



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

February 21st, 2023

Chairman Chinn 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 Steven K. Chinn, Bill Miano and Jeffrey C. Nicholas, Fire Chief Ben Andrews, Assistant Chief Dan Orr, Finance Manager Alwynn Whitaker, Administrative Assistant Caity Karapostoles, Fire Inspector , and community members Duane Chamlee, and Mel Fischer.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the February 7th, 2023 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Facilitated Board Workshop – Commissioner Chinn was tasked with securing proposals from consulting firms to facilitate a Board Workshop. The focus of the Workshop is determining the direction the Commissioners want the district to go based on the changes in leadership roles with the addition of Battalion Chiefs. ESCi submitted the only proposal received. Commissioner Miano moved and Commissioner Chinn seconded to authorize Chief Andrews to engage ESCi to move forward with the proposal as presented. **MOTION CARRIED.**

Agenda Bill 2: 2022 Financial Statements – Finance Manager outlined the highlights of the 2022 Financial activities. The District ending the year in a strong position financially due to a number of factors including more CCFD3 transports, higher interest rates received and two large donations. Expenses were less than projected with many delays in large ticket item purchases such as apparatus. A Budget Workshop to determine the Commissioners priorities for 2024 will take place March 14th, 2023 at 1 pm. **NO ACTION REQUESTED. INFORMATION ONLY**

Agenda Bill 3: Approval of Payroll and Expense Claims for Period Ending February 21st, 2023, Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano moved and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110956 through 111023 dated February 21st, 2023 totaling \$152,516.50; Payroll EFT's and IRS deposit Monthly Payroll Draw dated January 25th, 2023, in the amount of \$48,876.04, Monthly Payroll EFT's and IRS Deposit dated February 10th, 2023, in the amount of \$739,235.84; for a disbursement grand total equaling \$940,628.38 Commissioner Miano moved and Commissioner Nicholas seconded approval of payroll and expense claims for period ending February 21st, 2023. **MOTION CARRIED.**

GOOD OF THE ORDER – FM Whitaker reported that Capt. Cate's L&I claim had been approved. Chief Andrews recounted Legislative Day in Olympia on February 17th. He and Commissioners Miano

and Nicholas were able to meet with all three Legislators from our area. AC Orr reported that the Battalion Chief testing process is complete and the tests are currently being validated. Chiefs interviews took place on Saturday February 18th for candidates from out of the area and will continue thru this week for in house candidates. The individuals chosen to fill the three new positions will be announced on February 28th and if the newly created bargaining unit is approved by PERC, the BC's will have a start date of May 1st.

EXECUTIVE SESSION

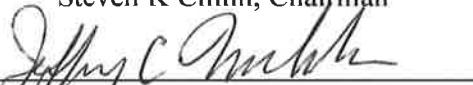
None

ADJOURNMENT

Chairman Chinn called for adjournment at 1:32 p.m.



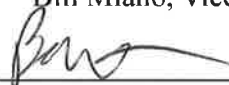
Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief