



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

September 13th, 2022

Chair Chinn called the Board of Commissioners Special meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Steven K. Chinn, Bill Miano, and Jeffrey Nicholas, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Fire Code Technician Mike Minge, Captains Kolby Konopaski, Joel McKeen and Station 34 Captain, FF/PMs Jack Hueter, Bryce McGinley, and FF/EMT Scott Dickson.

CHANGES TO THE AGENDA

Moving the Executive Session to before Agenda Bill 5.

Agenda Bill 1: 2023 Budget Priorities – Fire Chief Andrews compiled the results from the three Commissioners' Budget Prioritization worksheets. The Budget Areas were ranked as follows: #1 Additional Shift Staffing (potential 4th person at Stn. 33), #2 A tie between Funding Apparatus Replacement and Low Acuity Unit Augmentation (7 days per week), #3 Additional Shift Staffing (Potential 3rd person at Stn. 37), #4 Funding Facility Replacement/Improvement and #5 Non-Emergent Medical Service (FDCARES/Comm. Paramedic) **INFORMATION ONLY, NO ACTION TAKEN**

Agenda Bill 2: Financial Forecasting Tool – Financial Manager Alwynn Whitaker shared a sophisticated Excel spreadsheet that had all the current and projected known budgeting factors included. This allowed the Commissioner to insert potential financial allocations based on their Budget Priorities and to then see the financial ramifications to the District's Budget through 2029. **INFORMATION ONLY, NO ACTION TAKEN**

Agenda Bill 3: Funding Large Acquisitions – This was covered in Agenda Bill 2. FM Whitaker demonstrated how financing Capital Projects through loans would affect the District's Budget through 2029. **INFORMATION ONLY, NO ACTION TAKEN.**

Agenda Bill 4: Review of Policy 6010 – Budget Preparation and Adoption – Commissioners reviewed the policy and timeline for Budget preparation and adoption. **INFORMATION ONLY, NO ACTION TAKEN.**

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 2:55 p.m., expected to last for 20 minutes under RCW 42.30.140 (4) to review proposals made in Collective Bargaining. In attendance were: Commissioners Chinn, Miano, and Nicholas. Chief Andrews, ACs Hudson and Orr. At 3:15 p.m., Chairman Chinn extended the Executive Session an additional 15 minutes. At 3:30 p.m., Chairman Chinn extended the Executive Session an additional 20 minutes under RCW [42.30.110](#) (g)

to review the performance of a public employee. At 3:50 p.m., Chairman Chinn extended the Executive Session an additional 25 minutes. At 4:15 pm, Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.

Agenda Bill 5: District Overtime – Staff presented information and requested discussion concerning the balance between the use of overtime vs. adding additional staff to maintain minimum staffing. **INFORMATION ONLY, NO ACTION TAKEN.**

Good of the Order: None

ADJOURNMENT

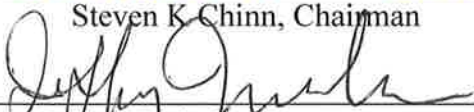
Chair Chinn called for adjournment at 4:16 p.m.



Steven K. Chinn, Chairman



Bill Miano, Vice Chair



Jeffrey Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief