



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

September 26<sup>th</sup>, 2023

Chair Bill 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, Mike Mingee and Jeffrey C. Nicholas, Fire Chief Dan Orr, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Captain Konopaski, and Volunteer Coordinator Zoom attendee Steve Oberly.

### CHANGES TO THE AGENDA

None

### REGULAR BUSINESS

**Agenda Bill 1: Future District Staffing** – Chief Orr and Finance Manager Alwynn Whitaker presented comprehensive staffing information during the meeting. They covered various aspects, including the staffing budget, staffing alternatives, historical and current Consumer Price Index (CPI) inflators, strategies, and timelines for Levy Lid Lifts, and utilized a financial spreadsheet, created by FM Whitaker, to explore available options. The discussion also delved into how these options would impact the District's revenue and expenditures. Commissioners expressed an interest in increasing staffing levels and discussed potential approaches. The group explored different staffing models, particularly focusing on the possible impact of adding more line-staff members for emergency responses. They also considered the ramifications of raising minimum staffing levels and its potential effect on the number of staff members who could be off duty simultaneously. Furthermore, the group deliberated on positions held by line staff that do not contribute to minimum staffing requirements, specifically mentioning the Low Acuity Unit, MSO (Medical Safety Officer), and any floaters in place. One critical point of discussion revolved around the anticipated revenue outcome if a Levy Lid Lift were to be approved in 2025 for the fiscal year 2026. During this discussion, it was noted that, if approved, the District would have the financial capacity to continue to pay for the three additional team members they proposed hiring at this time. However, the conversation also included the scenario where the Levy Lid Lift might not be approved in 2025, potentially affecting the District's ability to sustain increased staffing levels. Additionally, the group touched upon the need to renew the EMS Levy every ten years, with the next renewal scheduled for 2029. They also addressed the volunteer program and recognized the importance of enhancing its effectiveness as a means of supporting staffing requirements to stay within the budget the District currently maintains, with unanimous agreement among commissioners that improvements in this area is necessary.

Furthermore, FM Whitaker reminded the Commissioners of her retirement scheduled for February of 2024. She expressed her commitment to leaving the spreadsheet she created for the District, as it is District property, for future use. However, she raised a concern about ensuring that it is not misused or employed for personal purposes in the future. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

**GOOD OF THE ORDER –**

- Commissioner Mingee stated that he saw two shifts off duty playing baseball and that he was pleasantly surprised with the camaraderie that was taking place!
- DC Hudson reported that the CUP for the Training Grounds will be submitted Friday, the Geo Tech Survey will need to happen before construction starts and the District will need to meet the 2019 Storm Water guidelines at that time.
- New <sup>Heat</sup>Meat/AC Units were installed in the Training Ground Classrooms and much appreciated by the Commissioners.

**NEXT MEETING –**

11/3/2023 – Budget Workshop

11/13/2023 – Special Meeting for Budget Public Hearing

**EXECUTIVE SESSION**


Chairman Miano called for an Executive Session beginning at 3:00 p.m., expected to last for twenty minutes under RCW 42.30.110 (g) to review the performance of a public employee and 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. In attendance were: Commissioners Miano, Nicholas and Mingee, Fire Chief Dan Orr, Deputy Fire Chief Hudson and Lori Coleman. At 3:20 Chairman Miano extended the meeting for an additional 20 minutes. At 3:24 p.m. Chairman Miano excused Lori Coleman. At 3:40, Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.


**ADJOURNMENT**

Chairman Miano moved, and Commissioner Mingee called for adjournment at 3:44 p.m.

  
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 Bill Miano, Chairman

  
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 Jeffrey C. Nicholas, Vice Chairman

  
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 Michael Mingee, Commissioner

Attest:   
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 Lori Coleman, District Secretary