



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

June 16, 2026

Chairman 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, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Elliott Jones, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, and citizen Duane Chamlee. Online were: Administrative Assistant Caity Karapostoles, Capt. CCFD3, and Facilities Technician John Brygider, Volunteer Coordinator Chris Lovering and Captain Marc Lawson.

Changes to the Agenda – Chairman Miano asked to add an agenda item, “Timber Tax Survey through the Washington Fire Commissioners Association.” He also requested that this be listed as item number one on the agenda, with all other items moved down accordingly.

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, June 2, 2026.

2.) Claims

Accounts Payable Claim check numbers 113798 through 113834 dated June 16, 2026, totaling \$77,048.80, Payroll EFTs and IRS Deposit for Monthly Payroll dated June 10, 2026, totaling \$926,564.85, and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated June 25, 2026, totaling \$23,731.12 and Maintenance Retroactive dated June 17, 2026, totaling \$7,339.02 for a disbursement grand total equaling \$1,034,683.79.

Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the Consent Agenda with amended minutes. **MOTION CARRIED.**

Next Meeting – July 7, 2026 – Regular Board Meeting

GOOD OF THE ORDER –

Chief Grider reported –

- The HR Manager recruitment is on track, the advertising closed on June 7th, 2026, and there were a reported nineteen candidates going through the second process. More information will be forthcoming as this proceeds.

Commissioner Nicholas reported –

- That the joint fire commissioners meeting is this week.

Commissioner Mingee reported –

- He and staff have a meeting with Aetta Architects tomorrow regarding the station 33 building project.

Commissioner Miano reported –

- He and Chief Grider drafted a letter to send to PenCom addressing concerns from the Board. They received a response just prior to today's meeting and skimming it, Commissioner Miano reported that it seemed like a very defensive response. More will be forthcoming.

Deputy Chief Hudson reported –

- He is working with the Footprinters on the Chad Cate memorial plaque that they want to install. His plan is to do a temporary install in front of the TOC classrooms and then move it to a permanent place when the new station is built.

Battalion Chief Reports – BC Jones –

- BC Jones was available at the end of the meeting for comments. The group discussed the decrease in call volume and noted that the MIH-CP program may be contributing to an overall reduction in calls. While this is difficult to quantify directly, it may reasonably be inferred

Agenda Bill 1: Timber Tax Survey through Washington Fire Commissioners Association (WFCA) – Commissioner Miano reported that he received a survey from the WFCA regarding Timber Tax Revenue. Finance Manager Misty Shaw noted that any reduction in Timber Tax Revenue would affect the apparatus replacement plan, as this revenue has historically been deposited into the Capital Fund and used for apparatus purchases. Commissioner Mingee added that it is important for the WFCA to recognize this as a potential funding issue and become involved. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 2: Proclamation 2026-05 – Retirement of Leonard Horst– Chief Grider reported that Leonard Horst has served the District for 29 years and will retire July 1, 2026. He noted that the proclamation is intended to formally recognize Mr. Leonard Horst's dedication and service to the District. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve 2026-05 Proclamation for Leonard Horst. **MOTION CARRIED.**

Agenda Bill 3: Johnston Home – Chief Grider reported that he had previously presented the Board with options for the property and recommended demolishing the house formerly owned by the Johnston family. Maintenance staff estimate that completing the work in-house will cost less than \$110,000. Commissioner Mingee requested that the original cover page be revised to reflect fiscal considerations in the amount of \$110,000. Commissioner Nicholas moved, and Commissioner Mingee seconded, to approve demolition of the Johnston home at a cost not to exceed \$110,000. **MOTION CARRIED.**

Agenda Bill 4: Service Delivery Presentation – Chief Grider, at the request of the commissioners, presented on service delivery. The presentation explained that the District is handling growing service demands across a large rural area, with about 9,800 annual calls, most of them EMS, while operating from three staffed stations and three volunteer stations. Currently the District is budgeted for sixteen per shift with four members allowed to be on leave per day (sick leave, extended leave and training is not included). He outlined current staffing and paramedic capacity, highlight's reliability and response-time challenges caused by overlapping calls and station coverage gaps, and recommended a phased approach that combines added staffing, adequately resourcing deployment operations, continuing strong partnerships with support agencies, and eventual station and fleet upgrades as budget allows. He added that he is currently negotiating

the Firefighter Collective Bargaining Agreement and that agreements at that level will be necessary to support the District's growth. Commissioner Mingee said he appreciated the overlay models included in the report and encouraged a minimum daily staffing level of 12. He requested a future update on the Olympic Ambulance contract, questioned how many paramedics are truly needed each day, and noted that many career members began as volunteers and should be strongly considered in future hiring decisions. He added that staffing increases can occur only if the budget allows and that volunteers must be considered in the response model. He also discussed K-days as a longstanding concept that should be researched when evaluating staffing schedules, considering potential transport revenue if the District provided more of its own transport services, and expressed concern that the 911 system is being misused, stating that staff should explore ways to reduce non-emergent calls. The group then discussed dispatch at length. Finance Manager Misty Shaw added that the District is currently paying significantly more overtime than required under the FLSA. The Commissioners entertained audience participation, Community Paramedic Mark Karjalainen clarified Commissioner Mingee's comments regarding K-days, noting that they are common in the fire service and that, in theory, the District should not incur overtime for K-days; however, current staffing levels require the District to offer overtime to maintain minimum staffing. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 5-minute break at 2:45.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:50 p.m., expected to last for sixty minutes (60) minutes, returning at 3:50 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, 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 Miano, Mingee, and Nicholas, Fire Chief Justin Grider, Deputy Chief Tony Hudson and Finance Manager Misty Shaw. At 2:55 p.m., Commissioner Miano excused Finance Manager Misty Shaw. Commissioner Miano called the meeting back into Regular Session at 3:50 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

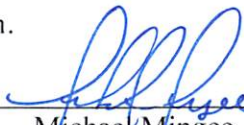
Commissioner Miano called for adjournment at 3:50 p.m.



Bill Miano, Chairman



Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman



Attest:
Lori Coleman, District Secretary