



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

July 18th, 2023

Chair Bill Miano 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 Bill Miano, Mike Mingee and Jeffrey C. Nicholas, Fire Chief Dan Orr, Deputy Chief Tony Hudson, Battalion Chief Chris Turner, District Secretary Lori Coleman, Finance Manager Alwynn Whitaker, Administrative Assistant Caity Karapostoles, Captain Kolby Konopaski, FF/PM Jeremy Church, FF/EMT Scott Dickson and Kjell Skov, IT Tech Keith Koehler, Volunteer Blaine Zechenelly and citizen, Duane Chamlee.

CHANGES TO THE AGENDA

None

CONSENT AGENDA

Items as follows:

- 1.) Regular Meeting Minutes, July 5th, 2023. Commissioner Mingee moved to approve the July 5th, 2023, Regular Meeting Minutes with a few grammatical amendments; Commissioner Mingee moved and Commissioner Nicholas Seconded to approve the July 5th Regular Meeting Minutes. **MOTION CARRIED**
- 2.) Claims and Payroll –
 - a. Accounts Payable Claim check numbers 111326 through 111375 dated July 18th, 2023, totaling \$249,744.46; Payroll EFT's and IRS deposit Monthly Payroll Draw dated July 10th, 2023, in the amount of \$757,092.64, for a disbursement grand total equaling \$1,006,837.10 Commissioner Mingee moved and Commissioner Nicholas seconded approval of payroll and expense period ending July 18th, 2023. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: 2020 and 2021 SAO Annual Audit – Exit Conference – During the online Teams meeting with the Washington State Auditor's office, Brad White initiated introductions. Phillip Ventress, the Assistant Audit Manager, then presented the Financial Aid Results, highlighting that the upcoming published audit reports would cover the Accountability Audit and Financial Statements for the years 2020 and 2021. The Audit, in brief, yielded the following results: "This report outlines the overall findings and conclusions from our examination. In the selected areas, the District's operations were found to be in compliance, to a significant extent, with applicable state laws, regulations, and internal policies. Additionally, the District demonstrated sufficient controls to safeguard public resources." There was also a management

letter and exit items, but these will not be made public. They are described as letters that communicate "control deficiencies, noncompliance, or abuse with a less-than-material effect." Additionally, there are items to "address control deficiencies or noncompliance with laws or regulations that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements or other items significant to our audit objectives." The next audit is scheduled for 2023 and will focus on auditing the year 2022. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 2: 2023-Q2 Financial Reports – Finance Manager, Alwynn Whitaker, reported that at this time of year, the District has received about 60% of its annual revenue, and that the District is right on track for this. She noted that there is some wildland revenue predicted to come in later in the year, transports are down, thus, transport revenue will be down and that the bulk of revenue in the miscellaneous category is from investments that the County does on the District behalf. As for expenditure notes, she reported that the commissioner costs will be significantly less since there will not be primaries for the election, administration line items will be increased because the Chief and Deputy Chief positions have been moved into this category, the Suppression line item will even out after the new hires wages are factored in towards the end of the year, the Prevention and Facilities/Vehicles costs will be lower with the Fire Chief and Deputy Chief positions being removed from those areas along with prevention having an open Fire Code Technician position, and the bulk of the capital expenses are predicted to occur in late 2023. During the meeting, Alwynn addressed inquiries about overtime and agreed to conduct an overtime analysis, presenting the findings at the next meeting. The Commissioners expressed gratitude for the comprehensive review and noted their appreciation for the detailed notes provided by Alwynn Whitaker. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 3: Strategic Plan Update from External Communications Group – Blaine Zechenelly presented; he gave a brief overview of the group’s work thus far. He reported that to be successful with external communications, the internal culture will need to change, and this takes time. With the implementation of Battalion Chiefs, he sees that this culture is moving forward in a positive way. Highlighting the District's focus on prevention, Zechenelly commended BC Turner for effectively engaging with external relationship opportunities. To further enhance communication efforts, he proposed the consideration of a policy dedicated to external communications. He also reported on the proactive approach taken by many other District members who have been meeting with local constituents, agency leads, and community partners. He recognized that such engagement efforts would play a vital role in strengthening relationships as the District progresses. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

Agenda Bill 4: Commissioner Group Expenses – Chief Orr presented an invoice for legal fees associated with the formation of the North Olympic Peninsula Fire Commissioners Association. The fees were for legal counsel to review documents for the group. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the \$450.00 fee to be paid, allowing administrative staff to work out details with District 2’s staff on how the payment is made. **MOTION CARRIED.**

Agenda Bill 5: Strategic Plan update from the Service Delivery Group– Captain Konopaski opened by giving a brief history of the work this group has done for the Strategic Plan. The group gave an overview of a coverage analysis they completed. The analysis included NFPA 1710-1720 Standards, where call volume is the highest, noting that 77% of the populations is outside of that area, call volume by quadrants for 2022 call data, properties and their 5-mile range for coverage vs where volunteers live, current service levels and station strategies. Additionally, the group assessed the current service levels and station strategies, recognizing the need for adjustments to the existing response model to meet the evolving service delivery standards due to community growth and even more so for the growth that is currently being predicted. To address this, they introduced the concept of "community fire stations" dispersed throughout neighborhoods, with the aim of enhancing service delivery. This concept deviates from the current three-station model, which relies on higher employee volume. In light of their findings, the group proposed several recommendations. These included a realignment of volunteer assignments to align with the insurance ratings for fire coverage, a pursuit of strategies to maintain 2009 coverage standards despite the community's growth, and a proactive approach to engaging with external partners to explore funding alternatives. The team's presentation highlighted the necessity for adaptability and innovation in response to the community's changing needs and emphasized the importance of ensuring efficient and effective fire service delivery. **INFORMATION ONLY; NO ACTION WAS TAKEN.**

GOOD OF THE ORDER –

- Commissioner asked about the City deforesting property and if the District would see any of the funds from this; Finance Alwynn Whitaker reported that the District would not as this is not DNR land and that is the Timber revenue the District receives.
- Commissioners follow up on a request for information regarding Rice Fergus Miller; DC Hudson will send a follow up e-mail with the information requested.
- Mechanic position announcement is underway; commissioners asks if a CDL is a prerequisite for applying for this position; DC Hudson clarified that it is not a prerequisite, but that the candidate would need to acquire this within their first year of hire and maintain it for the duration of their career.
- Commissioner Miano reported that he is working with Prothman, the entity contracted to help with the search for the new Fire Chief. They are setting up interviews with internal constituents to gain insight into what characteristics are desired in a the new chief. They are willing to take suggestions from external constituents in the final process and that will likely be done by comment cards. Miano is the lead for this project. He reported that they anticipate the closing date for application by October 15th with an anticipated start date of January 1st, 2024.

NEXT MEETING –

- None


Chairman Miano called for a 5-minute recess at 3:24p.m.

EXECUTIVE SESSION

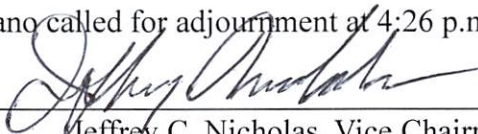
Chairman Miano called for an Executive Session beginning at 3:29 p.m., expected to last for 20 minutes under RCW 42.30.110 (g) to review the performance of a public employee and to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price RCW 42.30.110 (c). In attendance were Commissioners Miano, Mingee and Nicholas and Chief Orr and Deputy Chief Hudson. At 3:49 p.m. Chairman Miano extended the Executive Session for 20 minutes. At 4:09, Chairman Miano extended the Executive Session for 15 minutes. At 4:24 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

ADJOURNMENT

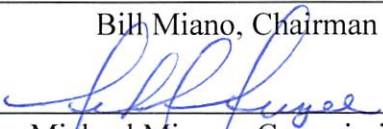
Chairman Mingee moved, and Commissioner Miano called for adjournment at 4:26 p.m.



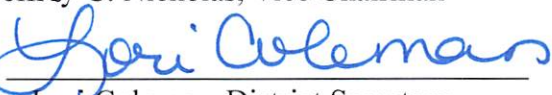
Bill Miano, Chairman



Jeffrey C. Nicholas, Vice Chairman



Michael Mingee, Commissioner

Attest: 

Lori Coleman, District Secretary