



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 4th, 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, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Financial Manager Alwynn Whitaker, Administrative Volunteer Terry Wood, Captains Joel McKeen, Kolby Konopaski, and Marc Lawson, Firefighters Travis Anderson, Bryce McGinley, and Jon Donahue, Matt Nash from the Sequim Gazette, Community Members Duane Chamlee and Mel Fisher along with presenter Liz Loomis.

CHANGES TO THE AGENDA

Agenda Bill 1 was moved up to before Chiefs' Reports. Chief Andrews added Agenda Bill 4 – Policy 6010 update.

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Chinn seconded to approve the September 20th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Agenda Bill 1: Fire District Levy Information – Liz Loomis gave a very informative presentation outlining more options for the financing of the District's Future Capital Projects including Station and Vehicle Replacement. She stressed continuing to keep the public informed and educated on the progress of Capital Projects and financing. Ms. Loomis suggested the District ask for a Lid Lift in August 2023 and a Capital Bond in 2025. **NO ACTION: INFORMATION ONLY.**

Chief's Report – Fire Chief Ben Andrews reported:

- Bargaining continues with Local #2933 regarding the Battalion Chief position description.
- Local #2933 requested to impact bargain the effect of the District's decision to increase minimum staffing from nine to ten.
- Other items being negotiated are; Moving to a 48/96 work schedule in 2023, Modifying the Shift Backfill Overtime process, Modifying the process for bidding Leave Days.
- Chief Andrews met with all four Strategic Plan Team Leaders and reviewed ongoing projects.
- September's Response Activity indicates a continued decrease in responses in September compared to 2022. Overall, there is still a 6% increase in responses compared to pre-pandemic years.

Operations Report – AC Dan Orr reported:

- Beau Sylte has accepted a conditional job offer and is working through the pre-employment process. His hire date is November 1st.
- Station 33 is being staffed with a crew of three on A and C shifts, B shift will increase from two to three when Mr. Sylte is counted as staffing.
- Working on 2023 Budget and alternative work staffing schedules.
- Continuing to build the Acting Battalion Chief Task Book and planning for Captain's test at the end of the year.
- Mrs. Coleman has been working with Mr. Sylte setting up appointments and onboarding. She has completed the newsletter, took notes at various meetings and organized the Volunteer Pay for Q3-2022.
- Mrs. Karapostoles has been organizing the October 15th Open House, sent Non-Emergency 911 Abuse letters, submitted press releases and is facilitating the WFAS Conference along with Mrs. Coleman.
- MSO Konopaski has been developing the 2023 Budget, set up training dates for ESO relaunch and is tracking behavioral health and overdose calls.
- Fire Code Technician Mingee has been working with the Jamestown S'Klallam tribe on occupancy for the new Sports Book inside the Casino. He investigated a vehicle fire within the district and assisted EJFR with a fire investigation in Port Townsend. Tech. Mingee has completed 44 inspections including much of downtown Washington St.

Support Services Report – AC Tony Hudson reported:

- Strategic plan assignments continue.
- Finishing up the 2023 Budget.
- Maintenance staff continues work on the Battalion Chief's office space.
- Continued work on application for TOC CUP (Training and Operations Center Conditional Use Permit)
- Collecting quotes for medic rig remount and brush truck.
- There have been several on-going issues with the CAD and PenCom IT

Agenda Bill 2: 2022-Q3 Volunteer Reimbursement - Commissioners reviewed the spreadsheet for June, July and August 2022 Responses, Activities and Training reimbursements totaling \$28,035.00.00. Commissioner Miano moved and Commissioner Nicholas seconded to approve payment of the Q3-2022 Volunteer Reimbursements. **MOTION CARRIED.**

Agenda Bill 3: 2023 Draft Budget and Timeline – After reviewing the Draft Budget and Timeline, the Commissioners chose to maintain the Budget Timeline as presented and to move forward on finalizing the 2023 Budget.

Agenda Bill 4: Update of Policy 6010-Budget Preparation and Adoption – As instructed by the Board at the September 20th, 2022 meeting, Staff has modified Policy 6010 to reflect the decrease of the District's Budget Reserve amount from 40% to 32%. The draft Policy 6010 was reviewed by the Commissioners. Commissioner Miano moved and Commissioner Nicholas seconded adopting the

revised Policy 6010. **MOTION CARRIED.**

GOOD OF THE ORDER

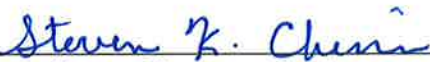
Commissioners requested a Special Meeting on October 11th at 1:00 pm at the TOC Classroom. Will go into Executive Session for the review the performance of a public employee.

EXECUTIVE SESSION

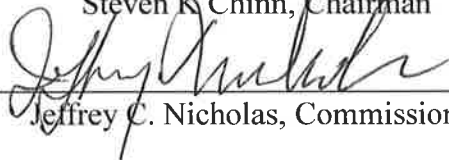
Chairman Chinn called for an Executive Session beginning at 2:40 p.m., expected to last for 15 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:55 pm, Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

Chairman Chinn called for adjournment at 2:56 p.m.



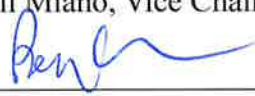
Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief