



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

October 18th, 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, Fire Code Technician Mike Mingee, Captains Kolby Konopaski, Joel McKeen, and CCFD3 Captain, FF Bryce McGinley, Community Members Duane Chamlee and Mel Fischer.

CHANGES TO THE AGENDA

None requested

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the October 4th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the October 11th, 2022 Special Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Report – Strategic Plan – Chief Andrews reported on the progress each of the committees were making. Objective 1A: Obtain new data set to inform decision making - Demand for services has been identified geographically although response times on county roads isn't available from the County. Objective 1B: Establish a culture of accountability – The survey has closed and preliminary results have been received along with follow-up with more detailed results. Objective 5B: Chief Andrews has reached out to the International Association of Fire Chiefs and Washington Fire Chiefs in search of formal training for Labor/Management Leaders. IAFC hasn't responded and the WFC is working on a workshop in Fall 2023. Objective 3C: Maintenance has made significant progress implementing software to track maintenance costs. Objective 5C: Captain McKeen has developed a proposal for a main training facility and need for training props, etc. can be addressed once a decision is reached. A potential grant source for the facility is being investigated.

Agenda Bill 1: Q3-2022 Financial Statement - Finance Manager Whitaker summarized the District's Financial Statements as of September 30th, 2022 and answered questions. **NO ACTION: INFORMATION ONLY.**

Agenda Bill 2: Approval of Payroll and Expense Claims for Period Ending October 18th, 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 110694 through 110751, dated October 18th, 2022 totaling \$441,150.94; Payroll EFT's and IRS deposit Monthly Payroll Draw dated September 23rd, 2022, in the amount of \$23,902.64; Monthly Payroll EFT's and IRS Deposit dated October 7th, 2022, in the amount of \$638,018.63; for a disbursement grand total equaling \$1,103,072.21 . **MOTION CARRIED.**

Agenda Bill 3: 2023 Budget Workshop – Financial Manager Whitaker presented the 2023 Budget Draft including proposed 2023 Career Staff, the Budget Summary and Detail along with proposed 2023 Capital Purchases and Projects. With the use of FM Whitaker’s interactive fiscal spreadsheet, Commissioners were able to plug in various budgeting scenarios and obtain the fiscal impacts up to seven years out (2029). Commissioners requested that Liz Loomis be invited to attend the next regular board meeting. **NO ACTION: INFORMATION ONLY.**

GOOD OF THE ORDER –


The Commissioners’ requested the scheduling of a special meeting of board Tuesday, October 25th, 2022 at 1 pm for an executive session to discuss the performance of a public employee. Commissioners and Chief Andrews will be attending the Washington Fire Commissioners’ Association Conference in Spokane at the end of next week.

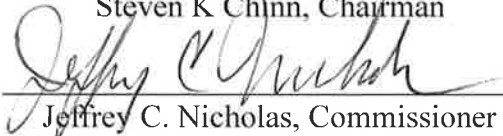
EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 3:05 p.m., expected to last for 30 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas. At 3:35 p.m., Chairman Chinn extended the Executive Session an additional 30 minutes. At 4:05 p.m., Chairman Chinn extended the Executive Session an additional 30 minutes. At 4:35 p.m., Chairman Chinn extended the Executive Session an additional 30 minutes. At 5:05 p.m., Chairman Chinn extended the Executive Session an additional 10 minutes. At 5:10 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 5:06 p.m.



Steven K Chinn, Chairman


Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman
Attest: 

Ben Andrews, Fire Chief