agenda for the initial workshop scheduled on July 25th, 2023. **INFORMATION ONLY: NO ACTION TAKEN.**

Agenda Bill 3: Administrative Assistant/Finance Clerk Job Description – Chief Orr informed the commissioners that the job description for Mrs. Karapostoles has been updated to accurately reflect her current duties. Previously, there had been a single job description encompassing both administrative assistants, but due to the District's growth, their responsibilities have evolved significantly. The increased workload has resulted in distinct differences between the two roles. This update aims to identify and delineate these discrepancies, clarifying the responsibilities of this position. The commissioners expressed their interest in conducting comparative analyses with other entities, not limited to fire districts, to ensure applicability across various job descriptions. Consequently, they requested to include this job description during an upcoming workshop.
INFORMATION ONLY: NO ACTION TAKEN.

Agenda Bill 4: Volunteer Program Guidelines – Chief Orr introduced a revised version of the SOP 2800 – Volunteer Program Guidelines. These changes stemmed from the recent commissioner conference, which was attended by Commissioner Nicholas and Miano. During the conference, the commissioners learned the need for staff to explicitly clarify that volunteers are not held to the same response standards as career members. The revisions were carefully examined and modified accordingly. The changes were reviewed and amended. Commissioner Mingee moved, and Commissioner Nicholas seconded to adopt the amended SOP 2800 – Volunteer Program Guidelines. **MOTION CARRIED.**

Agenda Bill 5: Workshops – Chief Orr reported that he is opening the topic for conversation regarding topics for future workshops that the commissioners had previously requested. During the earlier part of the agenda, the commissioners expressed their desire to revamp job descriptions throughout the organization. However, to proceed with this, they recognize the need to first address the District's Organizational Chart and reach a consensus on its future direction. This will ensure that all commissioners and the fire chief are aligned. They unanimously agreed that this is the ideal starting point and that subsequent workshop topics can be determined based on the progress made during each session. The first workshop is scheduled for July 25th, 2023, at 1 P.M. and will be held at 255 Carlsborg Road in Sequim, and participants can also join via the Zoom App.
INFORMATION ONLY: NO ACTION REQUESTED.

Agenda Bill 6: Site Design – Chief Orr provided an update on the progress of conceptual designs for Station 33. The commissioners have expressed their desire for the staff to incorporate succession planning into the design process for all future buildings. They want to ensure that these structures have the capacity to accommodate growth and expansion as the District grows. Commissioner Mingee emphasized the importance of involving the staff members who will ultimately utilize these facilities in the design discussions. Their input should be taken into consideration, recognizing that there will always be limitations, particularly in terms of the financial aspects of the projects.
INFORMATION ONLY: NO ACTION REQUESTED.

Agenda Bill 7: Resolution 2023-04 – Deputy Chief Hudson introduced a resolution to declare a tender chassis as surplus since it holds no value for the District anymore. The District has already obtained a replacement for this tender, and there will be no negative impacts on the community if the chassis is declared surplus. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve Resolution 2023-04 as presented. **MOTION CARRIED.**

GOOD OF THE ORDER

- Chief Orr and Commissioner Mingee recently participated in a Wildland Urban Interface meeting focused on the Sequim area. Commissioner Mingee expressed the importance of ensuring that the District is actively involved in these discussions if possible. Chief Orr shared that local fire chiefs have not been included in these meetings so far, and he is uncertain whether the Washington Fire Chiefs Association is aware of these ongoing discussions. He offered to conduct research to gather more information. Additionally, Chief Orr suggested that the Commissioner reach out to local senators to gather further insights on this topic. Commissioner Mingee provided an update, mentioning that the group is currently revising the map of areas of concern, and an updated version will be available soon.
- Chief Orr reported that Ivan Hueter has been promoted to Captain effective July 1st, 2023; please congratulate him if you see him.
- Three (3) F-350's that had been ordered in 2021 are in production at this time, they are expected to be ready in late 2023. One will be assigned to the Battalion Chiefs, one to the Low Acuity Unit and one to the Medical Safety Officer.
- Pump Testing for the District apparatus has been completed and all apparatus passed the testing.
- On July 18th, 2023, a group will start discussing service delivery; more information on this topic will be forthcoming as these meeting progress.
- Chief Orr issued a directive to temporarily cease the use of Class B shirts pending further research. This action was prompted by a memo from the IAFF stating that Nomex shirts may contain carcinogens. Following the directive, the staff conducted thorough research and determined that the shirts worn by District members do not contain any harmful substances. Chief Orr will soon release an updated directive reflecting this information.
- Commissioner Miano reported that Professional Firefighters of Utah (PFFU) are hosting cancer screenings in August. He will bring back information on their processes that could be helpful for the District moving forward on providing these screenings members.

NEXT MEETING

- None

EXECUTIVE SESSION


Chairman Miano called for an Executive Session beginning at 2:21 p.m., expected to last for twenty four minutes under RCW 42.30.140 (4) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress and 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano, Mingee and Nicholas and Fire Chief Dan Orr and Deputy Chief Hudson. At 2:45 p.m. Chairman Miano extended the Executive Session an additional fifteen minutes. At 2:50 p.m. Chairman Miano excused Fire Chief Dan Orr and Deputy Chief Hudson. At 3:00 p.m. Chairman Miano extended the Executive Session an additional ten minutes and invited Chief Orr back in. At 3:10 p.m., Chairman Miano called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

Chairman Chinn called for adjournment at 3:12 p.m.




Bill Miano, Chairman



Jeffrey C. Nicholas, Vice Chairman



Michael Mingee, Commissioner

Attest: 

Lori Coleman, District Secretary