



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

August 19, 2025

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee, and Bill Miano, Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Chris Turner and Elliott Jones, and Citizen Duane Chamlee. and online were: St 33, Captain Marc Lawson, Mechanic Brad Schroeder, and Deputy Chief Tony Hudson.

Changes to the Agenda – Staff requested to add Agenda Bill 6 - Decertification of Firefighter/Paramedic (PM) Eligibility List. Commissioner Nicholas asked for Agenda Bills 2, 3, and 6 to be held until after the executive session.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 5, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 113013 through 113054 dated August 19, 2025, totaling \$187,325.83 and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated Aug 25, 2025, in the amount of \$58,375.99 and Payroll EFTs and IRS Deposit for Monthly Payroll dated August 8, 2025, in the amount of \$920,033.91 for a disbursement grand total equaling \$1,165,735.73.

Commissioner Miano moved, and Commissioner Mingee seconded to approve the Consent Agenda as presented. **MOTION CARRIED.**

Battalion Chief Report – BC Turner reported:

- July had 895 responses; this was up 200 calls over 2024.
- Reporting is changing from NFIRS to NERIS.
- Staff are working to ensure coding for calls is being properly documented in relation to BLS Service and Fire Service calls so data is accurate.
- Prevention activities in July were active; they included public CPR, multiple parades over the Fourth of July, YMCA Summer Camp and standby for activities.
- Pre-Plans and IAPs were created for the Canoe Journey to ensure preparedness in the event of a response; luckily, the event did not have any emergencies.
- B-Shift
 - BC Turner reported that two members completed their probation year and were honored at a ceremony on August 4th, 2025 and BC Anderson has been completing site visits for upcoming trainings.

- C-Shift – BC Jones reported –
 - The vast majority of July’s calls were EMS-related.
 - The MIH-CP has responded to 736 calls in 2025, and 110 of them were in July.
 - Fire District 3 transported 28 calls in July and went in with Olympic Ambulance on ALS calls 94 times.
 - DC Hudson is working with dispatch to ensure that dispatchers are coding calls, ALS vs BLS, accurately when dispatching resources.
 - He ensures that the District has a representative at each local EMS Council meeting.
 - He was awarded his professional designation of Chief Fire Officer at the National Fire Academy.
 - He attached a list of the MIH-CP Partners to his report for the Board to see, differentiating them by how information is shared.

Agenda Bill 1: Apparatus Replacement Plan – Chief Grider reported that staff drafted a 10-year apparatus replacement plan as directed by the Board. Commissioner Mingee reported that he has been working with Chief Grider on a Capital Improvement Plan as a road map for capital improvement projects; he sees three large issues the District is facing: staffing, infrastructure, and apparatus. He added that the Board is in favor of replacing apparatus, although he added that he “is not supportive of purchasing ambulances until we know if we are an ambulance company or not” and that without Bonding, the District cannot fully fund all three. He suggested affordable alternatives for command vehicles and advocated against Wildland engines at all three staffed stations, as this is not a good use of resources. He added that the recently purchased Wildland Rig will be a great addition to the fleet if properly used. He stated that the plan needs to be reviewed annually and likely a deeper dive to find areas to cut, because out of the three issues, the apparatus replacement plan is where the cuts will be made. Commissioner Nicholas highlighted multiple times the need for the plan to be revisited annually. Adding that he wants definitive answers on ambulance contracts for services before ambulance replacements are made. He would like to see the District consider sprinter vans for ambulances if the District is not the primary transport agency. He concluded by stating that he feels the District has too many vehicles and asked staff to consider surplus what’s not being used. Chief Grider added that the current engines are seeing the wear and tear effects from being used more and that they will need to be addressed when considering engine replacements. Maintenance Supervisor Tharin Huisman reported that staff currently spends a significant amount of time looking for parts for older apparatus and that as they age, this becomes a common concern. He notes that one manufacturer refused to work on a truck that was older than 12 years, and this makes the older apparatus hard to keep in service. He also noted the value in holding on to some old apparatus, one being the old Tender, noting that the tank is in perfect condition to be remounted, and this would save the District 1/3 of the cost of a new one. Commissioner Mingee reported that he believes the utility trucks at the staffed stations need to go away and that he is not witnessing standardization when crews respond out of ST 37, and that “this is not ok”. Commissioner Nicholas entertained public comments from Duane Chamlee and Elliott Jones; Mr. Chamlee commented that the aging apparatus is concerning and needs to be addressed, and BC Jones added that command vehicles are very important with the staffing structure we have, as the Chiefs do sometimes have to respond to calls when there are no crews available. Commissioner Mingee moved, and Commissioner Miano seconded to adopt the Apparatus replacement plan as presented, with the knowledge that it will be adjusted annually to correlate with the Capital Improvement Plan. **MOTION CARRIED.**

Agenda Bill 4: Capital Finance Options – Finance Manager, Misty Shaw, reported on financing options. FM Shaw had drafted a worksheet that she shared with the group that went over options to finance voter and non-voter approved financing options through DA Davidson, Holman Capital, Washington Local Lending Program, and USDA. FM Shaw went over funding limit descriptions, funding amount limits, voter approval requirements, terms, costs (other than interest), interest terms, borrowing fees, interest rates, and other important factors for each. FM Shaw recommended that the Board continue to pay for the engines out of capital as budgeted for, maintain capital funds, and go for a voted bond; she feels this is the best option for the District. Commissioner Nicholas reported that he feels bonds are not fiscally responsible and that the District should prove to citizens that it can pay for projects without them, adding that he wants the Board to consider going for a loan with the longest term available, even if it is at a higher interest rate. FM Shaw also recommended using WA Local Lending for equipment and DA Davidson or USDA for facilities; she added that Holman Capital did not have enough references and experience for her to recommend them for any financing. The Board would like to speak with DA Davidson and noted that they are supposed to attend the Fall 2025 WFCA conference and asked FM Shaw to inform DA Davidson that they would be at that conference too if there was time to talk with them then. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 5: 2024 Annual Report – Executive Assistant, Lori Coleman, reported that the 2024 Annual Report is complete and ready for adoption. She gave a brief overview of the report. The Board thanked her for her work on the report and commented that it is a very professional document; they suggested getting a few copies printed for the waiting room at the Administration Office. Commissioner Miano moved, and Commissioner Nicholas seconded to adopt the 2024 annual report with one amendment. **MOTION CARRIED.**

Commissioner Nicholas called for a 10-minute break at 2:50.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 3:00 p.m., expected to last for Sixty (60) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Finance Manager Misty Shaw. At 3:41 p.m. Commissioner Nicholas excused Misty Shaw from the meeting. At 4:00 p.m. Commissioner Nicholas extended the meeting for an additional fifteen (15) minutes. At 4:15 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

Agenda Bill 2: MOU – BC Contract – Chief Grider advanced an MOU to the Board for consideration. This MOU extends the current BC Collective Bargaining Agreement (CBA) through 2025. The MOU contained updates to the 2025 salary schedule and the Appendix B (formerly Appendix B 2.0) flowchart for overtime staffing as set forth in the Firefighter CBA. Commissioner Miano moved, and Commissioner Mingee seconded to approve the MOU as presented. **MOTION CARRIED.**

Agenda Bill 3: MOU – Day Unit – Chief Grider advanced an MOU to the Board for Consideration. This MOU outlines a trial for a Day Unit. This Day Unit will be staffed with Firefighter/EMTs. The intent is to alleviate call burden due to rising call volume. The job description will be that of a Firefighter/EMT, thus not needing to create a new job description. The schedule will be a 40-hour work week with the Day Unit working peak hours for call volume. The initial assignment will be offered to current members and, depending on need, can be filled by the most recent new hires as stated in their offer letters. There will be a three (3) year trial of this unit with a joint evaluation of the effectiveness. Commissioner Mingee moved, and Commissioner Miano seconded to approve the MOU as presented. **MOTION CARRIED.**

Agenda Bill 6: Firefighter/Paramedic Eligibility List – Chief Grider reported that he does not feel there are sufficient candidates on the current list. Originally, the District only had three paramedic candidates apply, and staff do not feel the list is robust enough to keep active, as there is only one qualified candidate left on the current list. Staff intend to readvertise for firefighter-paramedic candidates and retest to create another hiring list. Staff do not intend to decertify the Firefighter/EMT list currently. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the decertification of the Firefighter/Paramedic List. **MOTION CARRIED.**

GOOD OF THE ORDER

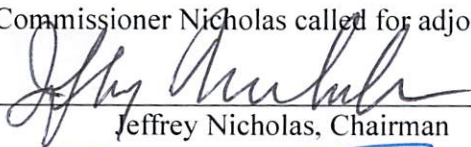
- Chief Grider –
 - Reported that the purchase of the property on Gold Dust Lane is final. Staff are exploring options for a CUP for building on the property.
- Commissioner Mingee reported –
 - The RAC Committee still meets on a regular basis; the recent update is that most properties are still under evaluation and on hold at this time. Litigation over the Dungeness and Dragons sale is settled. The committee is working on provisions for reimbursing agencies that were affected by the Marbled Merlet.
 - Title III Grant will go through the Clallam County Board of Commissioners on September 23rd; they have tentatively awarded the District funds, and they will make the final decision on awards at that meeting.

NEXT MEETINGS –

09/02/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:25 p.m.



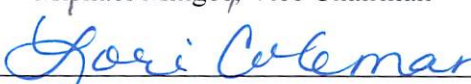
Jeffrey Nicholas, Chairman



Bill Miano, Commissioner



Michael Mingee, Vice Chairman



Attest:

Lori Coleman, District Secretary