



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

January 2, 2024

Chair Miano called the Board of Commissioners 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, Volunteer Terry Wood, Finance Manager Alwynn Whitaker, Battalion Chief Jones, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Fire Mechanic Brad Schroeder and Citizens Duane Chamlee, and Matt Nash.

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, December 19th, 2023

Commissioner Mingee moved to approve the Consent Agenda and Commissioner Nicholas seconded. **MOTION CARRIED.**

Fire Chief's Report – Chief Orr reported:

- The new hires in probation status are all doing well and completing the necessary tasks for their probations. Four will attend the Washington State Fire Academy starting in January of 2024.
- The Fire Marshal for Port Angeles Fire has announced his retirement; the City evaluating their next step.
- The Siebert Creek Road property is waiting for a hearing to be set, the belief is this will be in January sometime.
- The District's pilot program with Olympic Ambulance is going well. There is a meeting to go over feedback on January 11th, 2024, more information will be forthcoming each month.
- The District flew in a candidate for the Finance Manager position on December 26th, staff met with her and have given a verbal offer of employment. The hope is to on-board her before the current Finance Manger retires, but there are no guarantees how that will pan out.
- The District has hired a new Mechanic, Brad Schroeder and he introduced himself to the Board of Commissioners.
- Staff have not yet received notice on the USDA Grant.

Agenda Bill 1: Oath of Office – Chairman Bill Miano administered the Oath of Office to Michael Mingee, the newest elected Fire Commissioner. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: Election of Board Members – Commissioner Mingee moved, and Commissioner Miano seconded to elect Commissioner Nicholas as the Board Chairman. **MOTION CARRIED.** Commissioner Nicholas moved and Commissioner Miano seconded to elect Commissioner Mingee as the Vice Chairman. **MOTION CARRIED.**

Agenda Bill 3: Automatic Aid Operation Plan – Chief Orr presented the current draft of the Operational Plan for Mutual Aid. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 4: Request for Proposals for Mowing – Chief Orr presented an RFP for mowing services document. Discussion was held and Commissioner Mingee asked staff to contact the Tribe to see if they would handle ST 37 facilities and requested staff to look into the MRSC Roster process. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Terry Wood read a letter of thanks to the Executor of the Estate of Francis Lyon, who donated \$100,000 to the District.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 1:45 p.m., expected to last for 15 minutes under RCW 42.30.110 (g), to review the performance of a public employee. In attendance were: Commissioners Miano, Nicholas and Mingee, and Interim Fire Chief Orr. At 2:00 p.m. Chairman Miano extended the meeting for an additional 5 minutes. At 2:05 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –


1/16/2024 – Regular Board Meeting

ADJOURNMENT


Commissioner Miano called for adjournment at 2:10 p.m.




 Bill Miano, Chairman



 Jeffrey Nicholas, Vice Chairman



 Michael Mingee, Commissioner

Attest: 

 Lori Coleman, District Secretary