



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**March 15<sup>th</sup>, 2022**

Chairman Chinn called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. both in person at 323 N. 5<sup>th</sup> Ave. Sequim, WA. and virtually via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano, Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Administrative Assistants Lori Coleman and Caitly Karapostoles, Finance Manager Alwynn Whitaker, MSO Kolby Konopaski, FF/PM Bryce McGinley, FF/EMT Scott Dickson, Maintenance Supervisor Tharin Huisman, Fire Code Technician Mike Mingee, Probationary FF/PM's Jeremy Church, Bryant Kroh, Mark Karjalainen, Eliza Winne and Eric Payne and Community Member Duane Chamlee.

### **CHANGES TO THE AGENDA**

None were requested

### **APPROVAL OF MINUTES**

Chief Andrews requested that the misspelling of the first name of the Investigator be corrected. Commissioner Miano moved and Commissioner Nicholas seconded to approve the amended March 1<sup>st</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

No public comment

### **REGULAR BUSINESS**

**Report – Strategic Plan** – Chief Andrews updated the Commissioners on the Strategic Plan and indicated that staff is making progress on numerous objectives.

**Agenda Bill 1: Approval of Payroll and Expense Claims for Period Ending March 15<sup>th</sup>, 2022**  
Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110265 through 110336, dated March 15<sup>th</sup>, 2022 totaling \$206,711.30; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated February 25<sup>th</sup>, 2022, in the amount of \$25,627.29; Monthly Payroll EFT's and IRS Deposit dated March 10<sup>th</sup>, 2022, in the amount of \$636,421.91; for a disbursement grand total equaling \$868,760.50. **MOTION CARRIED.**

**Agenda Bill 2: General Levy CPI Inflator** – Financial Manager Alwynn, using spreadsheets and graphs, explained how the General Levy CPI Inflator affects the District's financial health. She complimented the Board of Commissioners for making tough decisions in the past that have provided the District with a strong foundation for moving forward with the growth necessary to serve our community as effectively as possible. **INFORMATION ONLY, NO ACTION NEEDED.**

**GOOD OF THE ORDER**

Commissioners shared information they collected at the WFCRA Region 9 meeting in Mason County. One session, Golden Leadership, was presented by Ryan Sperling. Another offered a new concept in building planning – Progressive Building vs. Conventional Building presented by Becky Blankenship. The focus is determining the budget available first, then determining what it will afford rather than the conventional planning process of determining what is needed, how much it will cost and eventually trimming it down to fit the available budget. Numerous companies offer this budgeting model and the Commissioners wanted Ms. Blankenship to present the concept to Staff. A date for the presentation will be determined.

Commissioners are interested in attending two seminars, one offered at the Clearwater Casino on April 30<sup>th</sup> and the other offered in Chelan on June 4<sup>th</sup>. Both center on Leadership and Personnel Issues. Lori is working with them to get their Education Requests entered via the new form on Google Forms.


Chief Andrews shared that he had received a request from Local 2933 to postpone the Anders’ appeal hearing with the Commissioners scheduled for March 22<sup>nd</sup>, 2022.

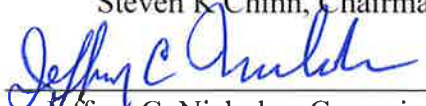
**EXECUTIVE SESSION**


Chairman Chinn called for an Executive Session beginning at 2:05 pm, expected to last for 25 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano and Nicholas along with Chief Andrews, AC’s Hudson and Orr. At 2:21 pm, Chairman Chinn excused the Chief and Asst. Chiefs. At 2:24 pm, Chairman Chinn recalled Chief Andrews. At 2:30 Chairman Chinn called the meeting back into Regular session. No action was taken during Executive Session.

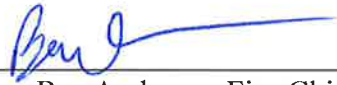
**ADJOURNMENT**

Chairman Chinn called for adjournment at 2:31 pm.

  
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Steven K. Chinn, Chairman

  
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Jeffrey C. Nicholas, Commissioner

  
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Bill Miano, Vice Chairman

Attest:   
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Ben Andrews, Fire Chief