



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

August 2nd, 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 Assistants Lori Coleman and Caity Karapostoles, Captains Joel McKeen, Kolby Konopaski, and Marc Lawson along with Lance Holman and Jane Taubman from Holman Capital.

CHANGES TO THE AGENDA

Agenda Bill 1 was moved up to before Chiefs' Reports.

APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the July 19th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS:

Agenda Bill 1: Financial Presentation by Holman Capital – Lance Holman from Holman Capital presented a very informative Powerpoint outlining more options for the financing of the District's Future Capital Projects including Station and Vehicle Replacement and the various ways his firm can assist the District to reach its goals. **NO ACTION: INFORMATION ONLY.**

Chief's Report – Fire Chief Ben Andrews reported:

- Bargaining continues with Local #2933 regarding the Battalion Chief position description.
- The District, through Tenzinga, is conducting a Leadership Survey. The results of the survey will be compared and contrasted with those of the 2020 survey to measure effectiveness of the District's Leadership Development efforts.
- Discussions have begun with Local 2933 about moving to a 48/96 work schedule in 2023.
- The Nepotism SOP and Battalion Chief Position Description are with the Local for review.
- FM Whitaker and Chief Andrews are reviewing Olympic Ambulance proposal concerning CCFD3 Residents' responsibility for transport balances after insurance has paid their portion.
- Chief Andrews will be meeting with the new Sequim School District Superintendent next week.
- July's Response Activity indicates a continued decrease in responses in July compared to 2021. Overall, there is still a 6% increase in responses compared to pre-pandemic years.

Operations Report – AC Dan Orr reported:

- Beginning August 12th, staffing at Station 33 will be a minimum of three.
- Chiefs will be interviewing four candidates for one FF/EMT position.
- 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 to mesh the various District calendars into one. She continues to work on the 2021 Annual Report and completed the 2022-Q2 Volunteer Reimbursement.
- Mrs. Karapostoles delivered a successful District’s Family Picnic (July 23rd) and has been updating Public Education handouts.
- MSO Konopaski reported a delay in obtaining injectable narcotic supplies from the usual vendors and is researching alternative sources. He is planning a Rescue Task Force training day for new members and expanding the duties of the LAU to include BLS responses to area nursing homes and obvious death investigations.
- Fire Code Technician Mingee has completed inspections of the Safeway, JCPenneys, and Dominos shopping centers and is now working on John Wayne Marina. He provided public education concerning fire alarms and occupants’ expectations at the Vintage.

Support Services Report – AC Tony Hudson reported:

- Strategic Plan assignments continue.
- Cross Sound Consulting is working with the County to determine the Training and Operations Center Conditional Use Permit process. Contract has been signed with Rice, Fergus, Miller.
- New Administrative Office is open and maintenance staff continues work on the future Battalion Chief’s office space and kitchen.
- Working on 2022-23 Vehicle Planning.
- New Knox Boxes are being installed in vehicles and IT continues to work on ongoing maintenance of the system.

GOOD OF THE ORDER

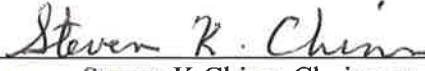
The Commissioners will be attending a gathering of Clallam County Fire Commissioners to discuss the formation of a Clallam County Fire Commissioners’ Association on August 3rd. FM Whitaker will be proving a presentation at the next BOC meeting concerning the State’s Lending Pool and more options available to the District for Capital Projects Funding. Chief Andrews continues to move forward on plans for facility renovation and/or replacement.

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 2:10 p.m., expected to last for 25 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:35 pm, Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

ADJOURNMENT

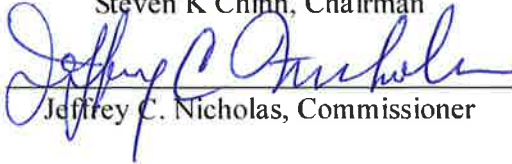
Chairman Chinn called for adjournment at 2:36 p.m.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief