



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

August 8, 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 and Caity Karapostoles, Finance Manager Alwynn Whitaker, FF Scott Dickson and citizen Mel Fisher.

Agenda Bill 1: Finance Manager Job Description – Chief Orr provided an updated job description for the Finance Manager position. During a prolonged discussion, the team delved into the matter of the workload and discussed the potential of outsourcing certain projects to lighten the load. The current Finance Manager, Alwynn Whitaker, expressed the need for additional assistance amounting to about one-third of a full-time employee, acknowledging that Mrs. Karapostoles can only provide around 10 hours of monthly support at this time. The commissioners decided to defer further discussion on this topic until the upcoming agenda item, considering that the revised position description for Mrs. Karapostoles encompasses some financial support duties. Commissioner Mingee commented regarding the educational requirement for this position, contrasting it with the less specific educational criteria in the job descriptions for the Fire and Deputy Chiefs. The other commissioners explained the expertise that the Finance Manager’s role requires can only be accomplished through formal education. This expertise is crucial to enable effective financial recommendations to both the fire chief and the commissioners. Commissioner Mingee moved, and Commissioner Miano seconded to approve the Finance Managers position description as presented. **MOTION CARRIED.**

Agenda Bill 2: Administrative Job Descriptions – Chief Orr provided updated position descriptions for the District’s two administrative assistants. The first position description was for the title “Administrative Assistant/Finance Specialist”. The commissioner discussed how this role would be able to alleviate some of the workload for the Finance Manager. They discussed why the titles both said administrative assistants and debated if that was necessary. They asked if the intent was to revise salaries at different pay schedules, Chief Orr reported that he did not have any intent to request that at this time. They discussed what the term “solid understanding” means in respect to filling this position with a qualified candidate. Commissioner Mingee asked Caity Karapostoles, who currently fills this position, if she had input and if the duties included in the job description were what I was already doing? Mrs. Karapostoles answered yes, and that she felt that her education and prior work history made her a great candidate to fill this position, especially when it comes to supporting the Finance Manager. She went on, unasked, to explain why a retired volunteer or part-time hire without employment history, especially in the public sector or education in finance wouldn’t be able to assist the Finance Manager in the more complex duties. Commissioner Mingee reported that he was fine with the Administrative Assistant/District Secretary/Human Resources position description as written. Lori Coleman holds this position currently; but no input or comments were solicited from her. Commissioner Nicholas moved, and

Commissioner Mingee seconded to approve both position descriptions as presented. **MOTION CARRIED.**

GOOD OF THE ORDER –

Chief Orr contacted OAC to come out and give a presentation, dates and times are TBD.

Commissioner Miano reported that the timeline for hiring the fire chief has been sent out to administrative staff.

NEXT MEETING –

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

NEXT WORKSHOPS –

- 8/22/2023 – To discuss Apparatus Replacement Plan
- 8/25/2023 – To meet with Prothman
- 9/8/2023 – To hear from OAC regarding building options
- 9/26/2023 – To discuss staffing
- 10/10/2023 – Budget Workshop

ADJOURNMENT

Chair Miano called for adjournment at 2:05p.m.



Bill Miano, Chairman



Michael Mingee, Commissioner



Jeffrey Nicholas, Vice Chairman

Attest: 

Lori Coleman, District Secretary