



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

July 5th, 2023

Chair Bill Miano 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 Bill Miano, Mike Mingee and Jeffrey C. Nicholas, Fire Chief Dan Orr, Deputy Chief Tony Hudson, Battalion Chief Stef Anderson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Administrative Assistant Caity Karapostoles, Captain Travis Anderson and Neil Borggard, FF/PM Brent Lovell and Volunteer Coordinator John McKenzie.

CHANGES TO THE AGENDA

None

CONSENT AGENDA

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

- 1.) Regular Meeting Minutes, June 20th, 2023
- 2.) Special Meeting Minutes, June 22nd, 2023
- 3.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111299 through 111325 dated July 5th, 2023, totaling \$64,531.82; Payroll EFT's and IRS deposit Monthly Payroll Draw dated June 23rd, 2023, in the amount of \$20,047.54, for a disbursement grand total equaling \$84,579.36.
- 4.) ALS Support Letter

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

Chief's Report – Fire Chief Dan Orr reported:

- The seven recently hired firefighters have successfully completed all the necessary pre-employment onboarding screenings and have officially accepted their final offer letters. As of today, all of them have signed their respective offer letters.
- Oral boards were conducted for two candidates for the fire code technician position, neither of the candidates were credentialed enough to extend offers. Currently staff are in discussion with other local agencies regarding the possibility of cost sharing a full-time fire code technician position, this may allow for a deeper candidate pool to choose from.
- Captain Borggard is here today to give an update on the Strategic plans communications group and what they are working on. He is the first of the strategic plan sections to report, the other leads will be forthcoming.
- Met with Carl Haddon from pen com to discuss the use of crew force as a way that line staff can get up to date information on the status of their ambulances. More information will be forthcoming as staff develop how this will work.

- Met with the city of Sequim's manager to discuss future growth in the city and discuss the possibility of doing some of their shop work with our maintenance facility. If this is to come to fruition, the District will need to consider hiring a second mechanic.
- Currently working on the two-month evaluations for the battalion chiefs, this is part of their contract.
- MSO Kolby Konopaski has put 42 new AEDs in service throughout the District. These new AEDs have a four-year battery life.
- Roughly 60 members are participating in the cardiac screening. The cost of this screening is being covered by the District.

Support Services Report – AC Hudson Orr reported:

- Mid-year budget review and adjustments are being made.
- Negotiations for a 48/96 schedule are underway, this is anticipated to start January 1st of 2024. There will be a one-year trial for this schedule.
- Captain Swanberg is working on a Telestaff rebuild, as he does this he is checking on reconfigurations for the battalion chiefs, permissions, rules, schedules and auctions.
- Work continues on conditional use permits for the TOC and station 31.
- Work continues on a floor plan for station 33 and an admin building.
- 2023-2024 vehicle master plan underway currently waiting on a quote for a box for the new brush truck. Commissioner Mingee requested the apparatus committee consider a type 5 or type 6 engine before a box is purchased; DC Hudson we'll pass along this information to the apparatus committee.

Battalion Chief's Reports –

BC Anderson reported that:

- Continue to meet during daily shift of briefings.
- Continue to meet with Bishop's captains individually to discuss expectations, response tactics, goals, and various topics.
- Visits each station a minimum of once per tour.
- Attending staff meetings commissioner meetings BC slash chief staff meetings and special meetings such as meeting with the volunteer coordinator and a group of volunteers developing professional development plans for entry level firefighters.
- B-shift responded to a total of 192 calls in June, of which 124 were BLS, 26 ALS, 24 service calls, five fire calls and 15 miscellaneous calls; BC Anderson arrived on scene 29 incidents. Calls of note:
 - On June 6 responded to an RV and thick brush fire on National Forest service land the fire was extinguished and transferred to the National Forest service, the name of the fire was canyon creek fire.
 - On June 6th responded to a porch fire on S 5th Ave.

- On June 8th, a brush fire started by a weed burner.
- On June 17th responded to a fast-moving grass fire on Octane Lane.
- On June 26 life flighted an active Stemi to St. Michael's hospital in Silverdale.
- Instructed live fire burn for volunteer recruit class on June 4th, the district had four burn instructors and two support volunteers present
- Career backfill shift training was completed on June 20th 21st and 22nd from oh 800 to 1300; Multi company tactic scenarios were conducted. A total of 32 line-staff completed the back-fill shift training and 16 line-staff worked overtime shifts to cover for other members to complete uninterrupted training.
- Approved classes for conferences for 9 members
- Duty crews completed various trainings including extrication, pre-fires, wildland drills, progressive hose lays, online trainings, performance standard evolutions, paramedic in service and run review, and EMS connect training.
- Administrative duties included:
 - Mandatories: five officers, five firefighter paramedics and two firefighter EMTs.
 - Revival preparations for the training committee are under way and the kickoff meeting is July 6.
 - Developing an Academy schedule for the seven probationary firefighters for the month of August. The Academy will be 4, 10-hour days for the month of August, one week of orientation/EVIP, one week of EMS and 2 1/2 weeks of firefighter skills.
 - Initiated an action captain taskbook for firefighter paramedic Long.
 - Completed third quarter target solutions fire training curriculum.
 - Starting a plan for fourth quarter backfill ship training.
 - Monitoring current progress for members and target solutions with assignments due on June 30th, 2023.
- Working with recent probationary firefighters to enhance the probationary book process for future probationary trainees.
- Updating the inventory list for the new 304 truck and changing equipment as needed.

BC Jones's Report was attached to the Packet; of mention were:

- Attended the Human Services summit with commissioner Nicholas.
- Coordinated carpet cleaning for all career stations.
- Completed a walkthrough of the seven Cedars hotel and casino and discussed the response plan.
- On June 7th attended the hospital board meeting.
- Planning to attend public relation events for C-Shift.
- C- Shift Responded to 176 calls as of May 29th. Station 33 responded to 41 calls, station 34 responded to 121 calls, station 37 responded to 17 calls, station 32 responded to 11 calls, station 31 responded to 9 calls and station 35 responded to two calls.

Commissioners reported that they really like this data broken out by station.

- Participated in the medical program director interview.
- Working on reciprocity for new hires.
- Completing second quarter training
- Evaluating needs of the new hires that are currently in paramedic school.
- Completed 2023-Q3EMS training through vector solutions.
- Continuing meetings with EMS stakeholders within the districts and the county.
- Starting a community paramedicine needs assessment with MSO.

BC Turner's Report was attached to the Packet; of mention were:

- On June 12th, attended a regional fire investigation meeting.
- On June 20th attended an inspection division meeting.
- A shift responded with mutual aid to District 2 on June 3rd and June 4th.
- On June 23rd there was a structure fire on happy valley Rd.
- On June 1st attended the city of squam development forum.
- On June 1st attended a healing center application review
- On June 5th held two juvenile fire setter parent interviews.
- Submitted a quote for a communications tool called "The Wonderboard", this hardware and software would be used to improve interstation communications.
- Planning many upcoming public education events.
- Created an excel document for fire prevention materials and tracking current inventory, submitted a purchase request that was approved for a fire prevention tent, submitted a purchase request and was approved for budgeted CERT communication equipment and reviewed and began budgeting for fire prevention month at schools.
- Created a community risk reduction and fire prevention reporting sheet to track events and outreach built custom Cornhole boards to use at fire prevention events.

REGULAR BUSINESS

Agenda Bill 1: Strategic Plan Update – Captain Borggard provided an update on the Communications section of the Strategic Plan. The team focused on achieving objective one, which aimed to enhance accountability. They conducted a survey, but due to multiple revisions, the questions deviated from their original intent. As a result, the survey produced vague results that were not as helpful as anticipated. Additionally, the group worked on objective two, which involved evaluating the existing Standard Operating Procedures (SOPs). They found that most of the current SOPs were applicable, with a few revisions needed once the Battalion Chiefs were implemented. Furthermore, they are actively exploring the potential of implementing additional SOPs to improve communication processes. In addition to SOP evaluation, the team is developing strategies to effectively utilize the District's master calendar to enhance organizational structure. They are also working on communication training, which will be distributed through Vector Solutions. Although this training will be mandatory, the team is aware of the heavy workload

everyone faces. Therefore, they plan to keep the training concise, while incorporating relevant and engaging material to make it more enjoyable. The Commissioners made two specific requests. Firstly, they asked for a culture/climate survey to be conducted before the appointment of the new Fire Chief and secondly, the Commissioners requested a prompt report from the external communications group. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 2: Mid-Year Budget Review – During the meeting, Finance Manager Alwynn Whitaker presented the Mid-Year Budget report. She conducted a comprehensive budget analysis and provided projected revisions, along with a summary of the findings. According to her report, the projected ending fund balance for the year 2023 is estimated to be \$10,479,824.19. FM Whitaker proceeded to review the detailed mid-year budget revisions, considering the anticipated revenue and expenditures. Based on these calculations, she projected that the District would have approximately \$1.1 million available for allocation towards expenditures. Following the budget analysis, Chief Orr discussed the staff's "wish list" of items. A thorough discussion ensued, focusing on these items and their potential implications for the budget. Commissioner Nicholas made a motion to proceed with the following purchases and allocations: acquiring five (5) new repeaters, hiring a second mechanic, remodeling station 33, and purchasing four (4) Lucas CPR Aid Devices. The motion stated that the total cost should not exceed \$300,000, and no additional authorization from the commissioners would be required for these purchases. Additionally, the motion proposed allocating \$600,000 towards the purchase of new Engines. Commissioner Miano seconded the motion. However, Miano later amended the motion, suggesting that the \$600,000 should be allocated to the Capital Replacement Fund instead of specifying it for Engine purchases alone. The motion, as amended by Commissioner Miano, was approved by the commissioners. **MOTION CARRIED.**

Agenda Bill 3: Volunteer Response Reimbursement Approval – Administrative Assistant Lori Coleman prepared the Volunteer Reimbursement Detail Spreadsheet for the second quarter of 2023 for board approval. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the 2023-Q2 Volunteer Response Reimbursement totaling \$29,615.00 for payment. **MOTION CARRIED.**

Agenda Bill 4: Recruitment Contract – Two weeks ago, Chief Orr presented this contract for approval to the commissioners. However, the commissioners requested to postpone the decision at that time. Today, Chief Orr is presenting the contract once again for reconsideration. Commissioner Mingee shared his positive experience working with the company in the past and expressed appreciation for the community forum included in the hiring process at that time. Commissioner Mingee further recommended that Chair Miano should serve as the primary point of contact for the company throughout the process. Commissioner Mingee moved, and Commissioner Nichols seconded to approve the contract as presented. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Mingee reported that the Map for the Wildland Urban Interface is being redrafted at this time, the one previously presented is no longer on the table.

- Commissioner Nicholas and Mingeel participated in their volunteer capacity in Diamond Point’s Fourth of July parade.
- Commissioner Miano thanked the BCs for their monthly reports and stated that he is looking forward to continuing to receive them, he especially liked the response detail that was broken down by station in BC Jones’s report.
 - District Secretary, Lori Coleman, reported that the BCs will now submit their reports during the second meeting of the month, this way they will be able to report on a complete month’s date for their reports.
- According to Commissioner Mingeel, the District has an opportunity to consider rebranding, given the production of three new trucks and a projected new engine for the following year. If the staff decides to pursue this, Commissioner Mingeel suggests involving the members in the design process to ensure their input is taken into consideration.

NEXT MEETING –

- The State Auditor will zoom in for the exit interview.
- Chief Orr will discuss standards of cover.
- The Finance Manager will present second quarter financials.
- July 20th the commissioners will meet with the rest of the county fire commissioners.
- Deputy Chief Hudson will bring information regarding the Scope of Work for Rice Fergus Miller, Inc.

EXECUTIVE SESSION

No Executive session was held.

ADJOURNMENT

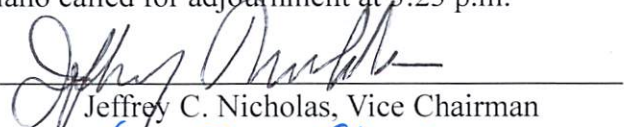
Chairman Mingeel moved, and Commissioner Miano called for adjournment at 3:23 p.m.



Bill Miano, Chairman



Michael Mingeel, Commissioner



Jeffrey C. Nicholas, Vice Chairman

Attest: 
Lori Coleman, District Secretary