



Clallam County Fire District 3

Motto: Service Driven Through Excellence and Innovation

BOARD OF COMMISSIONERS - REGULAR MEETING MINUTES

January 17th, 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 Chiefs Dan Orr and Tony Hudson, Finance Manager Alwynn Whitaker, Administrative Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, and community members Duane Chamlee, Mel Fischer and Mike Gawley.

CHANGES TO THE AGENDA

Addition of Agenda Bill 6: Resolution 2023-01 Budget Amendment for Captain Cate Memorial Ceremony.

APPROVAL OF MINUTES

Commissioner Miano moved and Commissioner Nicholas seconded to approve the January 3rd, 2023 Regular Meeting minutes. **MOTION CARRIED.**

REGULAR BUSINESS

Agenda Bill 1: Strategic Plan – Chief Andrews shared the 2022 annual Strategic Plan report. Most of the Plan's objectives have been completed on time. **NO ACTION REQUESTED. INFORMATION ONLY**

Agenda Bill 2: Levy Lid Lift Discussion – The District learned in Nov. 2022 that due to a large increase in property values, the 2023 General Levy rate has been reduced. This generated discussion of running a Levy Lid Lift in 2023 rather than the originally planned 2025. After discussion with input from Financial Manager Whitaker, the Commissioners opted to revisit the topic in August. **NO ACTION REQUESTED. INFORMATION ONLY**

Agenda Bill 3: 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 a proposal that included professional development actions for the key leadership roles. **NO ACTION REQUESTED. INFORMATION ONLY**

Agenda Bill 4: Letter of Support of Emergency Operations Center and Dispatch – Staff submitted a letter of support for the construction of a consolidated EOC and Dispatch building. Commissioner Miano moved and Commissioner Nicholas seconded directing Chairman Chinn to sign the letter of support to the Clallam County Sheriff's Office on the EOC and Dispatch project. **MOTION CARRIED.**

Agenda Bill 5: Approval of Payroll and Expense Claims for Period Ending January 17th, 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 110902 through 110955 dated January 17, 2023 totaling \$221,315.76; Payroll EFT's and IRS deposit Monthly Payroll Draw dated December 23rd, 2022, in the amount of \$23,902.64; Monthly Payroll EFT's and IRS Deposit dated January 10th, 2023, in the amount of \$691,606.07; for a disbursement grand total equaling \$936,824.47. Commissioner Miano moved and Commissioner Nicholas seconded approval of payroll and expense claims for period ending January 17th, 2023. **MOTION CARRIED.**

Agenda Bill 6: Resolution 2023-01 Budget Amendment for Capt. Cate Memorial Ceremony - Financial Manager Whitaker presented Resolution 2023-01 for a budget amendment to facilitate funding of the ceremonial expenses associated with the Captain Chad Cate's memorial that would benefit the District members, the Cate Family and the community at large. Commissioner Miano moved and Commissioner Nicholas seconded approval of Resolution 2023-01 for 23-01 Budget Amendment of \$30,000 to help fund Captain Cate's Memorial.

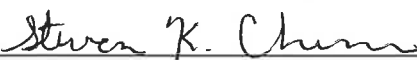
GOOD OF THE ORDER – Chief Andrews and the Commissioners will be attending the WFC meeting and Legislative Day in Olympia on February 17th, 2023. Reports from St. Michaels Medical Center in Silverdale indicate that their Emergency Room is well over capacity with patients.

EXECUTIVE SESSION

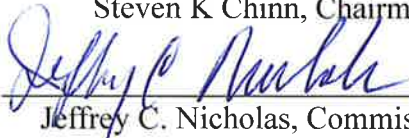
None

ADJOURNMENT


Chairman Chinn called for adjournment at 3:16 p.m.




Steven K Chinn, Chairman



Jeffrey C. Nicholas, Commissioner



Bill Miano, Vice Chairman

Attest: 

Ben Andrews, Fire Chief