

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

March 4, 2025



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

www.ccf3.org

Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

March 4, 2025

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, February 18, 2025, and Special Meeting Minutes February 25, 2025.

Regular Business:

Reports –Chief Report

Agenda Bill 1: Update Employment Contracts for Fire Code Technician, IT Technician and Volunteer Coordinator.

Agenda Bill 2: Hiring Process Guidelines

Agenda Bill 3: Adopt 2025 Goals

Good of the Order –

Levy Committee Update – Commissioner Nicholas and Chief Grider

Lori will be out of the office for the BOC meeting on 3/18/25; Caity will be covering for me.

Executive Session

1. 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).
2. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g);

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

February 18, 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, BC Chris Turner, Maintenance Supervisor Tharin Huisman, CERT Coordinator Blaine Zechenelly Capt. I. Hueter, Anderson and Konopaski, FF/EMTs Pinnell, Donahue, Skov, McIntyre, Bowe, Romberg and R. Hueter, FF/PM Lovell, Long, Bower, Kroh, Corbin and Payne, CP Karjalainen, and citizens Charlie Meyer, Duane Chamlee and online were: Admin Assistant Caity Karapostoles, 34, Johns (2), FD Employee, John's iPhone, Johns, Steve Phillips, Jones, VC Lovering and iPhone, .

Changes to the Agenda – None.

PUBLIC COMMENT – Union President Bo Pinnell addressed the commissioners, his comments were focused on staffing needs and the roles of the Commissioner and Fire Chief within the organization. He stressed the importance of increasing responder staffing, stating the District is in a staffing crisis, to enhance safety and effectiveness. Additionally, he urged the commissioners to prioritize their responsibilities by stepping back from volunteer roles and allowing the Fire Chief to oversee the District's daily operations.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, February 4, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 112581 through 112634 dated February 18, 2025, totaling \$177,738.92; Payroll EFT's and IRS deposit dated February 10, 2025, in the amount of \$808,688.36.41 and Payroll EFTs, IRS deposit for Monthly draw, and Quarterly Volunteer Points dated January 24, 2025, in the amount of \$21,041.75 for a disbursement grand total equaling \$1,007,469.03.

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

Battalion Chief's Report – Chief Turner reported:

- NFIRS data for 2024 was submitted with a 100% submission rate.
- BC Turner worked with the City of Sequim to gather hydrant data for WSRB.
- BC Turner observed FDC flush for new install at Sequim Library.
- BC Turner is working on getting color coded hydrant layers on Active 911 for pre-plans.
- Six CRR events were held in January of 2025.
- BC Turner noted an uptick in BLS Service calls in January of 2025.

- BC Turner has refined the call statistics to eliminate dispatch errors.
- BC Turner reported on January fire inspections.
- BC Turner reported for B Shift that:
 - Twenty-five training requests were submitted for upcoming classes/conferences.
 - One member was checked off for completing his acting captain task book.
 - BC Anderson is coordinating an IFSAC Driver/Operator class.
- BC Turner reported for C Shift that:
 - There were 18 District transports in January.
 - The District applied for and received grant funding for Advanced Law Enforcement Rapid Response Training.
 - The MPD has been given call sign MPD11 and has the capability of responding to calls.
 - Implemented an Ultrasound that the Community Paramedic is using.
 - BC Jones completed a BC Bootcamp course.

Agenda Bill 1: MIH-CP Program Update – Community Paramedic Mark Karjalainen provided an update on the progress of his program, now six months in operation. He expressed confidence in its positive impact on both line staff and the community. Currently, he covers approximately 8% of overall calls, averaging 5.8 calls per day, which accounts for 52% of calls during shift hours. Mark has engaged with multiple partner agencies, building strong community relationships. He was recently invited to join the Sequim Soroptimist Club and accepted; the organization waived his membership fees for 2025-2026. He continues to collaborate with community paramedics from PA Fire to develop a call-tracking program and is researching opportunities to ride along with other departments to gain additional experience and enhance Fire District 3's program. He has completed training on the new ultrasound machine, which is now in service and actively being used. Additionally, he has access to EPIC, the county-wide electronic health records system, improving coordination of care. Mark shared several success stories with the Board of Commissioners and emphasized the value of his role. Looking ahead, he sees significant benefits in expanding the program to a seven-day-a-week service when resources allow. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: - 2024 CERT Annual Report – CERT Program Manager Blaine Zechenelly provided an update on CERT activities for 2024. Over the year, CERT attended 15 community events and currently has 17 teams with approximately 550 members. In 2024, Blaine met with all District members to review their disaster readiness program and plans to continue collaborating to ensure seamless deployment if CERT is ever needed. On December 4th, CERT participated in a City of Sequim exercise, where team captains were deployed to simulate a real emergency response. He noted that the training was highly valuable. Blaine also expressed his appreciation for Charlie Meyer, acknowledging his significant contributions in completing the annual report. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER

- Commissioner Miano –
 - Reported that he, Commissioner Nichols and Chief Grider attended Legislative day on February 6th, 2025. They met with Senator Chapman, and he was highly engaged in the Tax Increment Financing discussion.

- Commissioner Minge –
 - Reported that there is an upcoming Special Meeting to hold a workshop, he believes this workshop will help identify where the District is headed in 2025-2026.
 - He asked if the District has received a formal NIOSH report regarding the Line of Duty Death; DC Hudson will report back on this.
- Commissioner Nicholas –
 - He reported that the county commissioners meeting is coming up later this month and Attorney Brian Snure will present and Senator Chapman is also supposed to attend; the group is interested in hearing their views on Tax Increment Financing.
- EA Lori Coleman –
 - Reported that the Region 9 workshop is coming up and asked commissioners to submit education request forms if they are interested in attending.

Commissioner Nicholas adjourned at 2:37 for a five-minute break between regular and executive sessions.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:42 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, Minge, Miano, and Fire Chief Justin Grider. At 3:42 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

2/25/2025 – Special Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:42 p.m.

Jeffrey Nicholas, Chairman

Michael Minge, Vice Chairman

Bill Miano, Commissioner

Attest: _____
Lori Coleman, District Secretary



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - SPECIAL MEETING MINUTES

February 25, 2025

Chair Nicholas called the Board of Commissioners Special Meeting for Clallam County Fire District 3 to order at 2:00 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, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Chris Turner, Elliott Jones and Stefanie Anderson, Admin Assistant Caity Karapostoles, Union President Bo Pinnell, Maintenance Supervisor Tharin Huisman, Capt. T. Anderson, FF/EMT Jake Stanley, FF/PM Nick Pettitt, MSO Kolby Konopaski, and CP Karjalainen.

Agenda Bill 1: Workshop – The workshop began with a discussion on the status of short- and long-term goals. Chief Grider provided an updated report for the commissioners to review. The conversation then moved to the Levy, where Chief Grider emphasized the need to discuss funding strategies if the Levy is approved and the consequences if it is not. Chief Grider outlined key financial considerations, including staffing, general operations, and facility and equipment maintenance. Professional development was also a key focus of the workshop. Commissioner Mingee stressed the importance of professional development for Battalion Chiefs, while Chief Grider highlighted the need for administrative professional development initiatives to enhance leadership and operational efficiency. BC Anderson emphasized the need for professional development for the captains. The discussion then shifted to Olympic Ambulance; Commissioner Mingee encouraged securing a binding contract to ensure reliable service delivery. Chief Grider is currently working on a draft agreement with Olympic Ambulance; he anticipates having this formalized this year. Community outreach efforts were discussed, with Chief Grider outlining expectations for member roles in engaging with the community during CRR events and with the upcoming Levy. He is preparing to meet with all shifts to discuss this. Chief Grider encouraged commissioners to continue attending community meetings to maintain public trust and communication. The group had an in-depth discussion about its dispatch provider and the necessary improvements, identifying the need to either secure this support from the current provider or explore alternative dispatch centers for services. The formal goals set for 2025-2026 include improvements in staffing, professional development, service delivery, securing a binding contract with Olympic Ambulance, exploring bond options for facility replacement plans, updating the department’s strategic plan, and placing a Levy on the ballot in 2025. **INFORMATION ONLY, NO ACTION REQUESTED.**

NEXT MEETINGS –

3/4/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 6:08 p.m.

Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman

Bill Miano, Commissioner

Attest: _____

Lori Coleman, District Secretary



Fire Chiefs Report

03/04/2025



Staffing –We have 2 career personnel out on extended leave from A Shift. One firefighter medic has been assigned to A Shift from C Shift to assist with the leave impact starting January 1, 2025. We had one member out for a personal injury and will be back to shift this week. One Firefighter has submitted their intent to retire beginning in September. We are actively in the hiring process to create a staffing list with the intent to start to backfill positions as soon as we can.

Board Direction – HelperTek is coming in and working seamlessly with our team as they learn our system and area. We are continuing with the Tier III grant as directed. Applications are still being accepted. Chief and staff have applied for an AFG grant with a focus on mobile repeaters. Chief made the decision to go for a “micro-grant” to meet needs and allow a better chance at receiving the grant. As for all grant status, we have been told all grants are on hold and none have been rescinded. Staff met with Olympic Ambulance and are looking at a new contract to meet both of the agency's needs and intent. An executive meeting with OA was held on 2/3/24 to discuss and complete the next steps. A new contract is being drafted for discussion and I will meet with OA this month.

Personnel Meetings – I continue to meet with members as they request and have received a lot of input. Operations meetings have begun with Officers and acting Officers in January with the intent of meeting once a month and monitor progress from there. This is reviving a previous meeting and has been discussed at Labor Management and the BC Operational Meetings. Administrative and Maintenance staff continue to meet monthly with the intent to communicate what everyone is working on and how to support one another. Will need to finalize with Labor on Contract and meet with BCs on their contract.

WSRB: Nothing new to report. We are still waiting on the Final report however we are close as we have been in weekly email discussions with them answering minute questions. John McKenzie continues to work with the investigator on the different water purveyors in the District to get more accurate information. Chief Grider continues to monitor the WSRB board meetings and attends when available.

USDA Grant: As mentioned earlier, all Federal Grants are on hold. The site visit for the three (3) new staff vehicles occurred on December 9th, 2024; and the District has received \$159,416.97 based on the information that FM Shaw has supplied them and Blaine's work. The brush truck is still with Sourcewell Contract, and we have been notified that we do have a chassis and it is in California. Awaiting confirmation on its delivery to Douglass Truck Body who is the manufacturer of the brush box. Once completed it will be delivered to our location where we install the slip-in pump. Once complete, a site visit from our USDA representative will close this project out.

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.

Fire Chiefs Report

03/04/2025

Meetings and Activities –

- Had a Labor Management meeting and continue to meet with Local President.
- Negotiations continue with the Firefighters Bargaining Group. We believe we are close to ratification.
- Negotiations with the Battalion Chiefs Bargaining Group continue.
- Continue to meet with the Levy Committee every two weeks.
- Continue my one on-one discussions with the Commissioners.
- Continue to meet with Olympic Ambulance Management.
- Attended Chamber luncheon and presentation for Citizen of the Year. Our own Blaine Zechenelly was nominated.
- Soroptimists have added our MIH/CP to their membership as this now gives us more opportunities and access to their medical cache to support the mission; with support from the Board in regards to becoming members with community groups, I endorsed MIH/CP in pursuing this opportunity.
- Additionally, the MIH/CP has been asked to represent as a board member of the community cares program; I endorsed this participation as well as the MIH/CP feels he has capacity to take this on.
- Attended Legislative Day with Commissioners Nicholas and Miano.
- Hosted a joint meeting with EJFR, PAFD, C2FR and us for an interoperability meeting.
- DC Hudson met with Locution (Station Alerting) and is continuing to update.
- Attended and supported the Boy Scouts and the Boys and Girls Club at an event where I was the esteemed judge of their annual Chili CookOff.
- Met with the Medical Director. This will be a monthly meeting.
- Met with Training Chief to address upcoming hiring and to strategize.
- Attended the OPFCA meeting with Commissioners

Community Project Updates-

Community Growth is ongoing with a number of large projects being submitted. Of note in the city of Sequim:

- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
- 16 Bed Inpatient facility – Jamestown property on 7 acres behind Costco
- S. Olympic View Condominiums – Proposed two 5-unit attached. – Garry Oak Drive
- Rainshadow Loop Subdivision – Proposed 35 lot – McCurdy Road
- Bell Creek Subdivision – Proposed 104 lot, single-family homes- Brownfield Rd.
- Bella Vista Estates – Proposed 24 lot, single family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond St.
- Heckman Subdivision- 11 Parcels East of 7th Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Rd.
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7th Ave. Update as we now have streets and names in. Working on mapping.
- Cedar Ridge III – 25 lots as the 3rd phase to this development
- Foothills-Bell Creek – Proposed 90 lots between 3rd Ave and 7th Ave.
- West Hendrickson Townhouse(s) – 8 units off West Hendrickson between 5th and 7th Aves.
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added.

Fire Chiefs Report

03/04/2025

Staff continue to work with gathering information from the county on their developments in our area. Our Inspector and BC had a meeting with the county Fire Marshal in August to discuss this further however we have had no steady communication with them. We recently have been able to secure this through the proper channels, our future discussions will be with Bruce Emery of Clallam County.

No new information on the subdivision off Runnion Rd. and Spath Rd. and the Mill Road Habitat Project.

Exploring the possibility of impact fees on services provided to state and federal parks. This will be ongoing and will continue to pursue in January of 2025.

Property Updates – Local properties of issue

FCT McKenzie continues to work with the Clallam County Code Enforcement Officer on two different properties that have been problematic with Hazardous conditions.

- 866 Youngquist. Currently property owner is non-compliant and will need further coordination with FD3. Our attempts with the County are hopeful however we are awaiting information from the Code Enforcement Officers supervisor.
- 176 Ironwood. Current property owner is compliant and gives hope that they can get started soon and slowly cleanup this area. They are happy to cooperate with code enforcement to get this done. This property does reside within Clallam County.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **3/4/2025**

To: Board of Commissioners
From: Justin Grider, Fire Chief
Subject: Volunteer Coordinator, and IT and Fire Code Technician's Employment Contracts.

Recommendation: Approve the contract as presented.

Background: Staff are presenting on one expired contract and two upcoming renewals. They have revised these contracts to exclude specific terms, allowing either the District or the employee to terminate the agreement at any time, reflecting an at-will employment arrangement. Funding for these positions has been allocated in the 2025 budget and will continue as needed. Staff have included CPI language to reflect past practices moving forward.

Discussion: TBD

Attachments: All three employment contracts.

Alternatives: The Board could direct staff to go in a different direction.

Fiscal Considerations: None that are not already budgeted for.

Impact to the Community: Maintaining these positions is essential for the community, as they ensure the efficiency of the District's volunteer program, enhance safety through the Fire Code Technician's efforts, and provide staff with the necessary IT support to continue delivering vital services.



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Jeffrey Nicholas
Michael Mingee
Bill Miano
Commissioners
Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT

(4/1/2025)

Supersedes: Employment Contract from 4/1/2022

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and Keith Koehler hereafter referred to as "Employee".

The District hereby employs Keith Koehler as a IT Support Technician who hereby accepts the employment on the terms and conditions set forth below.

1. **Duties:** The Employee shall perform the following duties:
 - 1.1. Perform such services for the District as directed by the Chief or designated **Assistant Deputy** Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with District policies.
 - 1.2. Perform all duties established by the position description of the position of Volunteer/Training Coordinator, which is incorporated into this Agreement by this reference. The District retains the right to modify the position description during the term of this Agreement.
2. **Hours of Employment:** This position is a non-exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be scheduled by the Fire Chief or designee. The Employee shall work such hours as may be necessary to perform their assigned duties. The Employee shall not work in excess of 20 hours per week without advance approval of the Fire Chief or their designee.
3. **Compensation.**
 - 3.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary based on the hourly wage of \$47.22 per hour, payable in installments in accordance with the District's normal payroll process.

Beginning January 1, 2026, and then again each January 1st thereafter, the Employee's monthly base salary shall be adjusted annually, based on the previous June's CPI-U Seattle Tacoma –Bellevue; with a minimum of 0.0% and maximum of 5.0%. In addition, The District shall periodically evaluate the wage in accordance with District policy. Reference: SOP 2412, Employee Compensation.
 - 3.2. **Overtime:** Any time worked in excess of 40 hours within a work period, which is defined as seven consecutive days beginning each Monday at 00:00 a.m., shall be paid at time and one-half for each overtime hour worked or, at the employee's option, compensatory time off accrued at 1.5 hours for each overtime hour worked. For the purpose of such compensation, any portion of a fifteen (15) minute period shall be

considered fifteen (15) minutes. The overtime rate shall be based on the Employee's hourly wage.

- 3.3. Retirement:** The Employee shall be enrolled in the PERS II or PERS III, Washington State Department of Retirement Plan.
- 4. Term:** This Agreement shall commence on **April 1st, 2025**, and shall continue in force until renewed or terminated as provided by this Agreement.
- 4.1. ~~Extensions:~~** ~~This Agreement may be renewed for additional terms, subject to Board Approval, unless the District exercises its right of non-renewal in the manner specified in Section 4.2.~~
- 4.2. ~~Non-Renewal:~~** ~~In the event the District does not intend to renew this Agreement or any renewals thereof, the District shall provide the Employee with written notice 60 days prior to the term's expiration. The Employee shall have no property rights to a renewal of this Agreement. The Decision to renew the Agreement shall be in the sole discretion of the Chief or Board of Commissioners and may be made for any reason with or without cause. Renewal decisions shall be made on an employment at will basis and shall not be subject to the provisions of Section 5 or Section 6. In the event of non-renewal, the employee shall be paid monthly wages for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred, payment of accrued but unused vacation pay and compensatory time on the date of termination and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.~~
- 5. Termination without Cause:** The District may terminate the Employee's employment under this Agreement without cause and without advance notice. The Employee shall also be entitled to payment of accrued but unused leave as of the date of termination and shall have the right to buy back accrued sick leave as specified in Addendum A but shall have no rights to any other Compensation.
- 6. Termination with Cause:** The District shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, the Employee shall receive payment for their current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred and payment of accrued but unused leave on the date of termination, but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:
- 6.1.** Incompetency, inefficiency, or inattention to or dereliction of duty.
- 6.2.** Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
- 6.3.** Mental or physical unfitness for the position which the Employee holds.
- 6.4.** Dishonest, disgraceful, immoral, or prejudicial conduct.
- 6.5.** Conviction of a felony, or a misdemeanor involving moral turpitude.

- 6.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing their duties.
 - 6.7. Failure to perform the duties assigned to the position.
 - 6.8. Any other act or failure to act which in the judgment of the Fire Chief is sufficient to show the offender to be an unsuitable and unfit person to hold their position.
7. **Termination by Employee:** The Employee may voluntarily retire or resign with a minimum of ~~30~~sixty (60) days advance written notice, unless such notice is waived in writing, by the Fire Chief. In the event of resignation, the Employee shall receive all Compensation earned prior to the resignation date together with accrued but unused leave and, provided the required notice is provided, the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall not receive any further Compensation.
 8. **Mutual Termination:** Both parties shall have the right to terminate this agreement by giving the other party written notification least sixty (60) days prior to the termination of the agreement. No reason need be given to terminate this agreement. If notice is so given, this contract shall terminate on the expiration of the specified time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination.
 9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required for the adequate performance of the duties and within the budget limitations of the District.
 10. **Annual Evaluation:** The Employee will receive an annual performance evaluation. In November of each year the Employee shall be responsible for scheduling a performance evaluation with their supervisor to be held in the first quarter of the following year.
 11. **General Expenses:** The District will reimburse the Employee for reasonable job related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee, in accordance with District policies, is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
 12. **Outside Employment:** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
 13. **Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. Participation in community, business, and civic organizations is encouraged.

14. General Provisions:

- 14.1.** Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.
- 14.2.** Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
- 14.3.** No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
- 14.4.** Except where inconsistent with the terms hereof, the Employee shall follow all District policies, standard operating procedures, rules, regulations, general orders and general directives.
- 14.5.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 14.6.** The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 14.7.** At all times, the Employer has been represented by its attorney. The Employee acknowledges that the Employee, at all times, had the right to and the availability of independent counsel of the Employee's choosing in regard to this Agreement, whether or not they chose to exercise that right.

DATED this March Day of 4, 2025.

Jeffrey Nicholas, Board Chairman

Keith Koehler, IT Technician

Michael Mingee, Commissioner

Bill Miano, Commissioner

Justin Grider, Fire Chief

Attachment: Addendum A, Fringe Benefits – Employee

ADDENDUM A
FRINGE BENEFITS – EMPLOYEE

In accordance with SOP 2415, Part-Time Employees Benefits, the Employee's benefits include:

1. **Retirement Program:** The Employee shall be enrolled in the Washington State Department of Retirement PERS II retirement plan. Reference: *Appendix 2000A, Employee Handbook.*
2. **Holiday Leave:** The Employee will be entitled to unpaid holiday leave in accordance with District policy and standard operating procedure. Reference: *SOP 2732, Holiday Leave.*
3. **Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedure. Reference: *SOP 2714, Sick Leave*
4. **Other Leave Benefits:** The Employee will be entitled to Bereavement, Family Care, and Emergency Leave in accordance with District policy and standard operating procedure. Reference: *Appendix 2000A, Employee Handbook.*
5. **Training:** The Employee, with the Fire Chief's approval, shall attend at least one training opportunity per annum to develop and maintain their job skills. Reference: *SOP 2740, Education Request Process*

DRAFT



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Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT

(4/1/2025)

Supersedes: Employment Contract from 5/1/2024

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and Chris Lovering hereafter referred to as "Employee".

The District hereby employs Chris Lovering as a ~~temporary~~-Volunteer/Training Coordinator who hereby accepts the employment on the terms and conditions set forth below.

1. **Duties:** The Employee shall perform the following duties:
 - 1.1. Perform such services for the District as directed by the Chief or designated ~~Assistant~~ Deputy Chief in the manner and to the extent permitted by the laws of the State of Washington and in accordance with District policies.
 - 1.2. Perform all duties established by the position description of the position of Volunteer/Training Coordinator, which is incorporated into this Agreement by this reference. The District retains the right to modify the position description during the term of this Agreement.
2. **Hours of Employment:** This position is a non-exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be scheduled by the Fire Chief or designee. The Employee shall work such hours as may be necessary to perform their assigned duties. The Employee shall not work in excess of 30 hours per week without advance approval of the Fire Chief or their designee.
3. **Compensation.**
 - 3.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary based on the hourly wage of \$34.13 per hour, payable in installments in accordance with the District's normal payroll process.

Beginning January 1, 2026, and then again each January 1st thereafter, the Employee's monthly base salary shall be adjusted annually, based on the previous June's CPI-U Seattle Tacoma –Bellevue; with a minimum of 0.0% and maximum of 5.0%. In addition, The District shall periodically evaluate the wage in accordance with District policy. Reference: SOP 2412, Employee Compensation.
 - 3.2. **Overtime:** Any time worked in excess of 40 hours within a work period, which is defined as seven consecutive days beginning each Monday at 00:00 a.m., shall be paid at time and one-half for each overtime hour worked or, at the employee's option, compensatory time off accrued at 1.5 hours for each overtime hour worked. For the purpose of such compensation, any portion of a fifteen (15) minute period shall be

considered fifteen (15) minutes. The overtime rate shall be based on the Employee's hourly wage.

3.3. Retirement: The Employee shall be enrolled in the PERS II or PERS III, Washington State Department of Retirement Plan.

4. Term: This Agreement shall commence on **April 1st, 2025**, and shall continue in force until renewed or terminated as provided by this Agreement.

~~4.1. **Extensions:** This Agreement may be renewed for additional terms, subject to Board Approval, unless the District exercises its right of non-renewal in the manner specified in Section 4.2.~~

~~4.2. **Non-Renewal:** In the event the District does not intend to renew this Agreement or any renewals thereof, the District shall provide the Employee with written notice 60 days prior to the term's expiration. The Employee shall have no property rights to a renewal of this Agreement. The Decision to renew the Agreement shall be in the sole discretion of the Chief or Board of Commissioners and may be made for any reason with or without cause. Renewal decisions shall be made on an employment at will basis and shall not be subject to the provisions of Section 5 or Section 6. In the event of non-renewal, the employee shall be paid monthly wages for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred, payment of accrued but unused vacation pay and compensatory time on the date of termination and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.~~

5. Termination without Cause: The District may terminate the Employee's employment under this Agreement without cause and without advance notice. The Employee shall also be entitled to payment of accrued but unused leave as of the date of termination and shall have the right to buy back accrued sick leave as specified in Addendum A but shall have no rights to any other Compensation.

6. Termination with Cause: The District shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, the Employee shall receive payment for their current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred and payment of accrued but unused leave on the date of termination, but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:

6.1. Incompetency, inefficiency, or inattention to or dereliction of duty.

6.2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.

6.3. Mental or physical unfitness for the position which the Employee holds.

6.4. Dishonest, disgraceful, immoral, or prejudicial conduct.

6.5. Conviction of a felony, or a misdemeanor involving moral turpitude.

- 6.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing their duties.
 - 6.7. Failure to perform the duties assigned to the position.
 - 6.8. Any other act or failure to act which in the judgment of the Fire Chief is sufficient to show the offender to be an unsuitable and unfit person to hold their position.
7. **Termination by Employee:** The Employee may voluntarily retire or resign with a minimum of ~~sixty (60)~~³⁰ days advance written notice, unless such notice is waived in writing, by the Fire Chief. In the event of resignation, the Employee shall receive all Compensation earned prior to the resignation date together with accrued but unused leave and, provided the required notice is provided, the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall not receive any further Compensation.
 8. **Mutual Termination:** Both parties shall have the right to terminate this agreement by giving the other party written notification least sixty (60) days prior to the termination of the agreement. No reason need be given to terminate this agreement. If notice is so given, this contract shall terminate on the expiration of the specified time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination.
 9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required for the adequate performance of the duties and within the budget limitations of the District.
 10. **Annual Evaluation:** The Employee will receive an annual performance evaluation. In November of each year the Employee shall be responsible for scheduling a performance evaluation with their supervisor to be held in the first quarter of the following year.
 11. **General Expenses:** The District will reimburse the Employee for reasonable job related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee, in accordance with District policies, is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
 12. **Outside Employment:** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
 13. **Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. Participation in community, business, and civic organizations is encouraged.

14. General Provisions:

- 14.1.** Except as otherwise provided for herein, this Agreement shall constitute the entire agreement between the parties, and shall supersede, modify and/or rescind all prior written and oral understandings and agreements between the parties hereto as to the subject of this Agreement.
- 14.2.** Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
- 14.3.** No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
- 14.4.** Except where inconsistent with the terms hereof, the Employee shall follow all District policies, standard operating procedures, rules, regulations, general orders and general directives.
- 14.5.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- 14.6.** The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 14.7.** At all times, the Employer has been represented by its attorney. The Employee acknowledges that the Employee, at all times, had the right to and the availability of independent counsel of the Employee's choosing in regard to this Agreement, whether or not they chose to exercise that right.

DATED this March Day of 4, 2025.

Jeffrey Nicholas, Board Chairman

Chris Lovering, Volunteer/Training Coordinator

Michael Mingee, Commissioner

Bill Miano, Commissioner

Justin Grider, Fire Chief

Attachment: Addendum A, Fringe Benefits – Employee

ADDENDUM A
FRINGE BENEFITS – EMPLOYEE

In accordance with SOP 2415, Part-Time Employees Benefits, the Employee's benefits include:

1. **Retirement Program:** The Employee shall be enrolled in the Washington State Department of Retirement PERS II retirement plan. Reference: *Appendix 2000A, Employee Handbook.*
2. **Holiday Leave:** The Employee will be entitled to unpaid holiday leave in accordance with District policy and standard operating procedure. Reference: *SOP 2732, Holiday Leave.*
3. **Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedure. Reference: *SOP 2714, Sick Leave*
4. **Other Leave Benefits:** The Employee will be entitled to Bereavement, Family Care, and Emergency Leave in accordance with District policy and standard operating procedure. Reference: *Appendix 2000A, Employee Handbook.*
5. **Training:** The Employee, with the Fire Chief's approval, shall attend at least one training opportunity per annum to develop and maintain their job skills. Reference: *SOP 2740, Education Request Process*

DRAFT



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey Nicholas
Michael Mingee
Bill Miano
Commissioners

Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT

(Effective, 4/1/2025)

Supersedes: Employment Contract from 5/1/2024

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and John McKenzie hereafter referred to as "Employee".

The District hereby employs John McKenzie as a Fire Code Technician, who hereby accepts the employment on the terms and conditions set forth below. The position of Fire Code Technician is a part time position. The Employee is further covered by the policies, rules and regulations as adopted by the District governing the operations of the District relating to wages, hours, and the employment conditions not explicitly stated in this contract agreement.

1. **Duties:** The Employee shall perform the following duties:
 - 1.1. Perform such services for the District as directed by the Chief or ~~Assistant Deputy~~ Chiefs in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners.
 - 1.2. Perform all duties established by the position description of the position of Fire Code Technician, which is incorporated into this Agreement by this reference. The District retains the right to modify the position description during the term of this Agreement.
2. **Hours of Employment:** This position is a non-exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be scheduled by the Fire Chief or designee. Employee shall work such hours as may be necessary to perform the assigned duties. Employee shall not work in excess of 26.6 hours per week without advance approval of the Fire Chief or their designee.
3. **Compensation.**
 - 3.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary based on the hourly wage of \$33.71 per hour, payable in installments in accordance with the District's normal payroll process.

Beginning January 1, 2026, and then again each January 1st thereafter, the Employee's monthly base salary shall be adjusted annually, based on the previous June's CPI-U Seattle Tacoma -Bellevue; with a minimum of 0.0% and maximum of 5.0%. In addition, The District shall periodically evaluate the wage in accordance with District policy. Reference: SOP 2412, Employee Compensation.

- 3.2. **Overtime:** Any time worked in excess of 40 hours per week shall be paid at time and one-half. For the purpose of such compensation, any portion of a fifteen (15) minute period shall be considered fifteen (15) minutes. The overtime rate shall be based on the Employee's hourly wage.
- 3.3 **Retirement:** The employee shall be enrolled in the PERS II or PERS III, Washington State Department of Retirement Plan.
- 3.3. **Fringe Benefits:** The Employee shall receive the Fringe Benefits as set forth in Addendum A, Fringe Benefits – Employee.
4. **Term:** This Agreement shall commence on April 1st, 2025, and shall continue in force until renewed or terminated as provided by the terms of this Agreement.
- 4.1 ~~**Non-Renewal:** In the event the District does not intend to renew this agreement or any renewals thereof, the District shall provide the Employee with written notice 60 days prior to the term's expiration. The employee shall have no property rights to a renewal of this Agreement. The Decision to not renew the Agreement shall be in the sole discretion of the Chief or Board of Commissioners and may be made on an employment at will basis and shall not be subject to the provisions of Section 5 or Section 6. In the event of non-renewal, the employee shall be paid monthly wages for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.~~
5. **Termination without cause:** The District may terminate the Employee's employment under this agreement without cause and without advanced notice. The Employee shall also be entitled to payment of reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.
6. **Termination with Cause:** Provided the employee has been afforded their rights to corrective discipline, administered in accordance with the District's disciplinary policies and guidelines, the District shall have the right to immediately terminate the Employee's services and this agreement for cause as defined below. If terminated for cause, Employee shall receive payment for Employee's current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred on the date of termination but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:
- 6.1. Incompetency, inefficiency, or inattention to or dereliction of duty.
- 6.2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
- 6.3. Mental or physical unfitness for the position which the Employee holds.
- 6.4. Dishonest, disgraceful, immoral, or prejudicial conduct.
- 6.5. Conviction of a felony, or a misdemeanor involving moral turpitude.

- 6.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position of Employee.
 - 6.7. Failure to perform the duties assigned to the position.
 - 6.8. Any other act or failure to act which in the judgment of the Fire Chief is sufficient to show the offender to be an unsuitable and unfit person to hold the position of Employee.
7. **Termination by Employee:** Employee may voluntarily retire or resign with the minimum of ~~sixty 30~~(60) days advance written notice stipulated in District guidelines, unless such notice is waived in writing, by the Fire Chief. In the event of resignation, the Employee shall also be entitled to payment of reimbursement of unpaid general expenses incurred, and the Employee shall have the right to buy back accrued sick leave as specified in Addendum A, but shall have no rights to any other Compensation.
 8. **Mutual Termination:** Both parties shall have the right to terminate this agreement by giving the other party written notification least sixty (60) days prior to the termination of the agreement. No reason need be given to terminate this agreement. If notice is so given, this contract shall terminate on the expiration of the specific time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination.
 9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required for the adequate performance of the duties and within the budget limitations of the District. This shall include a vehicle of the District's choice to be used during business hours and for District business only.
 10. **Annual Evaluation:** The Employee will receive an annual performance evaluation in accordance with the applicable District standard operating procedures. Reference: SOP 2450, Performance Management.
 11. **General Expenses:** The District will reimburse the Employee for reasonable job related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
 12. **Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits arising from work and services performed during District working hours by the Employee.

13. **Outside Employment:** The Employee shall not engage in outside employment that interferes with the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.
14. **General Provisions:**
1. **Entire Agreement:** The foregoing constitutes the entire Agreement between the parties and no modification of any of the provisions of this Agreement shall be binding upon either the Employee or the District unless in writing and signed by both parties. This Agreement shall be governed by the applicable State of Washington laws.
 2. **Notices:** Any notice required or permitted to be given under this Agreement shall be sufficient if it is in writing and is sent by registered or certified mail to the Employee's residence or the District's principle business office.
 3. **Severability:** If any provision, or any portion thereof, contained in this Agreement is held to be invalid, unenforceable, or unconstitutional, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
 4. Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
 5. No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
 6. Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general directives.
 7. The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.

DATED this March Day of 4 , 2025 .

Jeffrey Nicholas, Board Chairman

John McKenzie, Fire Code Technician

Michael Mingee, Commissioner

Justin Grider , Fire Chief

Bill Miano, Commissioner

Addendum A: Fringe Benefits – Employee

Addendum A: Fringe Benefits – Employee

In accordance with the Fire Code Technician’s Employment Agreement and District policy, the Employee’s benefits include:

1. **Retirement Program:** While employed with the District, the Employee shall be enrolled in the Washington State Department of Retirement Systems PERS retirement plan.
2. **Holiday Leave:** The Employee will be entitled to holiday leave in accordance with District policy and standard operating procedures. Reference: SOP 2732, Holiday Leave.
3. **Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedures. Reference: SOP 2714, Sick Leave.
4. **Other Leave Benefits:** The Employee will be entitled to receive Bereavement, Family Care, and Emergency Leave in accordance with District Policies.
5. **Training:** Employee, with the approval of the Fire Chief, shall attend at least one training opportunity per annum to maintain and improve job skills as set forth in Policy 2740, Education Request Process.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **3/4/2025**

To: Board of Commissioners
From: Justin Grider, Fire Chief
Subject: SOP 2410 - Hiring Process Guidelines

Recommendation: Approve the SOP as presented.

Background: Staff are updating this SOP to clarify guidelines for the upcoming testing and hiring process. The Commissioners are responsible for approving the annual budget, which includes employee costs and positions. Historically, the Fire Chief has informed the Board when positions are being filled and has issued conditional and final offer letters. While the current SOP states that the Board of Commissioners should handle this process, the revised SOP reflects actual past practices and maintains the established procedures. The Fire Chief will continue to keep the Board informed of position vacancies and ensure the hiring process aligns with the updated SOP.

Discussion: TBD

Attachments: Update SOP 2410.

Alternatives: The Board could direct staff to go in a different direction.

Fiscal Considerations: None.

Impact to the Community: Maintaining SOP to align with practices that are being. The updated SOP streamlines hiring, ensuring a well-staffed fire department for faster emergency response and improved public safety. Clear guidelines enhance efficiency, accountability, and community trust.



Category: Personnel – Series 2000

Replaces: 2410 (12/5/17)

Adopted By: ~~Ben Andrews~~ Justin Grider, Fire Chief

Effective: 3/4/2025

Related Documents

SOP 2101, Equal Opportunity Employment, Clallam County Fire District 3

Title VII of the Civil Rights Act of 1964

Title VII, the Americans with Disabilities Act of 1990

Discrimination – Human Rights Commission ([Chapter 49.60 RCW](#))

Contents

- 1.0 Scope and Application
- 2.0 Standard Definitions
- 3.0 District Policy
- 4.0 Responsibilities
- 5.0 Standard Guidelines
- 6.0 Attachments

1.0 Scope and Application

- 1.1 The following policies and guidelines apply to all members.
- 1.2 This standard operating procedure serves to establish the District’s guidelines for managing the process for hiring career employees.

2.0 Standard Definitions

Applicant – Describes an individual who has expressed an interest in filling a position with the District.

Candidate – Describes an applicant who has submitted a complete application packet and appears to meet the minimum eligibility requirements, making them eligible to proceed as a participant in the selection process.

Member – A member who is officially affiliated with and who is involved in performing the duties and responsibilities of the Fire District. Members may occupy any position or rank within the fire department, and may or may not engage in emergency operations.

3.0 District Policy

- 3.1 All job applicants are guaranteed equal opportunity employment. This means the District, and its members, shall not discriminate against any employee or applicant on the basis of race, color, religion, sex, age, national origin, disability, or veteran status, in the hiring process or during employment with the District, unless based upon bona fide occupational qualification.
- 3.2 The District shall not discriminate against qualified individuals with disabilities, and in accordance with the Americans with Disabilities Act, the District will provide reasonable accommodations in a timely manner for qualified individuals.
- 3.3 The District shall assure that each applicant seeking employment with the District will be given a fair and unbiased evaluation of their capabilities.

- 3.4 All eligible job applicants will be provided upon request, with a Veterans' Preference Form to determine if they are a "Qualified Veteran" or a "Qualified Disabled Veteran," within the meaning of [RCW 41.04.005](#). Ref: [Form SF15-13](#), U.S. Office of Personnel Management
1. Applicants who are determined to be a Qualified Veteran or Qualified Disabled Veteran shall be eligible for preference in hiring in accordance with [RCW 41.04.007](#).
 2. For only those candidates who attain a passing score, veterans preference points will be added to their final score in accordance with [WAC 357-01-170](#).

4.0 Responsibilities

- 4.1 The District's Board of Commissioners is responsible for authorizing career positions through the annual budget adoption process.
- 4.2 The District's ~~Board of Commissioners~~ Fire Chief is responsible for authorizing conditional offers of employment for all career positions.
- 4.3 The Fire Chief and administrative staff are responsible for:
3. Developing all of the personnel wage and benefit costs to be considered in the annual budget proposal.
 4. Developing the justification, position descriptions, alternatives, and cost analysis associated with any proposals to hire new and/or additional career employee positions.
 5. Administering hiring processes in accordance with all applicable federal and state employment laws.

5.0 General Guidelines

- 5.1 The District's Board of Commissioners use the annual budget process to:
1. Determine the number of career positions to be employed by the District by authorizing the level of funding needed to support each position.
 2. Consider the Fire Chief's proposals to authorize new positions.
- 5.2 **Hiring Process Options** – The District may fill authorized vacancies by using any combination of the following process options:
1. Administering a closed competitive testing process that is exclusive to current District members who meet the vacant position's eligibility requirements.
 2. Administering an open competitive testing process that is inclusive of current District members as well as outside candidates who meet the vacant position's eligibility requirements.
 3. Utilizing an expedited selection process to fill an immediate and/or specific need by recruiting known candidates who meet the vacant position's eligibility requirements; appointing those deemed well suited for the position.
- 5.3 The District will maintain and publish an Applicant Self-Assessment Checklist that is readily available to prospective job applicants. The Checklist's will serve to establish the

District's disqualifying criteria and will pre-disclose to prospective applicants the issues that may disqualify them during a background investigation. Upfront disclosure is not intended to discourage prospective applicants from applying, but rather to support their ability to make a deliberate and informed decision whether they wish to invest their time as an applicant in the hiring process.

Reference: *Appendix 2410A, Applicant Self-Assessment Checklist*

- 5.4 **Announcements** – When filling vacant positions using a competitive testing process, the District shall use announcements to advertise and solicit eligible candidates. As a minimum, the announcement should include:
- Position title, description, and salary range;
 - Minimum eligibility requirements;
 - Filing deadline, and testing dates;
 - Application process instruction.
- 5.5 **Disqualification** – Candidates may be disqualified at any point in the hiring process if it is discovered that they:
- Provided falsified information.
 - Failed to follow clearly provided instructions.
 - Omitted disqualifying information.
 - Cheated, and/or otherwise miss-represented qualifications.
- 5.6 **Candidate Selection Process** – Competitive testing processes shall include any combination of the following steps:
1. **Written Exam** – The District may incorporate a written exam(s) to assess cognitive eligibility. The District reserves the right to limit the number of applicants for any position, using written exam scores as the basis for doing so.
 2. **Physical Ability Exam** – The District will use a physical ability exam to establish eligibility for assignment as an emergency responder, all candidates must successfully complete a physical ability exam.
 - Candidates seeking eligibility for **entry-level** firefighter positions must demonstrate that they have successfully completed the Candidate Physical Ability Exam (CPAT).
 - Candidates seeking eligibility for other non-firefighter emergency responder positions must successfully complete the physical ability requirements established for the position.
 3. **Oral Examination** – The District may incorporate an oral examination process using a panel of evaluators to assess candidate attributes, character, and overall suitability for the position. The process may include any combination of steps, such as an oral presentation, an interview, a demonstration, etc.
 4. **Personal Interview** – The District will conduct a personal interview and/or series of interviews to assess candidate's overall suitability and compatibility with the organization. These will typically be conducted by the position's program manager, select stakeholders, and/or the member possessing hiring authority.

Reference: 2410A1, Interview Question Guidelines

5. Practical Skills Assessment – The District may incorporate a practical exam to assess psychomotor skill set for eligibility.
 6. Personality Assessment – The District may incorporate the use of professionally developed and validated personality assessment tests during the selection process as a means to assess their compatibility for the position based on personal attributes such as leadership strengths, customer service skills, interpersonal skills, problem solving skills, decisiveness, stress tolerance, etc.
- 5.7 **Candidate Eligibility** – Candidates who successfully complete all phases of the candidate selection process are considered eligible for employment consideration.
1. Eligibility List – Competitive selection processes will culminate in the establishment of a candidate eligibility list based on the following:
 - The final eligibility list will be published as a non-ranked list of eligible candidates. Any publicly disclosed lists shall utilize confidential candidate numbers in an effort to maintain candidate confidentiality.
 - The scores assigned to each process step can include any combination of pass/fail, a minimum passing score, or a select number of the highest scoring candidates.
 - Upon certification, eligibility lists are valid for a period of 12 months, but may be extended if authorized by the Board of Commissioners. Eligibility lists may also be decertified if, in the District's sole discretion, it is determined that an inadequate number of qualified candidates remain.
 - The process of selecting candidates from the list for employment consideration may be made using the rule-of-the list (*Where three candidates from any ranking may be given first round consideration for each position*). Candidate selection will incorporate giving first consideration to volunteer members who are in good standing.
- 5.8 **Conditional Offer of Employment** – Candidates selected to proceed in the hiring process are provided a letter, authorized ~~by the Board of Commissioners~~ and issued by the Fire Chief, extending a conditional offer of employment. The letter serves to inform the candidate that they have been deemed eligible, but final employment is contingent upon a successful medical physical exam and background investigation; as well as any other conditional qualification and/or stipulations deemed applicable to the position.
1. Background Investigation – Candidates must successfully complete a background investigation that evaluates criminal history, prior work performance, as well as any other criteria deemed applicable to the position.
 2. Medical Physical Exams – Candidates must successfully complete a medical physical exam to qualify them as being medically fit to perform their job duties safely and efficiently.
 - Medical exams for assignment to other non-emergency responder positions will be based on criteria commensurate to the physical demands of the position. i.e., maintenance staff who are required to drive apparatus and/or who may be called upon to provide logistical support during a major incident. Administrative staff shall not be subject to a medical exam.

- Medical exams for assignment as an emergency responder are based on criteria established by NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
 - 3. Drug Testing – The District maintains a drug free workplace. Therefore, all members are subject to initial drug testing as a condition of employment.
 - 4. Psychological Exams – Candidates who are to be enrolled in the LEOFF retirement program are required to successfully complete a psychological exam to qualify them as being psychologically fit to perform their job duties. PERS retirement program candidates such as maintenance workers, inspectors, and administrative staff shall not be subject to a psychological exam.
- 5.9 **Formal Offer of Employment** – Candidates who have successfully met the requirements stipulated in their conditional offer are qualified for employment. Issued by the Fire Chief, the formal offer of employment letter serves to extend a formal employment offer and stipulates the employment terms.
- 5.10 **Probationary Period** – Serving as an extension of the hiring process, all new employees shall be on a probationary period commencing on their date of hire. During the probationary period, if in the District’s sole determination, a probationary employee's work performance is deemed unsatisfactory, the employee may be terminated.

6.0 Attachments

- Appendix: 2410A, Applicant Self-Assessment Checklist
- Appendix: 2410A1, Interview Question Guidelines
- Form: 2410F, Employment Application Packet
- Form: 2410F1, Application For Veterans Preference ([SF15-13](#))
- Form: 2410F2, Career On-Boarding Checklist

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **03/04/2025**

To: Board of Commissioners

From: Commissioners

Subject: Board Goals

Recommendation: The commissioners drafted these goals at the last special meeting and want to formally commit to them by approving them at this meeting.

Background: Commissioners want to ensure that they and the fire chief are all on the same page for the 2025 Annual Goals. They had a special meeting to discuss and come up with goals that could guide the district forward in 2025 into 2026.

Discussion: Whether this document is what they agreed upon or if they want to revise it before approving.

Attachments: The Goal document.

Alternatives: Commissioners could decide that they want to revisit the discussion and not approve these goals today, or they can add/delete from the draft and approve today.



Clallam County Fire District 3

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www.ccf3.org

Jeffrey Nicholas

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Commissioners

Justin Grider, Fire Chief

2025 Annual Goals

2025 Annual Goals
Staffing
Professional Development
Service Delivery
Olympic Ambulance
Bond/Facilities
Strategic Plan
Levy