



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**August 16<sup>th</sup>, 2022**

Vice Chairman 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 and Jeffrey C. Nicholas, Fire Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Captain Joel McKeen, and CCFD3 Captain, FF's Travis Anderson, Chris Corbin, and Ivan Hueter, Community Members Duane Chamlee and Mel Fisher. Commissioner Chinn was absent/excused.

### **CHANGES TO THE AGENDA**

None requested

### **APPROVAL OF MINUTES**

Commissioner Nicholas moved and Commissioner Miano seconded to approve the August 2nd, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Report – Strategic Plan:** Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives. Objective 1A: Obtain new data set to inform decision making - Issues with CAD have been resolved and data has been extracted/distributed. Objective 1B: Establish a culture of accountability – The Leadership Survey has gone live and the committee is awaiting for responses to be completed by members.

**Agenda Bill 1: Enduris Insurance Renewal** - Financial Manager reviewed the District's Insurance Renewal documents from Enduris for 2022-2023. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 2: The LOCAL Lending Program** - Financial Manager shared the pros and cons of a third financing model for projected facility and apparatus replacement. The LOCAL Lending Program uses the credit rating of the Office of the State Treasurer to acquire cost-effective way for state municipalities to finance real estate and equipment purchases. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 3: Provisional Offer of Employment** – After testing and interviews of four (4) potential candidates to fill a FF/EMT vacancy, Chief Andrews requested authorization to extend a conditional offer of employment once agreement on one employment issue is reached with IAFF Local #2933. Commissioner Miano moved and Commissioner Nicholas seconding authorizing Chief Andrews to make a conditional offer of employment when the employment issue is resolved. **MOTION CARRIED.**

**Agenda Bill 4: Jamestown Healing Clinic – Monitoring and Evaluation Plan –**

Chief Andrews shared his involvement with the Advisory Committee for the Jamestown S’Klallam Tribe’s Healing Clinic and the development of a Monitoring and Evaluation Plan specifically as it affects Emergency Services within the community. Sequim Police Chief Sheri Crane drafted the original document and with Chief Andrew’s assistance they have worked through several drafts. The final draft was presented to the whole Advisory Committee and was approved as submitted. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 5: Dismissal of Anders Lawsuit -** An order dismissing the lawsuit filed by Steve Anders against, CCFD#3, IAFF Local #2933 and Kolby Konopaski has been filed with the Superior Court of Washington State and Clallam County. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 6: RevSpring Fund Conflict -** Agents from RevSpring have been pushing for the ability to directly charge the District’s bank account to retrieve any overpayments or fees. The District banks through the County who will not grant access to the District’s funds. RevSpring then requested the District to set up a \$10,000 line of credit to be charged as an alternative. Both Financial Manager Whitaker and Chief Andrews are not in favor of doing so and responded to RevSpring asserting that the District can be billed for any overpayment. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 7: Update of Position Descriptions –** The Position Descriptions for FF/EMT, FF/PM, Captain, Facilities Technician, and Fire Code Technician have been updated and reviewed by the Strategic Plan Staff Development Committee. Commissioner Miano moved and Commissioner Nicholas seconded adoption of the Updated Position Descriptions, as presented. **MOTION CARRIED.**

**Agenda Bill 8: Update of Policy 2437 Nepotism –** The Staff has revisited the Policy concerning Nepotism as several employees are “immediate family members” of other employees and some are currently supervisors, acting supervisors or are on the path to becoming one. Policy #2437 has been converted to the new SOP format and updated the policy with guidance from legal counsel. Commissioner Nicholas moved and Commissioner Miano seconded the adoption of Policy #2437 Nepotism, as presented. **MOTION CARRIED.**

**Agenda Bill 9: Update of Policy 2732 Holidays –** The addition of Juneteenth as a Washington State Holiday required an update of Policy 2732 concerning Paid Holidays for non-represented employees. The addition of Juneteenth as a Paid Holiday for represented will require renegotiation with the respective Bargaining Groups. In addition, Chief Andrews has request Board approval for a new type of holiday designation for the District, “Recognized Holiday”. While a Recognized Holiday does not impact workflow or payroll, it does allow the District to recognize significant events or initiative. The first submission for a date to become a CCFD#3 Recognized Holiday would be February 10<sup>th</sup>, when the Jamestown S’Klallam Tribe was officially re-recognized as a sovereign Indian Nation. Commissioner Nicholas moved and Commissioner Miano seconded the update of Policy 2732 to include Juneteenth and the creation of Recognized Holidays and directed Chief Andrews to draft a Board Resolution to establish February 10<sup>th</sup> as a Recognized Holiday for in honor of the official

re-recognition of JSKT as a Sovereign Nation. **MOTION CARRIED.**

**Agenda Bill 10: Approval of Payroll and Expense Claims for Period Ending August 16<sup>th</sup>, 2022**, Commissioners conducted their review of the expense claims and payroll reports.

Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110586 through 110632, dated August 16<sup>th</sup>, 2022 totaling \$352,570.82; Payroll EFT's and IRS deposit Monthly Payroll Draw dated July 25<sup>th</sup>, 2022, in the amount of \$52,833.61; Monthly Payroll EFT's and IRS Deposit dated August 10<sup>th</sup>, 2022, in the amount of \$628,200.94; for a disbursement grand total equaling \$1,033,605.37. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

- All three Commissioners attended the gathering dedicated to the creation of the Clallam County Fire Commissioners Association and are in favor the organization and the group is moving forward in writing an Association Charter.
- Chief Andrews shared an article on the “The Increasing Cost of Fire Stations”.
- Commissioner Nicholas suggested traveling to the Commissioners’ Conference via Amtrak.
- AC Hudson reported no new CUP for the Maintenance Facility is needed. The current CUP is being updated for the next six years. No re-zone is needed for the new Station 31 location.
- Chief Andrews will be out of the state for the next week.


**EXECUTIVE SESSION**


None requested.

**ADJOURNMENT**

Chairman Chinn called for adjournment at 2:17 p.m.

  
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 Steven K Chinn, Chairman

  
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 Bill Miano, Vice Chairman

  
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 Jeffrey C. Nicholas, Commissioner

Attest:   
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 Ben Andrews, Fire Chief