



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

August 1st, 2023

Chair Bill Miano called the Board of Commissioner's 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 Minge, and Jeffrey C. Nicholas, Fire Chief Dan Orr, Battalion Chief Elliott Jones and Stefanie Anderson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Administrative Assistant Caity Karapostoles, Captain Kolby Konopaski, Maintenance Supervisor Tharin Huisman, FF/EMT Scott Dickson, new hires FF/PMs Elizabeth Hagaman, Marquita Espinoza, William Pyle and Chris Rudnick and FF/EMTs Ryan Hueter, Jacob Stanley, and Tanner Cupps and citizen, Mel Fischer.

CHANGES TO THE AGENDA

None

CONSENT AGENDA

Items as follows: Commissioner Minge moved to approve the consent items as presented:

- 1.) Regular Meeting Minutes, July 18th, 2023.
- 2.) Special Meeting Minutes July 25th, 2023.
- 3.) Revised Fire Chief Contract.
- 4.) Revised Deputy Chief Contract

After a brief discussion the Deputy Chief contract will be revised with new language for #11 under Knowledge, Skills, and Abilities to read "In the absence of the Fire Chief, the Deputy Chief, in his/her capacity, will act as the Fire Chief". Commissioner Nicholas seconded to approve the consent agenda. **MOTION CARRIED**

Chief's Report – Fire Chief Dan Orr reported:

- Chief Orr asked each new hires FF/PMs Elizabeth Hagaman, Marquita Espinoza, William Pyle, and Chris Rudnick, and FF/EMTs Ryan Hueter, Jacob Stanley, and Tanner Cupps, to stand up and introduce themselves to the Board. The Board congratulated each of them and welcomed them to the District.
- The mechanic position has been advertised, it will close Aug 15th, 2023, and then testing will occur between August 31st and September 7th with the hope to onboard by November 1st, 2023.
- Two candidates applied for the Fire Code Technician position, and although both candidates were pleasant, neither was qualified for the position. Staff are looking into possible ways to make this a full-time position with the hope that a more qualified candidate pool might be interested.
- The Service Delivery Group of the Strategic Plan will present the next pieces of its plan at the second meeting in September.

- An Automatic Aid Agreement between the District, District 2, and PA Fire has been advanced to each entity's legal team for review, staff hopes to have the final agreement to the Board in September for approval.
- 61 members took advantage of the Sigma Advanced Cardiac Screening that the District offered to pay for; this is about 60% of all members.
- The Battalion Chiefs are doing a great job learning their new roles.
- One member completed the Fire Recruit Class, that was Madison Bowe.
- As directed by the Board, staff are working on market analysis for property the District owns.

REGULAR BUSINESS

Agenda Bill 1: Tactical Medic Program – Chief Orr stated that the program had originally been started long ago, but due to changes in laws and COVID-related restrictions, it became inactive. Now, as laws shift once more in favor of Law Enforcement, various agencies have reached out to the District, expressing interest in reactivating the program. Captain Konopaski, an original member of the program, endorsed its revival. He mentioned that he and another member have maintained their training for the program. Captain Konopaski highlighted the effort required to earn Law Enforcement's trust, noting that both members have successfully achieved this, making them suitable for leading the program's reintroduction. The ultimate goal is to expand the program regionally if reinitiating efforts prove successful. He further explained that members typically receive around 12 hours' notice before deployment, allowing for proper backfill arrangements. Similar to Wildland deployments, backfill procedures would apply, although these events are expected to be comparatively brief. Commissioner Mingee expressed his endorsement of the program, viewing it as beneficial for professional development and fostering collaboration among agencies. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 2: Overtime Analysis –Finance Manager, Alwynn Whitaker, delivered a concise overview of the overtime analysis conducted for the years 2022 and 2023, January through June. She highlighted that the shift fill percentages averaged between 74% and 78% for both years, showing a relatively minimal difference. She emphasized that achieving zero overtime would necessitate the equivalent of 6.59 full-time line staff members to cover staffing requirements. She proceeded to delve into a detailed breakdown of overtime codes for the years 2022 and 2023 (January through June), underlining again that the primary cause of most overtime, at 79.3%, was attributed to shift fill. It was explained that this analysis pertained exclusively to line staff, excluding administrative and maintenance staff. She also provided a key data analysis with information from 2016 to 2023 noting revenue, expenditures, salaries, and benefits for response and non-response personnel, call volume, and staffing levels. She pointed out a noticeable decline in staffing levels within administrative and maintenance roles, further highlighting that the shifting ratio, with a substantial increase in line staff and a decline in admin staffing, it's becoming imbalanced. Whitaker stressed that as line staffing continues to grow, proportional attention must be given to administrative staffing to effectively manage the workload. Commissioner Mingee thanked her for the report and notes that she far exceeded the expectations of the data they had requested. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 3: Wildland Engine – Chief Orr reported that staff are working on the purchase of the new Type 6 Wildland Engine. The cost at this time seems to be about \$8,000 more than originally thought. Maintenance Supervisor, Tharin Huisman, added that there are a few ways to go about purchasing this apparatus and staff are keeping a close eye on what will work best for the District, either the state bid process or using Sourcewell. Commissioner Mingee expressed appreciation for the staff's responsiveness to his suggestions. He emphasized the importance of future purchases being driven by necessity and grounded in data. The commissioners also requested a revisit of the apparatus plan in an upcoming meeting. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 4: Resolution 2023-05: Authorizing Participation in the “Olympic Peninsula Fire Commissioners Association” – Commissioner Miano presented a resolution that would allow the Commissioners to participate in the Olympic Peninsula Fire Commissioners’ Association. This would require annual dues, which are \$50 per person, per year, at this time. He reported that at this time, it is Fire Districts 2,3,4, and 5, but that the goal is for the association to be comprised of the whole 24th Legislative District. Commissioner Miano moved, and Commissioner Nicholas seconded to approve Resolution 2023-05, allowing the Commissioners to participate in the Olympic Peninsula Fire Commissioners’ Association. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Chief Orr reported that after the legal review of the Automatic Aid Agreement was concluded, the next joint meeting date would be set. Chief Orr will also work with Jefferson County to do the same for the east boundaries of the District.
- Chief Orr reported that there is a NIOSH investigator on site this week. This is routine when there is a Line of Duty Death. NIOSH is part of the CDC; therefore, they have access to anything they need to conclude their reporting.

NEXT MEETING –

- August 8th, 2023:
 - Job Descriptions for the Finance Manager and Administrative Assistants will be reviewed
- August 15th, 2023:
 - New Engines
 - 48/96 Schedule
 - Enduris Renewal
 - OAC – To discuss Building information
 - The Professional Development group will present on behalf of the Strategic Plan
 - Automatic Aid Agreement

EXECUTIVE SESSION

None


ADJOURNMENT

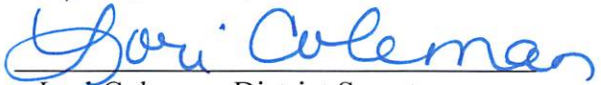
Chair Miano called for adjournment at 2:01 p.m.



Bill Miano, Chairman


Michael Mingee, Commissioner



Jeffrey C. Nicholas, Vice Chairman
Attest: 

Lori Coleman, District Secretary