

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting
November 7, 2023



Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Bill Miano
Jeffrey C. Nicholas
Michael Mingee
Commissioners

Dan Orr, Interim Chief

Board of Commissioners Meeting Agenda

November 7, 2023

Call to Order
Pledge of Allegiance
Changes to the Agenda
Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, October 17th, 2023
- 2.) Special Meeting Minutes, October 30th, 2023

Regular Business:

Report – Fire Chief

Report – Deputy Chief

Agenda Bill 1: Resolution 2023-07

Agenda Bill 2: Anti-Fraud Policy

Good of the Order –

Executive Session

Next Meeting

Adjournment



Fire Chiefs Report

11/07/2023



Staffing – Stanley and Cupps graduated from the State Fire Academy on Friday, November 3rd. The remainder are progressing well through probation and preceptorship.

Fire Prevention – We are currently in a waiting mode. Both Cities are in the process of budget adoption and we will know more by mid-December.

Real estate- Anderson Road property has sold. Staff need a resolution (on the agenda) to have Chief Orr be the designated signer for closing escrow on this piece of property.

Prothman – Board met with Prothman on the 30th and selected who was moving forward. Meet and Greer is on November 13th and Oral Boards are on November 14th. A list of potential questions has been developed and a diverse group of individuals will make up two of the three oral boards.

Towne Road – As of the writing of this, the County Board of Commissioners has not made a decision regarding Towne road and the way forward.

Movie Premier – Staff have been working with the City of Sequim and several other partners regarding the movie premier of “Boys in the Boat”. The premier will occur December 8th at the High School Auditorium. It appears, as of the writing of this, that Mr. Clooney will be attending.

Olympic Ambulance (OA) – Staff have been working with the management of Olympic ambulance to discuss placing dedicated units for District 3. OA has considered the request and believes it would be beneficial to all parties. They are working on creating a performance-based contract that would reflect those changes.

Public Safety and Information Fair – On November 4th, the District and CERT hosted an Information Fair at Guy Cole center. About 30 different participants from all over the State displayed their services to the public. This was a great outreach and took the place of an open houses this year for the District.



Clallam County Fire District 3

Serve, Respect, Prevent, Protect



Deputy Chief Report: November 7th, 2023

- BU/MOU/Negotiations
 - Mandatory modifications
 - Position for position filling
 - K-Day selection
 - Maintenance BU
- Telestaff Rebuild
 - In progress
 - 48/96 built
 - 24 day cycle
 - Auctions nearly complete
- Conditional Use Permits:
 - TOC CUP Renewal
 - Hearing conducted Nov. 2nd with Hearing Examiner
 - Decision to County by Nov. 9th
 - No problems anticipated
- Facilities:
 - New Sta. 33/Admin Bldg.
 - First draft programming in hand for new Sta. 33/Administration Building
 - Sta. 34 Patio/Kitchen
 - General contractor RFP is being drafted
 - Current Sta. 33
 - Workout shed – delivered and modifications underway
 - New Bathroom- plumbing roughed in, framed
- 2023-24 Vehicle planning
 - Brush truck
 - Chassis & Box ordered via Douglas Truck Body and Sourcewell.
 - Skid unit ordered- delivery in 2023
 - New engines
 - Pre-construction on Nov. 2 in SD.
- Information Technology:
 - On-going maintenance
 - Software audit (What are we using and how much is it) for expense budget
 - Software audit for WA State Auditor
 - Computer security awareness training-KnoB4



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 \$1,000,000, 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 b2023 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 WFCMA 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



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

October 30th, 2023

Chair Bill Miano called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 3:00 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, District Secretary Lori Coleman, and Warren Merritt from Prothman.

CHANGES TO THE AGENDA

None

REGULAR BUSINESS

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:00 p.m., expected to last for ninety minutes under RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment. In attendance were: Commissioners Miano, Nicholas and Mingee, District Secretary Lori Coleman and Warren Merritt from Prothman. At 4:30 p.m., Chairman Miano extended the meeting for an additional thirty minutes. At 5:00 p.m. Chairman Miano extended the meeting an additional fifteen minutes. At 5:15 p.m., Chairman Miano extended the meeting for an additional fifteen minutes. At 5:30 p.m. Chairman Miano extended the meeting for an additional fifteen minutes. At 5:45 p.m. Chairman Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

GOOD OF THE ORDER –

- None

ADJOURNMENT

Chairman Miano called for adjournment at 5:45 p.m.

Bill Miano, Chairman

Jeffrey C. Nicholas, Vice Chairman

Michael Mingee, Commissioner

Attest: _____
Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **11/07/2023**

To: Board of Commissioners

From: Interim Chief Dan Orr

Subject: Resolution 2023-07 Authorizing Chief Orr to sign closing documents for the E. Anderson Road property

Recommendation: Staff is recommending the Board approve Resolution 2023-07.

Background: For the Title Company to be able to close the real estate transaction for E. Anderson Road, the Board needs to take official action and appoint Chief Orr to be the signatory for the District.

Attachments: Resolution No. 2023-07

Alternatives: The Board could choose a different person to the signatory.

Fiscal Considerations: Selling the E. Anderson Road property put more capital into the District's account.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
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Bill Miano
Jeffrey C. Nicholas
Michael Mingee
Commissioners

Dan Orr, Interim Fire Chief

RESOLUTION 2023-07 AUTHORIZING CHIEF ORR TO BE THE SIGNER FOR THE E. ANDERSON ROAD PROPERTY

Background:

WHEREAS, elected officials of Clallam County Fire District 3, have decided as a Board, to sell the undeveloped property on E. Anderson Road; and

WHEREAS, the Board of Commissioner has chosen Chief Orr to be the signer for the sale of this piece of property; and

WHEREAS, Clallam Title Company is the escrow company for the E. Anderson Road Property File # 142317PW;

NOW, THEREFORE, BE IT RESOLVED: Clallam County Fire District No. 3 shall authorize Chief Orr to be the authorized signer for the sale of the property on E. Anderson Road.

ADOPTED, this seventh day of November, 2023, at an open public meeting for Clallam County Fire District 3, the following Commissioners being present and voting:

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

BY: _____
Commissioner Bill Miano, Chairman

BY: _____
Commissioner Jeffrey C. Nicholas, Vice Chair

BY: _____
Commissioner Michael Mingee, Commissioner

ATTEST: _____
Lori Coleman/District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **11/07/2023**

To: Board of Commissioners

From: Interim Chief Dan Orr

Subject: Anti-Fraud Policy

Recommendation: The Board adopts the anti-fraud policy as written.

Background: On September 19th, the Finance manager presented to the Board literature from the State Auditor's Office regarding fraud.

Discussion: The Board directed staff on September 19th to create an anti-fraud policy for the District. Staff have completed the first draft of that policy and are looking for the Board to amend or adopt the policy as written.

Attachments: Anti-Fraud policy.

Fiscal Considerations: N/A

Impact to the Community: This further puts into place safeguards needed to ensure the public's money is protected.



Category: Fiscal Management – Series 6000

Adopted By: Board of Commissioners

Effective: 10/4/2023

Related Documents

Contents

- 1.0 Scope and Application
- 2.0 District Policy
- 3.0 Standard Definitions
- 4.0 Standard Guidelines
- 5.0 Reporting Suspicions

1.0 Scope and Application

- 1.1 The following policies and guidelines apply to all members.

2.0 District Policy

- 2.1 The District is committed to the prevention of fraud and the promotion of an anti-fraud culture.
- 2.2 The District operates a zero-tolerance attitude to fraud and requires staff to act honestly and with integrity at all times, and to report all reasonable suspicions of fraud.
- 2.3 The District will investigate all instances of actual, attempted and suspected fraud committed by staff, consultants, suppliers and other third parties and will seek to recover funds and assets lost through fraud. Perpetrators will be subject to disciplinary and/or legal action.
- 2.4 This policy is supported by the Board of Commissioners and by the Fire Chief.

3.0 Standard Definitions

- 3.1 Member – An individual who is officially affiliated with and who is involved in performing the duties and responsibilities of the Fire District. Members may occupy any position or rank within the fire department and may or may not engage in emergency operations.
- 3.2 The term fraud is commonly used to describe the use of deception to deprive, disadvantage or cause loss to another person or party. This can include theft, the misuse of funds or other resources or more complicated crimes such as false accounting and the supply of false information.



- 3.3 Individuals can be prosecuted under the Fraud Act of 2006 if they make a false representation, fail to disclose information or abuse their position.

4.0 Standard Guidelines

- 4.1 The Board of Commissioners is responsible for implementing and maintaining adequate systems of internal control to prevent and detect fraud. They will also regularly review the anti-fraud policy statements and compliance to ensure it remains effective and relevant to the needs of the District.
- 4.2 The Fire Chief and the Finance Manager are responsible for establishing the internal controls and systems that are designed to counter the risks faced by the District. They are accountable for the adequacy and effectiveness of these arrangements. Managing fraud risk is seen in the context of the management of this wider range of risks.
- 4.3 The Finance Manager is responsible for making arrangements for investigating allegations of fraud. These arrangements may include hiring a third-party, qualified consultant, to lead the investigation if allegation(s) are found to be credible. They will also report regularly to the Board of Commissioners on aspects of fraud risk management.
- 4.4 Battalion Chief's and Captains will familiarize themselves with the types of fraud and dishonesty that might occur within the District. They will monitor compliance with internal controls and policies /procedures. They will notify Administrative staff of any indications of fraudulent activity.
- 4.5 Members are responsible to help ensure that District 3 reputation and assets are protected against fraud. They will report known and suspected fraud and will cooperate in the investigation of suspected fraud.

5.0 Reporting suspicions

5.1 The District has established arrangements for members to report any concerns they may have without fear of prejudice or harassment. This applies to concerns relating to Fraud and to any other concerns within the context of the Public Interest Disclosures Act of 1998.

5.2 Concerns which should be reported include, but are not limited to, members committing or attempting to commit:

- Any dishonest or fraudulent act
- Forgery or alterations of documents or accounts
- Misappropriation of funds, supplies or other assets
- Improperly handling or reporting of money or financial transactions
- Profiting from an official position
- Disclosure of official activities or information for advantage
- Accepting or seeking value from third parties by virtue of official position or duties; and theft or misuse of property, facilities, or service.

5.3 External Organizations actions which should be reported include:

- Being offered a bribe or inducement by a supplier;
- Credit Card Fraud – Unauthorized use of someone’s credit card information to make purchases;
- Insurance Fraud - Faking accidents, injuries, or losses to claim insurance money;
- Forgery – Creating or altering documents with the intent to deceive, often for financial gain;
- Counterfeiting – Creating fake copies of goods, documents, or currency to deceive others;
- Receiving fraudulent (rather than erroneous) invoices from a supplier;
- Reported allegations of corruption or deception by a supplier.