



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

---

## **BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES**

**September 20<sup>th</sup>, 2022**

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 Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistants Lori Coleman and Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captains Marc Lawson, Kolby Konopaski, Joel McKeen, and CCFD3 Captain, FF's Jeremy Church, Scott Dickson and Bryce McGinley, Community Members Duane Chamlee and Mike Gawley.

### **CHANGES TO THE AGENDA**

Addition of Agenda Bill 3- Review of Policy 6010 – Budget Preparation and Adoption

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the September 6<sup>th</sup>, 2022 Regular Meeting minutes. **MOTION CARRIED.**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the September 13<sup>th</sup>, 2022 Special Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Agenda Bill 1: Fire District Funding Alternatives** – Finance Manager Whitaker summarized and compared the three sources of capital funding that have been presented to the Commissioners recently by DA Davidson, Holman Capital Corporation and the Washington State LOCAL Lending Program. By creating similar scenarios in each funding source, FM Whitaker was able to present the advantages/disadvantages for each plan. **NO ACTION: INFORMATION ONLY.**

**Agenda Bill 2: Approval of Payroll and Expense Claims for Period Ending September 20<sup>th</sup>, 2022**, Commissioners conducted their review of the expense claims and payroll reports. Commissioner Nicholas moved and Commissioner Miano seconded to approve Accounts Payable Claim check numbers 110633 through 110693, dated September 20<sup>th</sup>, 2022 totaling \$107,294.19; Payroll EFT's and IRS deposit Monthly Payroll Draw dated August 25<sup>th</sup>, 2022, in the amount of \$23,902.64; Monthly Payroll EFT's and IRS Deposit dated September 9<sup>th</sup>, 2022, in the amount of \$641,188.95; for a disbursement grand total equaling \$772,385.78. **MOTION CARRIED.**

**Agenda Bill 3: Review of Policy 6010 Budget Preparation and Adoption** – After discussion concerning the reserve limits set by Policy 6010 and whether the District could maintain reserves higher but not less than limits set by the policy, various revisions were suggested. Commissioner Miano moved and Commissioner Nicholas seconded to direct Staff to draft a revision to Policy 6010 lowering the reserve from 17% plus 23% of the Annual Operational Expense Budget to 17% plus 15% of the Annual Operational Expense Budget. Commissioner Chinn opposed the motion. **MOTION CARRIED.**

**GOOD OF THE ORDER –**


None

**EXECUTIVE SESSION**

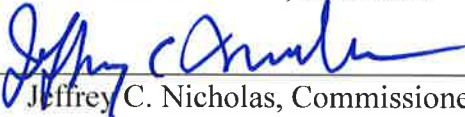
Chairman Chinn called for an Executive Session beginning at 1:45 p.m., expected to last for 15 minutes under RCW 42.30.140 (4) to review proposals made in collective bargaining and an additional 30 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas, Chief Andrews, Assistant Chiefs Hudson and Orr. At 2:18 p.m., Chairman Chinn excused the Chief and Assistant Chiefs. At 2:30 p.m., Chairman Chinn extended the Executive Session an additional 15 minutes under RCW [42.30.110 \(g\)](#) to review the performance of a public employee. At 2:45 p.m., Chairman Chinn extended the Executive Session an additional 15 minutes. At 3:00 pm, Chairman Chinn called the meeting back into Regular Session. No other decisions were reached during Executive Session.


**ADJOURNMENT**

Chairman Chinn called for adjournment at 3:01 p.m.

  
\_\_\_\_\_  
Steven K Chinn, Chairman

  
\_\_\_\_\_  
Bill Miano, Vice Chairman

  
\_\_\_\_\_  
Jeffrey C. Nicholas, Commissioner

Attest:   
\_\_\_\_\_  
Ben Andrews, Fire Chief