



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

February 3, 2026

Chair Miano 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, Mike Mingee and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, Administrative Assistant Caity Karapostoles, Finance Manager Misty Shaw, Battalion Chiefs Elliott Jones and Chris Turner, and citizen Duane Chamlee, and online were: Maintenance Mechanic Steve Phillips, B Shift at Stn 37, and Sequim Gazette Reporter Matt Nash.

Changes to the Agenda - None.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, January 20th, 2026.
- 2.) Claims
Payroll Claim Numbers for DRS Corrections 805-818 totaling \$102,367.57
Payroll EFTS and IRS Deposit for Monthly Draw dated January 23, 2026, totaling \$25,354.32; Accounts Payable Claim check numbers 113427 - 113460 dated February 3, 2026, totaling \$81,826.71, for a disbursement grand total equaling \$209,548.60.

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

GOOD OF THE ORDER

Commissioner Mingee reported –

- In the Legislative Update – there is a bill that gives the State a maximum of 60 days to reimburse for state wildland mobilization. Misty said DNR has been much quicker in 2025 to send reimbursements, usually under 60 days.
- HB 2224 would provide an alternative to the petition method of formation for fire protection districts, the legislative authority of a city or town may by resolution, subject to the approval of the voters, establish a fire protection district with boundaries that are the same as the corporate boundaries of the city or town for the provision of fire prevention services, fire suppression services, and emergency medical services, and for the protection of life and property within the city or town.
- HB2170 would reduce DNR's sellable timber and expand revenue generation and economic opportunities from natural climate solutions and ecosystem services

Fire Chief's Report –**Chief Grider reported:**

- Staffing – We have 5 career personnel out on extended leave from all Shifts. Shift assignments have been underway to balance staffing. The five new recruits are assimilating into their stations, and crews report positive feedback from line staff and are counting towards staffing. The week of January 5th saw us extend conditional offers to 5 FF/EMTs, 1 FF/Paramedic, and 2 paramedics (who will attend Kitsap Fire Academy). The offers are contingent on successful medical, psychological, and background testing. The FF/Paramedic has since turned down the offer. We are exploring other options on filling that position. The start date for the remaining 7 will be March 1, 2026.
- Board Direction – Annual Priorities – As a reminder, we have a work session on Thursday, February 5, 2026, to establish 2026 Goals and Priorities. 2025 Priorities have been adopted, and there is active work being done with staff continuing to address them. Teams have been established, and they are working on their respective priorities and establishing goals. BC Turner and DC Hudson continue to update to the Standards of Cover and Service Delivery. A presentation is forthcoming.
- Grant Updates – I have not received official word from FEMA on the AFG grant that was applied for; however, since the Government shutdown, the portal does show that we were unsuccessful in obtaining our micro-grant for the mobile repeaters. We will continue to monitor.
- USDA Grant – No new update since the government has reopened.
- 2026 AFG, SAFER, and FP&S Grants - This grant cycle is shaping up to be different. The Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), and Fire Prevention and Safety (FP&S) programs are all expected to open together in early February, with a longer application window of six to eight weeks instead of the usual four. While this might seem like extra time, having all three open at once puts significant pressure on departments that are not prepared.
- Sequim City Manager – I continue to meet with Matt Huish monthly and had a one-on-one meeting with him this month regarding City and District interests. These include Eastern Clallam County Emergency Operations and other city/district needs.
- County Emergency Management – I continue to meet with EOC Staff monthly and work with them on courses and meetings.
- Jamestown S'Klallam Tribe – We met with 7 Cedars regarding payments to the District. This was spurned when the volunteer association began receiving checks thought to be a donation, but which were in fact meant for the District. As an update, 7 Cedars is investigating where the error occurred, and the Volunteer Association is to hold onto the checks until they have concluded their internal audit. – No new update to provide.
- DRS Audit: An update to the BOC: Misty and staff have been working to address the findings. We have sent notification letters to all members who would be affected, whether they are currently with the District or have left. We have a letter of redress to DRS on the wording of the wages in lieu of medical. We expect an answer on or before March 16, 2026.
- Meetings and Activities for the Month of January–
 - Continue to represent with the Chamber of Commerce
 - Negotiations are underway with bargaining units
 - Continue to meet with the City of Sequim
 - Participated in the Acting Battalion Chief scenarios
 - Met with Joey, Misty, and Chief Jones on Olympic Ambulance contract. We are close!
 - Continue my one-on-one discussions with the Commissioners
 - Continue to represent the District with the City of Sequim Emergency Management

- Met with the District's legal team
 - Continue weekly meetings with Chiefs of PAFD and C2FR
 - Met for Labor Management
 - Met with Maintenance and Mechanics and Firefighters bargaining units
 - Have been meeting with the Skilled Nursing, Assisted Living, and Memory care Facilities on reducing call volumes
 - Chief Hudson received E-37 in January. Apparatus committee will work on putting it in service.
 - Met with retirees affected by DRS audit.
 - Restarted Operations meeting in January. Will continue monthly.
 - Represented the District on the East Clallam County CERT Association Board
 - Attended with Government Leadership on Tsunami vulnerability meetings
 - Met with City of Sequim staff on staffing of city-operated events
 - Attended the regionalization meeting with PAFD and C2FR where we conducted interviews and followed up with the selection of the vendor.
 - RFP for the Human Resources Manager closed on the 29th. A review committee is being formed.
 - BC Turner, Commissioner Mingee, and I met with the Jefferson County Fire Marshal regarding discussions on assisting one another with fire investigations and sharing ideas on inspections.
 - The new Spartan Engines for 33 and 34 are now in service. A push-in ceremony is being scheduled with the addition of Engine 37. A huge thank you to the apparatus committee, the training division, the maintenance division, our commissioners, management team and our constituents for supporting the District to replace our aging fleet
- BOC informational update:
 - Leaving this on to review for the agenda bill. We received word back from Zenovic regarding the Johnston house. In summary, the building is a legally existing single-family residence. The building can maintain that use without any upgrades as far as the building code is concerned. If you change the use to an office or a bunk house, it would need to go through a change of use permit. This would require upgrades to the energy code, including the insulation, windows, doors, and heating system. Depending on the changes, if any, that are being made to the structure, this may require some structural upgrades as well. Generally speaking, though, as long as it does not go to a more hazardous occupancy and you do not alter any of the exterior or load-bearing walls, you would only need to update the energy code. The unfortunate thing about this building in particular is that it is very old and would require extensive work on the energy code side of things to make it into an office.
 - BC Turner submitted a Blotter/Media post on January 19th, 2026:
 - From 1/11 to 1/18 FD3 saw 180 incidents.
 - FD3 responded to a “normal” variety of calls over the past week. Temperatures continue to be in the freezing range, and the incidence of falls is on the rise. Also, certain respiratory illnesses have seen an uptick within our community.
 - January 19, 2026, kicks off CRR Week! The 2026 CRR (Community Risk Reduction) Week theme is **Emergency Response**, shining a light on how fire departments’ response efforts are a vital part of Community Risk Reduction. This year’s toolkit emphasizes emergency response strategies that reduce risk, save lives, and strengthen community safety.

- Visit our website at www.ccf3.org for more fire prevention and safety related information.

Agenda Bill 1: Recording Meetings -Chief Grider reported that the staff had researched the option of recording BOC meetings to support transparency, improve communication between the Board, staff and community and help staff with record keeping. Commissioner Mingee moved and Commissioner Nicholas seconded to approve the recording of BOC meetings **MOTION PASSED.**

Agenda Bill 2: 5 Person Board of Commissioners – Commissioner Miano shared information about the need to expand from a 3-person Board of Commissioners to a 5-person Board and what it would take to do so. RCW 52.14.015 was reviewed. **NO ACTION TAKEN.**

Agenda Bill 3: Appointment of a Board Member to the Committee to Review the RFP for the Recruitment of an HR Manager – Chief Grider was directed to issue an RFP for a recruitment firm to assist the District in the selection of an HR Manager. The selection of a vendor is the next step, and a committee has been formed to do so. Commissioner Mingee moved to appoint a commissioner to the committee and nominated Commissioner Nicholas. Commissioner Miano seconded and Commissioner Nicholas accepted. **MOTION CARRIED.**

Agenda Bill 4: 2025 Financial Year in Review – Financial Manager Misty Shaw reported on the financial status and condition of the District for 2025. Her detailed presentation included the performance of the various departments in the District including but not limited to Commissioners, Administration, Training, Suppression and EMS. Overall, the District finished 2025 under budget and continued to be fiscally responsible. Chief Grider extended a huge Thank You to FM Shaw for her attention to detail and for all her hard work. **INFORMATION ONLY. NO ACTION TAKEN**

Agenda Bill 5: Continued Discussion on Capital Improvement Financing Options – Non voter approved financing, Local funding and voter approved bonds were discussed. The capital improvements include replacing station 33 and working towards building a new station 31 on property recently purchased for that purpose. Chief Grider was directed to contact DA Davidson for a price quote and potential terms of a contract to help the District through the process of securing funding. **INFORMATION ONLY. NO ACTION TAKEN**

Break – Commissioner Miano called for a five (5) minute break at 2:33 to return at 2:38.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:38 p.m., expected to last for eighty two (82) minutes, returning at 4 p.m. 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, RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or

potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. In attendance were Commissioners Miano, Mingee, and Nicholas, Fire Chief Justin Grider, and Financial Manager Misty Shaw. Commissioner Miano called the meeting back into Regular Session at 4:00 p.m. No decisions were reached during the Executive Session.

NEXT MEETINGS –

2/5/226 – Special Board Meeting – Priorities Workshop

2/17/2026 – Regular Board Meeting

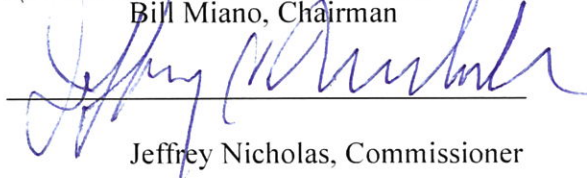
- Commissioner Mingee requested that discussion take place about moving the Executive Session to the beginning of the meeting.

ADJOURNMENT

Commissioner Miano called for adjournment at 4:02 p.m.



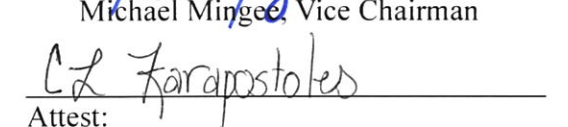
Bill Miano, Chairman



Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman



Attest:
Caity Karapostoles, Administrative Assistant