



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

October 17, 2023

Chair Miano called the Board of Commissioners Special Meeting for Clallam County Fire District 3 to order at 1:01 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, Battalion Chiefs Anderson, Turner and Jones, Executive Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Captain Kolby Konopaski, Maintenance Supervisor Tharin Huisman, Firefighter Scott Dickson, Citizen Duane Chamlee, and reporter Matt Nash.

PUBLIC COMMENT - None

Battalion Chief's Report –

BC Anderson reported that:

- Attended many monthly meetings.
- Working with the Training Committee to develop Standard Performance Evaluations for Firefighter CPR, Water supply and Vertical Ventilation.
- Organizing Backfilled Shift Training for next week.
- Continuing to work on an acquired structure that will be used to drill with in December and used for a live burn in January.
- Met with all ST 34 captains to gain feedback on probationary firefighters.
- Met with a member and their officer to go over expectations for their open Acting Captain Taskbook.
- Reported on B-Shift Calls for September; overall calls are up by 129 so far this year.
- Working with EA Coleman on many members who are going to trainings
- She personally finished Fire Officer 3 class.
- She went up a few weeks ago and is going again tomorrow to the Washington State Fire Academy to do site visits for the two probationary firefighters in the academy; both are doing very well.

BC Turner reported that:

- Attended many monthly meetings.
- Reported on A-Shift calls for September of note were a structure fire, CPR, a vehicle accident and a Swiftwater rescue.
- October is Fire Prevention Month, so he was busy arranging many site visits with local agencies, schools etc.

- He continues to fix ESO errors for members and educate members on how to better report and avoid common errors.
- Participated in the Mechanics interview process.
- Ensuring that Tenzinga logs are up to date with his shift.
- Recorded eight fire prevention, community risk reduction events in September.

BC Jones reported that:

- Attended many monthly meetings.
- Met with the new MPD, Dr. Craven; he is participating in Run Review and EMS Updates with staff. They are also addressing medication supply chain issues and working through them.
- Collected data for the month of September and there were no “one-person” engine responses noted.
- Attended 3C meeting; he noted that most local agencies who play crucial roles in the support and wellbeing of citizens are tightly siloed; this is creating a myriad of obstacles to address. They are currently working on overcoming these bridges and fostering working relationships.
- He personally completed the Fire Officer 3 class.
- He reported that he will bring forward a presentation, as requested by commissioner Mingee, on Mobile Integrated Healthcare when he has enough research to do so.

Agenda Bill 1: 2024 Proposed budget – Alwynn Whitaker, the Finance Manager, presented the proposed 2024 budget. She notes that included is a 4.5% CPI increase, a 1% new construction increase included, a known bequest of \$100,000, funds for preventative cancer screening for members, and \$18,000 of anticipated income for the shop with the extra member anticipated to be added in February. She added that the ongoing revenue over ongoing expenditures is well within policy range. For staffing, there were three new line staff positions budgeted for, one new part-time admin staff, one new full-time mechanic, one new part-time grounds maintenance worker and a Fire Code Technician. Commissioner Mingee added that he wants staff to research grants for items before they ever ask to have them added to a budget. Commissioner Mingee moved to approve the 2024 Proposed budget including the notes to hire part-time employees, Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Bill 2: 2023-Q3 Financial Reports – Alwynn Whitaker, the Finance Manager, presented the 2023-Q3 financial reports. She noted for revenue, that income for general property taxes are right on track, timber tax is never predictable income, that wildland billing revenue is expected in 2023-Q4 and that the Local Government Investment Pool is higher than average. She also noted for expenditures that the bulk of expenditures in the commissioner line items are for elections and the District will not have those costs this year as there was no need for a general election due to only having one candidate, there was an increase in administration for chief’s salaries and that overall expenditures reviewed had no significant concerns or issues. **NO ACTION: INFORMATION ONLY**

Agenda Bill 3: Trusteed Plans Annual Application – Executive Assistant, Lori Coleman, presented the application for employees’ health insurance through the WFCAs with no changes from the 2023 application. Commissioner MIngee moved and Commissioner Nicholas seconded approval of the WFCAs 2023 Employer Application and Eligibility/Contribution Form. **MOTION CARRIED.**

Agenda Bill 4: Resolution 2023-06 budget Amendment – Alwynn Whitaker, the Finance Manager, presented a Resolution to amend the 2023 budget. The District had not previously budgeted to pay \$1,644,144.00 for the 50% contract payment to True North Emergency Equipment where the District is purchasing three new engines. Commissioner Nicholas moved to amend the 2023 Budget by adding \$1,644,144.00 under BARS number 594-22-60-009, Commissioner MIngee seconded. **MOTION CARRIED.**

CONSENT AGENDA

- 1.) Regular Meeting Minutes, October 3rd, 2023
- 2.) Special Meeting Minutes, October 9th, 2023
- 3.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 804 & 111504 through 111578 dated Sep 29th and October 17th, 2023, totaling \$1,949,723.80; Payroll EFT’s and IRS deposit Monthly Payroll Draw dated September 25th, 2023, in the amount of \$25,221.49, and Payroll EFT’s and IRS Deposit for Monthly Payroll dated October 10th, 2023, in the amount of \$812,408.45 for a disbursement grand total equaling \$2,787,353.74.

Commissioner MIngee moved to approve the Consent Agenda as presented and commissioner Nicholas seconded. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:18 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 2:48 p.m. Chairman Miano extended the meeting for an additional 12 minutes. At 3:00 pm Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

GOOD OF THE ORDER –

- A meeting has been scheduled for a hearing examiner for the TOC CUP application.
- Olympic Ambulance contract is being reviewed; the District has asked for dedicated units.
- Badge pinning for Captain Anderson and Huter and Probationary Firefighter Sylte will be held November 8th, 2023, at Station 34.

- St 33s and the TOC Classroom’s new roofs are complete.
- Important dates:
 - 11/3/2023 - Fire Recruits will graduate.
 - 11/4/2023 – Public Safety Fair at the Guy Cole Center.
 - 11/7/2023 – Volunteer’s annual crab feed event.
 - 12/8/2023 – George Clooney’s movie Premier of Boys in the Boat will occur in Sequim.
- Rebranding is underway, designs will be forthcoming.
- Fire Code Technician – Commissioner Mingee asks to reconsider the name of this position to Fire Inspector.
- The Commissioners and Mrs. Coleman are going to the WFCFA annual conference October 25th-28th, 2023.
- Commissioner Miano will be gone October 31st through November 4th, 2023.

NEXT MEETINGS –

- 10/30/2023 – Special Meeting with Prothman to review Fire Chief Candidates.
- 11/13/2023 – Special Meeting to replace regular meeting on 11/21/2023. Budget adoption, Claims and Payroll.
- 11/13/2023 – Special Meeting – Meet and Greet for Fire Chief candidates at the Sundland Gold Club.
- 11/14/2023 – Fire Chief Candidate Interviews at the Holiday Inn
- 11/21/2023 – Cancel this meeting

ADJOURNMENT

Chair Miano called for adjournment at 3:02 p.m.



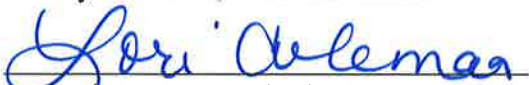
Bill Miano, Chairman



Jeffrey Nicholas, Vice Chairman



Michael Mingee, Commissioner

Attest: 
Lori Coleman, District Secretary