



# Clallam County Fire District 3

*Motto: Service Driven Through Excellence and Innovation*

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## BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

**December 20<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. 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, Captain Joel McKeen, and FF/EMT Scott Dickson.

### CHANGES TO THE AGENDA

None requested

### APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the December 6<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

### REGULAR BUSINESS

**Report – Strategic Plan** – Chief Andrews will be providing an annual Strategic Plan report in January.

**Agenda Bill 1: MOU – Vacation Auction** – The commissioners reviewed the MOU. Commissioner Miano moved and Commissioner Nicholas seconded to authorize Chairman Chinn to sign the MOU that addresses the auction process for Vacation Leave. The MOU is being reviewed by legal counsel before it is signed. **MOTION CARRIED.**

**Agenda Bill 2: Approval of Payroll and Expense Claims for Period Ending December 20<sup>th</sup>, 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 110818 through 110901 and 801-802, dated November 16<sup>th</sup> and December 20<sup>th</sup>, 2022 totaling \$238,836.15; Payroll EFT's and IRS deposit Monthly Payroll Draw dated November 25<sup>th</sup>, 2022, in the amount of \$23,902.64; Monthly Payroll EFT's and IRS Deposit dated December 9<sup>th</sup>, 2022, in the amount of \$673,645.32; for a disbursement grand total equaling \$936,384.11. **MOTION CARRIED.**

**GOOD OF THE ORDER** – The Volunteer Coordinator Scott Johnson will be stepping down at the end of the year. He has agreed to fill in until a new Volunteer Coordinator is hired. Staff has put out feelers in-house to see if anyone is interested in the part time position.

Blaine Zechenelly has been invited to present at the next Clallam County Fire Commissioners' meeting about the Rural Response Grant he helped facilitate for funding Station 31's replacement.


**EXECUTIVE SESSION**


Chairman Chinn called for an Executive Session beginning at 1:10 p.m., expected to last for 1 hour under RCW [42.30.140 \(4\)](#) to discuss collective bargaining and RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas, Chief Andrews and Asst. Chiefs Hudson and Orr. At 1:20 p.m., Chairman Chinn excused the Chiefs. At 2:10, Chairman Chinn extended the Executive Session an additional 30 minutes and recalled Chief Andrews. At 2:40 p.m., Chairman Chinn extended the Executive Session an additional 20 minutes. At 3:00 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 3:02 p.m.

  
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Steven K Chinn, Chairman

  
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Bill Miano, Vice Chairman

  
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Jeffrey C. Nicholas, Commissioner

Attest:   
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Ben Andrews, Fire Chief