



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

September 19, 2023

Chair Miano 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 Bill Miano, Michael Mingee, and Jeffrey Nicholas, Chief Dan Orr, Deputy Chief Tony Hudson, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Kolby Konopaski, Maintenance Supervisor Tharin Huisman, Volunteers Blaine Zechenelly and Keith Koehler, Previous Fire Chief Steve Vogel, Citizen Mel Fisher and Duane Chamlee and Kevin Nalder via Zoom.

PUBLIC COMMENT

Steve Vogel, a former Fire Chief of Clallam Fire 3, passionately addressed the commissioners today. With 34 years of dedicated service to the District, he came forward to respectfully ask for reconsideration of the decision to sell two vacant lots and the Station 36 property, which he believes to be vital assets in the response areas. Mr. Vogel emphasized his efforts expended in acquiring these properties. He strongly believes that selling these properties would make very little difference to the overall budget, making it a financially questionable decision. Furthermore, he cautioned that once these funds are exhausted, the properties would cease to hold value. In a climate where property rates are currently at historic highs, Mr. Vogel shared his concern that future property acquisitions would inevitably become more cost prohibitive. With genuine concern for the well-being of the community, Mr. Vogel expressed his concerns regarding the potential consequences for taxpayers due to increased insurance ratings. Mr. Vogel expressed his gratitude for the opportunity to share his concerns with the commissioners.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, September 5th, 2023
- 2.) Special Meeting Minutes, September 8th, 2023
- 3.) Letter from CCFD2
- 4.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111439 through 111503 dated Sep 19th, 2023, totaling \$284,616.71; Payroll EFT's and IRS deposit Monthly Payroll Draw dated August 25th, 2023, in the amount of \$25,221.49, and Payroll EFT's and IRS Deposit for Monthly Payroll dated September 8th, 2023, in the amount of \$844,014.99 for a disbursement grand total equaling \$1,153,853.19.
- 5.) 2023-Q3 Volunteer Pay

Commissioner Mingee moved to approve the Consent Agenda with amendments to the September 5th, 2023, meeting minutes, commissioner Nicholas seconded. **MOTION CARRIED.**

Battalion Chief's Report – Reports were attached; no Chief was present for a verbal report.

Agenda Bill 1: SAO Fraud Prevention – Alwynn Whitaker, the Finance Manager, presented fraud literature that was distributed through the Office of the Washington State Auditor. This literature outlined how to prevent fraud, identify red flags, explained how employee fraud occurs, how perpetrators conceal fraud, how to respond to fraud, how to perform risk assessments and gave additional fraud resources. FM Whitaker added that fraud awareness and prevention starts with the tone that the commissioners set for the District, and she encouraged them to take it seriously and do their part to contribute to the success of fraud prevention within the organization. She discussed some of their responsibilities that they can choose to do, or delegate and she noted that she feels it is necessary to keep an eye on accounts payables and financial transactions. The Commissioners would like to have staff draft a policy addressing Fraud, staff will start drafting one and bring it back for Board consideration. **NO ACTION: INFORMATION ONLY.**

Agenda Bill 2: Policy 6010 – Alwynn Whitaker, the Finance Manager, presented policy 6010. The Commissioners had previously requested to review this policy. FM Whitaker stated that she believes this policy is well written for the District's needs and is comfortable with it. Commissioner Mingee noted that the District has been very good at maintaining the Operating Budget year to year, but to grow as an organization he believes the District is going to have to borrow, raise taxes or find alternative revenue sources in the future. As the needs of the District grow, the District will have to grow to keep up with demand. All the Commissioners believe that the District "hamstrings" itself by following the Debt Policy; they feel that the reserve percentages are too high, but they are willing to let them stay that way for the time being and amend them in the future if need be. The commissioners requested that staff bring back information on what it would cost to use local lending for the residual balance for the recently purchased engines. **NO ACTION: INFORMATION ONLY**

Agenda Bill 3: Electronic Funds Transfer Policy – Alwynn Whitaker, the Finance Manager, introduced a draft policy numbered 6610, "Electronic Funds Transfer (EFT)". The Washington State Auditor's Manual advises the implementation of a policy to establish internal controls that safeguard against both internal and external threats associated with the District's EFT transactions. Currently, the District utilizes EFTs for disbursing payroll and employee benefits. Preventing fraud can be a complex and challenging ordeal, and taking proactive measures to mitigate such risks is in the best interest of both the District and its community. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve adopt Policy 6610. Electronic Funds Transfers as presented. **MOTION CARRIED.**

Agenda Bill 4: Service Delivery Update – Kolby Konopaski, MSO, delivered the second part of the service delivery presentation today, focusing on staffing and service delivery. He provided an overview of the District's response personnel, call volume, and response models. Konopaski highlighted that achieving national averages for firefighter-to-community member ratios is an unrealistic goal for the District, given its predominantly rural tax base and budget constraints. The Commissioners have made it clear that they want to ensure that each 911 response has dual responders, with Commissioner Mingee emphasizing the importance of safety by stating, "it is not safe to roll an engine with one firefighter." Additionally, the Commissioners requested future presentations on ideas for reducing call volume. Commissioner Mingee also expressed the need

for a reevaluation of the number of transport units within the District, considering that it's not the primary transport agency. The committee recommended several strategies, including increasing staffing as the budget allows, reallocating resources, exploring local partnerships for new fire stations, and involving both traditional combat and EMS-only volunteers during general alarm activations. The committee shared a staffing matrix that outlined what it would take to increase the daily minimum staffing from 10 to 15, the District would need to raise its membership from the current 42 members to 60 members. **NO ACTION: INFORMATION ONLY**

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:41 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 Miano, Nicholas and Mingee, Interim Fire Chief and Deputy Chief Hudson. At 3:11 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

GOOD OF THE ORDER –

The WFCFA Conference at Tulalip is coming up on October 25th, kicking with the Snure presentation.

HVAC installation will be finished on 9/20/2023 in the TOC Classrooms.

The Chiefs recently held a meeting with Olympic Ambulance to address the District's service contract. During the meeting, they discussed the development of a new contract that will allocate three dedicated transport units. Additionally, Olympic Ambulance has committed to initiating the procurement of supplies on behalf of the District. Olympic Ambulance's ordering system offers the advantage of tracking and fulfilling orders based on previous usage quantities. Once enough data is accumulated, this streamlined ordering process is expected to enhance efficiency. Furthermore, the ability to place orders in larger quantities, which Olympic Ambulance can do on behalf of the District, enables the District to benefit from improved pricing.

The movie premiere of "Boys in the Boat," featuring George Clooney and inspired by a Sequim-based story, is scheduled for December. Our staff is collaborating with the City to ensure that any impact this event may have on Sequim involves adequate response preparations on behalf of the District. The Sequim Rotary Club is suing this as a fundraising event.

Chief Orr is working with the County to re-zone the Sieberts Creek Property.

A conditional offer of employment has been extended for the Mechanic position; the anticipated start date is November 1st, 2023.

Today is Blaine Zechenelly's birthday, he was in attendance and the commissioners wished him a happy birthday.

NEXT MEETINGS –

10/3/2023 - Budget Proposal will be presented, with potential adoption at the 10/17/2023 Regular Meeting.

10/30/2023 – Special Meeting with Prothman to review Fire Chief Candidates.

The State Auditor is finishing the 2022 Audit Exit and will present at an upcoming meeting.

NEXT WORKSHOPS –

9/26/2023 – To discuss staffing

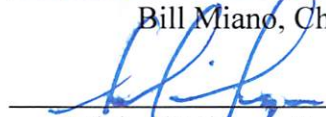
10/10/2023 – Budget Workshop

ADJOURNMENT

Chair Miano called for adjournment at 3:17 p.m.




Bill Miano, Chairman



Michael Mingee, Commissioner



Jeffrey Nicholas, Vice Chairman

Attest: 

Lori Coleman, District Secretary