



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

November 13<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, Chief Dan Orr, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker and Maintenance Supervisor Tharin Huisman.

### CHANGES TO THE AGENDA

None

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, November 7th, 2023
- 2.) Claims and Payroll –
  - a. Accounts Payable Claim check numbers 111579 through 111639 dated November 13<sup>th</sup>, 2023, totaling \$294,040.59; Payroll EFT's and IRS deposit Monthly Payroll Draw and Quarterly Volunteer Points dated October 25th, 2023, in the amount of \$54,206.28, and Payroll EFT's and IRS Deposit for Monthly Payroll dated November 10<sup>th</sup>, 2023, in the amount of \$836,367.48 for a disbursement grand total equaling \$1,184,614.35.
- 3.) 2022 Annual Report

Commissioner Nicholas moved to approve the Consent Agenda as presented and commissioner Mingee seconded. **MOTION CARRIED.**

**BC Reports – Were attached to the packet; no BC in person to present.**

**ADJOURNED REGULAR MEETING AT 1:09p.m. FOR PUBLIC HEARING –**

**Review of 2024 Budget with Public Comment Period –No public comment was received. NO ACTION: INFORMATION ONLY.**

**Regular Meeting Called Back to Order at 1:10p.m.**

**REGULAR BUSINESS**

**Agenda Bill 1: 2024 District Budget and Resolutions** – Finance Manager, Alwynn Whitaker, presented Resolution 2023-08 General Levy Property Tax for 2024; Resolution 2023-09 EMS Levy Property Tax for 2024; 2024 General Levy Property Tax Certification; 2024 EMS Levy Property Tax Certification; 2024 General Levy Worksheets and 2024 EMS Levy Worksheets. She noted that annually, these budget documents must be filed with the County. There was a short discussion about the history of CPI and how it affects the rates received if a Lid Lift contains them, when strategically it would be best for the District to run Levy’s if needed and when Levy funds, if approved, go into effect. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve Resolution 2023-08 General Levy Property Tax for 2024; Resolution 2023-09 EMS Levy Property Tax for 2024; 2024 General Levy Property Tax Certification; 2024 EMS Levy Property Tax Certification; 2024 General Levy Worksheets and 2024 EMS Levy Worksheets. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

- Commissioner Nicholas asked if there were any applicants for the Finance Manager’s position; Chief Orr reported that there is one applicant at this time.
- Commissioner Mingee reported that the PUD is required to have a WL plan for the new Wildland Urban Interface rules.
- Commissioner Mingee asked if the District has a TORT claim process, Chief Orr reported that it does and that the “Finance Manager” position is the responsible party if a TORT claim is to be received.
- Commissioner Mingee reported that he recently attended the Washington Fire Commissioner’s Conference and Diversity, Equity and Inclusion and Social Media accounts were a hot topics. The recommendation was that entities use Social Media as forward facing only and do not allow public comments. Some other topics included the CARES Act, PFAST, and off-duty cannabis use. He also asked if the commissioners could be added to the Summit Law Group’s email list.

**NEXT MEETINGS:**

- 11/13/2023 – Special Meeting – Meet and Greet for Fire Chief candidates at the Sundland Gold Club.
- 11/14/2023 – Fire Chief Candidate Interviews at the Holiday Inn
- 11/21/2023 – Cancel this meeting
- 12/5/2023 – Regular Board Meeting

**EXECUTIVE SESSION**

Chairman Miano called for an Executive Session beginning at 1:50 p.m., expected to last for twenty five minutes under RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment and to consider the minimum price at which real estate will be offered for

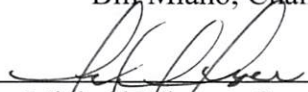
sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price – RCW 42.30.110 (c). In attendance were: Commissioners Miano, Nicholas and Mingee, Chief Dan Orr and District Secretary Lori Coleman. At 2:15 p.m., Chairman Miano extended the meeting for an additional ten minutes. At 2:25, Chairman Miano extended the meeting an additional eight minutes. At 2:33 p.m., Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

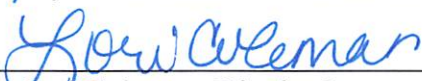
**ADJOURNMENT**

Chairman Miano moved, and Commissioner Mingee called for adjournment at 2:33 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