



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**July 19<sup>th</sup>, 2022**

Chairman Chinn 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 Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Fire Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captains Kolby Konopaski, Joel McKeen, and CCFD3 Captain, FF's Travis Anderson, Chris Corbin, Jon Donahue, Nick Pettit, and Bryce McGinley, Community Members Duane Chamlee and Mike Gawley and Jim Nelson from DA Davidson.

### **CHANGES TO THE AGENDA**

None requested

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the July 5<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Report – Strategic Plan:** Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives. Objective 7C: “Develop a tool to project revenue and assist with financial forecasting” has been completed.

**Agenda Bill 1: District Capital Funding** – Jim Nelson from DA Davidson presented options available to the District for funding Capital Expenses - Facility Remodels/Replacements and Long Term Apparatus Replacements. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 2: 2022 Quarter 2 Financial Reports** – Financial Manager Alwynn Whitaker provided the District’s 2022-Q2 Financial Reports and answered questions surrounding those documents. She pointed out the differences from the 2021-Q1 reports including an increase in property taxes received, along with increases in both sales of county timber and donations from the community. Commissioners thanked FM Whitaker for her diligence in tracking the District’s finances. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 3: Alternative 24-hour Shift Schedule** – Local 2933 has approached the District about changing their current work schedule. AC Orr compared and contrasted the “Modified Detroit” work schedule, the schedule currently followed by the District, with two other work schedules used by other fire districts, the 48/96 schedule (48 hours on shift followed by 96 hours off) and the addition of a fourth platoon (shift). Commissioner Miano shared his experience with working a different schedule in his former life, both pros and cons. AC Orr will continue his research and will report back when he has more to share. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 4: Architect Master Contract** – AC Hudson presented the Master Contract with Rice, Fergus, Miller Architecture for the Commissioners’ approval. Commissioner Miano moved and Commissioner Nicholas seconded that the District enter into a contract for services with Rice, Fergus, Miller. **MOTION CARRIED.**

**Agenda Bill 5: Ordering/Future Purchase of Staff Vehicles** – AC Hudson described the difficulty the District is having in obtaining staff vehicles, approved and ordered in 2022, due to lack of stock from the distributor. He proposed rolling those 3 vehicles into a package along with the 3 vehicles budgeted for in 2023 and moving the funds reserved for this year’s purchases into the 2023 Budget. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 6: Approval of Payroll and Expense Claims for Period Ending July 19<sup>th</sup>, 2022,** Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110526 through 110585, dated July 19<sup>th</sup>, 2022 totaling \$218,699.60; Payroll EFT’s and IRS deposit Monthly Payroll Draw dated June 24<sup>th</sup>, 2022, in the amount of \$23,902.64; Monthly Payroll EFT’s and IRS Deposit dated July 8<sup>th</sup>, 2022, in the amount of \$803,848.35; for a disbursement grand total equaling \$1,046,450.59. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

- AC Orr reported that the District would be interviewing 11 candidates for the FF/EMT position, 3 from within the District and 8 from without. The District is hiring one additional FF/EMT to fill a vacancy and will retain the Hiring List for 1 year for use if another FF/EMT position becomes available.

**EXECUTIVE SESSION**

Chairman Chinn called for an Executive Session beginning at 3:00 p.m., expected to last for 10 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 3:10 p.m., Chairman Chinn extended the Executive Session an additional 5 minutes and asked Chief Andrews to join. At 3:15 p.m., Chairman Chinn extended the Executive Session an additional 5 minutes. At 3:20 pm, Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.

**ADJOURNMENT**

Chairman Chinn called for adjournment at 3:21 p.m.



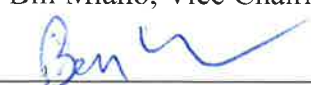
Steven K. Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief