



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

December 19, 2023

Chair Miano called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Bill Miano, Michael Mingee, and Jeffrey Nicholas, Chief Dan Orr, Deputy Chief Tony Hudson, Executive Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Battalion Chief Anderson, Captain Kolby Konopaski, Firefighter T. Anderson and Scott Dickson, CCFD3 Captain, Citizens Steve Oberly, Duane Chamlee, Leahcim Yelwag, and Mel Fisher.

CHANGES TO THE AGENDA – Staff asked to add Agenda Item 2 - Decertifying the current Hiring Lists.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, December 5th, 2023
- 2.) Volunteer Pay
- 3.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111674 through 11722 dated December 19th, 2023, totaling \$139,811.88; Payroll EFT's and IRS deposit dated December 8th, 2023, in the amount of \$810,117.88 for a disbursement grand total equaling \$949,929.76.

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

Battalion Chief's Report – BC Anderson reported:

- Calls are currently down 17 for the YTD.
- Attended daily shift meetings and BC meetings this month.
- Completed Engine testing for new hires.
- Held a training committee meeting where performance standard evolutions were drafted and approve and discussed search techniques and planned training for the acquired structure in January of 2024.
- Conducted training on the acquired structure for both career and volunteer; training went very well and was well received.
- Approved Ten (10) training requests for upcoming conferences and classes.
- Attended graduation for two (2) recruits at the Washington State Fire Academy.

- Coordinating with four (4) recruits who will go to fire academy in January.
- Working with State Fire Marshall to host NFA classes next year.
- Initiated an acting captain task book for one (1) member.
- Completed multiple hands-on drills with shift.
- Attended the Public Safety Fair with shift on 11/4/2023.
- Working with EA Coleman to develop 2024 training in Target Solutions.
- Working with Volunteer Coordinator McKenzie to develop 2024 training for volunteers.

Agenda Bill 1: Diversity, Equity, and Inclusion Statement – Chief Orr reported that staff have drafted a statement for commissioner consideration. Commissioner Mingee asked to amend it to read “Clallam County Fire District 3 (District) strives to create safe, healthy, and inclusive environments for all people in our community as well as for all our members. The District advocates for equality, justice, and equity in all our initiatives. The District’s commitment to diversity is woven into our fabric as an organization, from all members and leadership. Together, we are making strides towards a more inclusive District where everyone’s rights are protected, and everyone’s voice is heard”. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the statement as amended. **MOTION CARRIED.**

Agenda Bill 2: Decertifying the current Hiring Lists – Chief Orr reported that staff do not believe there are enough candidates remaining on the current Entry Level/Lateral Firefighter EMT/Paramedic Eligibility Lists to choose from and ask that the Commissioners consider decertifying the current list so staff and re-advertise for the positions. Commissioner have approved the hiring of 3 new positions and there is one known retirement position that will need to be filled. Commissioner Nicholas moved, and Commissioner Mingee seconded to decertify the current Entry Level/Lateral Firefighter EMT/Paramedic lists and re-advertise for these positions. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Mingee has urged the staff to conduct a thorough independent assessment of all software systems. His aim is to ensure that potential redundancies are identified and addressed, and that the District is optimizing its use of the most efficient and cost-effective programs, consolidating where necessary.
- 2024 Commissioner Compensations have increased.
- Labor Relations Institute will be held next Spring.
- Staff have been working on a USDA Grant, they expect to know the results soon. This Grant would cover costs of about 55% of the three new staff vehicles and the Brush Engine.
- Lawn Care RFP will be ready for the 1/2/2024 meeting.
- The annual CERT report will be ready for presentation in January of 2024.
- RFQ for design build will be presented at the January 16th, 2024, meeting for commissioner consideration.
- Staff are beginning annual evaluations on all employees.
- Chief Orr met with all shifts and staff last week and went over District updates to keep everyone well informed.
- Interviews for the Finance Manager are being arranged.
- The new Fire Mechanic will start January 1st, 2024.

- A market analysis is being conducted on station 31; the Tribe may be interested in purchasing this property.
- Chief Orr is working with the Tribe to identify possible property locations for a potential ST 34 West.
- A small ceremony to honor the 1 year passing of Captain Chad Cate is planned for January 12th. 2024.
- Chiefs from CCFD2 and PA Fire met last week to start drafting language for response expectations.
- Staff attended a meeting for a new development on Bell Hill; the community will be built on an 11% grade; this could pose response challenges.
- Commissioner Miano will miss the March meetings as he will be on vacation and unable to attend virtually either.
- BC Jones and MSO Konopaski are working on a Community Paramedicine program and will be ready to present to the Board this Spring.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 1:45 p.m., expected to last for 30 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano, Nicholas and Mingee, Interim Fire Chief and Deputy Chief Hudson. At 2:15 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

12/26/2023 – Special Board Meeting
1/2/2024 – Regular Board Meeting

ADJOURNMENT

Chair Miano called for adjournment at 2:15 p.m.



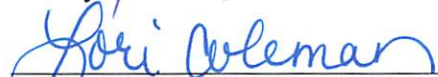
Bill Miano, Chairman



Jeffrey Nicholas, Vice Chairman



Michael Mingee, Commissioner

Attest: 

Lori Coleman, District Secretary