



# *Clallam County Fire District 3*

*Motto: Service Driven Through Excellence and Innovation*

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

**March 21<sup>st</sup>, 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 Tony Hudson and Dan Orr, Finance Manager Alwynn Whitaker, Administrative Assistants Caity Karapostoles and Lori Coleman, Maintenance Supervisor Tharin Huisman, Captains Kolby Konopaski and Bryan Swanberg, FF's Scott Dickson and Jeremy, Disaster Preparedness Specialist Blaine Zechenelly, and community members Mike Gawley and Mel Fischer.

### **CHANGES TO THE AGENDA**

None

### **APPROVAL OF MINUTES**

Commissioner Miano moved and Commissioner Nicholas seconded to approve the March 7<sup>th</sup>, 2023 Regular Meeting minutes and the March 14<sup>th</sup>, 2023 Special Meeting minutes. **MOTION CARRIED.**

### **REGULAR BUSINESS**

**Report: Strategic Plan** – Chief Andrews shared an update on the progress of development and implementation of the 2022 to 2024 Strategic Plan. No reports were available from the various committees. The committee working on Objective 2A Determine level of service needs and develop Service Delivery Objectives has struggled to make progress. They are seeking assistance from outside the District to complete this Objective.

**Agenda Bill 1: CERT Annual Report** – Disaster Preparedness Specialist Blaine Zechenelly share the report compiling all the details involved in the planning, developing growing and implementing an incredibly successful Community Emergency Response Team in 2022. **NO ACTION REQUESTED. INFORMATION ONLY**

**Agenda Bill 2: Facilitated Board Workshop** – Chief Andrews presented the contract with ESCi for the delivery of a Facilitated Board Workshop. The project will begin with developing a plan surrounding the District's objectives. The whole District will be surveyed for input and the feedback will be compiled and analyzed. ESCi will then facilitate the Board Workshop including the Commissioners, Fire Administrative team and representatives from the Local. Following the workshop, a published Strategic Plan will be produced and ESCi will provide one year of Implementation Support as the District moves forward. Commissioner Nicholas was chosen as the BOC's point of contact. **NO ACTION REQUESTED. INFORMATION ONLY**

**Agenda Bill 3: Volunteer Coordinator Hire** – Staff recommended that John McKenzie be hired to fill the Volunteer Coordinator position vacancy as Scott Johnson steps down from those duties. If approved, FF McKenzie will transition into the position on April 1<sup>st</sup> with the assistance of FF Johnson and will report to Training Officer Jeff Albers. Commissioner Miano moved and

Commissioner Nicholas seconded to approve the hire of John McKenzie as the District’s Volunteer Coordinator. **MOTION CARRIED.**

**Agenda Bill 4: Approval of Payroll and Expense Claims for Period Ending February 21<sup>st</sup>, 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 803 AND 111024 - 111091 dated February 23rd, 2023 and March 21<sup>st</sup>, 2023 totaling \$123,748.84; Payroll EFT’s and IRS deposit Monthly Payroll Draw dated February 24<sup>th</sup>, 2023, in the amount of \$20,047.54, Monthly Payroll EFT’s and IRS Deposit dated March 10<sup>th</sup>, 2023, in the amount of \$647,129.61; for a disbursement grand total equaling \$790,925.99

Commissioner Miano moved and Commissioner Nicholas seconded approval of payroll and expense claims for period ending March 21<sup>st</sup>, 2023. **MOTION CARRIED.**

**GOOD OF THE ORDER** – The Commissioners will be attending the WFCR Region 9 meeting in Bremerton on Saturday, March 25<sup>th</sup>, 2023. FM Whitaker and Commissioner Nicholas met with Holman Capital concerning facility funding options.

**EXECUTIVE SESSION**

Chairman Chinn called for an Executive Session beginning at 1:17 p.m., expected to last for 58 minutes under RCW 42.30.110 (g) to review the performance of a public employee. In attendance were: Commissioners Chinn, Miano, and Nicholas and Chief Andrews. At 2:00 p.m. Chairman Chinn excused Chief Andrews and called AC’s Hudson and Orr in to the Executive Session. At 2:10 p.m., AC Hudson was excused. At 2:15 p.m., Chairman Chinn extended the Executive Session for 30 minutes. At 2:35, Chairman Chinn excused AC Orr and called Chief Andrews in to the Executive Session. At 2:40 Chairman Chinn excused Chief Andrews. At 2:45 p.m. Chairman Chinn called the meeting back into Regular Session. No decisions were reached during Executive Session.

**REGULAR BUSINESS**

Chairman Chinn called for the addition of Agenda Bill 5.

**Agenda Bill 5: Addendum to Chief’s Employment Contract** – Chief Andrews announced his decision to retire from the fire service and CCFD3. His last day with the District will be April 30<sup>th</sup>, 2024. The Commissioners agreed to the retirement date and signed an addendum to Chief Andrews’ Employment Contract adding a term end date of April 30, 2024.

**ADJOURNMENT**

Chairman Chinn called for adjournment at 2:48 p.m.



Steven K Chinn, Chairman



Bill Miano, Vice Chairman



Jeffrey C. Nicholas, Commissioner

Attest:



Ben Andrews, Fire Chief