



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

April 18th, 2023

Vice 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 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 Travis Anderson, FF Jeremy Long, Fire Inspector Mike Mingee, Sequim Gazette Reporter Matt Nash, Community Members Bill Walsh and Ren McCormack.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Nicholas moved and Commissioner Miano seconded to approve the April 4th, 2023 Regular Meeting minutes. Commissioner Miano moved and Commissioner Nicholas seconded to approve the April 11th, 2023 Special Meeting minutes. **MOTIONS CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Appointment of Fire Commissioner – Commissioner Miano moved and Commissioner Nicholas seconded the appointment of Mike Mingee as Fire Commissioner to fill the vacancy left when Commissioner Steve Chinn resigned. Commissioner Mingee will be sworn in at the May 2nd Regular Meeting and will serve until the election in November 2023. **MOTION CARRIED.**

Agenda Bill 2: Board Chair Vacancy – Commissioner Nicholas moved to appoint Bill Miano as Board Chairman and Commissioner Miano seconded. Commissioner Miano moved to appoint Jeff Nicholas to serve as Board Vice Chairman and Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Bill 3: Appointment of District Board Secretary – Chief Andrews has served as the District Board Secretary with administrative assistance from Caity Karapostoles. As Chief Andrews moves towards retirement there is a need to appoint a new District Board Secretary. Staff recommended the appointment of Administrative Assistant Lori Coleman to the position. Commissioner Nicholas moved and Commissioner Miano seconded Resolution 2023-03 for the appointment. Commissioner Miano swore Lori Coleman in as the District's Board Secretary as she assumes the duties from Chief Andrews and Caity Karapostoles. **MOTION CARRIED.**

Agenda Bill 4: 2022 Q4 Olympic Ambulance Billings Update – Financial Manager Alwynn Whitaker shared the result of the Board’s directive to reimburse Olympic Ambulance for uncovered transport costs of Resident and Property Owners within the District for the last quarter of 2022. This reimbursement is funded by the EMS Levy. The total was \$ 24,697.04 for 109 transports. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 5: Organizational Chart Update – Chief Andrews shared the new District Organizational Chart with the addition of Battalion Chiefs. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 6: Administrative Assistant Job Description – As Administrative Assistant Lori Coleman assumes duties as the District’s Board Secretary, the Administrative Assistant Job Description needed to be updated to include those responsibilities. Commissioner Nicholas moved and Commissioner Miano seconded the changes to the Administrative Assistant Job Description as presented. **MOTION CARRIED.**

Agenda Bill 7: BOC Workshop – Agendas for the three Special Meetings that make up the BOC Workshop on April 26th, 27th, and 28th were reviewed by the Commissioners. Commissioner Nicholas moved and Commissioner Miano seconded to approve the agendas as presented. **MOTION CARRIED.**

Agenda Bill 8: Q1-2023 Financial Statements – Finance Manager presented the Financial Reports from the first quarter of 2023, reviewed the current and projected revenues and expenditures and answered questions from the Commissioners. The overall status of the District’s financial position continues to be healthy. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 9: Purchase of Server and SAN – Assistant Chief Tony Hudson reviewed the quote from XByte Technologies for the replacement of a host server and Storage Area Network server for a total of \$34,532. **INFORMATION ONLY: NO ACTION REQUESTED.**

Agenda Bill 10: Approval of Payroll and Expense Claims for Period Ending April 18th, 2023, 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 111092 through 111170 dated April 18th, 2023 totaling \$445,329.45; Payroll EFT’s and IRS deposit Monthly Payroll Draw dated March 24th, 2023, in the amount of \$22,076.54, Monthly Payroll EFT’s and IRS Deposit dated April 10th, 2023, in the amount of \$681,925.12; for a disbursement grand total equaling \$1,149,331.11 Commissioner Nicholas moved and Commissioner Miano seconded approval of payroll and expense claims for period ending April 18th, 2023. **MOTION CARRIED.**

GOOD OF THE ORDER – None

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 1:35 p.m., expected to last for twenty minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Miano and Nicholas and Fire Chief Andrews. At 1:45 p.m. Chairman Miano excused Chief Andrews and called in Assistant Chief Orr. At 1:55 p.m. Chairman Miano excused AC Orr and extended the Executive Session an additional 10 minutes. At 2:05 p.m., Chairman Miano called the meeting back into Regular Session. No decisions were reached during Executive Session.

GOOD OF THE ORDER – Chairman Miano added Agenda Bill 1-Transfer of Command to the April 26th, 2023 Special Meeting Agenda.

ADJOURNMENT

Chairman Chinn called for adjournment at 2:07 p.m.



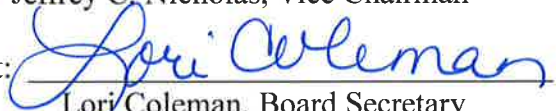
Bill Miano, Chairman



Jeffrey C. Nicholas, Vice Chairman

Michael Mingee, Commissioner

Attest:



Lori Coleman, Board Secretary