



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – REGULAR MEETING MINUTES

October 15th, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:01 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, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chris Turner, Administrative Assistant Caity Karapostoles, Volunteer Coordinator Chris Lovering, SAO Representatives Jim Jones and Vinny Shiel, and Citizens Ken Bearly, and Duane Chamlee.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, October 1, 2024

2.) Claims and Payroll –

Accounts Payable Claim check numbers 112312 through 112377 dated October 15th, 2024, totaling \$294,379.54; Payroll EFT's and IRS deposit dated October 10th, 2024, in the amount of \$920,751.77 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated September 25th, 2024, in the amount of \$21,041.75 for a disbursement grand total equaling \$ 1,236,173.06.

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

Battalion Chief's Reports – BC Turner reported:

- Calls year to date are picking up.
- Probationary firefighters are finalizing their book; they are doing well.
- NFIRS data submissions is going well.
- Fire Inspections are underway and John McKenzie is making good contacts.
- Improving Pre-Fire plans.
- Reported that they are working closely with the City of Sequim on developments and tracking where they might have an impact on the District. The County is not as progressive with their information, but they are keep the District well informed on permitting that is in the District.
- Updating information for future WSRB rating audits.
- Met with the founder of the Children's Burn Foundation.
- He and John McKenzie attended a Fire Valve course in Seattle; it was very informational.
- CRR prevention list was very large, good month for prevention.
- Extrication Training planned this month.

- Training Committee is doing an audit on NFA classes that could be offered in-house.
- Volunteer drills are going well, Haz-Mat Decon drill was very well attended.
- District transports have increased recently.

Agenda Bill 1: 2025 Proposed Budget - Finance Manager Misty Shaw presented an updated budget, highlighting a few minor adjustments. She clarified that the District is fully reimbursed for wildland billing, covering both personnel costs and their backfill. Misty also noted that she will be receiving preliminary figures from the county to ensure they align with the proposed budget. When commissioners inquired about gas contracts, she confirmed that staff would look into it further. She then asked if the Board of Commissioners had any additional changes to propose, but none were requested at this time. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: SOA Audit Entrance Conference – Jim Jones and Vinny Shiel joined the SOA Audit Entrance Conference via Zoom. Mr. Shiel provided a brief overview of what an Accountability and Financial Audit entails. The audit will focus on Accounts Receivable for Ambulance Transport Billing, compliance with Open Public Meetings, and a review of the District’s Financial Condition to assess any potential stress. They explained the three levels of audit recommendations: the highest is a Finding, followed by Management Letters, and the lowest level is an Exit Item. After completing the audit, they will return for an Exit Conference. They also noted that they will be collaborating closely with Misty Shaw, meeting with her on a weekly basis. Additionally, they outlined the process for requesting and securely handling the District’s information, assuring that all data will be deleted after the audit is finished. Finally, they introduced the training tools available to local governments. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Chief Grider reported that the Levy Committee will meet again tomorrow.
 - Survey Results – Staff did a trial run at the Safety Fair and it was well received. The survey results showed us what we believed to be true. Chief and Chris Lovering also used this at the Chamber of commerce event and BC Turner did a safety event at Parkwood, these had very similar results. The questions were very general to find out what citizens know and it showed that they are unclear who we are affiliated with and how we are funded. He reported that it was a great opportunity to engage with citizens to inform them of the correct answers. He reported that this affirms that staff are on the right direction with education.
- Chief Grider reported that he does plan to take an ad out in the Gazette for their 50th Anniversary sale.
- Commissioner Mingee asked staff to prepare a presentation on the budgeted floater position for a future agenda item.
- Clallam County Revenue Advisory Committee meets again next week.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:26 p.m., expected to last for thirty-four (34) minutes under - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or

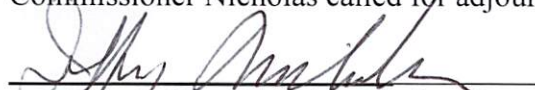
application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress – RCW 42.30.140 (4), to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price – RCW 42.30.110 (c); and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g). In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 3:00 p.m. Commissioner Nicholas extended the meeting for an additional thirty (30) minutes. At 3:30 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –


11/5/2024 – Regular Board Meeting

ADJOURNMENT


Commissioner Nicholas called for adjournment at 3:31 p.m.




Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest: 

Lori Coleman, District Secretary