



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - MEETING MINUTES

October 3rd, 2023

Chair Bill Miano called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:10 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, Chief Orr, Deputy Chief Tony Hudson, Battalion Chief Stefanie Anderson, Finance Manager Alwynn Whitaker, Volunteer Terry Wood, Maintenance Supervisor Tharin Huisman, Firefighter Paramedic McGinley, Captain Konopaski, citizen Mel Fisher and State Auditor Representatives Jim Jones and Amy Strzalka.

CHANGES TO THE AGENDA

None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, September 19th, 2023
- 2.) Special Meeting Minutes, September 26th, 2023
- 3.) Letter from WSRB

Commissioner Mingee moved to approve the Consent Agenda with amendments to the September 26th, 2023, meeting minutes, Commissioner Miano seconded. **MOTION CARRIED.**

Chief's Report – Fire Chief Dan Orr reported:

- New Hires are all status Quo.
- ILA for Fire Code Technician has been sent to legal for review and back to City Managers.
- Updated Strategic Plan and will add to website.
- Rezoning paperwork submitted to the County for Sieberts Creek Property, an offer has been made on the Anderson Road property and a special meeting is scheduled for Station 36 on October 9th, 2023, regarding the fate of that property.
- Applications are due on October 15th, 2023, for the Fire Chief position.
- Staff attended a meeting regarding Towne Road connectivity.
- Staff have been working with the City of Sequim regarding a movie premier in December; this may be moved to Deer Park Cinemas; more information will be forthcoming as available.
- Olympic Ambulance is working on a performance-based contract with the District; more information will be forthcoming when a draft of the contract is received.

Deputy Chief's Report – Deputy Chief Tony Hudson reported:

- Negotiated items being addressed at this time are: Mandatory Modifications, Position for Position fillings and K-Day selections.

- Captain Swanberg continues to work on Telestaff rebuild.
- Conditionals Use Permit for the training grounds was submitted on September 29th, 2023; waiting to hear back from the county at this time.
- The station 33 bathrooms project is progressing, framing is underway currently.
- General Contractor RFP is being prepared for Station 34 patio/kitchen.
- Brush Truck Chassis has been ordered; this project will go into 2024.
- New engine pre-construction meeting will be held in two weeks in Sequim.
- New F-150 pickup trucks are in at the dealer in Vancouver and are waiting on canopies; these should arrive after the first of the new year.

REGULAR BUSINESS

Agenda Bill 1: 2022 State Auditor Officer - Exit Conference –During the online Teams meeting with the Washington State Auditor's office, Jim Jones, Audit Lead and Amy Strzalka, CPA, Program Manager, highlighting that the upcoming published audit reports would cover the Accountability Audit and Financial Statements for the year 2022. The Audit, in brief, that was everything they reviewed was in order. There were two minor corrections that were immediately addressed and resolved. They commented that Finance Manager Alwyn Whitaker was a pleasure to work with and the District is compliant with their standards. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 2: 2024 Draft Budget – Finance Manager, Alwynn Whitaker, presented the proposed budget. There were discussions about many line items; Commissioners asked staff to research alternatives for the Ground Maintenance Position, as well as the Administration Assistant Position. They would like staff to research the possible outsourcing of some of the administration tasks as well as the possible elimination of some of these tasks. Commissioners agreed to return the costs of Cancer Screening back into the budget. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

GOOD OF THE ORDER –

- The District received notice that it will be receiving a \$100,000.00 donation from a citizen's will.
- DC Hudson wanted to know if the commissioners want to rebrand the new apparatus on order; they were good with moving forward on a rebrand.
- No additional special meetings are required for the 2024 budget preparations.

NEXT MEETING –


- 10/13/2023 – Budget Approval
- 10/17/2023 – Regular Meeting

EXECUTIVE SESSION


Chairman Miano called for an Executive Session beginning at 3:20 p.m., expected to last for 15 minutes under RCW 42.30.110 (g) to review the performance of a public employee and 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 (c). In attendance were: Commissioners Miano, and Nicholas, Interim Fire Chief Orr and Deputy Chief Hudson. At 3:35 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

ADJOURNMENT

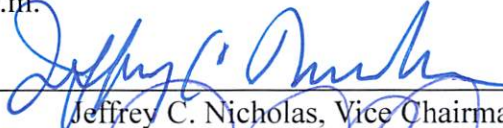
Chairman Miano called for adjournment at 3:37 p.m.



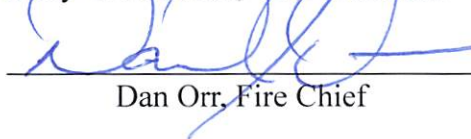
Bill Miano, Chairman



Michael Mingee, Commissioner



Jeffrey C. Nicholas, Vice Chairman

Attest: 

Dan Orr, Fire Chief