



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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

**November 16<sup>th</sup>, 2021**

Chair Gawley 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 G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chiefs Tony Hudson and Dan Orr, Administrative Assistants Lori Coleman and Caity Karapostoles, Finance Manager Alwynn Whitaker, Maintenance Supervisor Tharin Huisman, Fire Code Technician Mike Mingee, and Commissioner Elect Jeff Nicholas.

### **CHANGES TO THE AGENDA**

None

### **APPROVAL OF MINUTES**

Commissioner Chinn moved and Commissioner Miano seconded to approve November 2<sup>nd</sup>, 2021 Regular Meeting minutes. **MOTION CARRIED.**

### **PUBLIC COMMENT**

No public comment

### **PUBLIC HEARING: 2022 Budget with Public Comment Period**

Commissioner Gawley adjourned the Regular Meeting at 1:04 pm and opened the Public Hearing. Commissioners' reviewed the sources of revenue available to the District and budgeted expenses prior to adopting the 2022 Budget and establishing the District tax levies. Commissioner Gawley adjourned the Public Hearing at 1:13pm and returned to the Regular Meeting.

### **REGULAR BUSINESS**

**Agenda Bill 1: 2022 District Budget and Resolutions** – After reviewing the 2022 Budget during a Public Hearing, Commissioner Chinn moved and Commissioner Miano seconded to approve the 2022 District Budget and Resolution 2021-06, General Levy Property Tax for 2022 and 2021-07, EMS Levy Property Tax for 2022. **MOTION CARRIED.**

**Agenda Bill 2: WFCFA 2022 ER Application** – Administrative Assistant Lori Coleman presented the application for renewal of the District's participation in the Washington Fire Commissioners' Association health care program. Commissioner Miano moved and Commissioner Chinn seconded to approve the 2022 WFCFA Employer Application and Eligibility/Contribution Form. **MOTION CARRIED.**

**Agenda Bill 3: Promotion of FF/PM to fill Floater Captain Vacancy** – To fill the vacancy created when Captain Kolby Konopaski was chosen to serve as the District's Medical Safety Officer, FF/PM Neil Borggard was promoted to Captain. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Bill 4: Approval of Payroll and Expense Claims for Period Ending November 16<sup>th</sup>, 2021** – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Chinn moved and Commissioner Miano seconded to approve Accounts Payable Claim check numbers 110028 through 110085, dated November 16<sup>th</sup>, 2021 totaling \$221,619.29; Payroll EFT's and IRS deposit for Monthly Payroll Draw dated October 25<sup>th</sup>, 2021, in the amount of \$67,067.19; Monthly Payroll EFT's and IRS Deposit dated November 10<sup>th</sup>, 2021, in the amount of \$626,362.51; for a disbursement grand total equaling \$915,048.99. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

Commissioner Gawley requested clarification regarding in person vs. virtual board meetings. Legal Counsel to the District, Brian Snure, has indicated the Board can host in person meetings as long as there is a virtual venue included and all COVID-19 safety precautions are being taken.

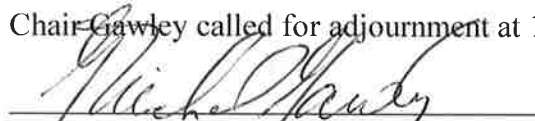
Chief Andrews indicated he will be out of the District during the next BOC meeting on December 7<sup>th</sup>, 2021

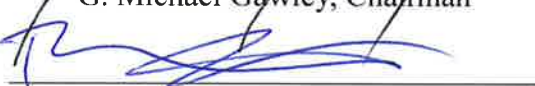
**EXECUTIVE SESSION**

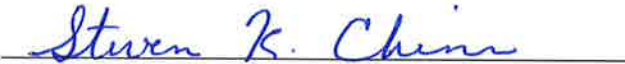
Chairman Gawley called for an Executive Session beginning at 1:21 pm, expected to last for 9 minutes under RCW [42.30.110 \(1\)\(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Gawley, Chinn and Miano. At 1:30 pm, Chairman Gawley called the meeting back into Regular session. No action was taken during Executive Session.


**ADJOURNMENT**

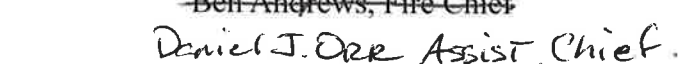
Chair Gawley called for adjournment at 1:31 pm

  
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 G. Michael Gawley, Chairman

  
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 Bill Miano, Commissioner

  
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 Steven K. Chinn, Vice Chairman

Attest:   
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 Ben Andrews, Fire Chief

  
 Daniel J. Orr Assist. Chief.