

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

July 21, 2026



Clallam County Fire District 3

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

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

July 21, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, July 7th, 2026
- 2.) Claims and Payroll
- 3.) Volunteer Pay 2026-Q2

Next Meeting – August 4th, 2026

Good of the Order –

Regular Business:

Reports – Battalion Chief Reports

Agenda Bill 1: HR Job Description

Agenda Bill 2: 2026-Q2 Financial Reports

Agenda Bill 3: Vehicle Replacement Presentation

Agenda Bill 4: Overtime Related to Kelly Days

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);

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

July 7, 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 Chris Turner, Maintenance Supervisor Tharin Huisman, Captain Kjel Skov and Kolby Konopaski, Firefighter/Paramedic Hayden Pyle, Firefighter/EMT Jaisal White, Community Paramedic Mark Karjalainen, and citizen Duane Chamlee. Online were: Captains Bryan Swanberg and Marc Lawson, Administrative Assistant Caity Karapostoles, St 34, Firefighter/Paramedic Elizabeth Hagaman, Jeremy Church, S, Volunteer Coordinator Chris Lovering and Volunteer Beau Sylte.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, June 16, 2026.
- 2.) Claims
Accounts Payable Claim check numbers 113835 through 113867 dated July 7, 2026, totaling \$59,704.70, for a disbursement grand total equaling \$49,704.70.

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

Next Meeting – July 21, 2026 – Regular Board Meeting – Commissioner Mingee requested calculations for K-days and FSLA overtime from Finance Manager Misty Shaw. He also asked Chief Grider whether a committee had been formed to address call-reduction strategies, noting that he has been seeking information on this for the past three years and would like to see proposed options brought forward to the Board. Chief Grider reported that Battalion Chief Elliott Jones is the lead on this effort and Battalion Chief Chris Turner is working on the Service Delivery Study; both initiatives are expected to be forthcoming soon. Chief Grider also reported that he will be bringing a performance report to the Board regarding the recently implemented contract for services with Olympic Ambulance.

GOOD OF THE ORDER –

Executive Assistant Lori Coleman reported –

- That she will be on vacation during the next meeting and Administrative Assistant Caity Karapostoles will be filling in for her.

Commissioner Miano reported –

- Commissioner Miano expressed a desire to attend the Washington Fire Commissioners Association conference in October and inquired who would be attending. All three commissioners plan to attend and concur with the attendance.

Fire Chief's Report – Chief Grider reported -

- He and Deputy Chief Hudson continue to meet with PenCom; as of the last meeting it appears there will not be a price reduction for fees in 2027. Contract negotiations are still underway.
- The Olympic Ambulance contract went into effect on April 1, 2026. The deliverables are being tracked, and he intends to bring an update to the Board on this soon.
- Staff continue with the installation of Locution; timelines are fluid at this point.
- The District received a grant for \$25,000 for the FireWise program; Battalion Chief Chris Turner has been overseeing this grant. A trailer was procured and tools have been ordered. The Sunland HOA's are being used to kick off this program. More information will likely be forthcoming regarding this program.
- The captain's promotion assessment center was completed, and Chris Darling was selected for the promotion.
- Westsound Workforce received nineteen submissions for the Human Resource Manager position, and interviews will be conducted in July.
- Two career personnel are on extended leave. Two members graduated from the Kitsap Fire Academy; these two members will complete a two-week in-house fire and EMS academy before being placed on shift.
- Staff submitted applications for the SAFER and AFG grants; Chief Grider thanked Captain Anderson, Firefighter Ryan Hueter and Jordon Cook for their assistance on these grant submissions.
- Work continues on the service delivery study and strategic plan; more information will be forthcoming to the Board in September on these two topics.
- Dialog is open, and work continues on creating a fee schedule.
- Staff continue to meet with Aetta Architects for the new Station 33 building project.
- Continue to meet with the City Manager.
- Attended many meetings in June, of note were negotiations, recruiting a contractor, grant submissions, and the Fire Defense Council.
- Held interviews for the captain's promotion to fill the vacancy.
- Attended the Kitsap Fire Recruit Academy.
- Gave a brief overview of the community project lists.
- Chief Grider asked the Board and attendees to step outside to view a firetruck built by Dale Herd, a Community Risk Reduction volunteer. The truck will be used at community events; the Board expressed great pleasure with it and thanked Dale Herd for his work.

Agenda Bill 1: PenCom Letter – Commissioner Mingee reported that staff sent a letter to PenCom on behalf of the Board to address issues and concerns regarding PenCom services. The Board acknowledged receipt of PenCom's response and directed that discussions on these letters be initiated. The Board asked whether a system similar to ProQA could be implemented to guide 911 dispatchers through scripted questions, chief complaints, and life-saving instructions to help reduce dispatch errors. It was noted that the district is a user of PenCom's services and that the district's authority is limited to providing input and modifying run cards.

There was extensive discussion about resource allocation and call screening. The Board reviewed Mason County's program, encouraged staff to conduct further research, and suggested a potential site visit to observe the program in practice. The commissioner invited audience participation on this matter. Commissioner Mingee directed Chief Grider to issue a Request for Qualifications to explore whether another dispatch center could assume the district's services. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 2: 2025 Annual Report - Executive Assistant Lori Coleman reported that she completed the 2025 Annual Report for Board approval. She noted that she collaborated closely with department leads, compiling the information. The Board expressed gratitude for the report's level of detail and said they were very pleased with it. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve 2025 Annual Report. **MOTION CARRIED.**

Commissioner Miano called for a 7-minute break at 2:53.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:00 p.m., expected to last for sixty minutes (60) minutes, returning at 4:00 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, and Deputy Chief Tony. Commissioner Miano called the meeting back into Regular Session at 4:00 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 4:00 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:

Lori Coleman, District Secretary



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, July 21, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, July 21, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Payroll EFTs and IRS Deposit
for Monthly Payroll

dated:		July 10, 2026
Totaling:	\$	1,024,404.50

Accounts Payable Claim Numbers:	113868-113908
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dated:	July 21, 2026
Totaling:	\$ 327,551.63

Total Accounts Payable Claims and Payroll:	<u>\$ 1,351,956.13</u>
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Recommended

Action: Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers:	113868-113908
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For a Disbursement Grand Total of:	<u>\$ 1,351,956.13</u>
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CHECK REGISTER

Clallam County FD 3

Time: 11:52:11 Date: 07/07/2026

07/10/2026 To: 07/10/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1464	07/10/2026	Payroll	2	EFT		14,960.92	June 2026 Payroll
1465	07/10/2026	Payroll	2	EFT		11,793.39	June 2026 Payroll
1466	07/10/2026	Payroll	2	EFT		12,173.12	June 2026 Payroll
1467	07/10/2026	Payroll	2	EFT		5,136.35	June 2026 Payroll
1468	07/10/2026	Payroll	2	EFT		4,869.94	June 2026 Payroll
1469	07/10/2026	Payroll	2	EFT		5,654.13	June 2026 Payroll
1470	07/10/2026	Payroll	2	EFT		15,342.91	June 2026 Payroll
1471	07/10/2026	Payroll	2	EFT		8,212.97	June 2026 Payroll
1472	07/10/2026	Payroll	2	EFT		5,738.79	June 2026 Payroll
1473	07/10/2026	Payroll	2	EFT		8,345.90	June 2026 Payroll
1474	07/10/2026	Payroll	2	EFT		5,212.26	June 2026 Payroll
1475	07/10/2026	Payroll	2	EFT		10,557.35	June 2026 Payroll
1476	07/10/2026	Payroll	2	EFT		4,837.91	June 2026 Payroll
1477	07/10/2026	Payroll	2	EFT		3,189.16	June 2026 Payroll
1478	07/10/2026	Payroll	2	EFT		8,266.46	June 2026 Payroll
1479	07/10/2026	Payroll	2	EFT		5,656.73	June 2026 Payroll
1480	07/10/2026	Payroll	2	EFT		9,012.45	June 2026 Payroll
1481	07/10/2026	Payroll	2	EFT		7,468.60	June 2026 Payroll
1482	07/10/2026	Payroll	2	EFT		6,152.23	June 2026 Payroll
1483	07/10/2026	Payroll	2	EFT		4,340.15	June 2026 Payroll
1484	07/10/2026	Payroll	2	EFT		14,253.82	June 2026 Payroll
1485	07/10/2026	Payroll	2	EFT		6,932.00	June 2026 Payroll
1486	07/10/2026	Payroll	2	EFT		13,216.41	June 2026 Payroll
1487	07/10/2026	Payroll	2	EFT		13,350.85	June 2026 Payroll
1488	07/10/2026	Payroll	2	EFT		8,499.38	June 2026 Payroll
1489	07/10/2026	Payroll	2	EFT		10,009.58	June 2026 Payroll
1490	07/10/2026	Payroll	2	EFT		3,915.92	June 2026 Payroll
1491	07/10/2026	Payroll	2	EFT		8,304.38	June 2026 Payroll
1492	07/10/2026	Payroll	2	EFT		18,371.72	June 2026 Payroll
1493	07/10/2026	Payroll	2	EFT		5,075.51	June 2026 Payroll
1494	07/10/2026	Payroll	2	EFT		9,798.59	June 2026 Payroll
1495	07/10/2026	Payroll	2	EFT		12,070.41	June 2026 Payroll
1496	07/10/2026	Payroll	2	EFT		1,711.90	June 2026 Payroll
1497	07/10/2026	Payroll	2	EFT		10,076.81	June 2026 Payroll
1498	07/10/2026	Payroll	2	EFT		8,782.78	June 2026 Payroll
1499	07/10/2026	Payroll	2	EFT		7,659.88	June 2026 Payroll
1500	07/10/2026	Payroll	2	EFT		11,587.39	June 2026 Payroll
1501	07/10/2026	Payroll	2	EFT		15,599.59	June 2026 Payroll
1502	07/10/2026	Payroll	2	EFT		10,022.33	June 2026 Payroll
1503	07/10/2026	Payroll	2	EFT		2,912.73	June 2026 Payroll
1504	07/10/2026	Payroll	2	EFT		4,351.40	June 2026 Payroll
1505	07/10/2026	Payroll	2	EFT		8,346.57	June 2026 Payroll
1506	07/10/2026	Payroll	2	EFT		6,284.57	June 2026 Payroll
1507	07/10/2026	Payroll	2	EFT		3,156.81	June 2026 Payroll
1508	07/10/2026	Payroll	2	EFT		1,030.93	June 2026 Payroll
1509	07/10/2026	Payroll	2	EFT		878.04	June 2026 Payroll
1510	07/10/2026	Payroll	2	EFT		5,792.01	June 2026 Payroll
1511	07/10/2026	Payroll	2	EFT		731.70	June 2026 Payroll
1512	07/10/2026	Payroll	2	EFT		6,128.15	June 2026 Payroll
1513	07/10/2026	Payroll	2	EFT		5,853.14	June 2026 Payroll
1514	07/10/2026	Payroll	2	EFT		8,970.58	June 2026 Payroll
1515	07/10/2026	Payroll	2	EFT		9,001.91	June 2026 Payroll
1516	07/10/2026	Payroll	2	EFT		6,596.75	June 2026 Payroll
1517	07/10/2026	Payroll	2	EFT		6,279.50	June 2026 Payroll
1518	07/10/2026	Payroll	2	EFT		5,332.71	June 2026 Payroll
1519	07/10/2026	Payroll	2	EFT		8,149.57	June 2026 Payroll
1520	07/10/2026	Payroll	2	EFT		7,097.38	June 2026 Payroll
1521	07/10/2026	Payroll	2	EFT		9,056.84	June 2026 Payroll
1522	07/10/2026	Payroll	2	EFT		4,609.87	June 2026 Payroll
1523	07/10/2026	Payroll	2	EFT		8,622.74	June 2026 Payroll

CHECK REGISTER

Clallam County FD 3

Time: 11:52:11 Date: 07/07/2026

07/10/2026 To: 07/10/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1524	07/10/2026	Payroll	2	EFT		10,196.90	June 2026 Payroll
1525	07/10/2026	Payroll	2	EFT		4,651.40	June 2026 Payroll
1526	07/10/2026	Payroll	2	EFT		5,272.79	June 2026 Payroll
1527	07/10/2026	Payroll	2	EFT		4,827.40	June 2026 Payroll
1528	07/10/2026	Payroll	2	EFT		16,719.79	June 2026 Payroll
1529	07/10/2026	Payroll	2	EFT		698.34	June 2026 Payroll
1530	07/10/2026	Payroll	2	EFT		12,211.68	June 2026 Payroll
1531	07/10/2026	Payroll	2	EFT		8,917.71	June 2026 Payroll
1532	07/10/2026	Payroll	2	EFT		10,487.05	June 2026 Payroll
1533	07/10/2026	Payroll	2	EFT	AFLAC - HW462	213.64	Pay Cycle(s) 07/10/2026 To 07/10/2026 - AFLAC Pre-Tax
1534	07/10/2026	Payroll	2	EFT	BENEFIT SOLUTIONS INC	4,252.80	Pay Cycle(s) 07/10/2026 To 07/10/2026 - MERP
1535	07/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	20,166.72	Pay Cycle(s) 07/10/2026 To 07/10/2026 - DRS Def Comp; Pay Cycle(s) 07/10/2026 To 07/10/2026 - DRS Def Comp - ROTH
1536	07/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	97,472.35	Pay Cycle(s) 07/10/2026 To 07/10/2026 - LEOFF 2
1537	07/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	8,286.11	Pay Cycle(s) 07/10/2026 To 07/10/2026 - PERS2; Pay Cycle(s) 07/10/2026 To 07/10/2026 - PERS3
1538	07/10/2026	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,493.85	Pay Cycle(s) 07/10/2026 To 07/10/2026 - Disability
1539	07/10/2026	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,950.00	Pay Cycle(s) 07/10/2026 To 07/10/2026 - HRA-VEBA
1540	07/10/2026	Payroll	2	EFT	I A FF LOCAL 2933	8,700.00	Pay Cycle(s) 07/10/2026 To 07/10/2026 - Local 2933 Dues
1541	07/10/2026	Payroll	2	EFT	IRS	127,283.50	941 Deposit for Pay Cycle(s) 07/10/2026 - 07/10/2026
1542	07/10/2026	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	81,662.42	Pay Cycle(s) 07/10/2026 To 07/10/2026 - Nationwide DC - Regular; Pay Cycle(s) 07/10/2026 To 07/10/2026 - Nationwide DC - ROTH
1543	07/10/2026	Payroll	2	EFT	TRUSTEED PLANS - 69943	125,595.18	Pay Cycle(s) 07/10/2026 To 07/10/2026 - WFCA PPO-100; Pay Cycle(s) 07/10/2026 To 07/10/2026 - WFCA PPO-300; Pay Cycle(s) 07/10/2026 To 07/10/2026 - WFCA PPO PLUS; Pay Cycle(s) 07/10/2026 To 07/10/2026
001 Maintenance & Operations						1,024,404.50	
						1,024,404.50	Payroll: 1,024,404.50

CHECK REGISTER

Clallam County FD 3

Time: 11:49:09 Date: 07/16/2026

07/21/2026 To: 07/21/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1555	07/21/2026	Claims	1	113868	A-1 AUTO PARTS, INC	563.10	Shop/Stock Parts; T42 Oil; F-72 Fluid; D4 E42, T41, T42 Filters; D4 Filters; E41 Fuel Filter; E41 Oil Filter; F51 Seal
1556	07/21/2026	Claims	1	113869	ACE PEST CONTROL INC	478.07	Pest Control Services - ST31; Pest Control Services - ST32; Pest Control Services - ST37; Pest Control Services - ST35; Pest Control Services - ST34; Pest Control Services - Admin; Pest Control Serv
1557	07/21/2026	Claims	1	113870	AETTA ARCHITECTS, PC	37,336.46	Station 33 A&E Services through June 2026; Station 33 PM & CA Services through June 2026
1558	07/21/2026	Claims	1	113871	ALL BATTERY SALES & SERVICE, INC.	803.03	G29, F72 Batteries
1559	07/21/2026	Claims	1	113872	AT&T MOBILITY	92.59	Wireless Services
1560	07/21/2026	Claims	1	113873	BILL'S PLUMBING & SANIKAN, INC.	18.64	ST34 Plumbing Parts
1561	07/21/2026	Claims	1	113874	CENTURYLINK QCC	7.55	Long Distance Phone Service
1562	07/21/2026	Claims	1	113875	CITY OF SEQUIM	1,151.62	ST34 Water and Sewer; 305 N 5th Ave House Water and Sewer
1563	07/21/2026	Claims	1	113876	CLALLAM 2 FIRE-RESCUE	488.70	Rope Rescue Operations - 07.11.2026-07.13.2026 - Espinoza
1564	07/21/2026	Claims	1	113877	C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL	1,950.00	07-2026 EMS Council MPD Fees
1565	07/21/2026	Claims	1	113878	CLALLAM COUNTY PUD	72.00	ST31 Electricity
1566	07/21/2026	Claims	1	113879	CP1, LLC	2,400.00	Admin Office Lease Ste C & E - Aug 2026
1567	07/21/2026	Claims	1	113880	Jacob D Carrell	307.94	Reimburse Class B Tailoring - New Hire
1568	07/21/2026	Payroll	1	113881	DEPT OF LABOR & INDUSTRIES	150,657.69	2ND Quarter L&I: 04/01/2026 - 06/30/2026
1569	07/21/2026	Claims	1	113882	DR PANZA LLC	220.00	Career Medical - Annual CDL Physical- Phillips
1570	07/21/2026	Payroll	1	113883	PFML EMPLOYMENT SECURITY DEPARTMENT - PFML	29,003.22	Pay Cycle(s) 04/10/2026 To 04/10/2026 - ESD - PFML; Pay Cycle(s) 05/08/2026 To 05/08/2026 - ESD - PFML; Pay Cycle(s) 06/10/2026 To 06/10/2026 - ESD - PFML; Pay Cycle(s) 06/17/2026 To 06/17/2026 - ESD
1571	07/21/2026	Payroll	1	113884	EMPLOYMENT SECURITY DEPARTMENT	7,659.85	2nd Quarter Unemployment: 04/01/2026 - 06/30/2026
1572	07/21/2026	Claims	1	113885	EMS CONNECT, LLC	644.14	EMS/Fire Training Subscription - Jul 2026
1573	07/21/2026	Claims	1	113886	ERIC JACOBSON	1,654.80	IT Consulting Services - Jun 2026
1574	07/21/2026	Payroll	1	113887	ESD - WA CARES FUND	10,454.29	Pay Cycle(s) 04/10/2026 To 04/10/2026 - ESD- WA CARES; Pay Cycle(s) 05/08/2026 To 05/08/2026 - ESD- WA CARES; Pay Cycle(s) 06/10/2026 To 06/10/2026 - ESD- WA CARES; Pay Cycle(s) 06/17/2026 To 06/17/2026
1575	07/21/2026	Claims	1	113888	FIRST WATCH	1,875.00	ESO Fire RMS (NFIRS to NERIS Conversion) - 2nd Half
1576	07/21/2026	Claims	1	113889	JAY OEN MOTOR COMPANY	988.73	E42 Shocks; E42 Shocks; D4 Parts; E41 Air Brake Repair Kit

CHECK REGISTER

Clallam County FD 3

Time: 11:49:09 Date: 07/16/2026

07/21/2026 To: 07/21/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1577	07/21/2026	Claims	1	113890	KNOX COMPANY	7,384.81	Door Hanger, Master Key, Box; MedVault 2.75 Large (2), MedVault 2.75 Mini (1)
1578	07/21/2026	Claims	1	113891	KROESSEN'S UNIFORM COMPANY	293.46	Maltese Crosses for Uniforms
1579	07/21/2026	Claims	1	113892	Caitlin L Karapostoles	88.92	Reimb Snacks for Horst Retirement Gathering
1580	07/21/2026	Claims	1	113893	L.N.CURTIS & SONS	1,364.72	Structure Boots (2)
1581	07/21/2026	Claims	1	113894	LIFE ASSIST, INC.	2,558.42	EMS Supplies
1582	07/21/2026	Claims	1	113895	MCKESSON MEDICAL SURGICAL	750.81	EMS Supplies; EMS Supplies; EMS Supplies
1583	07/21/2026	Claims	1	113896	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	936.08	ST37, ST33, Shop/Classroom Garbage; Shop/Classroom Garbage; ST34 Garbage
1584	07/21/2026	Claims	1	113897	PACIFIC OFFICE EQUIPMENT, INC	392.87	Magenta Toner Under Contract; Toner Cartridges - Black, Cyan (2), Magenta (2), Yellow; Copier Contract Fees - Shop - 06.01.2026-06.30.2026; Copier Contract Fees - ST34 - 06.01.2026-06.30.2026
1585	07/21/2026	Claims	1	113898	PENINSULA HEAT	168.33	ST37 HVAC Service
1586	07/21/2026	Claims	1	113899	PETROCARD INC.	3,094.88	Bulk Gasoline; Bulk Diesel
1587	07/21/2026	Claims	1	113900	PATRICK T ROBINSON	255.00	Meal per diem - 05.03.2026-05.08.2026 - Fire Investigation Training
1588	07/21/2026	Claims	1	113901	SEATTLE AUTOMOTIVE DISTRIBUTING, INC	114.30	G28 Blower and Resistor
1589	07/21/2026	Claims	1	113902	SNURE LAW OFFICE, PSC.	72.00	Legal Services - Jun 2026
1590	07/21/2026	Claims	1	113903	SUMMIT LAW GROUP	5,531.50	Legal Services - Collective Bargaining - May 2026; Legal Services - General Labor - May 2026
1591	07/21/2026	Claims	1	113904	Misty Shaw	744.83	GFOA Conference - 06.27.2026-07.02.2026 - Mileage to Airport, Reimb Airport Parking, Rental Car, Hotel Parking, Less Over Meal per Diem
1592	07/21/2026	Claims	1	113905	US BANK-CREDIT CARD	54,557.11	2026-0625 US Bank P-card Statement
1593	07/21/2026	Claims	1	113906	CELLULAR VERIZON WIRELESS	360.09	Cellular Services - 05.09.2026-06.08.2026 - LifePak
1594	07/21/2026	Claims	1	113907	VESTIS GROUP, INC	34.60	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop
1595	07/21/2026	Claims	1	113908	TERRY A WOOD	21.48	Reimb Cleaning Supplies

001 Maintenance & Operations

327,551.63

Claims:	129,776.58
327,551.63 Payroll:	197,775.05

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. **Consent #3**

Board of Commissioners meeting **7/21/2026**

To: Board of Commissioners
From: Lori Coleman, Executive Assistant
Subject: Volunteer Response Reimbursement Approval

Recommendation: Move to Pay the Volunteer Reimbursement for April, May and June of 2026 for approval to pay \$30,685.00 on July 21st, 2026.

Background: Volunteer Pay is calculated quarterly for reimbursement.

Discussion: The Board may ask any clarifying questions they may have.

Attachments: Approval Signature Form and Volunteer Reimbursement Detail

Alternatives: The Board could choose not to approve the reimbursements.

As a Second alternative, the Board could ask for the reimbursements to be amended and approve to pay the amended reimbursements.

Fiscal Considerations: This is the cost for volunteer involvement in the District.

Impact to the Community: Volunteers play a crucial role in supporting career members. Volunteers contribute valuable manpower during emergencies, assisting career firefighters in mitigating incidents, conducting evacuations, and providing critical support services; creating a stronger and more resilient fire department that can effectively protect and serve the community.



Clallam County Fire District 3

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

Bill Miano
Michael Mingee
Jeffrey C. Nicholas
Commissioners

Justin Grider, Fire Chief

Agenda Bill No. Consent #3

VOLUNTEER RESPONSE REIMBURSEMENT APPROVAL

WE, the undersigned Board of Commissioners of Clallam County Fire District 3, do hereby certify that the **Second-Quarter Pay 2026 – April, May, and June of 2026** response reimbursements are deemed payable and due to said volunteer members of Clallam County Fire Protection District 3, and have been approved for a total payment in the amount of **\$30,685.00 DATED this 21st Day of July 2026 and PAID the 25th Day of August 2026.**

Commissioner Bill Miano, Chairman

Commissioner Michael Mingee, Vice Chairman

Commissioner Jeffrey Nicholas

Prepared by Lori Coleman

Clallam County Fire District #3
Volunteer Reimbursement~April - June 2026
Paid on Aug 25th, 2026

Name	Call Points	Call Reimb	Other Entries	Other Entries Reimb	Training Points	Training Reimb	Total Points	Total Points @ \$20 Each	Stipend	Total Reimb	
	1	\$20.00	10	\$200.00	9	\$180.00	20	\$400.00	\$0.00	\$400.00	
	5	\$100.00	4	\$80.00	10	\$200.00	19	\$380.00	\$150.00	\$530.00	Vol Officer
	6	\$120.00	3	\$60.00	7	\$140.00	16	\$320.00	\$0.00	\$320.00	
	0	\$0.00	0	\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
	1	\$20.00	0	\$0.00	4	\$80.00	5	\$100.00	\$0.00	\$100.00	
	0	\$0.00	2	\$40.00	5	\$100.00	7	\$140.00	\$0.00	\$140.00	
	0	\$0.00	0	\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
	0	\$0.00	0	\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
	0	\$0.00	2	\$40.00	12	\$240.00	14	\$280.00	\$0.00	\$280.00	
	0	\$0.00	0	\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
	0	\$0.00	1	\$20.00	0	\$0.00	1	\$20.00	\$0.00	\$20.00	
	0	\$0.00	0	\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
	6	\$120.00	2	\$40.00	10	\$200.00	18	\$360.00	\$0.00	\$360.00	
	0	\$0.00	0	\$0.00	7	\$140.00	7	\$140.00	\$150.00	\$290.00	Vol Officer
	5	\$100.00	7	\$140.00	10	\$200.00	22	\$440.00	\$0.00	\$440.00	
	0	\$0.00	2	\$40.00	5	\$100.00	7	\$140.00	\$0.00	\$140.00	
	0	\$0.00	0	\$0.00	8	\$160.00	8	\$160.00	\$0.00	\$160.00	
	4	\$80.00	6	\$120.00	9	\$180.00	19	\$380.00	\$0.00	\$380.00	
	0	\$0.00	0	\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
	2	\$40.00	3	\$60.00	6	\$120.00	11	\$220.00	\$0.00	\$220.00	
	0	\$0.00	1	\$20.00	3	\$60.00	4	\$80.00	\$0.00	\$80.00	
	15	\$300.00	6	\$120.00	18	\$360.00	39	\$780.00	\$0.00	\$780.00	
	4	\$80.00	9	\$180.00	28	\$560.00	41	\$820.00	\$0.00	\$820.00	
	87	\$1,740.00	3	\$60.00	39	\$780.00	129	\$2,580.00	\$150.00	\$2,730.00	Vol Officer
	1	\$20.00	4	\$80.00	4	\$80.00	9	\$180.00	\$0.00	\$180.00	
	32	\$640.00	3	\$60.00	9	\$180.00	44	\$880.00	\$0.00	\$880.00	
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
	12	\$240.00	8	\$160.00	22	\$440.00	42	\$840.00	\$150.00	\$990.00	Vol Officer
	0	\$0.00	4	\$80.00	5	\$100.00	9	\$180.00	\$0.00	\$180.00	
	1	\$20.00	2	\$40.00	3	\$60.00	6	\$120.00	\$0.00	\$120.00	
	23	\$460.00	4	\$80.00	26	\$520.00	53	\$1,060.00	\$0.00	\$1,060.00	
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	

Names in red do not pay Volunteer Dues

Clallam County Fire District #3
Volunteer Reimbursement~April - June 2026
Paid on Aug 25th, 2026

[illegible]

Names in red do not pay Volunteer Dues



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 6/1/2026 - 6/30/2026

Prepared by: Chris Turner
Battalion Chief - A shift

▪ **911 Responses for CCFD#3:**

- ~845 monthly count.

▪ **Battalion Chief Administrative Meetings:**

- Daily shift briefings. N/A
- Fire Code Technician Meeting: N/A
- Staff Meeting at Admin Office: N/A
- BC Meeting at Admin Office: 6/22/2026.
- Operations Meeting at TOC: N/A
- BOC Meeting: N/A
- Station Visit's & Captain Meeting's: N/A
- Training Committee Meeting: N/A

▪ **Administrative & Assigned Duties:**

- Telestaff Staffing & Callbacks. N/A
- ESO Status:
 - Monthly audit for errors and missing calls.
 - Missing incomplete ESO incidents completed w staff.
 - Data Review for Chief Grider
- Completed Probationary Activities:
 - N/A
- Fire Inspections:
 - First Due
 - Brycer The Compliance Engine began: 6/1/2026.
 - 34 Reports reviewed.

Reports Reviewed By Month and System Type

	Reviewed Month ↑	Report Type	Report Count
1	Jun 2026	5 Year Sprinkler	1
2		Commercial Kitchen Exhaust Cleaning	5
3		Fire Alarm	12
4		Hood Suppression System	13
5		Sprinkler System	3

- Pre-Fire Plans
 - Active 911 updating:
 - *Download all data before program sunsets.*
 - Update Knox Key data.
 - Evaluate Hydrant Data for transition to First Due program.
- Prevention Activities
 - See CRR Report (June 411)
 - Champions meeting: *DNA*
 - Community CPR: *6/4/2026.*
 - Sequim Prairie Grange: *6/20/2026.*
 - Firewise-Sunland Risk Assessment. *6/8/2026.*
 - Firewise- 2026 DNR Grant \$25,000 for Firewise Mobile Tool Cache.
 - Firewise Sunland HOA Board Meeting: *6/23/2026.*
 - Prepare for Blood Drive with Bloodworks Northwest in July, August, & September.
- Public Relations
 - Press Release:
 - *N/A*
 - Social Media Posts submitted for:
 - *N/A*
 - Local Press:
 - Weekly blotter update on Sunday's: *N/A*
- Responses.
 - *N/A*
 - ***General Alarm: N/A Life Flight: N/A***

▪ **A Shift Training:**

- Run-Review & Inservice:
- 2nd quarter EMS Connect & 2nd quarter Fire Training as assigned. *Extended.*
- Technical Rescue Team Drill:
- Monday Night Volunteer Drill:

▪ **Planning and On-Going projects:**

- CRR Champions meetings and agendas. **Next meeting is 7/2/2026.**
 - Upcoming fire prevention event coordination and scheduling.
 - Review CRR App Program. *Updated reporting quality.*
 - Continue FireWise program development.

Clallam County Fire District #3 CRR/Fire Prevention Activity List

2026						Incident Number				ICS 411	
Incident Name						Operational Period		June 2026			
Check-In Location		☐ DNR Request	☐ State Mobilization	☐ Contract	☐ v	Other: IMT-Team Deployment					
No.	Start Date/Time	Resource Name Approx. No. of Hours	CRR Activity	Activity Code	Dist. Resources Used	Total # Persons	Contact Information (Phone #)	Location of Event City and State	Press Release	Incident Assignment	
1	6/4/2026	Sandy Boudrou	Public CPR	CPR	CPR Manequins	18	Sandy Boudrou	Sequim, WA			
	1800	2.5 Hours	CCFD3 TOC Classroom				425-359-1774				
2	6/4/2026	McKenzie	CRR Champion's	MEET		5		Sequim, WA			
	1800	2.0 Hours	TOC								
3	6/8/2026	BC Turner	Firewise Program	SMOKEY		3	Chris Turner	Sequim, WA			
	1300	2.0 Hours	Sunland Risk Assessment								
4	6/10/2026	Lisa Law	Firewise Program	MEET		10	Lisa Law	Sequim, WA			
	1700	2.0 Hours	Sunland HOA Board								
5	6/23/2026	BC Turner	Firewise Program	SMOKEY		2	Chris Turner	Sequim, WA			
	1000	2.0 Hours	Sunland HOA Board								
6											
7											
8											
9											
10											
11											
12											
13											
14											

FIRE CODE TECHNICIAN REPORT FOR MAY 2026

Submitted by John McKenzie FCT

HIGHLIGHTS and SUCCESSES:

- Completed the NWCG FL-210 Wildland Fire Investigator certification – 40 hours at the NWFJ conference including field work – and opened the associated task book, a significant professional-development milestone supporting fire-cause work and understanding fire hazard for both residential and commercial properties.
- Supported inter-agency, mutual-aid fire investigations that met the threshold for reporting to other agencies, including a suspected-arson mutual-aid request near Forks and a Clallam County Sheriff's Office mutual-aid investigation worked with Paul Howard, Lee Oman, and Chief Denton.
- Coordinated the transition to the Brycer compliance engine ahead of the June 1 go-live, advising Peninsula Fire on holding and then submitting reports, confirming timing with Joel, and researching how to account for Brycer/TCE revenue.
- Advanced the First Due hydrant migration, continuing the transfer of First Due to the hydrant system, requesting city GIS hydrant data (manufacturer and flows) for the migration, and updating the First Due inspection form to allow free-form safety recommendations.
- Led Firewise, wildfire-prevention efforts, and other fire prevention for commercial properties, including a prevention article on the Gehrke Road fire, a defensible-space (gravel) discussion with Blake Tile & Stone, Firewise assessment-form updates, a Firewise kit and public-question support for the Bell Hill water system, and hazard research with before/after photos for Chief Grider's presentation.
- Provided event and fireworks-season safety, inspecting Irrigation Festival parade floats (noting missing rider seatbelts to the organizer), standing fire watch at the logging-show fireworks display where multiple ground strikes were documented and reported to the City for July 4 planning, and inspecting booths and food vendors at multiple community events.

Inspection Summary Table

Inspection Type	Count	Example(s)
Full Inspections	12	Ocean Star Inn; Bento Teriyaki; Ben's Bikes; Hardee's Mercantile; Sequim Valley Foursquare Church; Clallam County Gem & Mineral Association; Cross-Country Mortgage; US Bank; Moon Palace Restaurant; Oasis Grill; Big Elk Grill.
Targeted / Event Inspections	7	346 Morgan Dr FD-access (Mateen Chaudhry); Gem & Mineral attempted visit (obtained emergency contacts); Security Service NW Car Show booths; Irrigation Festival parade floats (missing rider seatbelts noted to organizer); logging-show fireworks setup; logging-show booths and food trucks; Irrigation Festival booths and food vendors.
Reinspection / Follow-up	2	Monterra HOA questions on a recent inspection; Cedar Ridge Clubhouse follow-up with Sandy Keel.
Inspection Reports & Preplans Completed	5	Ocean Star Inn; Oasis Grill; Big Elk Grill; Monterra Clubhouse; strip center behind Oasis Grill (accessibility documentation).
Total	25	

Other Activities Table

Count	Activity
12	Fire investigations, including weed-burning and equipment-caused brush and vegetation fires, structure and RV fires, and a vehicle fire, plus mutual-aid requests and certification-practice investigations added to stats (Patricia Lane, Gehrke Road, Medsker Rd, Owls Nest Rd, 615 E Washington, House Road, 364 W Washington, 409 W Norman, and others).
10	Alarm and system follow-ups, including Quality Inn, Sherwood (355 W Hendrickson), The 5th (500 W Hendrickson), Pioneer Villa, repeated pull-station alarms at The Cottages of Sequim (with a code question on relocating stations to the nurses' station), and Dungeness Courte dry-system and sprinkler issues with firewatch.
9	Hydrant and water-supply coordination, including Carlsberg Village / Runyon new hydrants and addresses, Atterbury manufactured-home hydrants mapped to Active 911, PUD hydrant 731 Gehrke out of service, the Commissioner Nicholas hydrant flow with Washington Water, Bagley Creek hydrants, the cleared PFOA hydrant, and DP standpipes.
6	First Due hydrant migration, including continued transfer of First Due to the hydrant system, a city GIS hydrant-data request (manufacturer and flows) for the migration, and a First Due inspection-form update to allow free-form safety recommendations.
7	Fire prevention work, including a Gehrke Road fire prevention article, a defensible-space (gravel) discussion with Blake Tile & Stone, Firewise assessment form/app updates, Bell Hill water-system public questions and a Firewise kit, and hazard research with before/after photos for Chief Grider's presentation.
13	Administrative, records, stats, and reporting, including the monthly FCT activity and CRR/smoke-alarm reports to CT, fireworks-event ARR close-outs in the CRR app, ESO and stats updates for fires and general alarms, pager programming, Brycer/TCE revenue-accounting research, and catch-up after training.
6	Citizen and public-service calls, including a Robertson Road home visit for a commercial alarm, alarm-system help for Helga LeMay, smoke-alarm assistance coordinated with the CPM, and general resident and business fire-safety questions.
4	Code and access interpretation, including fire-department access across a culvert (Kyle Bartinikas), a city torch-burning inquiry near Rock Plaza, a neighborhood fire-safe evaluation on Spruce, and research on another district's FireAside/First Due tools for CT.
3	Special-event and SEP safety, including a pickleball-tournament SEP review, a logging-show fireworks firewatch (multiple ground strikes documented and reported to the City for July 4 planning), and an after-action email to the city and vendor on fireworks-display incidents.
3	IT, apps, and data work, including CRR app filter improvements, a water-use/CRR app issue check, and a GIS-data request for new-plan streets.
3	Continuing education (~50 hrs), including the NWCG FL-210 Wildland Fire Investigator certification and a commercial-inspection CE session.

FIRE CODE TECHNICIAN REPORT FOR JUNE 2026

Submitted by John McKenzie FCT

HIGHLIGHTS and SUCCESSES:

- Advanced the First Due hydrant data migration – the month's largest project – parsing and comparing source tables to build the best upload table, cleaning up remaining addresses with Libby, integrating a hydrant file received from the city, and reporting progress to CT and TH. Related work included the dot-to-dash hydrant ID conversion and follow-up with the city on missing flow data.
- Led fireworks-season safety ahead of the holiday, inspecting the Everwarm fireworks stand and finding several hazards – the stand set up on dry grass, non-UL inflatables, and an extension cord running across the parking lot. Reviewed May permits, identified additional fireworks stands in the district, and scheduled them for a June 28 inspection with instruction on new Clallam County and City of Sequim rules.
- Provided graduation-event fire safety at Sequim Community Church, coordinating with Capt. Lawson and the facility manager, creating and sending a safety checklist, inspecting the event, and standing by during opening hours.
- Began implementation of the TCE/Brycer compliance engine, including first login to TCE Brycer, a training meeting on the new compliance engine with CT and JD, sharing district shape files and license information with Nora Cooney, and issuing deficiency follow-ups such as the Michael's alarm system and others.
- Coordinated hydrant construction and water-supply issues, including Cedar Glenn Lane hydrant and fire-line certification with Priest Excavating and North Point Construction, the N. Bagley & 101 water-main project, and continued follow-up on the outstanding Sequim Library hydrant.

Inspection Summary Table

Inspection Type	Count	Example and i.e (s)
Full Inspections	8	Strait Flooring; Boys & Girls Club of the Olympic Peninsula – Sequim; Thrive Church; Sequim Library; Petco; Cedar Ridge HOA building; Sportsman's Warehouse; Nourish Restaurant (new owners).
Targeted / Event Inspections	3	Everwarm fireworks-stand safety check; graduation-night event inspection and safety standby at Sequim Community Church.
Reinspection / Follow-up	1	Sequim Library follow-up with Emily on prior inspection findings (including exterior grass to the wall).
Inspection Reports & Preplans Completed	5	Boys & Girls Club; Sportsman's Warehouse; Petco; Sequim Library; Thrive Church.
Inspection Prep & Scheduling	3	Pre- and Post inspection research for some properties Ex: Strait Flooring; Boys & Girls Club; Nourish Restaurant (new owners).
Total	20	

Other Activities Table

Count	Activity
21	Alarm and system follow-ups and false-alarm coordination across commercial and residential properties, including 144 W Bell St, OMC Medical Center, Sky Ridge Golf Course, Dungeness

Count	Activity
	Court, Discount Tire, The Fifth, the YMCA, 1000 S 5th, and Thrive Church; a QFC #841 testing-report documentation review; a Sequim Bay Post Acute low-air sprinkler alert; and recurring Sherwood communication alerts worked with Hi-Tech Security.
	First Due hydrant data migration – parsing and comparing tables to build the best upload table, cleaning up remaining addresses with Libby, integrating the City's hydrant file, the dot-to-dash hydrant ID conversion, and progress reporting and coordination meetings with TH and CT.
	Hydrant and water-supply coordination, including Cedar Glenn Lane hydrant and fire-line certification (Priest Excavating, North Point Construction), the N. Bagley & 101 water-main project, city hydrant shape-file and flow-data requests, PUD certification questions, and the outstanding Sequim Library hydrant.
12	Fire investigations, including four brush fires along Highway 101 with a DNR investigator/trainer (three signed off toward the Task Book), a Palo Alto structure fire (electrical), a ~1-acre N. Beverage St brush fire, a Dungeness cemetery vegetation fire, a youth fire-setting case on Griffith Farm Road, and multiple weed-burning-related fires.
7	TCE / Brycer compliance-engine implementation, including first TCE Brycer login, a training meeting on the new compliance engine with CT and JD, shape-file and license coordination with Nora Cooney, and deficiency follow-ups (e.g., Michael's).
6	Code interpretation and coordination, including AHJ clarification for an outside party, the city no-burn code and weed-burning enforcement question, the Greywolf wireless-alarm replacement request, a 669 W Hendrickson accessibility concern, and a Diamond Point propane-storage hazard reported to George Baily.
6	Statistics and data work, including Active 911 downloads before the source sunset, BCSI app updates, fire/GA stat entry, a service-call average calculation (≈3 per day), and a stats request from Lori.
8	Citizen and public-service calls, including a Hulse Road smoke-alarm issue, an FD-access opinion for a lawyer regarding Morgen Drive, a Camden Court home safety inspection, and general questions routed to the proper staff.
5	Special-event plan (SEP) and event-safety review, including the Lavender Festival, the 7 Cedars and FIFA watch parties, and the Sequim Community Church graduation safety checklist.
4	CPSC recall monitoring for awareness during inspections and investigations (recurring throughout the month).
4	Continuing education (≈4 hrs), including Understanding Live and Dead Front Transformers and First Due responder/hydrant online training.
3	Knox box and gate-access work, including the Jamestown new clinic, the Atterbury gate, and Elk Creek.
2	Reporting apps and database work as requested.
2	Responded to records and public-records requests, including the Sportsman's Warehouse building records request.
3	Administrative and miscellaneous support, including paperwork and admin response, a computer-issue delay, and a draft article on the repeat landscaper-caused fires.



Clallam County Fire District 3

Motto: Serve, Respect, Prevent, Protect



Battalion Chief's Report: 06/01/2026 – 06/30/2026

Prepared by: Stefanie Anderson
Battalion Chief - B shift
BC of Training

Battalion Chief Administrative Meetings:

- Daily shift zoom meetings
- BC Meeting 6/22/26
- First Due Training 6/22/26

Administrative/Training Duties:

- Telestaff Staffing & Callbacks
 - Mandatories: FF/EMT (1), FF/PM (2), Capt. (7), BC (2)
- (3) June training requests approved for upcoming classes/conferences
 - For line staff, admin, maintenance, and volunteers
- 2026 Quarter 2 Fire Training
 - Continue to coordinate locations and prop logistics
 - Work on credentials with VC Lovering
 - Coordinate Consistent Instructors for various topics
- 2026 Quarter 3 Fire Training Development
 - Meet with Lovering to develop outline
 - Pivot training based on apparatus OOS
 - 2026 EVIP development
- 2025-01 B shift Probationary Firefighters
 - PFF Ben Frame-
 - 3rd Quarter Skills Eval: 6/3/26
 - Map Test 5: 6/3/26
 - Map Test 6: Drive Final 6/27/26
 - PFF Elliot Nokes-
 - Map Test 6: Drive Final 6/9/26
 - Quarter 4 skills final: 6/21 & 22
 - Continued training and feedback from preceptors and officers
- PFF Nokes and Cook turned in Probationary Books for final review and authorization.

- 2026-01 B shift Probationary Firefighters
 - PFF Jeremy Stewart
 - First Quarter Skills Evaluation: 6/4/26
- Kitsap County Regional Fire Academy
 - Attend Performance Review at Kitsap Training Grounds: 6/10/26
 - Review 2 recruits' test scores and practical skills evals
 - Both excelling at skills and passing written tests
 - Continue to receive weekly updates and communicate with recruits
 - Liaison for dept questions and gear needs.
 - Attended Graduation in Kitsap on 6/20/26
- Prepare and Deliver In house academy for 2026-01 Probationary FF's
 - 2 weeks of CCFD#3 in house training before going to shift
 - 1 week EMS & 1 week Fire
 - Coordinate Instructors and Logistics
 - Communicate with PFF's and Instructors
 - Develop Fire Training outline with AC Darling
- Acting Battalion Chief Tactical Scenarios
 - Coordinate Calendar and Evaluators
 - Swanberg 6/9/26
 - T. Anderson 6/12/26
 - Borggard 6/16/26 (DNA)
 - Swanberg 6/23/26
- 2025 Annual Report
 - Assist EA Coleman with Training Report
- Emergency Vehicle Testing
 - Proctor Maintenance Staff and area mechanics testing
 - Initial and recertification exams
 - June 20 & June 22
- Investigate Possible Training Structure at Sequim Valley Airport
 - Phone calls and Logistics for possible use
 - Property Owner decided to go a different route
- Sequim Junior Soccer Athlete Collapse/ Community CPR/AED Save 5/17/26
 - Coordination with Chief Grider for public recognition of citizens who assisted in the cardiac arrest save
 - Communicate with those involved for June 19th public event
- Blue Card Transition
 - All Captains & Acting Captains registered for online training
 - Discussions on implantation and further training
- **B Shift Training/Activity:**
 - Probationary Training for Frame, Nokes, Stewart.
 - Hose Bail Outs
 - Wildland Refresher
 - Fire/EMS training as assigned in Target Solutions.
 - Hurricane Ridge Drive Structure Fire

▪ **Planning and On-Going projects:**

- Work on Annual Report with EA Coleman.
- Continuing to improve Target Solutions assignments with EA Coleman.
- Revising probationary book with EA Coleman.
- Communicate with Probationary FF's regarding expectations and process.
- Continue to meet and discuss probationary tests and process for updating
 - With FF/EMTs Cupps and Romberg
- Frequent meetings with Volunteer Coordinator Lovering.
- Reviewing Target Solutions completion status.
- Assist members with further training requirements per policy 2740.
- Ongoing validation of Target Solutions assignments completed by members.

DRAFT



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Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

Battalion Chief's Report: 6/30/2026

Prepared by: Elliott C Jones, C-Platoon

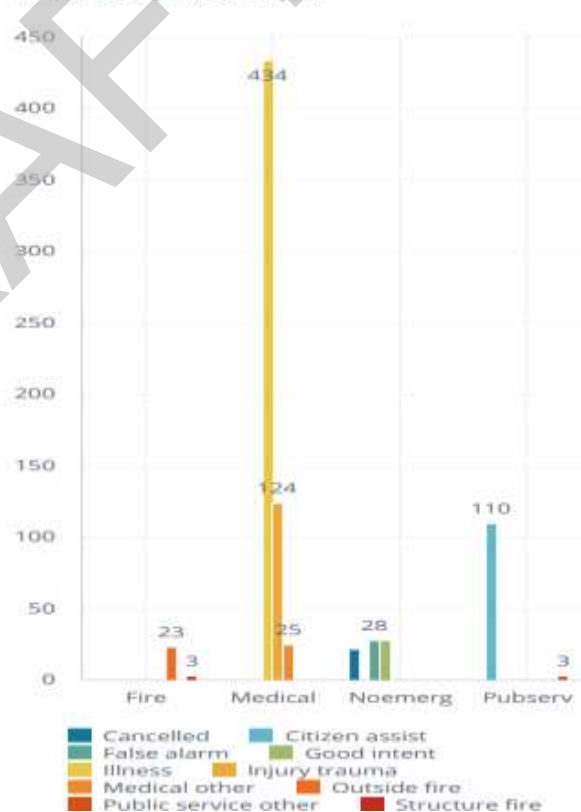
June 2026

June was the busiest month of 2026 at 846 calls for service, up 5.4 percent from May and 1.0 percent over June 2025. Year-to-date volume is 4,732, down 1.1 percent from 2025. Olympic Ambulance completed its first full quarter under the April 1 contract with 100 percent of contracted dedicated hours staffed and 97.7 percent of requests captured on an availability basis. Lost requests rose each month of the quarter despite full staffing, pointing to call concurrency as the constraint heading into summer peak.

Count of Total Incidents

Count of Incidents
846

Responses by Incident Type



January 1- June 30, 2026

Clallam County Fire District 3 provides Emergency Medical Services, Fire Suppression and all Hazard mitigation from three fire stations staffed 24/7/365 with Firefighters, EMT's and Paramedics and three fire stations that are served by our Volunteer members year-round to the communities of Gardiner, Diamond Point, Blyn, Jamestown S'Klallam Tribe, Lost Mountain, Happy Valley, Sequim, Dungeness, Carlsborg, Agnew, Blue Mountain, O'Brien, R Corner, and all points in between, North and South.



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Jeffrey Nicholas

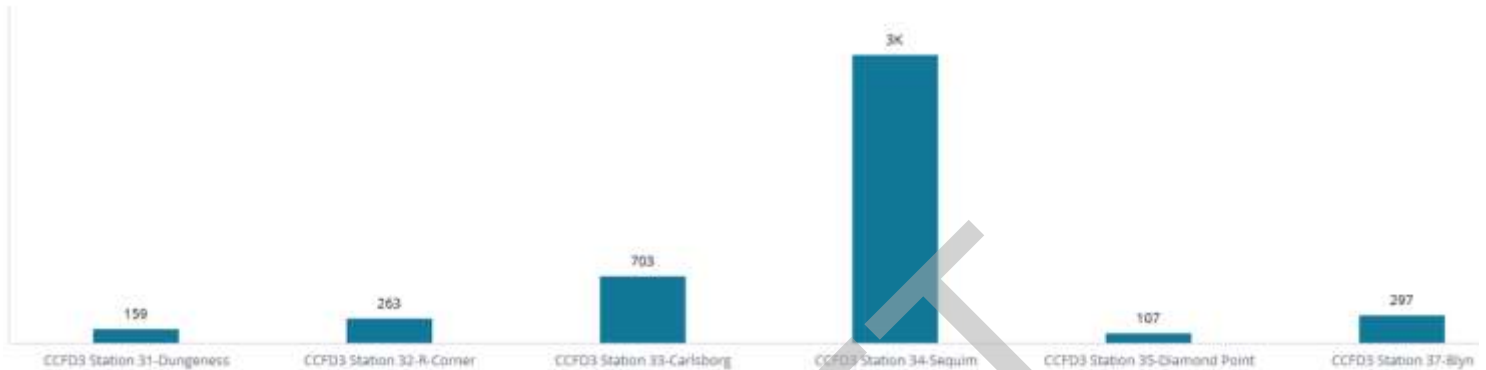
Michael Mingee

Bill Miano

Commissioners

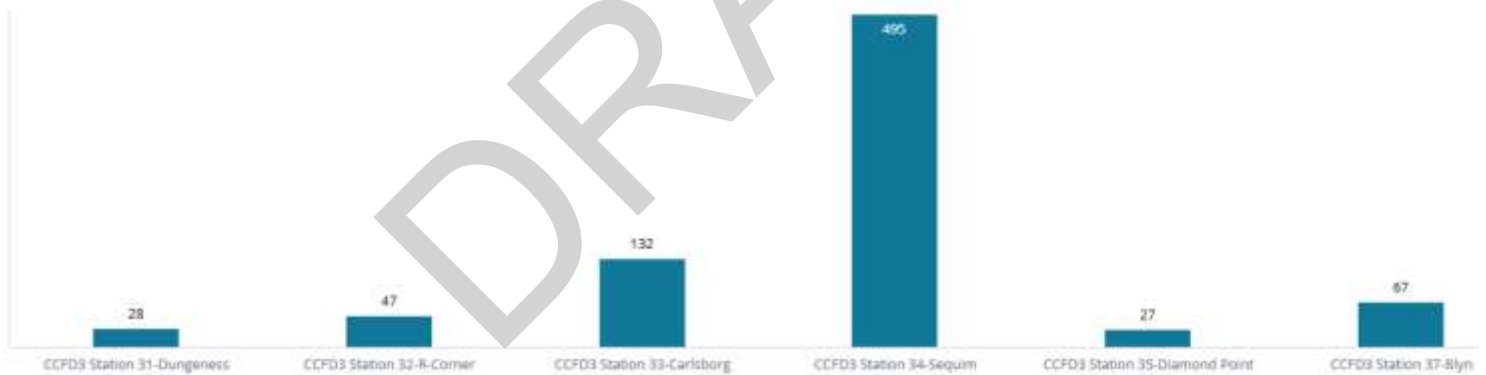
Justin Grider, Fire Chief

Incidents by Station



June 1 through June 30, 2026

Incidents by Station



June 2026: Calls Per Hour of the day

Clallam County Fire District 3 provides Emergency Medical Services, Fire Suppression and all Hazard mitigation from three fire stations staffed 24/7/365 with Firefighters, EMT's and Paramedics and three fire stations that are served by our Volunteer members year-round to the communities of Gardiner, Diamond Point, Blyn, Jamestown S'Klallam Tribe, Lost Mountain, Happy Valley, Sequim, Dungeness, Carlsborg, Agnew, Blue Mountain, O'Brien, R Corner, and all points in between, North and South.



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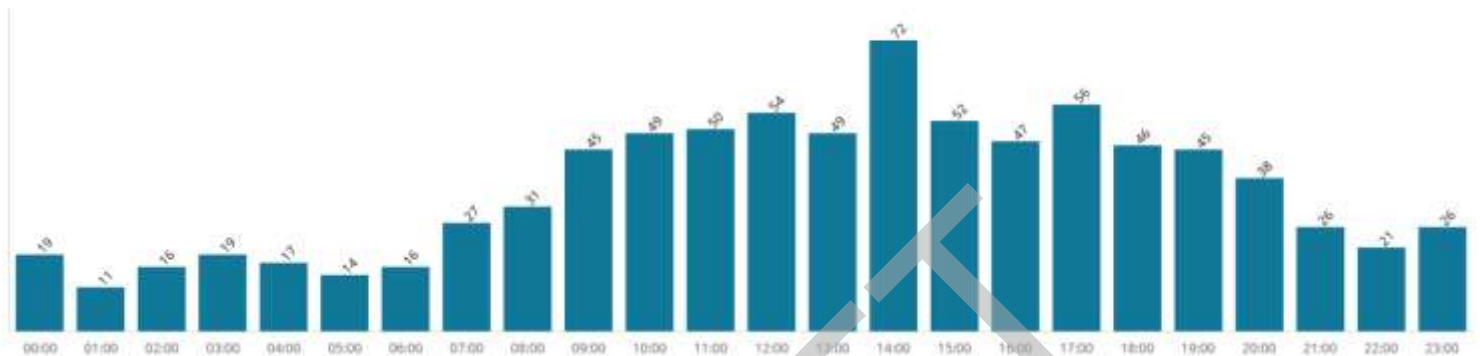
Bill Miano

Commissioners

Justin Grider, Fire Chief

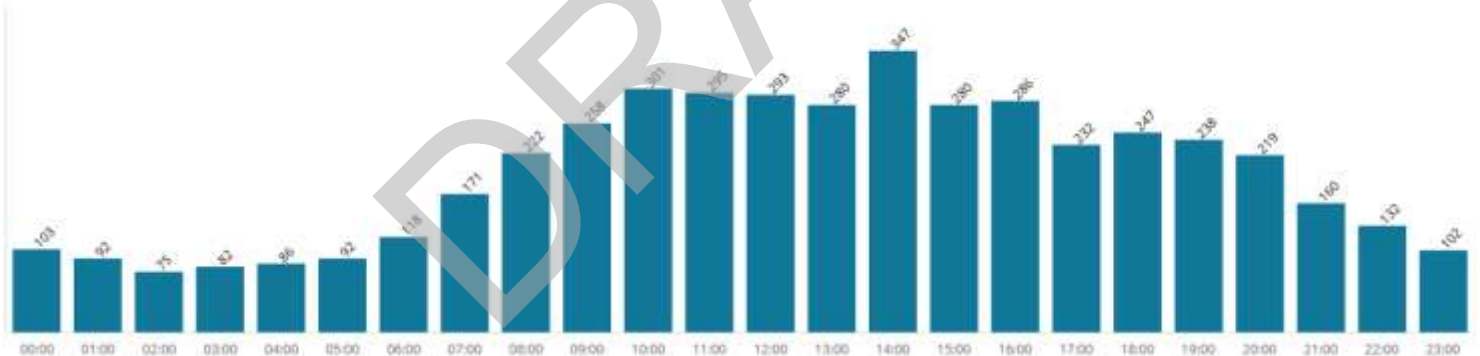
June 1 through June 30, 2026

Incident Count by Hour of Day



January 1 through June 30, 2026

Incident Count by Hour of Day



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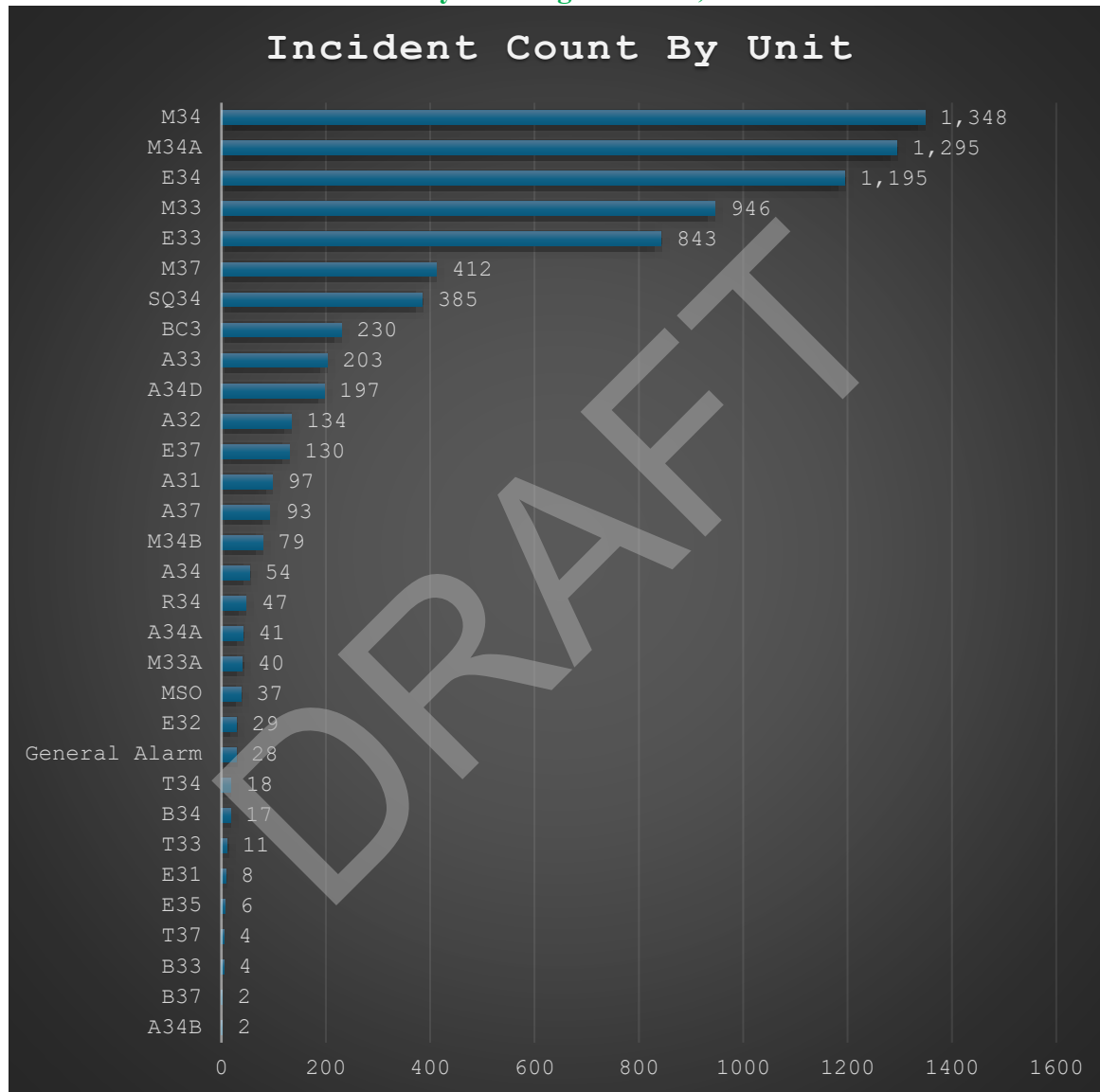
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January 1 through June 30, 2026



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Highlights

- 846 calls in June, highest monthly total of 2026; 4,732 YTD (down 52 vs 2025)
- OA Q2: 2,127 requests, 2,078 captured (97.7 percent), zero missed staffing hours across 6,552 contracted unit hours
- Transport mix shifting: Olympic-only transports up 17.4 percent YTD, Fire Rider transports down 24.2 percent, consistent with the dedicated-unit contract structure
- Q2 probationary firefighter assessments completed; C-Platoon certifications current
- Narcotics Handling Job Aid updated for new DEA regulations; SOP 4100-P-11 rewrite with Administration for review
- Platoon handoff completed (returned to C-Platoon); Acting BC task book development underway with two captains
- Telestaff to First Due scheduling conversion went live July 1

June 2026

Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	98	20%
Patient Refused Transport	54	11%
Transport by Another EMS Unit	234	47%
Transport by Another EMS Unit, with a Member of This Crew	89	18%
Transport by This EMS Unit (This Crew Only)	22	4%
Grand Total	497	100%

2026 Year

Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	618	21%
Non-Patient Transport (Not Otherwise Listed)	2	0%
Patient Refused Transport	387	13%
Transport by Another EMS Unit	1,299	44%
Transport by Another EMS Unit, with a Member of This Crew	547	18%
Transport by This EMS Unit (This Crew Only)	122	4%
Grand Total	2,975	100%

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CCFD3 Activity Sheet

2026					2025			
Transports					Transports			
Call Volume	CCFD3	Oly only	Fire Rider		CCFD3	Oly Only	Fire Rider	Call Volume
798	32	172	100	January	18	187	125	851
693	19	184	103	February	20	166	110	726
783	14	223	87	March	19	177	173	862
809	17	230	90	April	22	200	102	775
803	18	256	78	May	19	177	109	732
846	22	234	89	June	23	199	103	838
4732	122	1299	547	Total	121	1106	722	4784
-52	1	193	-175					

Definitions:

1. Call Volume- Number of Calls for Service
2. CCFD3- Transports completed in CCFD3 transport unit
3. Oly Only- Transports completed in an Olympic Ambulance Unit without CCFD3 personnel
4. Fire Rider- Transports completed in an Olympic Ambulance Unit with personnel from CCFD3

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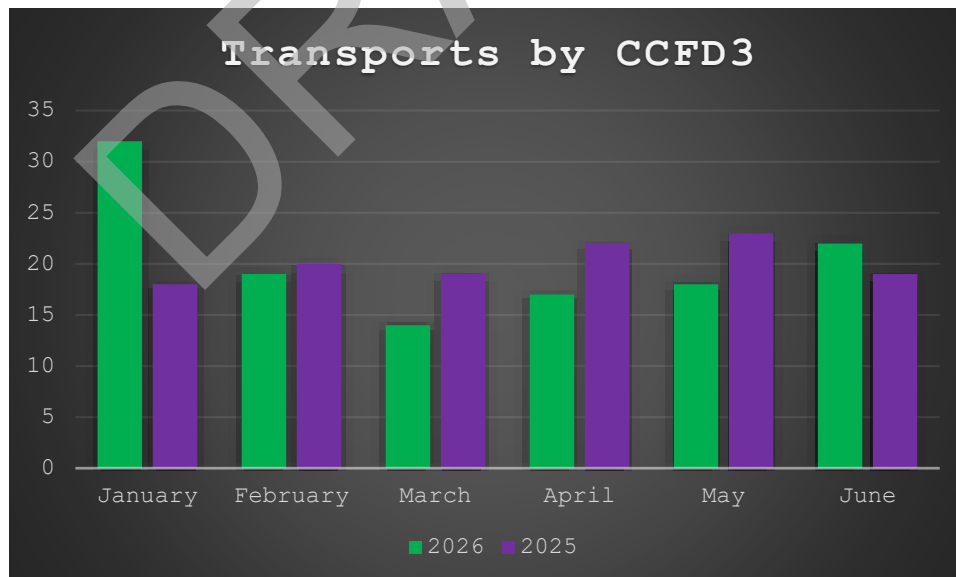
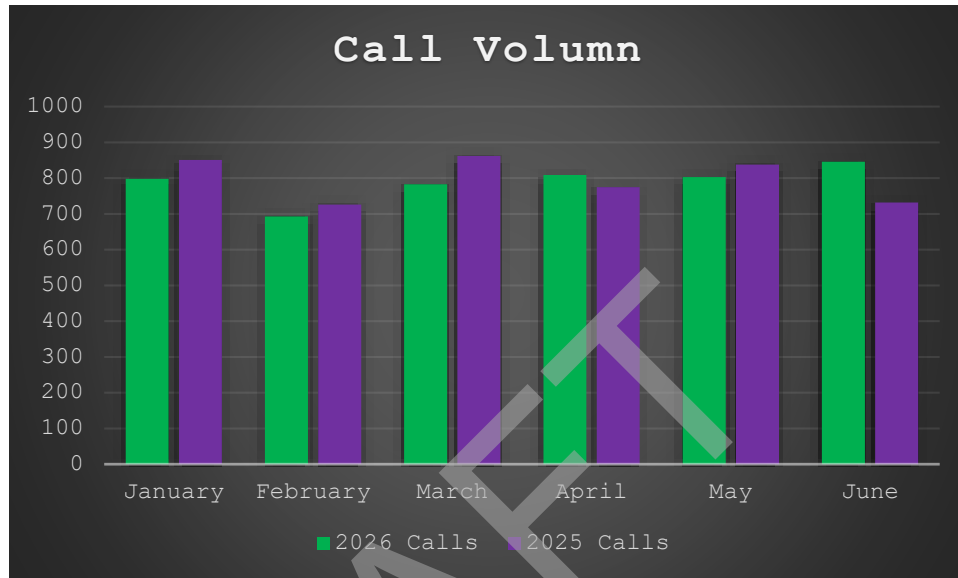
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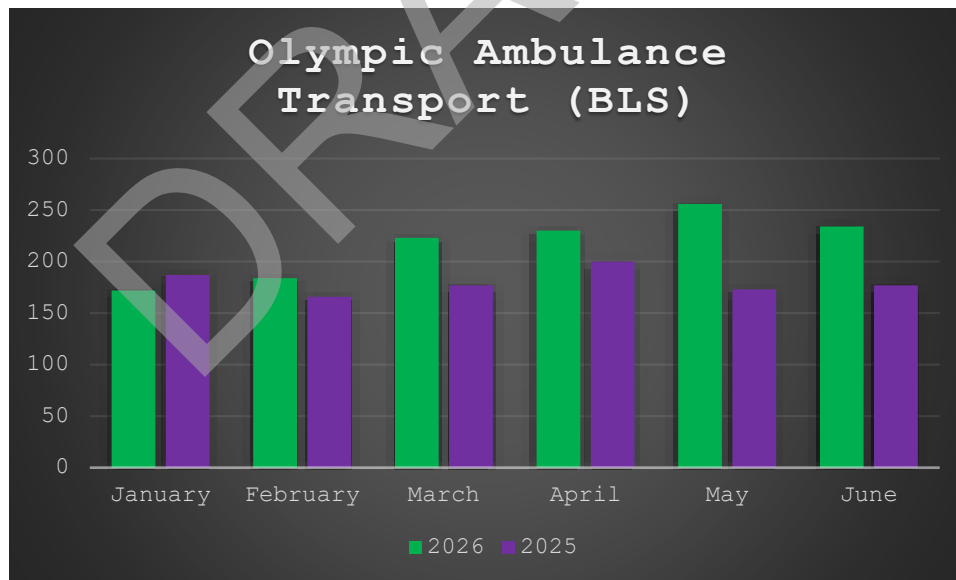
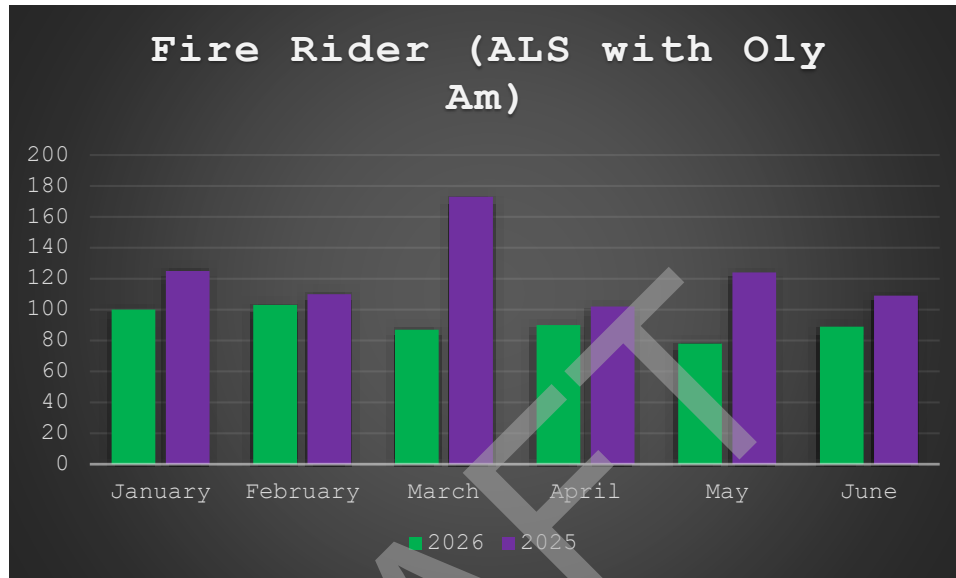
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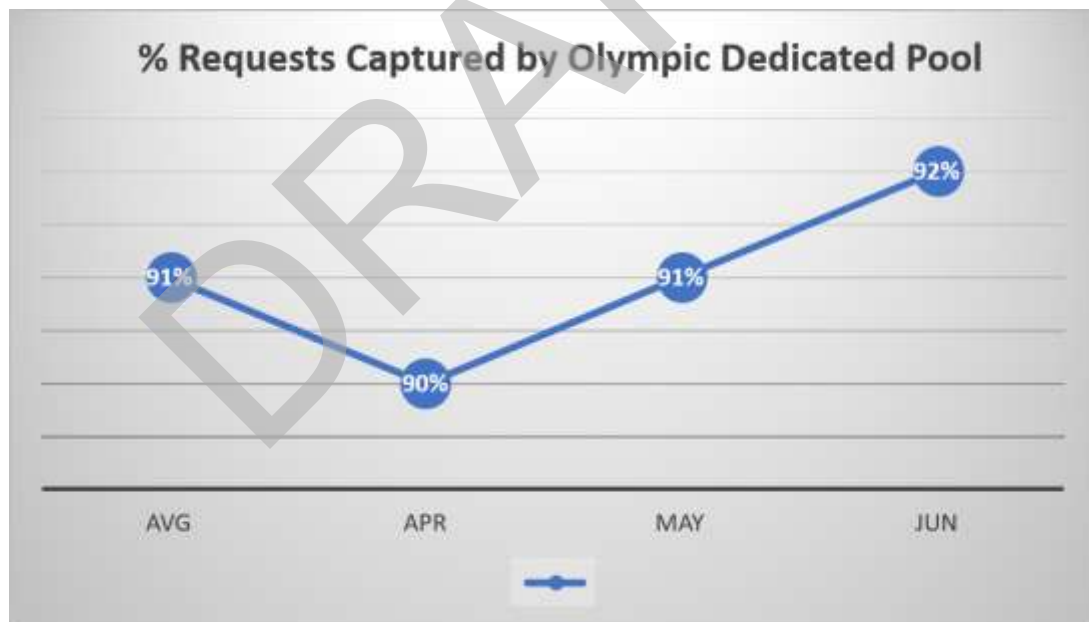
Bill Miano

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Olympic Ambulance Update:

Effective April 1, 2026, CCFD3 and Olympic Ambulance agreed that Olympic provides three dedicated BLS ambulances available to FD3 around the clock, while FD3 remains the sole first responder, primary ALS provider, and final authority on resource allocation within its jurisdiction. Olympic is the preferred transport agency and runs its own direct calls and interfacility transports, which must be coordinated separately from the units dedicated to FD3. The stated performance goal is capturing 90 percent or more of requested calls, with a captured request defined as one where the FD3-assigned Olympic unit meets the enroute and chute time standards.



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For Q2 2026 OA Deliverables: 2,127 total requests, 49 lost requests, 2,078 calls captured (97.7 percent), a split showing the dedicated units (SA1, 2, 3) ran 1,935 calls, and the shared pool ran 143, and 6,552 dedicated hours staffed, which confirms three units were up most of the quarter. OA covered the staffing obligation and gave FD3 a baseline for what is required. Communications between the OA supervisors and the on-duty Battalion Chiefs were in line with expectations. Calls and texts were used when OA rigs were out of service for maintenance or inspection, and when FD3 requested them; most were put back in service within 60 minutes.



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○ Battalion Chief-EMS Administrative Meetings:

- Participating in staff meetings
- Participated in Battalion Chief's meeting
- Conducted daily shift meetings
- Attended Fire Commissioner's meetings
- Negotiations for Battalion Chief's Contract- On-going

○ Planning and Ongoing projects:

- Moved back to C-Platoon (Handoff to Turner and received handoff from Albers)
- **A-Platoon** Projects List updated to 2026
- New DEA Regulations- Updated Narcotics Handling Job Aid
- Review/Rewrite of SOP 4100-P-11; Turned in and waiting feedback from Administration
- Review of **C-Platoon** members' certifications and licenses (ongoing and updated)
- Prep for Telestaff to First Due for July/Aug (Starting July 1)
- Q2 Assessments of Probationary Firefighters completed

○ Continuing Education/Training:

- EMS Skill Sheets- in process
- 2026 2nd quarter OTEP Audit
- EMS Connect ongoing
- Participation in EMSConnect for continuing education
- Executive Fire Officer Program- Scheduled for August 22-29 (Class 2 of 4)
- Acting Battalion Chief Task Book- Worked with Capt Borggard and Capt Swanberg

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Squad 34- MIH-Community Paramedicine

Update June 2026

Total CFS (YTD) for CP office	385
CFS from June 1 to June 30	65
Average (<i>dispatched</i>) calls per day	4.33
Average UHU per call	2.3
Quarterly encounters	146
Fire calls	1
911 assist/CPR calls	3
Calls in place of Shift crews	21
High Utilizers identified	8
Letters sent to High Utilizers	2
High Utilizers reduced	2
Quarterly EMS training complete	100%
Quarterly Fire/Rescue training complete	100%

Success stories from the MIH-CP office

Mr. Karjalainen is excited to announce a project with a local application developer for a app that pairs caregivers/companions with local individuals that need some assistance.

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CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **07/21/2026**

To: Board of Commissioners

From: Chief Justin Grider

Subject: HR Manager

Recommendation: Approve as presented.

Background: The Board budgeted for this position in 2026; staff are interviewing candidates and are expected to hire them in 2026.

Discussion: TBD

Attachments: Human Resource (HR) Manager Position Description

Alternatives: TBD

Fiscal Considerations: N/A

Impact to the Community: The Human Resource Manager position is crucial to the community's well-being because it helps ensure Fire District 3 can recruit, hire, retain, and support qualified members who are essential to delivering reliable emergency and public safety services.



Clallam County Fire District 3

Position Description

Human Resource (HR) Manager Position Description (Effective XXXX)

FLSA Status: This a non-represented, overtime-exempt position

Nature and Purpose of Work

Under the general supervision of the Fire Chief, the HR Manager provides highly responsible, complex, and confidential human resources services and serves as the primary point of contact for internal and external stakeholders on matters pertaining to human resources. This position is responsible for providing human resources and administrative support to the Fire District, including personnel records management, recruitment and onboarding, employee communications, policy and procedure administration, and response to HR-related inquiries. The HR Manager serves as a professional and confidential resource for staff and the public and must exercise sound judgment, discretion, and the ability to handle sensitive information in accordance with District policies, procedures, and applicable employment laws and regulations.

The HR Manager fills a confidential upper management position that must maintain respectful working relationships with the Fire Chief, Deputy Fire Chief, Commissioners, administrative team members, and all other personnel. They must carry out their duties in a collaborative manner that fosters the respect of fellow employees, meets the District's performance requirements, and provides effective program management. The HR Manager's conduct and workplace performance shall be guided by and remain consistent with the District's Mission and Values.

The HR Manager is a key member of the District's administrative team, filling a crucial role in maintaining the District overall human resource programs, processes, and business practices. The HR Manager is responsible for administering, managing, and controlling all portions of the District's day-to-day HR activities. Examples of duties include administering recruitment and onboarding processes; maintaining personnel records; coordinating employee benefits, leave, and policy administration; responding to HR-related inquiries; assisting with employee relations matters and workplace investigations; ensuring compliance with employment laws and District policies; and providing guidance and support to supervisors and staff on human resources issues.

Supervision Received

The HR Manager works under the general policy direction of the Fire Chief for all matters related to their program management and administrative duties including project assignments, performance appraisals, employee relations, work related practices, performance effectiveness and responsiveness, thus in conformance with the District's expectations and discipline.

Supervision Exercised

The HR Manager has no supervisory responsibility unless specifically granted for stipulated roles, projects, tasks, or events. When supervisory responsibility is granted, the HR Manager is expected to exercise sound judgment in providing the corresponding leadership, organization, and coordination.

Essential Job Functions

The duties and responsibilities represented in this position description are illustrative and not intended to imply that these are the only duties to be performed. The HR Manager's principal duties include, but are not limited to the following, which are not listed in any particular order of importance or significance. The HR Manager shall be responsible for:

1. Managing their own calendar, scheduling appointments, and communicating with employees and leadership.
2. Core HR Administration– Administer HR programs, policies, and procedures, maintaining employee personnel files and confidential HR records. ensure compliance with federal, state, and local employment laws and interpret and apply District policies, collective bargaining agreements, and HR procedures.
3. Recruitment and Hiring– Coordinate recruitment, job postings, promotional exam processes, and application processes, assist with screenings (internal and external), interviewing, reference checks, and selection processes, prepare hiring documents, offer letters, maintaining medical information files, and onboarding materials and coordinate new employee orientation and onboarding.
4. Managing their assigned programs and overseeing their functional areas of responsibility while ensuring that all the applicable state, federal, and District standards are met.
5. Administering and monitoring HR processes to ensure the District's program management practices are maintained in a regulatory compliant, accurate, and timely manner. This includes applicable reporting, recordkeeping, and accounting processes.
6. Assists with union negotiations, conduct research for bargaining sessions, may take and maintain union negotiation minutes and notes; participate in negotiations.
7. Drafting, editing, and maintaining records of administrative correspondence; to include reports, training certificates, flyers, announcements and process related forms, maintaining personnel files; overseeing records maintenance and retention in accordance with the applicable regulations.
8. Providing exceptional customer service to both internal and external customers in a professional and respectful manner.
9. Attending meetings, seminars, conferences, and other training programs relevant to staying abreast of new techniques and industry developments and to stay abreast with current laws and regulations that may affect the District.
10. Providing recommendations designed to ensure human resource workflow is executed in a well-organized, efficient, and effective manner.
11. Classification, Compensation, and Benefits - Assist with wage and salary administration. Coordinate benefits enrollment and changes, serve as liaison with benefit providers, payroll, and all members.
12. Administer leave programs, including FMLA, PFML, workers' compensation, and other protected leave.
13. Policy Development and Organizational Support - Review and update personnel policies, SOPs, and employee handbook materials, recommend improvements to HR processes and

internal controls, prepare reports, correspondence, and HR-related communications and provide guidance to leadership on HR best practices.

14. Strategic/Management-Level Duties - Developing HR goals and initiatives, advising leadership on workforce planning, supporting labor relations and collective bargaining preparation, overseeing recruitment strategy, retention efforts, and succession planning and supporting administrative staff with HR functions.
15. Compliance and Risk Management - Monitor compliance with labor laws, workplace policies, and regulatory requirements, assist with audits, reporting, and records retention, support workplace investigations and documentation and help reduce organizational risk through consistent HR practices.
16. Perform other duties as needed as means of supporting the District's mission of protecting and serving the community.

Knowledge, Skills and Abilities

While requirements may represent the minimum levels of knowledge, skills and abilities, to perform this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. The HR Manager must possess good character and the ability to effectively work well with others as a contributing team member who is able to learn quickly and follow directions. They must have a good working knowledge of the District's policies and procedures and the ability to work effectively under pressure as necessary. In addition, and as is commensurate and/or applicable to their assignment, the HR Manager must also possess the:

1. Knowledge of principles and practices of human resources administration.
2. Knowledge of applicable federal, state, and local employment laws, regulations, and compliance requirements.
3. Knowledge of recruitment, selection, onboarding, and employee retention practices.
4. Knowledge of employee relations, performance management, disciplinary processes, and workplace investigations.
5. Knowledge of personnel records management, records retention, and confidentiality requirements.
6. Knowledge of benefits administration, leave management, and workers' compensation processes.
7. Knowledge of policy and procedure development, interpretation, and implementation.
8. Skilled in interpreting and applying laws, regulations, policies, procedures, and collective bargaining agreements.
9. Skill in maintaining accurate, confidential personnel records and documentation.
10. Skilled in preparing clear, concise, and professional correspondence, reports, and policies.
11. Skilled in managing multiple priorities, deadlines, and sensitive matters with accuracy and discretion.
12. Skilled in using HR-related systems, databases, spreadsheets, and standard office software.

13. Skilled in handling employee concerns, complaints, and inquiries with tact, diplomacy, and professionalism.
14. Ability to exercise sound judgment, discretion, and independent decision-making in sensitive situations.
15. Ability to analyze problems, identify solutions, and recommend appropriate courses of action.
16. Ability to communicate effectively, both orally and in writing, with members, supervisors, outside agencies, and the public.
17. Ability to establish and maintain effective working relationships with staff, leadership, labor representatives, and external partners.
18. Ability to handle sensitive, confidential, and legally protected information appropriately.
19. Ability to adapt to changing priorities, organizational needs, and regulatory requirements.
20. Ability to perform assigned duties independently in accordance with District policies, procedures, and applicable laws.

Characteristics of a Successful Performer

- **Teamwork and Collaboration** – Works cooperatively with leadership, members, labor representatives, and external partners; shares resources, responds to requests, and promotes a culture of mutual support and accountability.
- **Customer and Service Orientation** – Demonstrates responsiveness to the needs of members, applicants, leadership, and the public; anticipates needs and delivers professional, respectful, and solution-focused service.
- **Integrity and Confidentiality** – Acts ethically, honestly, and professionally; maintains strict confidentiality; accepts responsibility for actions; and fosters a workplace culture grounded in trust and accountability.
- **Communication** – Communicates effectively orally and in writing; ensures timely, accurate, and appropriate exchange of information; prepares clear correspondence, reports, policies, and other HR-related documents.
- **Initiative and Accountability** – Takes proactive action, identifies needs, follows through independently, and accepts responsibility for achieving results and resolving issues in a timely manner.
- **Composure and Professionalism** – Maintains emotional control, sound judgment, and professionalism in stressful, sensitive, or ambiguous situations, including member relations and workplace concerns.
- **HR Technical and Functional Expertise** – Demonstrates strong knowledge of human resources principles, practices, laws, regulations, policies, investigations, recruitment, onboarding, benefits, leave administration, and personnel records management.

- **Problem Solving and Decision-Making** – Identifies issues, analyzes information, evaluates options, and makes sound, timely, and well-reasoned decisions consistent with District policy and applicable law.
- **Learning and Continuous Improvement** – Seeks new knowledge, remains current on HR and employment law developments, applies best practices, and continuously improves processes and service delivery.
- **Organization, Planning, and Time Management** – Effectively plans, prioritizes, and coordinates multiple assignments, deadlines, and competing demands with a high level of accuracy and efficiency.
- **Organizational Awareness** – Understands the District’s structure, operations, policies, chain of command, and workplace environment, and uses that knowledge to support effective HR administration and organizational goals.
- **Relationship Building** – Establishes and maintains productive working relationships with employees, supervisors, leadership, outside agencies, and other stakeholders; uses diplomacy, tact, and credibility to support effective outcomes.
- **Results Orientation** – Focuses on achieving measurable outcomes, meeting deadlines, resolving issues, and supporting both immediate operational needs and long-term organizational objectives.
- **Industry and Public-Sector Awareness** – Understands the fire service, emergency services environment, and the public-sector setting in which the District operates; stays informed of trends and practices relevant to the organization.
- **Financial and Administrative Awareness** – Demonstrates fiscal responsibility and an understanding of budgets, cost impacts, and stewardship of public resources in administering HR programs and processes.
- **Adaptability and Change Agility** – Adapts effectively to changing priorities, regulations, staffing needs, and organizational conditions; supports and implements change in a constructive and professional manner.
- **Technology Proficiency** – Uses HR systems, databases, spreadsheets, and standard office technology effectively; embraces technology to improve accuracy, efficiency, communication, and recordkeeping.

Physical Demands

The HR Manager will be required to work in an office environment that has limited access to sunlight. The HR Manager will be expected to drive to fire stations and facilities within the District’s service area as may be needed to carry out assigned job duties, including meeting with personnel. The ability to travel for conferences and meetings outside the District’s service area is also required. Their duties may require sitting for long periods of time using a computer and ten-key calculator, kneeling and bending to retrieve documents from the lower draws of a file cabinet, and walking through office spaces and the equipment bays. They must be able to lift up to 25 pounds. Specific vision abilities required by this job

include close, distance and peripheral vision, depth perception, and the ability to adjust focus from detailed work. The HR Manager must have the ability to conduct coherent face-to-face (voice), telephone and written communication. This position is assigned to an on-site work location. Regular, dependable in-person attendance is required to perform the essential functions of the job. Alternative work arrangements, including telework, are not anticipated for this position and may be approved only in limited circumstances at the District's discretion and in accordance with District policy and applicable law.

Accommodations – The successful applicant must be able to perform the essential duties of the position with or without reasonable accommodations.

Workplace Conditions

While performing the duties of this position, the HR Manager must be able to perform those physical activities normally encountered in an office environment, which includes sitting, reading, typing, talking, hearing and understanding face-to-face voice as well as phone and written communication, limited hand and arm motion, the general ability to be mobile, and all other physical activities as required for the performance of essential functions. This is a full-time position with a District-assigned work schedule. Regular, reliable attendance during established business hours is required. The incumbent may occasionally be required to work additional or adjusted hours, including evenings and weekends, based on operational needs or District business requirements.

Recruiting Requirements

Eligible candidates for this position must possess adequate knowledge and experience to perform and demonstrate the essential abilities and qualifications of the position. Eligible applicants must:

- Possess a combination of education, experience, and training that demonstrate the applicant's ability to perform the essential functions of the position. Two years of college level coursework in business or HR Administration, or a related field;
- Combination of work experience, training, and HR specific certifications may substitute a portion of the educational requirements.
- Possess general experience with human resource management software and possess a high degree of proficiency using Microsoft® Office applications;
- Must be able to satisfactorily complete a pre-employment background investigation inclusive of a criminal records check and drug screen.

Desired Requirements

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification
- Bachelor's degree in Human Resources/Business or a related discipline
- Five (5) years in an HR management role

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **07/21/2026**

To: Board of Commissioners

From: Misty Shaw, Finance Manager

Subject: 2Q 2026 Financial Reports

Recommendation: No action required, Information only

Background: FM Shaw prepares and presents Financial Reports to the Board of Commissioners on a quarterly basis.

Discussion: FM Shaw will discuss the financial results of the District as of June 30, 2026.

Attachments: 2Q 2026 Financial Reports

Alternatives: N/A

Fiscal Considerations: The Board can review the financial results of the District and use the information for future financial decisions.

Impact to the Community: The Community interests of transparency and accountability are maintained when the financial results of the District are reported and discussed in the open public meeting format.

Clallam County Fire District 3
Statement of Revenue
As of June 30, 2026

	2026 Annual Budget	Actual as of June 30, 2026	Difference	Actual Receipts vs. Budget	Notes	Year-to-Year Comparative		
						Actual As of June 30, 2025	Percent Change	Notes
Taxes								
General Property Tax	\$ 14,822,000	\$ 8,806,608	\$ (6,015,392)	59.4%	1	\$ 6,340,185	38.9%	1
EMS Property Tax	\$ 3,448,000	\$ 2,040,951	\$ (1,407,049)	59.2%	1	\$ 2,017,803	1.1%	
Leasehold Excise Tax	\$ 10,500	\$ 8,455	\$ (2,045)	80.5%		\$ 4,744	78.2%	
Timber Excise Tax	\$ 18,000	\$ 9,931	\$ (8,069)	55.2%		\$ 19,250	-48.4%	
Total Taxes	<u>\$ 18,298,500</u>	<u>\$ 10,865,946</u>	<u>\$ (7,432,554)</u>	<u>59.4%</u>		<u>\$ 8,381,982</u>	<u>29.6%</u>	
State & Federal Grant Revenue	\$ 775	\$ 965	\$ 190	124.5%		\$ 114,050	-99.2%	
Sale of County Timber	\$ 35,400	\$ 26,756	\$ (8,644)	75.6%	2	\$ 18,501	44.6%	2
Charges For Services	\$ 169,200	\$ 73,016	\$ (96,184)	43.2%	3	\$ 231,507	-68.5%	3
Ambulance Services	\$ 200,000	\$ 208,413	\$ 8,413	104.2%	4	\$ 137,325	51.8%	4
Miscellaneous	\$ 483,600	\$ 240,553	\$ (243,047)	49.7%	5	\$ 318,238	-24.4%	5
Total	<u>\$ 19,187,475</u>	<u>\$ 11,415,649</u>	<u>\$ (7,771,826)</u>	<u>59.5%</u>	6	<u>\$ 9,201,603</u>	<u>24.1%</u>	

Clallam County Fire District 3
Statement of Expenditures
As of June 30, 2026

Department	2026 Annual Budget	Actual as of June 30, 2026	Difference	Actual Expenditures vs. Budget	Notes	Year-to-Year Comparative		Notes
						Actual As of June 30, 2025	Percent Change	
Commissioners	\$ 72,393	\$ 44,817	\$ (27,577)	61.9%	1	\$ 27,152	65.1%	1
Administration	\$ 2,180,703	\$ 865,376	\$ (1,315,327)	39.7%	2	\$ 721,541	19.9%	2
Volunteers	\$ 283,007	\$ 93,668	\$ (189,339)	33.1%	3	\$ 85,500	9.6%	3
Suppression	\$ 2,520,566	\$ 1,135,406	\$ (1,385,160)	45.0%	4	\$ 846,390	34.1%	4
Prevention & Risk Reduction	\$ 67,429	\$ 51,314	\$ (16,115)	76.1%		\$ 32,710	56.9%	5
EMS	\$ 11,006,596	\$ 5,038,913	\$ (5,967,683)	45.8%	4	\$ 4,318,668	16.7%	4
Other Response	\$ 120,750	\$ 6,350	\$ (114,400)	5.3%	6	\$ 18,782	-66.2%	6
Emergency Management	\$ 6,000	\$ 3,292	\$ (2,708)	54.9%		\$ 6,810	-51.7%	
Facilities	\$ 657,913	\$ 307,234	\$ (350,678)	46.7%		\$ 285,139	7.7%	7
Vehicles	\$ 606,885	\$ 312,333	\$ (294,553)	51.5%		\$ 294,097	6.2%	8
Capital	\$ 1,536,019	\$ 775,600	\$ (760,418)	50.5%		\$ 245,105	216.4%	
Total	\$ 19,058,261	\$ 8,634,303	\$ (10,423,957)	45.3%	9	\$ 6,881,894	25.5%	

Clallam County Fire District 3
Notes to June 30, 2026
Financial Statements

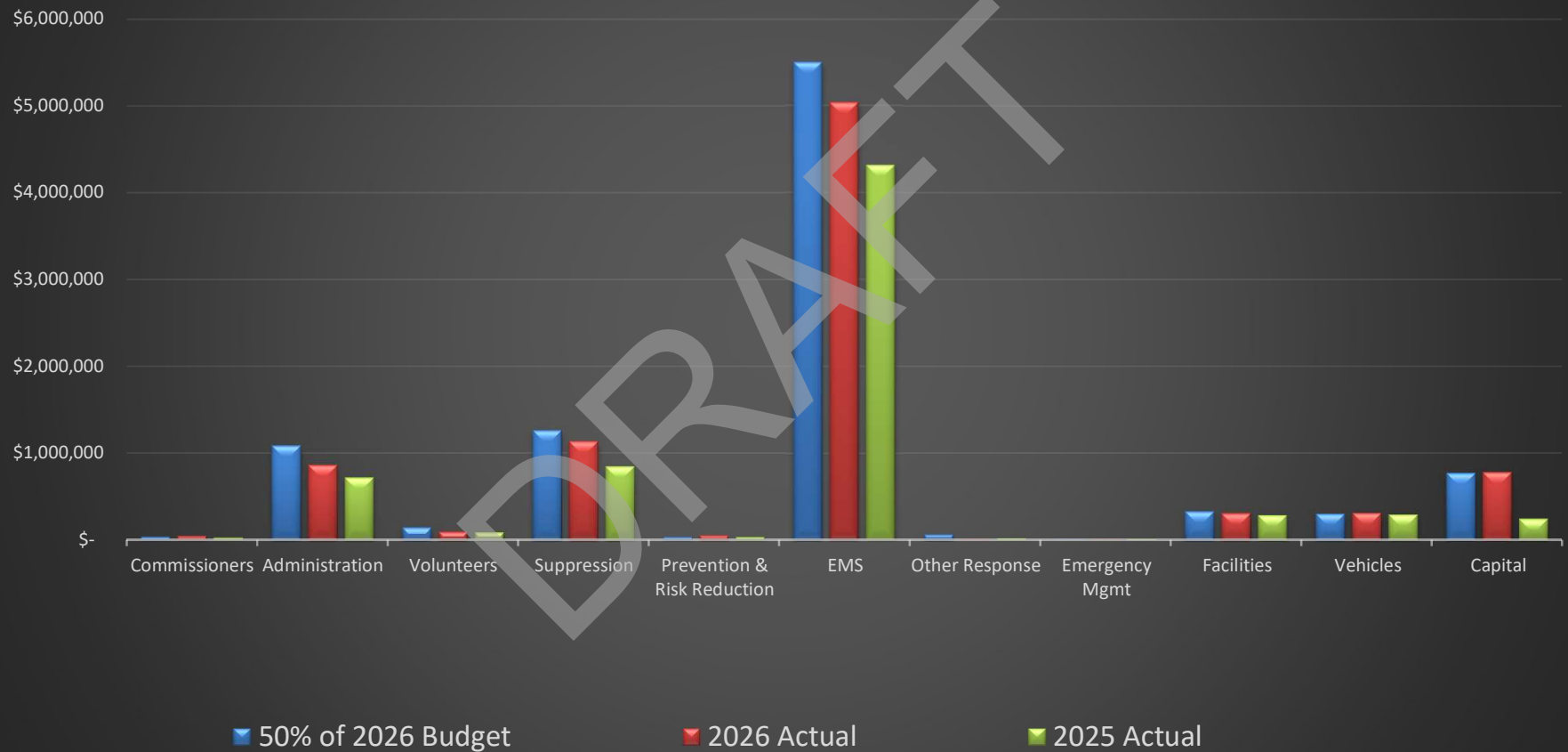
Revenue Notes:

- Note 1. General & EMS Property Tax Revenue: At this point of the year, we typically receive 60% of our General and EMS Tax Levy Revenue. Collection percentage is slightly down from prior year but the decline is not significant. The General Property Tax increase from prior year reflects the levy lid lift.
- Note 2. Sale of County Timber: Revenue exceeds prior year and County projections received in July of 2026 but timber sales remain unpredictable.
- Note 3. Charges for Services: This budget item includes receipts for Wildland Deployments, Vehicle Maintenance and Repair Services & 1/2 of the cost of the Fire Code Technician. Revenue is down 69% due to \$150k received in 2025 for Wildland Deployments. Vehicle Maint receipts are down 33% from prior year but are on track for budget.
- Note 4. Ambulance Services: Revenue is up 52% over prior year and exceeds budget. Approximately \$30k of this increase can be attributed to the timing of receipts. The remaining increase can be attributed to increases in transports and rates.
- Note 5. Miscellaneous: Revenue includes investment interest, donations, insurance recoveries, sales of surplus/capital, rebates, and other misc. Investment revenue is down 32% due to falling interest rates and lower average fund balance.
- Note 6. Total Revenue: The District typically receives approximately 60% of the revenue in the first half of each year. Total revenue is as expected.

Expenditure Notes:

- Note 1. Commissioners: Costs are up from prior year and at 62% of budget due to election costs budgeted in 2025 and paid in 2026.
- Note 2. Administration: Costs are up 20% largely due to increases in legal services (\$49k), computer hardware/software/IT consulting (\$30k), professional services (\$18k), software (\$9k), state audit (\$14k), and miscellaneous (\$11k). In addition, DRS Audit refunds not yet finalized total \$54k. Legal costs are at 202% of the annual budget. Salary and benefit costs reflect an open Human Resources position.
- Note 3. Volunteers: Costs are up due to the change in reimbursement pay schedule. Costs are only at 33% of budget due to planned bunker gear replacements not yet ordered.
- Note 4. Suppression & EMS: Overtime costs are at 63% of budget compared to 46% of budget in 2025; this is an increase of \$255k from prior year. Salary and benefit costs exceed prior year by \$752k due to the above overtime, step increases, benefit cost increases and new hires who started in April. Any negotiated salary increases will be seen after CBA adoption. Suppression PPE Operating Supplies are at 77% of budget and exceed prior year due to bunker gear purchases for new hires and bunker gear purchases made in 2025 but paid in January. Transport Billing Services and Resident Transport Billing Credit are both at over 65% of budget due to increased transports.
- Note 5. Prevention & Risk Reduction: Up 57% due to an increase in Fire Code Technician hours and training costs over prior year and the purchase of supplies and equipment offset by grant funds.
- Note 6. Other Response: The 2026 budget restored training funds and funding for tools and supplies previously removed from the 2025 budget. Expenditures are down 66% due to prior year wildland deployment costs.
- Note 7. Facilities: Overall costs are up 8% with increases in salary and benefits due to DRS Audit refunds not yet finalized and CBA salary increases offset by savings in building maintenance.
- Note 8. Vehicles: Overall costs are up 6% over prior year due to CBA salary and step increases. Repair & Maint expenditures for internal equipment are down approx. 50% from prior year due to large items, such as a transmission rebuild, in prior year. Enterprise service costs are up by \$35k.
- Note 9. Total Expenditures: All other expenditure categories were reviewed and no concerns or issues were noted.

Expenditures by Department as Compared to 50% of Budget & Prior Year



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **07/21/2026**

To: Board of Commissioners

From: Deputy Chief Hudson / Maintenance Supervisor Huisman

Subject: Vehicle Replacement Plan Presentation

Recommendation: That the Board of Commissioners adopt the plan for 2027 and fund it as presented. Staff will continue to look for alternative funding sources through grants and local lending.

Background: The Board requested a presentation from the District to explore the vehicle replacement plan in preparation for the 2027 budget. Critical replacements to be explored and discussed.

Discussion: Board to discuss next steps, funding, priorities, and whether they are open to adoption.

Attachments: None at this time; presentation by Maintenance Supervisor Tharin Huisman during meeting.

Alternatives: The Board could choose not to accept and revisit at another time.

Fiscal Considerations: Adopt the plan to place in the 2027 budget and fund it.

Impact to the Community: The community is best served when its firefighters and EMT's are operating on apparatus that are maintained and replaced according to best resource guidelines.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **07/21/2026**

To: Board of Commissioners
From: Misty Shaw, Finance Manager
Subject: Overtime Related to Kelly Days

Recommendation: The recommendation from Staff is that the Board review the presented material, ask questions, and evaluate when approving alternate schedules or practices requiring Board approval.

Background: The Board requested data on the cost of removing Kelly Days from the 48/96 schedule and the amount of overtime caused by Kelly Days.

Discussion: FM Shaw will present data on overtime as it relates to Kelly Days

Attachment: Cost of Overtime if Kelly Days Were Removed; Estimated Cost of Overtime Caused by Kelly Days

Alternatives: None currently, Information only

Fiscal Considerations: Staffing is the largest cost of operating the District.

Impact to the Community: The Public is served when the Board of Commissioners and Managing staff have clear information regarding the cost of services provided and potential impacts of changes.

Calculation of the Cost of Overtime if K-Days Were Removed from the 48/96 Schedule

DOL Fact Sheet on FLSA for Police & Firefighters Excerpt

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Source: <https://www.dol.gov/agencies/whd/fact-sheets/8-flsa-police-firefighters>

Hours	Work Period in Days	Ratio
212.00	28	7.5714286
181.71	24	7.5714286
106.00	14	7.5714286

Shifts in 24 Day Work Period	Hours in 24 Day Work Period	Hours Exceeding FLSA Req OT Threshold if Kdays were Removed Per Cycle	24 Day Cycles per Year	OT Hrs per FF per Year Rounded Up to Hr
8	192	11	15.20833	168

Position	Average Monthly Salary	Average of Hrly Rate with Addnl Pay Types	Average of OT Rate	OT Pay if Kdays Removed	Medicare	L&I	LEOFF2	PFML	Total Cost
BC	\$ 13,200	\$ 66.55	\$ 99.82	\$ 50,309	\$ 729	\$ 1,932	\$ 2,676	\$ 162	\$ 55,810
CPT	\$ 11,378	\$ 56.62	\$ 84.93	\$ 114,151	\$ 1,655	\$ 5,152	\$ 6,073	\$ 369	\$ 127,400
FFP	\$ 9,859	\$ 47.52	\$ 71.28	\$ 263,443	\$ 3,820	\$ 14,168	\$ 14,015	\$ 851	\$ 296,297
FFE	\$ 7,735	\$ 36.83	\$ 55.25	\$ 176,350	\$ 2,557	\$ 12,236	\$ 9,382	\$ 570	\$ 201,094
			Total	\$ 604,253	\$ 8,762	\$ 33,487	\$ 32,146	\$ 1,952	\$ 680,600

Cost of 168 OT Hrs Annually for Current Staff at Current Rates	\$ 680,600
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Estimated Cost of Overtime Caused by Kelly Days in the 48/96 Schedule

Position	Average of # of Shifts with OT on Est OT Cost for										
	Average Monthly Salary	Regular Rate	Average OT Rate	Kday	Kdays	Medicare	L&I	LEOFF2	PFML	Total Cost	
BC	\$ 13,200	\$ 66.55	\$ 99.82	40.82	\$ 97,790	\$ 1,418	\$ 3,755	\$ 5,202	\$ 316	\$ 108,481	
CPT	\$ 11,378	\$ 56.77	\$ 85.16	62.82	\$ 128,385	\$ 1,862	\$ 5,779	\$ 6,830	\$ 415	\$ 143,271	
FFP	\$ 9,945	\$ 48.62	\$ 72.94	65.27	\$ 118,677	\$ 1,721	\$ 6,005	\$ 6,314	\$ 383	\$ 133,100	
FFE	\$ 7,744	\$ 37.89	\$ 56.83	50.42	\$ 73,888	\$ 1,071	\$ 4,639	\$ 3,931	\$ 239	\$ 83,768	
				219.34	\$ 418,741	\$ 6,072	\$ 20,178	\$ 22,277	\$ 1,353	\$ 468,620	

Method: Exported WFTS reports for 2025 and included all Overtime hours on the employee's Kelly Day. Overtime may be overreported if worked for another purpose on the Kelly Day. Overtime may be underreported if another employee worked the Kelly Day. Overtime may also be overreported if due to another cause such as employees out on leave. Rates were current at the time of the export in March 2026.

DRAFT