



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

November 15th, 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, Captain Joel McKeen, Community Members Duane Chamlee and Mike Gawley.

CHANGES TO THE AGENDA

None requested

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the November 1st, 2022 Regular Meeting minutes. **MOTION CARRIED.**

Regular Meeting Adjourned

PUBLIC HEARING

Review of 2023 Budget with Public Comment Period – Finance Manager outlined the requested changes to the budget as directed. No public comment was received. **NO ACTION: INFORMATION ONLY.**

Regular Meeting Called Back to Order

REGULAR BUSINESS

Report – Strategic Plan – Chief Andrews reported on the progress each of the committees were making.

Agenda Bill 1: 2023 District Budget and Resolutions – Commissioner Miano moved and Commissioner Nicholas seconded to approve the 2023 District Budget and Resolutions 2022-05 and 2022-06 as presented. **MOTION CARRIED.**

Agenda Bill 2: WFCOA 2023 ER Application – AC Orr presented the application for employees' health insurance through the WFCOA with no changes from the 2022 application. Commissioner Miano moved and Commissioner Nicholas seconded approval of the WFCOA 2023 ER Application. **MOTION CARRIED.**

Agenda Bill 3: Station 31 Grant Pre-Application – While the actual date the grant would be awarded isn't known, the target date is March with the possibility of breaking ground as early as June. Volunteer Blaine Zechenelly, who is spearheading the project of obtaining the grant indicated that the District meets many of the necessary thresholds to qualify. Because the location

of the obsolete Station 31 is within the boundaries of salmon habitat, the Jamestown S’Klallam tribe will be approached concerning the restoration of the property after the station is abandoned. **NO ACTION: INFORMATION ONLY.**

Agenda Bill 4: Approval of Payroll and Expense Claims for Period Ending November 15th, 2022, Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano moved and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110752 through 110817, dated November 15th, 2022 totaling \$359,147.51; Payroll EFT’s and IRS deposit Monthly Payroll Draw and Volunteer Points Reimbursement dated October 25th, 2022, in the amount of \$54,082.35; Monthly Payroll EFT’s and IRS Deposit dated November 10th, 2022, in the amount of \$635,826.34; for a disbursement grand total equaling \$1,049,056.20. **MOTION CARRIED.**

GOOD OF THE ORDER – The Volunteer Association Crab Feed was discussed and pronounced to be a huge success! Commissioner requested that Agenda Bill 5 be added to the Agenda.

Agenda Bill 5: Clarification of Several Executive Sessions – Commissioner Chinn read a statement indicating that the Board has been discussing how the role of the Fire Chief and Assistant Chiefs has changed since their documented job descriptions were last updated. The addition of another layer of supervisory positions, the Battalion Chiefs makes them even more out of date. Commissioners are working with the Tenzinga staff to revamp the roles of the Chiefs and will rewrite the policy to reflect those changes. The first change is moving the Fire Chief’s evaluation from October to December to correspond with District Staff Evaluations. **NO ACTION: INFORMATION ONLY.**

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:40 p.m., expected to last for 1 hour and 20 minutes under RCW 42.30.140 (4) to discuss collective bargaining positions and RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas and Bob Norton and Dave Downy from Tenzinga. At 3:00 p.m., Chairman Chinn extended the Executive Session an additional 15 minutes. 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 3:22 p.m.



Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief