



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

---

## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

September 6<sup>th</sup>, 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, Maintenance Supervisor Tharin Huisman, Captains Joel McKeen, Kolby Konopaski, FF/EMTs Scott Dickson, Fire Code Tech Mike Mingee, IT Tech Keith Kohler and community member Mike Gawley.

### CHANGES TO THE AGENDA

Agenda Bill 5 – Filling a Staffing Vacancy and the Addition of a 3<sup>rd</sup> Responder at Station 33 was added to the Agenda following the Executive Session.

### APPROVAL OF MINUTES:

Commissioner Miano moved and Commissioner Nicholas seconded to approve the August 16<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### REGULAR BUSINESS:

**Chief's Report** – Fire Chief Ben Andrews reported:

- Discussion continues with Local #2933 regarding the Battalion Chief position description.
- Firefighter Testing is complete and 4 candidates were interviewed. Chief has contacted all four candidates and explained the hiring timeline.
- The depth of our Wildland Team has decreased over the past few years and for that reason, Chief Andrews will not renew our agreement to provide resources to the EMAC with Washington Military Department.
- July's Response Activity indicates a continued decrease in responses in July compared to 2022. Overall, there is still an increase in responses compared to pre-pandemic years.

**Operations Report** – AC Dan Orr reported:

- Staffing is on hold until Labor and Management work through some challenges.
- 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.
- Preparing end of the year Evaluations
- Mrs. Coleman has added all of the District's volunteers into the Tenzinga database and has completed the District Newsletter.

- Mrs. Karapostoles assisted with the memorial for Volunteer Chief Hank Leis, completed a large Public Records Request and is preparing for the Fire Safety Week Open House on October 15<sup>th</sup> for all the stations and Training Grounds.
- MSO Konopaski continues to research suppliers of medical dispensers and compile the 2023 EMS Budget requests.
- Fire Code Technician Mingee working with the Jamestown S’Klallam Tribe on occupancy for the new Sports Bar in the Casino. He also has been working on the investigation of a suspicious vehicle fire at 181 Salal Way.

**Support Services Report – AC Tony Hudson reported:**

- Strategic plan assignments continue.
- Cross Sound Consulting is moving ahead with the CUP application.
- Staff continues work on the future Battalion Chief’s office space and break room.
- Working on 2022-23 Vehicle Planning.
- Working with PenCom IT on ESO Incident numbering
- Mobile Radios are being programed and installed.
- Working on 2023 Budget prep

**Agenda Bill 1: Designation of Minsky Donation** – In April 2022, the District received a large donation and Staff is recommending that the donation be used to towards the purchase of replacement Cardiac Monitors/Defibrillators. Commissioner Miano moved and Commissioner Nicholas seconded to approve the use of the \$100,000 donated by the Estate of Lt. Col. James Minsky towards the purchase of new Physio Control Cardiac Monitors/Defibrillators. **MOTION CARRIED.**

**Agenda Bill 2: Ambulance Transport Billing Credit** – Staff requested that the District enter into an agreement with Olympic Ambulance, extending the Ambulance Transport Billing Credit to residents and property owners within the District’s boundaries who are transported by Olympic and billed for the balance of the transport cost after insurance/Medicare pays their portion. EMS levy taxes will cover the discrepancy as it currently does when the District provides the transport to the hospital. Commissioner Miano moved and Commissioner Nicholas seconded to authorize Chief Andrews to sign the agreement with Olympic Ambulance to utilize the District’s Ambulance Transport Billing Credit. **MOTION CARRIED.**

**Agenda Bill 3: Resolution 2022-04 JSKT Recognition Day** – Chief Andrews recommended that February 10<sup>th</sup>, Jamestown S’Klallam Tribes official re-recognition as a sovereign Indian Nation by including it on the District’s list of Recognized Holidays. Commissioner Miano moved and Commissioner Nicholas seconded to approve Resolution 2022-4 to establish February 10<sup>th</sup> as a “Recognized Holiday” for the JSKT official re-recognition as a sovereign Indian Nation. **MOTION CARRIED.**

**Agenda Bill 4: 6 Year Apparatus Replacement Plan** - As a part of the 2023 budgeting process, the District needs to identify how much funding needs to be set aside for the expected replacement of apparatus. Staff provided a detailed spreadsheet of the 2023-2028 Apparatus Replacement Plan.

Commissioner Miano moved and Commissioner Nicholas seconded to authorize Chief to implement and develop budgets to support the 2023 to 2028 Apparatus Replacement Plan. **MOTION CARRIED.**

**GOOD OF THE ORDER**

Commissioner Nicholas will be attending the second gathering of the Clallam County Fire Commissioners to continue discussion on the formation of a Clallam County Fire Commissioners' Association.

Commissioners requested that a Special Meeting/Workshop be held to allow them to develop and discuss Budget Priorities for 2023. Tuesday, September 13<sup>th</sup>, 2022 at 1:00 p.m. was chosen and Caity was directed to schedule and advertise the meeting.

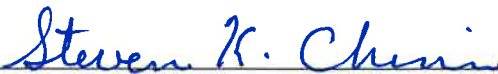
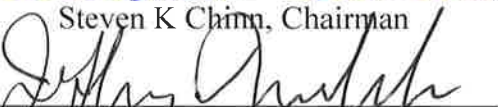
**EXECUTIVE SESSION**



Chairman Chinn called for an Executive Session beginning at 1:55 p.m., expected to last for 20 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee and under RCW [42.30.140\(4\)](#) to plan and/or adopt the strategy or position to be taken during the course of collective bargaining. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:15 p.m., Chairman Chinn extended the Executive Session for 18 more minutes. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 2:35, Chairman extended the Executive Session for an additional 25 minutes and requested that Chief Andrews join. At 3:00 p.m. Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session and Agenda Bill 5 was added to the Agenda.

**Agenda Bill 5: Filling a Staffing Vacancy and the Addition of a 3<sup>rd</sup> Responder at Station 33 –** The FF/EMT Hiring Roster has been completed and there is currently a vacancy in staffing to be filled. Commissioner Chinn moved and Commissioner Nicholas seconded directing Chief Andrews to make a provisional offer of employment. **MOTION CARRIED.** The implementation of a 3<sup>rd</sup> Responder at Station 33 was discussed especially concerning the need for overtime expenditures to fill the addition staffing slot. Commissioner Chinn moved and Commissioner Miano seconded to approve the increase of Responders at Station 33 from two (2) to three (3) as current staffing allows without incurring additional overtime and to continue negotiations with Local 2933 about the impact of minimum 10 member staffing. **MOTION CARRIED.**

**ADJOURNMENT**

Chairman Chinn called for adjournment at 3:14 p.m.

  
\_\_\_\_\_  
Steven K Chinn, Chairman  
  
\_\_\_\_\_  
Jeffrey C. Nicholas, Commissioner

  
\_\_\_\_\_  
Bill Miano, Vice Chairman  
Attest:   
\_\_\_\_\_  
Ben Andrews, Fire Chief