



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

February 6, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee, and Bill Miano, Chief Dan Orr, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Battalion Chief Turner and Jones, FF/PM Mark Karjalainen, FF/EMT Scott Dickson, Maintenance Supervisor Tharin Huisman, Facilities Technician John Brygider, Volunteer Blaine Zechenelly, Citizens Misty Shaw, Steve Oberly, Duane Chamlee, and Mel Fisher, and Matt Nash.

PUBLIC COMMENT – None

CHANGES TO THE AGENDA – None

CONSENT AGENDA

- 1.) Special Meeting Minutes, January 30th, 2024
- 2.) Regular Meeting Minutes, January 16th, 2024

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

Chief's Report – Chief Orr reported:

- 3 of the most recent new hires have been released to count as staffing, one is a Firefighter Paramedic and the other two are Firefighter/EMTs.
- Has reached out to the Sequim City Manager to meet and discuss the vacant Fire Inspector position; no response yet, will keep trying.
- Re-zoning of Sieberts Creek Property is being heard at tomorrow night's planning meeting; Chief Orr will be present at the meeting.
- The first review with Olympic Ambulance regarding dedicated units has occurred; both entities are welcoming feedback to refine this trial.
- No update on the USDA grant status.
- A grievance and two formal complaints have been resolved.
- The live fire training held on January 20th, 2024, proved to be immensely successful. Chief Orr credited the accomplishment to the dedicated efforts of BC Anderson in meticulously preparing and executing the event.
- An Operations Meeting was held last week, and the newly created response matrix was introduced. As staffing allows, crews will implement the matrix and feedback is being received regarding improvements.

- Yearly evaluations are almost complete for 2023.
- Chief Orr reported that the Tribe hires a 3rd party to do their grounds maintenance; therefore, having the tribe do it is not an option, however, using their 3rd party may be.
- The 48/96 schedule had been underway just over 4 weeks, mixed feedback has been received so far. More time will likely lead to a better understanding as to whether crews will want to continue this after the trial.
- Blaine Zechenelly reported that the Sequim Operational Area CERT Team has been advised that they are receiving an award from the Governor's Office for "Washington State Volunteer Service Awards 2023"; this is a well-deserved recognition for all their hard work!

Deputy Chief's Report – Chief Hudson reported:

- Interview panels have been set up for February 14th and 15th; there are roughly 35 candidates being offered interviews and these range from entry level to seasoned Firefighter Paramedics. Chief's Oral Interviews will be conducted later in the month.
- Bargaining negotiations for the Maintenance group continue.
- Preparations for the Firefighters bargaining negotiations are underway.
- Working on an Interlocal Agreement for mutual aid with the Navy for HazMat; there recently was a HazMat encounter that identified issues when HazMat resources are required, identifying a gap in Interlocal Agreements.
- Continuing to investigate station alerting options.
- Working on shop priorities, the Maintenance team has done a great job tackling many small projects that needed to be completed to clean up the tracking system.
- The District has not taken possession of the pick-up trucks; the dealer is still dealing with canopy issues before this can happen.
- There is one more meeting to go over Engine details before these can be released for production.
- Staff are completing a software audit as requested by the Commissioners.

Agenda Bill 1: 2023 Financial Year in Review – Finance Manager Alwynn Whitaker presented the key points of the 2023 financial activities. Property Tax Revenue met expectations, Excise Tax Receipts surpassed initial estimates, over \$50,000 from Timber Tax income was allocated to the Capital Reserve Fund, \$570,000 interest was earned on District funds in a state-wide investment pool, and total revenue exceeded the plan by 8.7% and 12.5% compared to 2022. On the expense side, Commissioner expenditures were lower due to the absence of a Primary election, Administration costs increased post-budget, Personnel costs rose with the hiring of seven new members, Facility and Vehicle costs decreased due to budget adjustments, Capital expenditures were high due to deposits for three new Spartan Engines, and overall expenditures were 11% less than expected. The total ending fund balance for 2023 was \$10,582,607. **NO ACTION REQUESTED. INFORMATION ONLY**

Agenda Bill 2: Volunteer Compensation Comparable – Chief Orr reported that he and Caitly Karapostoles completed a comparison for surrounding agencies looking at volunteer compensation. Staff believe that the District compensates for volunteers comparably. Commissioners commented that they may address this again at Budget time and consider an increase if applicable. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 3: Community Paramedicine – Chief Orr reported that BC Jones and Captain Konopaski have been working hard to gather data and information regarding the implementation of a Community Paramedicine program. They have compiled a preliminary presentation, included in the packet. Chief Orr emphasized that several determining factors need consideration before proceeding, such as Commissioner and Labor support, effective utilization of Dispatch to support the program, and more. The Commissioners expressed their endorsement for the program, foreseeing its evolution to provide increased support to the medical system and relieve the burden on line-staff. Consequently, the Commissioners requested a special meeting with BC Jones and Captain Konopaski to delve deeper into the details of the program's progression. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 4: Inter-Local Agreement with City of Sequim – Chief Orr reported that an updated and extended ILA is being presented for authorization to sign. The ILA is between the District and the City of Sequim for emergency services and operations, resource exchange and certain vehicle services. This update and extended ILA has been reviewed by the District's Attorney. Chief Orr is asking for the Board's permission to execute the updated/extended ILA with the City of Sequim. Commissioner Nicholas moved, and Commissioner Miano seconded to authorize Chief Orr to execute the updated/extended ILA with the City of Sequim. **MOTION CARRIED.**

Agenda Bill 5: Springbrook - Chief Orr included in the packet e-mail correspondence regarding a question that Commissioner Mingee had about the capabilities of Telestaff and Springbrook (accounting software) working together. In theory, it could work, but due to the nature of the District's complicated payroll, it does not. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 6: Board Goals – Commissioner Mingee requested the Board Goals drafted after the last meeting be brought today to present. The group agrees that these goals meet their intent; they will use these goals to guide them in decision making going forward. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 7: Commissioner Compensation – Commissioner Miano asked that this item be added to the agenda to update Policy 1100 to reflect the RCW in section 3.2 and eliminate references to current compensation or future compensation; this would ensure that the policy will not have to be updated when the RCW changes. He also wanted to discuss what the group feels about compensable activities vs non-compensable activities. Legislature is trying to pass a Senate Bill, 5925, that would increase the maximum compensated days from 96 to 144 for Fire Districts that have budgets over 10 million or more and require full-time paid Firefighters and Administrative personnel to provide services demanded by the citizens of suburban communities. The other two Commissioners needed more time to think about the activities and asked to add this to a future agenda. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the SOP as presented. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Chief Orr reported that the new Finance Manager will start on 2/20/2024; an updated contract to reflect just a start date change will be signed.
- Commissioner Mingee reported that he attended the Board of Clallam County

Commissioners Work Session on 2/5/2024. They are putting together a group of representatives for a PILT (Payment in Lieu of Taxes) committee and he would like to be part of that.

- There is a class coming up on Grant Writing and several members have shown interest; Chief Orr will work on identifying who may be best suited for this task.
- There are grant opportunities open right now and the Chiefs are considering putting in a submission to cover a “Regional Blue Card Program”; often regional grants get priority.
- Chief Orr is going to attend OMC’s Board Meeting tomorrow; Commissioner Miano offered to attend this with him.
- Commissioner Nicholas is going to start attending Sequim City Council’s meetings.
- Commissioner Miano will be gone both meetings in March.

EXECUTIVE SESSION

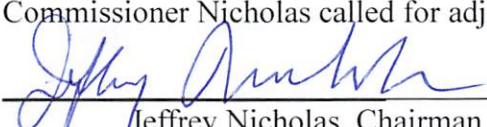
Chairman Nicholas called for an Executive Session beginning at 3:15 p.m., expected to last for forty-five (45) minutes under RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price; RCW 42.30.110 (g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. In attendance were Commissioners Nicholas, Mingee, Miano, Interim Fire Chief Orr, Deputy Chief Hudson and District Secretary Lori Coleman. At 3:00 p.m., Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –


2/19/2024 – Regular Board Meeting
Consider a Special Meeting to further Discuss Community Paramedicine

ADJOURNMENT


Commissioner Nicholas called for adjournment at 3:00 p.m.




 Jeffrey Nicholas, Chairman



 Bill Miano, Commissioner



 Michael Mingee, Vice Chairman

Attest: 

 Lori Coleman, District Secretary