



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS – MEETING MINUTES

March 4, 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, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Stef Anderson, Administrative Assistant Caity Karapostoles, Captain Lawson, Maintenance Supervisor Tharin Huisman, Firefighter/PM Bryce McGinley, JL (online), and Citizen Duane Chamlee.

**Changes to the Agenda** – None.

**PUBLIC COMMENT** – None

### CONSENT AGENDA

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

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

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

- Levy committee continues to meet every two weeks.
- Have two members out on leave at this time.
- Still pursuing the Title III grant.
- Applied for a Micro grant through the AFG program for mobile repeaters. All grants are on hold at this time.
- He continues to meet with the Sequim City Manager.
- Continue negotiations with Labor and BCs.
- Hosted a regional fire chiefs meeting with CCFD3, CCFD2, PA Fire and East Jefferson; there is another meeting this month.
- Attended Olympic Peninsula Fire Commissioners Association meeting.
- Held an Operation's meeting in February and will hold them monthly for this quarter.
- Chief went over major developments in the District's Operational Area.
- Attended Legislation Day.
- Continue to watch community growth in Sequim and the County.
- County continues to follow two problematic properties.
- Continue to explore impact fees and the TIF with the City of Sequim.
- Staff continue to work on implementing the new paging system (Locution). Chief Hudson is working with legal counsel to see if he can use sole source contractors for installation.
- Currently testing for a hiring list; one career EMT has submitted their intent to retire.

**Agenda Bill 1: Update Employment Contracts** – Chief Grider presented updated contracts for the IT Technician, Volunteer Coordinator, and Fire Code Technician positions, all of which are part-time. The contracts now allow either party to terminate with 60 days’ notice and update the hourly pay rate based on the 2025 CPI and annually thereafter. Chief Grider reviewed the updates with all three employees, who approved the changes. Commissioner Mingee proposed updating Section 1.1 to specify "Chief or their designated officer" with functional reporting to a Battalion Chief. Commissioner Nicholas moved and Commissioner Miano seconded to approve the three (3), IT Technician, Volunteer Coordinator and the Fire Code Technician, with the change in section 1.1 to “the Chief or their designated officer”. **MOTION CARRIED.**

**Agenda Bill 2: - SOP 2410, Hiring Process Guidelines** – Chief Grider reported that the SOP has been updated to reflect current practices. The Board of Commissioners is responsible for adopting a budget that outlines budgeted positions, while the Fire Chief oversees issuing offer letters to fill vacancies. Commissioner Miano moved, and Commissioner Nicholas seconded to adopt SOP 2410, Hiring Process Guidelines as presented. **MOTION CARRIED.**

**Agenda Bill 3: - Adopt 2025 Goals** – Chief Grider reported that during their meeting on 2/25/2025, the commissioners established these goals, and he is now presenting them for formal adoption. Commissioner Nicholas noted that the goals are very broad, while Commissioner Mingee suggested they need more detail. FM Shaw recommended renaming them as priorities rather than goals, a suggestion Commissioner Nicholas agreed with. Commissioner Mingee reiterated that the goals are too broad and expressed a desire for further input on refining them. Commissioner Miano moved and Commissioner Nicholas seconded to approve these with renaming them to “2025 Board Priorities. Commissioner Mingee opposed. **MOTION CARRIED.**

## **GOOD OF THE ORDER**

- Commissioner Nicholas –
  - He reported that the Levy committee still continues to meet and the most recent newsletter has had great feedback.
- Commissioner Miano –
  - He attended the OPFCA Meeting last week.
  - He reported that there have been some allegations towards the Sequim City Council regarding a Special Meeting they held on January 22, 2025, where they publicly supported the School District’s bond and levy; the complainant has reported this to the Public Disclosure Commission.
- Chief Grider
  - Chief Vogel published a 100-year historical book about Fire District 3.
  - Sunshine Festival is this weekend, Commissioner Nicholas will attend, Chief Grider will be out of town.
- EA Coleman –
  - Asked the commissioners what conferenced they wanted to attend. She reported that the Chelan conference would be around \$1000, the Suquamish conference is \$225 and the Region 9 workshop is \$20 per commissioner. At this time, Commissioners Nicholas and Miano will attend Suquamish, the virtual Snure Seminars and Region 9 workshop, Commissioner Mingee will attend the Region 9 workshop and the virtual Snure Seminars.

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

**EXECUTIVE SESSION**

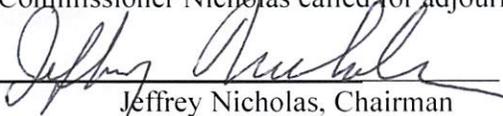
Chairman Nicholas called for an Executive Session beginning at 1:52 p.m., expected to last for fifty-eight (58) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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, Mingee, Miano, Fire Chief Justin Grider and DC Hudson. At 2:50, Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

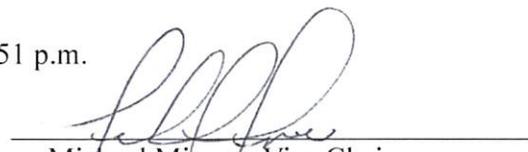
3/18/2025 – Regular Board Meeting – Commissioner Mingee asked to add Capital Improvement Plan and Olympic Ambulance as topics to discuss.

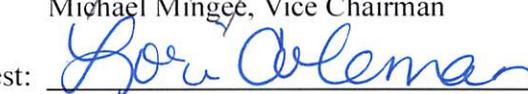
**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 2:51 p.m.

  
 Jeffrey Nicholas, Chairman

  
 Bill Miano, Commissioner

  
 Michael Mingee, Vice Chairman

Attest:   
 Lori Coleman, District Secretary