



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

May 16th, 2023

Chair Bill Miano called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:01 p.m. in person at 255 Carlsborg Road in Sequim and via the Zoom App. Present were: Commissioners Bill Miano Jeffrey C. Nicholas and Michael Mingee, Interim Fire Chief Daniel Orr, Assistant Chief Tony Hudson, MSO Kolby Konopaski, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, CERT Coordinators Blaine Zechenelly and Keith Koehler.

CHANGES TO THE AGENDA

Added Agenda Bill 9: Board Information Requests

APPROVAL OF MINUTES

Commissioner Nicholas moved and Commissioner Miano seconded to approve the April 26th, 27th and 28th, 2023 Special Meeting Minutes and the May 2nd, Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Interim Fire Chief Contract – Interim Chief Orr reported that this is a draft copy of the proposed contract for the Interim Fire Chief position; he asked to discuss this after executive session; Commissioner Miano postponed this topic until after the Executive session. Upon return from executive session, Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the contract as presented. **MOTION CARRIED.**

Agenda Bill 2: Deputy Chief Position Description – Interim Chief Orr reported that with the changes in the way the District is structured and pursuing a model of one Fire Chief and one Deputy Chief, and three Battalion Chiefs, the Assistant Chief Job Description is being updated to Deputy Chief to reflect this. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the Deputy Chief Job Description as presented. **MOTION CARRIED.**

Agenda Bill 3: Lucas Device for CPR – Interim Fire Chief Dan Orr reported that when the District moved from Zoll to Physio-Control Lifepak monitors, Physio-Control brought some Lucas CPR devices to demo. MSO Konopaski reported that the crews tested these and were very pleased with them, he is advancing a quote to purchase four new Lucas CPR devices for consideration. He reported that Zoll will buy back the current AutoPulse devices the District uses for \$2,000 each. Commissioners asked MSO Konopaski to get a quote for purchasing 6 of them and to research what it would cost to keep the AutoPulses and consider putting them on volunteer apparatuses. Finance Manager, Alwynn Whitaker, reported that if the District was going to consider purchasing these, she recommended that they buy them out right and not do the lease; the District is planning a mid-year budget review and she believes that they could be budgeted for in 2023. Commissioner Miano moved, and Commissioner Nicholas seconded to continue movement on pursuing the purchase of these after research is completed and the mid-year budget review is completed. **MOTION CARRIED.**

Agenda Bill 4: Joint Meeting with District 2 – Interim Fire Chief Dan Orr reported that he would like the commissioners to agree to a proposed date, time, and location for a joint meeting with District 2’s commissioner to discuss what Agency Cooperation could look like if the two District’s worked together on things that could mutually beneficial. Commissioners recommended that this be a special meeting for both agencies and that they would be available either June 15th or June 22nd, and anytime that day would work. Staff will work with District 2 to get this organized and advertised. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 5: New Cert Website – Interim Fire Chief Dan Orr reported that the CERT coordinators have been working hard over the past year or more to put together a website. Blaine Zechenelly and Keith Koehler showed the group the new website and all the information it hosts. The website can be found by visiting www.ccf3.org and clicking on the header “**CERT PROGRAM**”. Staff and Commissioners were really impressed with the website and gave their kudos to Blaine and Keith. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 6: 2022 SAO Annual Report – Financial Manager, Alwynn Whitaker, reviewed the District’s Financial Report to the State Auditor’s Office for 2022. This report must be filed yearly by May 30th each year; the Washington State Auditor’s office uses this information when they do their audits. She reported that the audit that is occurring now, for 2020 and 2021 will be concluded soon, they have a management recommendation that will be forthcoming for Other Post Employment benefits and purchasing; this means they will suggest better best practices for the future. She asked for a commissioner to review this report; Commissioner Nicholas will do this. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 7: Approval of Payroll and Expense Claims – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Mingee moved and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 111171 through 111234 dated May 16th, 2023 totaling \$298,517.68; Payroll EFT’s and IRS deposit Monthly Payroll Draw dated April 25th, 2023, in the amount of \$43,983.55, Monthly Payroll EFT’s and IRS Deposit dated May 10th, 2023, in the amount of \$728,487.26; for a disbursement grand total equaling \$1,070,988.49 Commissioner Nicholas moved and Commissioner Miano seconded approval of payroll and expense claims for period ending April 18th, 2023. **MOTION CARRIED.**

Agenda Bill 8: Sigma Wellness – MSO Konopaski reported that he is advancing a quote to the Commissioners to consider funding Advance Cardiac Screenings for District members. This is a preventative measure that will allow members to be screened for preventative cardiac issues and could potentially be lifesaving for some. Staff have teamed up with local Law enforcement and fire agencies to explore provider options; Sigma Wellness was the chosen provider. They will begin with running lab work on members who want to participate and then return later to provide the Advanced Cardiac Workups. Staff are recommending that the Board consider funding this for all District members to gather baseline cardiac health. Participation is voluntary and results will be confidential, only being shared with the member; if follow-up care is necessary, the member will be responsible for this and to share whatever results they feel necessary with the District; these exams are not intended to be punitive. Staff believe that this is a start to a comprehensive wellness program which aligns with NFPA 1582. Commissioner Mingee moved, and Commissioner

Nicholas seconded to start the process now with engaging with the company to start the screening process and introduce a budget amendment at the mid-year budget review to fund these screenings for all District members. **MOTION CARRIED.**

Agenda Bill 9: Board Information Requests – Finance Manager, Alwynn Whitaker, reported back to the commissioner regarding previous questions they asked her to research during the previous board meeting. She reported current ending fund balances, identified what consultants the District has on-going obligations to in 2023, provided the 5-year vehicle replacement plan that has been used when forecasting budgets and provided a cost breakdown on station developments. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Interim Fire Chief Orr reported:
 - Commissioners need to think about how to address the regular board meeting that will land on July 4th of 2023.
 - Staff are working to update the current strategic plan.
 - He, along with Blaine and Cindy Zechenelly will attend the Washington State Firefighters Association conference banquet in Wenatchee on May 20th where Blaine Zechenelly will be presented with an award for Volunteer EMS Responder of the Year!
 - Caity Karapostoles has requested to work 4/10's, as the rest of the Administration does. She will continue to work from home on Mondays; Terry Wood, a volunteer, covers her desk on that day. This will mean the office will be open Monday through Thursday from 8:00 am to 4:30 pm.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:19 p.m., expected to last for eleven minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano, Nicholas and Mingee, Interim Fire Chief. At 3:30 p.m. Chairman Miano extended the Executive Session an additional 10 minutes. At 3:40 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

ADJOURNMENT


Chairman Miano called for adjournment at 3:41 p.m.



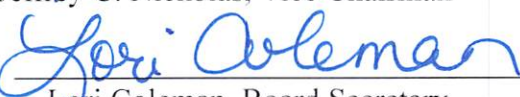
 Bill Miano, Chairman



 Michael Mingee, Commissioner



 Jeffrey C. Nicholas, Vice Chairman

Attest: 

 Lori Coleman, Board Secretary