



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 18th, 2022

Chairman Chinn called the Board of Commissioners Regular meeting for Clallam County Fire District 3 to order at 1:00 p.m. both in person at 323 N. 5th Ave. Sequim, WA. and virtually via the Zoom App. Present were: Commissioners Steven K. Chinn, Bill Miano, Jeffrey C. Nicholas, Chief Ben Andrews, Assistant Chiefs Dan Orr and Tony Hudson, Administrative Assistants Lori Coleman and Caitly Karapostoles, Finance Manager Alwynn Whitaker, FF/PM Bryce McGinley, FF/EMT's Travis Anderson and Steve Anders, Maintenance Supervisor Tharin Huisman, Fire Code Technician Mike Mingee, PAFD Assistant Chief Mike Sanders, community members Duane Chamlee and E. Dewey.

CHANGES TO THE AGENDA

None

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve January 4th, 2022 Regular Meeting minutes. **MOTION CARRIED.**

PUBLIC COMMENT

No public comment

REGULAR BUSINESS

Agenda Bill 1: Resolution 22-01 – Authorization for Commissioner Nicholas to Serve as a Volunteer Fire Fighter – Commissioner Miano moved and Commissioner Chinn seconded approving Resolution 22-01 allowing Commissioner Nicholas to continue to serve as a volunteer firefighter for the District. **MOTION CARRIED.**

Agenda Bill 2: Ambulance Transport Billing Credit – Chief Andrews reviewed the policy, adopted in 2011, that when a resident or property owner within the fire district is transported by a Fire District medic rig and subsequently billed for the transport, the EMS Levy taxes will serve as an Ambulance Transport Billing Credit, thereby eliminating any remaining fees after insurance. Residents and property owners who are transported by Olympic Ambulance do not receive the same Ambulance Transport Billing Credit. Chief Andrews requested authorization to enter into discussions with Olympic Ambulance for an agreement to utilize the District's Ambulance Transport Billing Credit. The cost to the District would be approximately 3-6% of the annual EMS levy revenue. Commissioner Miano moved and Commissioner Nicholas seconded to authorize Chief Andrews begin negotiation with Olympic Ambulance for an agreement to utilize the District's Ambulance Transport Billing Credit. **MOTION CARRIED.**

Agenda Bill 3: Options for Volunteer Coordinator – As Scott Johnson’s extended contract nears an end, the commissioners reviewed the three options for filling the position discussed at a prior meeting. Those include keeping the position status quo or increasing the hours of the position or entering into an agreement with CCFD#2 to share a Volunteer Coordinator between the two districts. Commissioner Miano moved and Commissioner Nicholas seconded to direct Chief Andrews to bring a proposal with fleshed out options to a February meeting. **MOTION CARRIED.**

Agenda Bill 4: Strategic Plan Update – Chief Andrews reviewed the progress the District is making on initiating the 2022-2024 Strategic Plan. Everything seems to be on track as laid out in the plan. **NO ACTION NEEDED, INFORMATION ONLY.**

Agenda Bill 5: Provisional Offer of Employment – Chief Andrews indicated that a possible lateral FF/PM hire had been interviewed and he requested authorization to extend a provisional offer of employment to this individual. Chief Andrews went on to request that information about this individual be shared with the board during executive session to protect their privacy until the offer has been formally made and he/she can tender a resignation from his/her current employer. The commissioners were agreeable to that and a decision was tabled until after the Executive Session.

Agenda Bill 6: Approval of Payroll and Expense Claims for Period Ending January 18th, 2022 – Commissioners conducted their review of the expense claims and payroll reports. Commissioner Miano and Commissioner Nicholas seconded to approve Accounts Payable Claim check numbers 110163 through 110208, dated January 18th, 2022 totaling \$172,142.78; Payroll EFT’s and IRS deposit for Monthly Payroll Draw dated December 24th, 2021, in the amount of \$25,627.29; Monthly Payroll EFT’s and IRS Deposit dated January 10th, 2022, in the amount of \$629,245.62; for a disbursement grand total equaling \$827,015.69. **MOTION CARRIED.**

GOOD OF THE ORDER –

Commissioner Miano suggested that including the Commissioners’ Compensation Forms with the hard copies of 2nd monthly board packet didn’t serve any purpose except to waste paper. It was agreed upon that the Compensation Forms would not be printed out and included.

EXECUTIVE SESSION

Chairman Chinn called for an Executive Session beginning at 1:25 pm, expected to last for 25 minutes under RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment and to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas and Assistant Chiefs Hudson and Orr and Chief Andrews. At 1:43 pm, Chairman Chinn excused Chief Andrews and Assistant Chiefs Orr and Hudson. At 1:50 pm, Chairman Chinn called the meeting back into Regular session. No action was taken during Executive Session.

Agenda Bill 5: Provisional Offer of Employment con’t – Commissioner Miano moved and Commissioner Nicholas seconded to authorize Chief Andrews to make a provisional offer of employment to a lateral FF/PM hire at starting at step one. **MOTION CARRIED.**

ADJOURNMENT

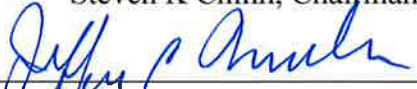
Chairman Chinn called for adjournment at 1:53 pm



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest: 

Ben Andrews, Fire Chief