



# Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

## BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

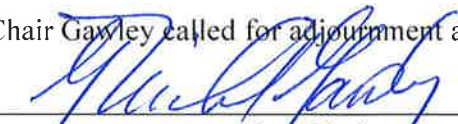
July 21, 2020


Chair Gawley called the Board of Commissioners Special meeting for Clallam County Fire District 3 to order at 12:06 p.m. via the Zoom App. Present were: Commissioners G. Michael Gawley, Steven K. Chinn, and Bill Miano, Chief Ben Andrews, Assistant Chief Eric Quitslund, Administrative Assistant Lori Coleman, Finance Manager Alwynn Whitaker, Zac Wilson and Carol Ehlinger from the Washington State Auditor's Office and citizen Duane Chamlee.


**Agenda Bill 1: Washington State Auditor's Office Exit Interview** – Zac Wilson, from the Washington State Auditor's Office, presented the 2018-2019 Accountability and Financial Statement Draft Reports. He briefly went over the two reports noting that the Auditor's office found no errors in the reporting and that all rules and regulations were followed by the District. He advised that there was one Exit Item they were advancing to staff. This item is in regards to tracking fuel usage at the Maintenance and Operations Center fuel pump; although the District has safe guards in place, the Auditor's Office is recommending that safeguards be increased to include reporting for tracking usage to ensure that there is no misuse. He reported that he was advised that staff have already started the process to address this concern and thanked them for doing so. He also advised that due to a 10-million-dollar revenue threshold, the District will now be scheduled to conduct yearly audits. Zac thanked staff, and especially the Finance Manager, Alwynn Whitaker, for being the first entity to accept and complete the audit virtually; he advised that due to her interest, excitement, and continued efficient correspondence during this process, the virtual audit process was successful for all parties involved. After the meeting, FM Whitaker will submit the required signed documents to the State Auditor's Office and Zac advised that the final report will be posted on the State Auditor's website and e-mail to the Finance Manager. Commissioners thanked Zac, Carol, and Alwynn for successfully completing this process and acknowledged the work and organization involved to so remotely. No action requested: information only.

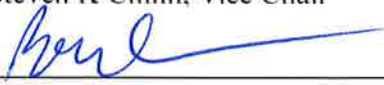
### ADJOURNMENT

Chair Gawley called for adjournment at 12:21 p.m.

  
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G. Michael Gawley, Chairman

  
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Bill Miano, Commissioner

  
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Steven K Chinn, Vice Chair

Attest:   
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Ben Andrews, Fire Chief