

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**

**May 19, 2026**





# Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

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

[www.ccf3.org](http://www.ccf3.org)

Bill Miano  
Michael Mingee  
Jeffrey Nicholas  
**Commissioners**

Justin Grider, Fire Chief

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## Board of Commissioners Meeting Agenda

May 19, 2026

### Call to Order

### Pledge of Allegiance

### Changes to the Agenda

### Public Comment

### Consent Agenda:

- 1.) Regular Meeting Minutes, May 5<sup>th</sup>, 2026
- 2.) Claims and Payroll

Next Meeting – June 2<sup>nd</sup>, 2026

Good of the Order –

### Regular Business:

Reports – Battalion Chief Reports

Agenda Bill 1: 2026-04 – Proclamation for Cindy Zechenelly

Agenda Bill 2: MIH-CP Report

Agenda Bill 3: Maintenance CBA Ratification

### 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

May 5, 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 Stef Anderson, Maintenance Supervisor Tharin Huisman. Online were: Captain Travis Anderson, Bryan Swanberg and Marc Lawson, Firefighter/Paramedic Bryce McGinley, Community Paramedic Mark Karjalainen, Volunteer Coordinator Chris Lovering, Jeremy, reporter Matt Nash, and Citizen Beau Sylte.

**Changes to the Agenda** – None.

**PUBLIC COMMENT** – None

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, April 21, 2026.
- 2.) Special Meeting Minutes, April 28, 2026.
- 3.) Claims  
Accounts Payable Claim check numbers 113693 through 113730 dated May 5, 2026, totaling \$178,372.85, for a disbursement grand total equaling \$178,372.85.

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

**Next Meeting** – May 19, 2026 – Regular Board Meeting

- Community Paramedic Mark Karjalainen will be present to present an update on the MIH-CP Program.
- Commissioner Mingee reminded staff that he still wants a presentation on the Service Delivery Study.

### GOOD OF THE ORDER

**Chief Grider reported** –

- He is working with West Sound on a position description for the HR Manager, he reported that he and EA Coleman met with them to finalize this last Thursday.

**Commissioner Miano reported –**

- That he and Commissioners Nicholas attended the WFCAs Spring Series at the Clearwater Casino last weekend and learned updates on the Open Public Meetings Act, how Regional Fire Authorities are formed, about impact fees and closed sessions for Collective Bargaining; the presenter was Brain Snure.

**Commissioner Mingee reported –**

- Asked about potentially advertising at the American Legion for the 250-year Anniversary of the United States. He stated that the Volunteer Association could be asked to cover the cost of a banner.
- That he will be conducting grant reviews for FEMA in July, meaning that the government is starting to open back up, and he asks staff to watch for FEMA grant opportunities.
- He briefly discussed raw response data that was collected, that it showed that response times are slightly increasing each year and that turnout times are lower than the recommended average.
- That he has been watching his pager a bit and noticed that four calls for non-injury list assists went out yesterday and another for breathing difficulty at skilled nursing facilities; he reported that the district cannot continue to service these calls as we have always done with the increasing call volume. He also discussed implementing a fee schedule to reduce these calls.  
He would like staff to send a letter to PenCom requesting assistance with call screening or other solutions to help reduce non-emergent calls.

**Fire Chief's Report – Chief Grider reported -**

- Three career personnel are on extended leave. Two members remain at the Kitsap Fire Academy, and all reports are that they are excelling. A retirement ceremony was held for Captain Kevin VanDeWege on April 22, 2026.
- Continues to meet with the Sequim City Manager and County Emergency Management.
- Dialog is open with the Jamestown S'Klallam Tribe regarding strategic planning, fee schedules and fees.
- Met yesterday with Olympic Ambulance as a follow up to the implementation of the new contract for services; crews report that they are more reliable since the contract began.
- Delivered the Bell from ST 36 to the Museum.
- Attended the District's Annual Banquet on April 17th, 2026.
- Conducted an Exit Interview with John McIntyre.
- Attended the Clallam County Multi-Agency fire recruit academy graduation.
- Attended as Fire Chief at the Sunbonnet Sue Quilt Club 40th Birthday Celebration.
- Represented FD3 for the Functional Recovery Feasibility Study with CCEM.
- Attended with DC Hudson the FMLA, Sick Leave & the Fire Service: Averting claims of discrimination and retaliation by Curt Varone.
- HR Recruitment continues with West Sound workforce.
- Met with Lexipol regarding policy and training solutions they have.
- Gave a brief overview of the community project lists.

- Included a media release that reported that FD3 saw 229 incidents from April 18<sup>th</sup>, through April 25<sup>th</sup>, 2026, warned of the use of weed burners as these often cause vegetation fires and discussed the possibility of a drought this year due to minimal snowpack.

**Agenda Bill 1: Aetta Architects Professional Services Agreement** – Commissioner Mingee provided a brief overview of the professional services contract included in the board packet. He explained that the agreement covers program management and construction contract administration services for the new Station 33 project, which is expected to be approximately 8,000 to 9,000 square feet and will include public parking and outdoor storage areas. The proposal includes project management, architectural, and engineering services, with an estimated cost of \$1,022,200. The total project budget is approximately \$6,000,000. Commissioner Mingee noted that the District’s legal counsel is still reviewing the contract and requested a motion authorizing Chief Grider to sign the agreement following legal review. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to sign the agreement for professional services with Aetta Architects after legal review. Commissioner Mingee recused himself from the motion. **MOTION CARRIED.**

**Agenda Bill 2: Current Staffing and Future Staffing Considerations** – Chief Grider reported that the District currently has seventy-one (71) compensated members, including fifty-two (52) line staff positions, with one (1) vacant line staff position. He briefly reviewed the line staff structure and explained how time off is provided. He stated that the District relies heavily on property tax revenue, which is limited to an annual increase of 1% or CPI. As a result, revenue growth remains constrained while operating costs, insurance premiums, employee benefits, and workers’ compensation continue to increase at an unsustainable rate. Chief Grider reported that, in 2026 alone, salaries and benefits increased by \$2,150,000, of which \$770,000 was attributable to new positions, specifically three Firefighter/Paramedics and one Human Resource Manager. He noted that this trend is not sustainable over the long term. He added that the District continues to explore additional revenue sources; however, many of those sources are either one-time in nature or restricted in their allowable use. The group also discussed whether reducing overtime could help fund future positions. Misty Shaw reported that a 10% reduction in overtime would only cover the cost of one position, and eliminating overtime entirely would fund only four positions. She noted, however, that she did not believe reducing overtime entirely would be attainable. Commissioner Mingee thanked Chief Grider for the report and apologized, stating that he had believed there was capacity to hire additional personnel following ratification of the Collective Bargaining Agreements. In response to his request for clarification, Chief Grider explained that staffing levels under the current Collective Bargaining Agreements are not sustainable, and that significant budget adjustments will be necessary in the future as the District works toward responsible, long-term funding solutions. **INFORMATION ONLY. NO ACTION TAKEN.**

**Commissioner Miano called for a 7-minute break at 2:48.**

## **EXECUTIVE SESSION**

Chairman Miano called for an Executive Session beginning at 2:55 p.m., expected to last for one hundred twenty five minutes (125) minutes, returning at 5:00 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, Deputy Chief Tony Hudson and Misty Shaw. At 3:50 p.m., Commissioner Miano excused Misty Shaw. At 4:05 p.m., Commissioner Miano excused Fire Chief Justin Grider, and Deputy Chief Tony Hudson. Commissioner Miano called the meeting back into Regular Session at 5:00 p.m. No decisions were reached during the Executive Session.

**ADJOURNMENT**

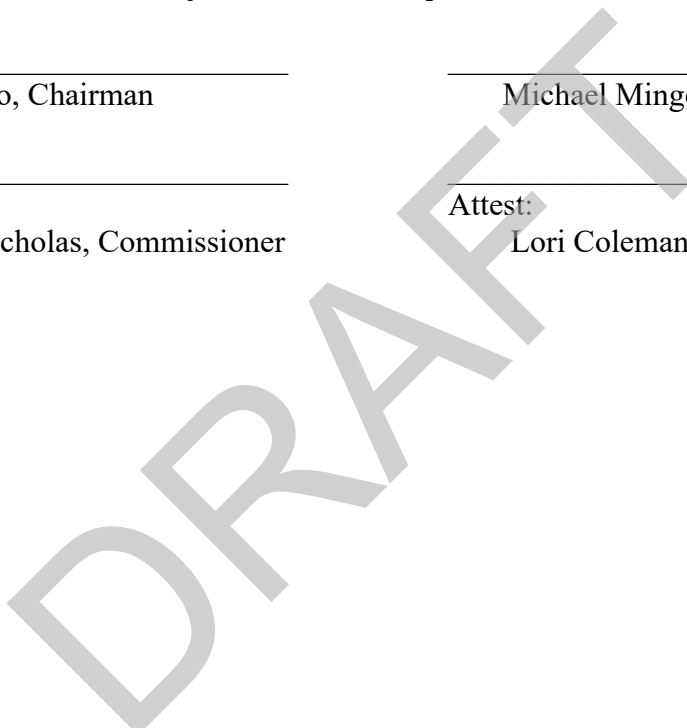
Commissioner Miano called for adjournment at 5:00 p.m.

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Bill Miano, Chairman

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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, May 19, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, May 19, 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: May 8, 2026  
Totaling: \$ 1,065,903.54

Payroll EFTs and IRS Deposit  
for Monthly Draw and Quarterly Volunteer Points

dated: May 22, 2026  
Totaling: \$ 58,630.18

Accounts Payable Claim Numbers: 113731-113763

dated: May 19, 2026  
Totaling: \$ 123,040.78

Total Accounts Payable Claims and Payroll: \$ 1,247,574.50

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Recommended

Action: Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113731-113763

For a Disbursement Grand Total of: \$ 1,247,574.50

## CHECK REGISTER

Clallam County FD 3

Time: 10:47:13 Date: 05/14/2026

05/19/2026 To: 05/19/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1166	05/19/2026	Claims	1	113731	AT&T MOBILITY	92.59	Wireless Service
1167	05/19/2026	Claims	1	113732	CARDINAL HEALTH 112, LLC	1,007.51	EMS Supplies
1168	05/19/2026	Claims	1	113733	CENTURYLINK OCC	7.55	Long Distance Phone Service
1169	05/19/2026	Claims	1	113734	CITY OF SEQUIM	877.19	ST34 Water and Sewer; 305 N 5th Ave House Water and Sewer
1170	05/19/2026	Claims	1	113735	C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL	2,025.00	05-2026 EMS Council MPD Fees
1171	05/19/2026	Claims	1	113736	CLALLAM COUNTY PUD	76.00	ST31 Electricity
1172	05/19/2026	Claims	1	113737	CO-OP FARM AND GARDEN, INC, THE	3,609.03	Gas/Diesel
1173	05/19/2026	Claims	1	113738	CP1, LLC	2,400.00	Admin Office Lease Ste C and E - Jun 2026
1174	05/19/2026	Claims	1	113739	Lori L Coleman	130.00	Meal per diem - 05.05.2026-05.08.2026 - LRI Conference
1175	05/19/2026	Claims	1	113740	Tanner L Cupps	1,982.15	Reimb Air Hammer Tools for R34 and R33 - Replacement for Broken Tools
1176	05/19/2026	Claims	1	113741	EMS CONNECT, LLC	660.48	EMS/Fire Training Subscription - May 2026
1177	05/19/2026	Claims	1	113742	ERIC JACOBSON	1,954.80	IT Consulting Services - Apr 2026
1178	05/19/2026	Claims	1	113743	FERRELLGAS	2,164.60	ST37 Propane; ST31 Propane
1179	05/19/2026	Claims	1	113744	Justin M Grider	130.00	Meal per diem - 05.05.2026-05.08.2026 - LRI Conference
1180	05/19/2026	Claims	1	113745	HELPER TEK, LLC	3,652.23	IT Consulting Services - Jun 2026
1181	05/19/2026	Claims	1	113746	Ryan Hueter	1,600.26	Meal per diem and lodging reimb - 05.05.2026-05.08.2026 - Trails End Conference
1182	05/19/2026	Claims	1	113747	KRONOS, A UKG COMPANY	45.06	WFTS - IVR Service
1183	05/19/2026	Claims	1	113748	L.N.CURTIS & SONS	363.44	Quick Connect Adapter and ORing
1184	05/19/2026	Claims	1	113749	LIFE ASSIST, INC.	918.67	EMS Supplies; EMS Supplies
1185	05/19/2026	Claims	1	113750	MCKESSON MEDICAL SURGICAL	1,221.96	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
1186	05/19/2026	Claims	1	113751	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	377.42	ST34 Garbage
1187	05/19/2026	Claims	1	113752	OLYMPIC AMBULANCE	49,457.48	EMS Transport Billing Credit - Q1 2026 - Commercial; EMS Transport Billing Credit - Q1 2026 - Medicare
1188	05/19/2026	Claims	1	113753	OLYMPIC SPRINGS, INC.	43.23	Admin Office Water
1189	05/19/2026	Claims	1	113754	PACIFIC OFFICE EQUIPMENT, INC	157.21	Copier Contract Fees - Shop - 04.01.2026-04.30.2026; Copier Contract Fees - ST34 - 04.01.2026-04.30.2026; Copier Contract Fees - Admin - 04.01.2026-04.30.2026
1190	05/19/2026	Claims	1	113755	PIONEER PROPANE, LLC	8.13	Finance Charge on Propane Account
1191	05/19/2026	Claims	1	113756	William H Pyle	453.26	Mileage and Meal per diem - 05.04.2026-05.07.2026 - Rescue Systems 1
1192	05/19/2026	Claims	1	113757	SNURE LAW OFFICE, PSC.	1,890.00	Legal Services - April 2026
1193	05/19/2026	Claims	1	113758	Misty Shaw	130.00	Meal per diem - 05.05.2026-05.08.2026 - LRI Conference
1194	05/19/2026	Claims	1	113759	Bryan K Swanberg	64.00	Meal per diem - 04.29.2026-04.30.2026 - Travel to PickUp Golf Cart

CHECK REGISTER

Clallam County FD 3

Time: 10:47:13 Date: 05/14/2026

05/19/2026 To: 05/19/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1195	05/19/2026	Claims	1	113760	TELEFLEX MEDICAL	1,330.00	EMS Supplies
1196	05/19/2026	Claims	1	113761	US BANK-CREDIT CARD	37,899.23	2026-0427 US Bank Pcard Statement
1197	05/19/2026	Claims	1	113762	VESTIS GROUP, INC	101.80	Cleaning services - mats and laundry - Shop; Cleaning services - mats - ST37; Cleaning services - mats - ST34; Cleaning services - mats - ST33; Cleaning services - mats and laundry - Shop
1198	05/19/2026	Claims	1	113763	ZOLL MEDICAL CORPORATION	6,210.50	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
001 Maintenance & Operations						123,040.78	
						<u>123,040.78</u>	Claims: 123,040.78

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# CHECK REGISTER

Clallam County FD 3

Time: 11:25:43 Date: 05/13/2026

05/22/2026 To: 05/22/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1098	05/22/2026	Payroll	2	EFT		2,886.68	May 2026 Draw
1099	05/22/2026	Payroll	2	EFT		761.39	May 2026 Draw
1100	05/22/2026	Payroll	2	EFT		2,388.70	May 2026 Draw
1101	05/22/2026	Payroll	2	EFT		1,392.60	May 2026 Draw
1102	05/22/2026	Payroll	2	EFT		1,345.42	May 2026 Draw
1103	05/22/2026	Payroll	2	EFT		490.85	May 2026 Draw
1104	05/22/2026	Payroll	2	EFT		2,201.25	May 2026 Draw
1105	05/22/2026	Payroll	2	EFT		2,365.20	May 2026 Draw
1106	05/22/2026	Payroll	2	EFT		2,117.13	May 2026 Draw
1107	05/22/2026	Payroll	2	EFT		2,274.81	May 2026 Draw
1108	05/22/2026	Payroll	2	EFT		929.98	May 2026 Draw
1109	05/22/2026	Payroll	2	EFT		725.00	May 2026 Draw
1110	05/22/2026	Payroll	2	EFT		1,410.93	May 2026 Draw
1111	05/22/2026	Payroll	2	EFT		2,388.70	May 2026 Draw
1112	05/22/2026	Payroll	2	EFT		381.34	JAN-MAR 2026 Volunteer Points
1113	05/22/2026	Payroll	2	EFT		11.94	JAN-MAR 2026 Volunteer Points
1114	05/22/2026	Payroll	2	EFT		427.51	JAN-MAR 2026 Volunteer Points
1115	05/22/2026	Payroll	2	EFT		547.57	JAN-MAR 2026 Volunteer Points
1116	05/22/2026	Payroll	2	EFT		104.29	JAN-MAR 2026 Volunteer Points
1117	05/22/2026	Payroll	2	EFT		11.94	JAN-MAR 2026 Volunteer Points
1118	05/22/2026	Payroll	2	EFT		233.58	JAN-MAR 2026 Volunteer Points
1119	05/22/2026	Payroll	2	EFT		11.94	JAN-MAR 2026 Volunteer Points
1120	05/22/2026	Payroll	2	EFT		178.17	JAN-MAR 2026 Volunteer Points
1121	05/22/2026	Payroll	2	EFT		122.76	JAN-MAR 2026 Volunteer Points
1122	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1123	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1124	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1125	05/22/2026	Payroll	2	EFT		252.05	JAN-MAR 2026 Volunteer Points
1126	05/22/2026	Payroll	2	EFT		242.81	JAN-MAR 2026 Volunteer Points
1127	05/22/2026	Payroll	2	EFT		436.75	JAN-MAR 2026 Volunteer Points
1128	05/22/2026	Payroll	2	EFT		122.76	JAN-MAR 2026 Volunteer Points
1129	05/22/2026	Payroll	2	EFT		30.41	JAN-MAR 2026 Volunteer Points
1130	05/22/2026	Payroll	2	EFT		270.52	JAN-MAR 2026 Volunteer Points
1131	05/22/2026	Payroll	2	EFT		399.81	JAN-MAR 2026 Volunteer Points
1132	05/22/2026	Payroll	2	EFT		566.04	JAN-MAR 2026 Volunteer Points
1133	05/22/2026	Payroll	2	EFT		2,071.34	JAN-MAR 2026 Volunteer Points
1134	05/22/2026	Payroll	2	EFT		381.34	JAN-MAR 2026 Volunteer Points
1135	05/22/2026	Payroll	2	EFT		658.39	JAN-MAR 2026 Volunteer Points
1136	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1137	05/22/2026	Payroll	2	EFT		741.50	JAN-MAR 2026 Volunteer Points
1138	05/22/2026	Payroll	2	EFT		196.64	JAN-MAR 2026 Volunteer Points
1139	05/22/2026	Payroll	2	EFT		215.11	JAN-MAR 2026 Volunteer Points
1140	05/22/2026	Payroll	2	EFT		1,175.55	JAN-MAR 2026 Volunteer Points
1141	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1142	05/22/2026	Payroll	2	EFT		1,138.61	JAN-MAR 2026 Volunteer Points
1143	05/22/2026	Payroll	2	EFT		67.35	JAN-MAR 2026 Volunteer Points
1144	05/22/2026	Payroll	2	EFT		1,212.49	JAN-MAR 2026 Volunteer Points
1145	05/22/2026	Payroll	2	EFT		1,010.90	JAN-MAR 2026 Volunteer Points
1146	05/22/2026	Payroll	2	EFT		418.28	JAN-MAR 2026 Volunteer Points
1147	05/22/2026	Payroll	2	EFT		1,757.35	JAN-MAR 2026 Volunteer Points
1148	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1149	05/22/2026	Payroll	2	EFT		362.87	JAN-MAR 2026 Volunteer Points
1150	05/22/2026	Payroll	2	EFT		713.80	JAN-MAR 2026 Volunteer Points
1151	05/22/2026	Payroll	2	EFT		861.56	JAN-MAR 2026 Volunteer Points
1152	05/22/2026	Payroll	2	EFT		18.47	JAN-MAR 2026 Volunteer Points
1153	05/22/2026	Payroll	2	EFT		492.16	JAN-MAR 2026 Volunteer Points
1154	05/22/2026	Payroll	2	EFT		277.05	JAN-MAR 2026 Volunteer Points
1155	05/22/2026	Payroll	2	EFT		288.99	JAN-MAR 2026 Volunteer Points
1156	05/22/2026	Payroll	2	EFT		1,817.93	JAN-MAR 2026 Volunteer Points
1157	05/22/2026	Payroll	2	EFT		5,653.78	JAN-MAR 2026 Volunteer Points

CHECK REGISTER

Clallam County FD 3

Time: 11:25:43 Date: 05/13/2026

05/22/2026 To: 05/22/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1158	05/22/2026	Payroll	2	EFT		484.84	JAN-MAR 2026 Volunteer Points
1159	05/22/2026	Payroll	2	EFT	CCFD3 VOLUNTEER F F ASSN	950.00	Pay Cycle(s) 05/22/2026 To 05/22/2026 - VOL ASSN DUES
1160	05/22/2026	Payroll	2	EFT	IRS	7,522.23	941 Deposit for Pay Cycle(s) 05/22/2026 - 05/22/2026
001 Maintenance & Operations						58,630.18	
						<u>58,630.18</u>	
						58,630.18	Payroll: 58,630.18

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# CHECK REGISTER

Clallam County FD 3

Time: 18:33:35 Date: 05/04/2026

05/08/2026 To: 05/08/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1008	05/08/2026	Payroll	2	EFT		11,930.87	April 2026 Payroll
1009	05/08/2026	Payroll	2	EFT		14,973.95	April 2026 Payroll
1010	05/08/2026	Payroll	2	EFT		9,867.54	April 2026 Payroll
1011	05/08/2026	Payroll	2	EFT		4,856.16	April 2026 Payroll
1012	05/08/2026	Payroll	2	EFT		4,642.74	April 2026 Payroll
1013	05/08/2026	Payroll	2	EFT		5,633.27	April 2026 Payroll
1014	05/08/2026	Payroll	2	EFT		9,006.65	April 2026 Payroll
1015	05/08/2026	Payroll	2	EFT		12,590.63	April 2026 Payroll
1016	05/08/2026	Payroll	2	EFT		5,451.16	April 2026 Payroll
1017	05/08/2026	Payroll	2	EFT		11,211.87	April 2026 Payroll
1018	05/08/2026	Payroll	2	EFT		5,198.43	April 2026 Payroll
1019	05/08/2026	Payroll	2	EFT		9,225.49	April 2026 Payroll
1020	05/08/2026	Payroll	2	EFT		4,364.82	April 2026 Payroll
1021	05/08/2026	Payroll	2	EFT		3,449.02	April 2026 Payroll
1022	05/08/2026	Payroll	2	EFT		6,537.15	April 2026 Payroll
1023	05/08/2026	Payroll	2	EFT		5,611.51	April 2026 Payroll
1024	05/08/2026	Payroll	2	EFT		9,228.35	April 2026 Payroll
1025	05/08/2026	Payroll	2	EFT		6,078.86	April 2026 Payroll
1026	05/08/2026	Payroll	2	EFT		6,684.12	April 2026 Payroll
1027	05/08/2026	Payroll	2	EFT		4,716.68	April 2026 Payroll
1028	05/08/2026	Payroll	2	EFT		14,254.75	April 2026 Payroll
1029	05/08/2026	Payroll	2	EFT		8,884.23	April 2026 Payroll
1030	05/08/2026	Payroll	2	EFT		6,722.36	April 2026 Payroll
1031	05/08/2026	Payroll	2	EFT		11,816.25	April 2026 Payroll
1032	05/08/2026	Payroll	2	EFT		7,951.96	April 2026 Payroll
1033	05/08/2026	Payroll	2	EFT		10,000.43	April 2026 Payroll
1034	05/08/2026	Payroll	2	EFT		4,536.05	April 2026 Payroll
1035	05/08/2026	Payroll	2	EFT		8,042.46	April 2026 Payroll
1036	05/08/2026	Payroll	2	EFT		18,333.07	April 2026 Payroll
1037	05/08/2026	Payroll	2	EFT		5,624.81	April 2026 Payroll
1038	05/08/2026	Payroll	2	EFT		9,631.07	April 2026 Payroll
1039	05/08/2026	Payroll	2	EFT		5,539.18	April 2026 Payroll
1040	05/08/2026	Payroll	2	EFT		2,413.01	April 2026 Payroll
1041	05/08/2026	Payroll	2	EFT		9,537.01	April 2026 Payroll
1042	05/08/2026	Payroll	2	EFT		7,450.24	April 2026 Payroll
1043	05/08/2026	Payroll	2	EFT		7,109.20	April 2026 Payroll
1044	05/08/2026	Payroll	2	EFT		10,466.15	April 2026 Payroll
1045	05/08/2026	Payroll	2	EFT		7,130.27	April 2026 Payroll
1046	05/08/2026	Payroll	2	EFT		8,947.79	April 2026 Payroll
1047	05/08/2026	Payroll	2	EFT		2,682.77	April 2026 Payroll
1048	05/08/2026	Payroll	2	EFT		4,328.66	April 2026 Payroll
1049	05/08/2026	Payroll	2	EFT		7,747.47	April 2026 Payroll
1050	05/08/2026	Payroll	2	EFT		6,313.49	April 2026 Payroll
1051	05/08/2026	Payroll	2	EFT		3,156.81	April 2026 Payroll
1052	05/08/2026	Payroll	2	EFT		883.64	April 2026 Payroll
1053	05/08/2026	Payroll	2	EFT		878.04	April 2026 Payroll
1054	05/08/2026	Payroll	2	EFT		5,746.99	April 2026 Payroll
1055	05/08/2026	Payroll	2	EFT		1,317.07	April 2026 Payroll
1056	05/08/2026	Payroll	2	EFT		4,949.52	April 2026 Payroll
1057	05/08/2026	Payroll	2	EFT		5,503.07	April 2026 Payroll
1058	05/08/2026	Payroll	2	EFT		8,940.56	April 2026 Payroll
1059	05/08/2026	Payroll	2	EFT		7,415.97	April 2026 Payroll
1060	05/08/2026	Payroll	2	EFT		6,315.45	April 2026 Payroll
1061	05/08/2026	Payroll	2	EFT		10,143.44	April 2026 Payroll
1062	05/08/2026	Payroll	2	EFT		5,294.96	April 2026 Payroll
1063	05/08/2026	Payroll	2	EFT		6,431.36	April 2026 Payroll
1064	05/08/2026	Payroll	2	EFT		7,088.76	April 2026 Payroll
1065	05/08/2026	Payroll	2	EFT		8,830.03	April 2026 Payroll
1066	05/08/2026	Payroll	2	EFT		4,357.22	April 2026 Payroll
1067	05/08/2026	Payroll	2	EFT		8,623.68	April 2026 Payroll



CHECK REGISTER

Clallam County FD 3

Time: 18:33:35 Date: 05/04/2026

05/08/2026 To: 05/08/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1068	05/08/2026	Payroll	2	EFT		9,325.78	April 2026 Payroll
1069	05/08/2026	Payroll	2	EFT		3,800.66	April 2026 Payroll
1070	05/08/2026	Payroll	2	EFT		7,027.30	April 2026 Payroll
1071	05/08/2026	Payroll	2	EFT		4,802.95	April 2026 Payroll
1072	05/08/2026	Payroll	2	EFT		13,058.43	April 2026 Payroll
1073	05/08/2026	Payroll	2	EFT		1,416.59	April 2026 Payroll
1074	05/08/2026	Payroll	2	EFT		16,080.08	April 2026 Payroll
1075	05/08/2026	Payroll	2	EFT		39,023.03	April 2026 Payroll
1076	05/08/2026	Payroll	2	EFT		9,000.55	April 2026 Payroll
1077	05/08/2026	Payroll	2	EFT		9,711.10	April 2026 Payroll
1078	05/08/2026	Payroll	2	EFT	AFLAC - HW462	228.88	Pay Cycle(s) 05/08/2026 To 05/08/2026 - AFLAC Pre-Tax
1079	05/08/2026	Payroll	2	EFT	BENEFIT SOLUTIONS INC	35,806.54	Pay Cycle(s) 05/08/2026 To 05/08/2026 - MERP
1080	05/08/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	21,351.64	Pay Cycle(s) 05/08/2026 To 05/08/2026 - DRS Def Comp; Pay Cycle(s) 05/08/2026 To 05/08/2026 - DRS Def Comp - ROTH
1081	05/08/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	98,988.85	Pay Cycle(s) 05/08/2026 To 05/08/2026 - LEOFF 2
1082	05/08/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	8,030.39	Pay Cycle(s) 05/08/2026 To 05/08/2026 - PERS2; Pay Cycle(s) 05/08/2026 To 05/08/2026 - PERS3
1083	05/08/2026	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,578.58	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Disability
1084	05/08/2026	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	39,656.54	Pay Cycle(s) 05/08/2026 To 05/08/2026 - HRA-VEBA; Pay Cycle(s) 05/08/2026 To 05/08/2026 - HRA-VEBA Sick Converted (MM)
1085	05/08/2026	Payroll	2	EFT	I A FF LOCAL 2933	8,850.00	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Local 2933 Dues
1086	05/08/2026	Payroll	2	EFT	IRS	137,897.21	941 Deposit for Pay Cycle(s) 05/08/2026 - 05/08/2026
1087	05/08/2026	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	33,640.42	Pay Cycle(s) 05/08/2026 To 05/08/2026 - Nationwide DC - Regular; Pay Cycle(s) 05/08/2026 To 05/08/2026 - Nationwide DC - ROTH
1088	05/08/2026	Payroll	2	EFT	TRUSTEED PLANS - 69943	131,029.50	Pay Cycle(s) 05/08/2026 To 05/08/2026 - WFCA PPO-100; Pay Cycle(s) 05/08/2026 To 05/08/2026 - WFCA PPO-300; Pay Cycle(s) 05/08/2026 To 05/08/2026 - WFCA PPO PLUS; Pay Cycle(s) 05/08/2026 To 05/08/2026

001 Maintenance & Operations

1,065,903.54

1,065,903.54 Payroll: 1,065,903.54



## **Clallam County Fire District 3**

*Motto: Serve, Respect, Prevent, Protect*



### **Battalion Chief's Report: 4/1/2026 - 4/30/2026**

Prepared by: Chris Turner  
Battalion Chief - A shift

- **911 Responses for CCFD#3:**
  - ~809 monthly count.
    - 32 Incomplete Records, 1 In Review, 3 Inactive.
- **Battalion Chief Administrative Meetings:**
  - Daily shift briefings.
  - Fire Code Technician Meeting: 4/2/2026, .
  - Staff Meeting at Admin Office: *DNA*.
  - BC Meeting at Admin Office: 4/6/2026, 4/28/2026.
  - Operations Meeting Zoom: 4/29/2026.
  - BOC Meeting: *DNA*.
  - Station Visit's & Captain Meeting's: *Daily*.
  - Training Committee Meeting: *N/A*.
- **Administrative & Assigned Duties:**
  - Telestaff Staffing & Callbacks.
  - ESO Status:
    - Monthly audit for errors and missing calls..
      - Missing incomplete ESO incidents completed.
    - 
    - Data Review for Chief Grider 4/2/2026.
    -
  - Completed Probationary Activities:
    - Final Day Scenarios: 4/1/2026.
    - Probie Orientation: 4/2/2026.
  - Fire Inspections:
    - First Due Inspection's- review process w FCT.
    - ESO and NERIS emails and updates: 4/3/2026.
    - Brycer Meeting with City of Sequim: 4/8/2026.

- Pre-Fire Plans
  - Active 911 updating:
    - *Continued Additions & Updates*
  - Knox Key Audit 4/2/2026
  - Webinar: First Due Compliance Engine Reporting 4/2/2026.
- Prevention Activities
  - See CRR Report (April 411)
  - Champions meeting: 4/2/2026.
  - Community CPR:
  - Prepare Items for Irrigation Festival: Prevention trailer phone, Handouts.
  - Sunland FireWise first Board Meeting. 4/7/2026.
  - Submit Grant to DNR for Firewise (\$25,000)
- Public Relations
  - Press Release:
    - N/A
  - Social Media Posts submitted for:
    -
  - Local Press:
    - Weekly blotter update on Sunday's: 4/26/2026.
- Responses.
  - *Vehicle Fire Slab Camp: 4/3/2026.*
  - *Burn Complaint 122 Frost Rd: 4/1/2026.*
  - *Dominion Terrace Juniper Bush Fire (lawn mower) 4/8/2026.*
  - *Fire Alarm Activation-Wright Road: 4/2/2026.*
  - *CPR- Octane Ln ,. 4/5/2026.*
  - **General Alarm: 4/3/2026 Life Flight:**
- **A Shift Training:**
  - Run-Review & Inservice: DNA
  - 2st quarter EMS Connect & 2st quarter Fire Training as assigned. *Ongoing.*
  - Technical Rescue Team Drill: .
  - Monday Night Volunteer Drill:
  - Assessing Structure Ignition Potential Course 16-hour, 4/7/2026.
  - DNR Helicopter Asset Course: 4/29/2026.
- **Planning and On-Going projects:**
  - CRR Champions meetings and agendas. **Next meeting is 5/7/2026.**
    - Upcoming fire prevention event coordination and scheduling.
      - Review CRR App Program. *Updated reporting quality.*
      - Continue FireWise program development.



# Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



## Battalion Chief's Report: 04/01/2026 - 04/30/2026

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

### ▪ **Battalion Chief Administrative Meetings:**

- Daily shift zoom meetings
- BC Meeting 4/6/26
- Operations Meeting 4/29/26

### ▪ **Administrative/Training Duties:**

- Telestaff Staffing & Callbacks
  - Mandatories: FF/EMT (1), FF/PM (0), Capt (3), BC (3)
- (16) April 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
    - White: Bail Outs
    - Swanberg: Coordinating Wildland refresher
    - Darling: Engine Company Attack evolutions
- 2026 Quarter 3 Fire Training Development
  - Meet with Lovering
- 2025-01 B shift Probationary Firefighters
  - PFF Ben Frame- Officially counted as staffing 4/4/26
  - PFF Elliot Nokes- Quarter 3 Skills Test 4/17/26
  - Continued training and feedback from preceptors and officers
- 2026-01 B shift Probationary Firefighters
  - PFF Jeremy Stewart- First Day 4/4/26
  - PFF Jeremy Stewart- M34A Apparatus Exam 4/29/26

- 2026-01 Probationary Firefighter Academy Final Day
  - 7 recruits started 3/2/2026
  - 5 to complete CCFD#3 In House Academy
  - FF/PM Darling was drill master and present every day
  - Approx 26 instructors assisted to make academy successful (Career & Vol)
  - Final Day of Academy was varied MCO's
    - Recruits were unaware of “calls” they would be responding to with career and volunteer staff
    - Scenarios involving vertical ventilation, EMS evals and transport, forcible entry/fire attack, search in low visibility, VEIS, extrication, and car fires
    - 13 evaluators/officers were utilized for training
    - 32 full evolutions were completed amongst the 5 recruits
  - Day finalized with recruits climbing the ladder truck to trade their red recruit shirts for blue ones, and “earn” their black gear. Families were invited to witness their graduation and moving on
- Kitsap County Regional Fire Academy 4/2/26
  - Attend Performance Review at Kitsap Training Grounds
  - Review 2 recruits’ test scores and practical skills evals
  - Both excelling and in top of class
  - Continue to receive weekly updates and communicate with recruits
  - x1 minor injury reporting and management
  - Liaison for dept questions and gear needs
- Public Safety Testing: Captain Testing
  - Meetings with Chief Hudson and Martin McFalls
    - 4/10/26
    - 4/20/26 (Hudson/Grider)
    - 4/23/26
- Acting Captain Task Book Scenarios
  - 3 evaluators, 2 proctors
  - McGuffey 4/9/26
  - McGuffey 4/17/26
- Acting Battalion Chief Ride Time
  - T. Anderson 4/17/26
- Acting Battalion Chief Sign Offs- Training Chief/Ops Chief
  - T. Anderson 4/28/26
- Attend Volunteer Fire Academy Graduation
  - 4/10/26 at Peninsula College
  - Six FD3 graduates
- Assist with Blue Card Online Registration for Captains
- Social Media Posts:
  - 4/1- Probationary Fire Academy Graduation
  - 4/30- Live Burn video montage

- **B Shift Training/Activity:**
  - Probationary Training for Frame, Nokes, Stewart
  - Engine Co Evolutions
  - FD3 Appreciation Dinner 4/17/26
  - Frame & Nokes to Firefighter 2 Training
  - Fire/EMS training as assigned in Target Solutions
  
- **Planning and On-Going projects:**
  - 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



# Clallam County Fire District 3

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Jeffrey Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

## Battalion Chief's Report: 4/30/2026

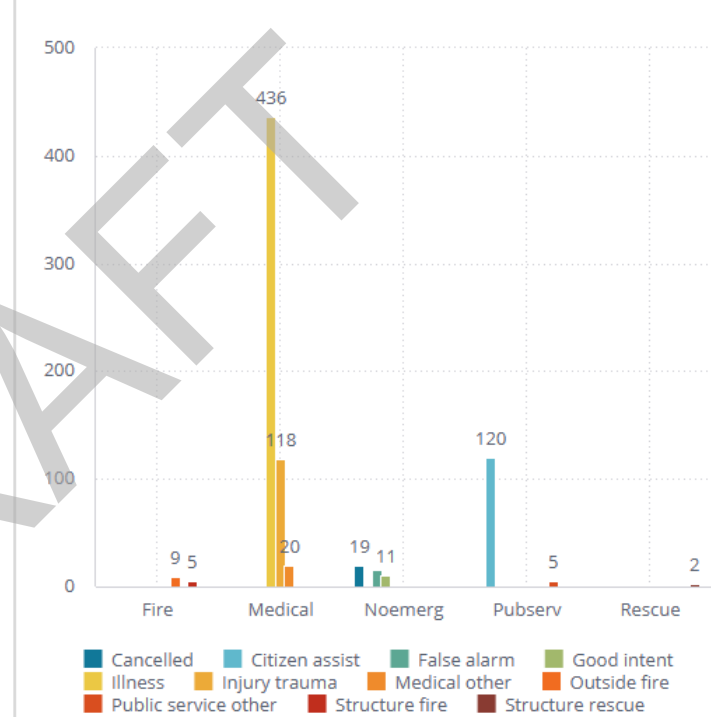
Prepared by: Elliott C Jones, C-Platoon

April 2026

Count of Total Incidents

Count of Incidents  
**809**

Responses by Incident Type



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.



# Clallam County Fire District 3

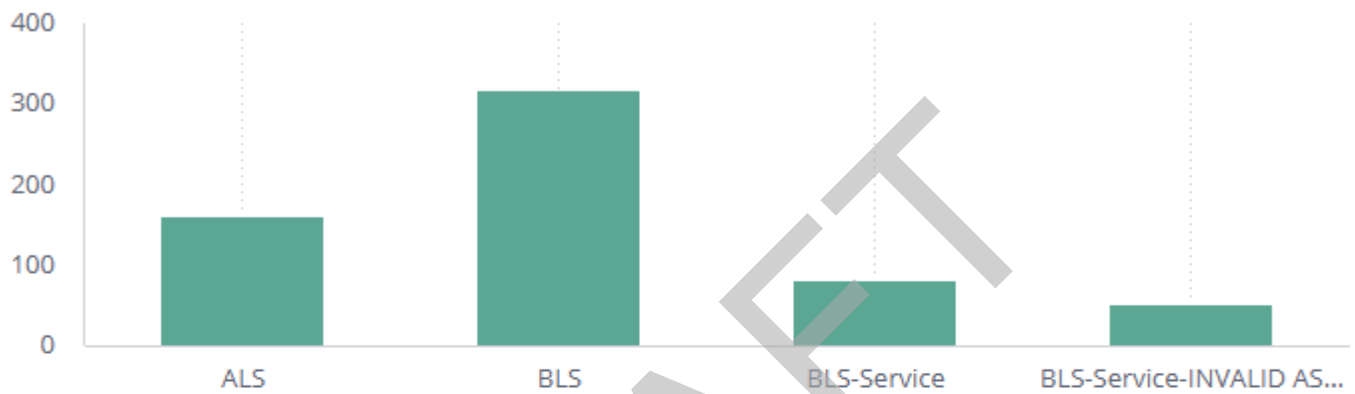
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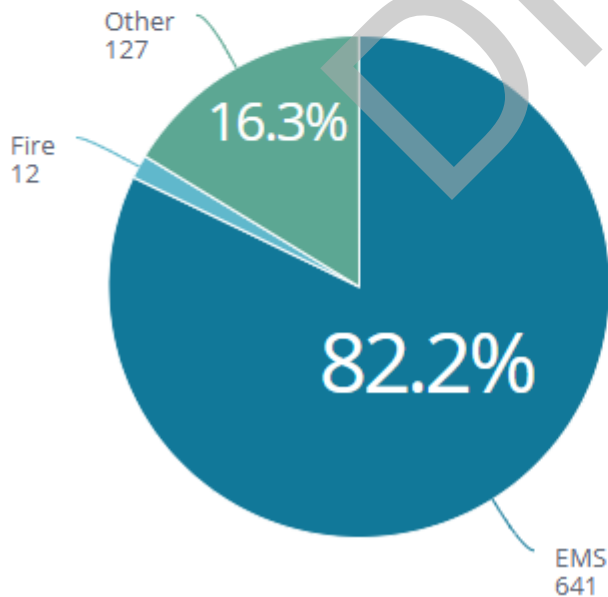
Justin Grider, Fire Chief

April 2026

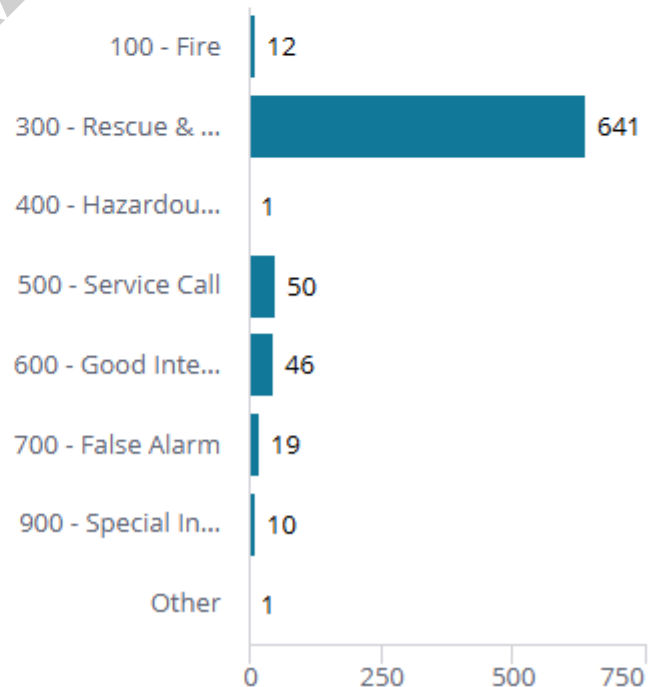
Count of Total Incidents & Exposures



EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



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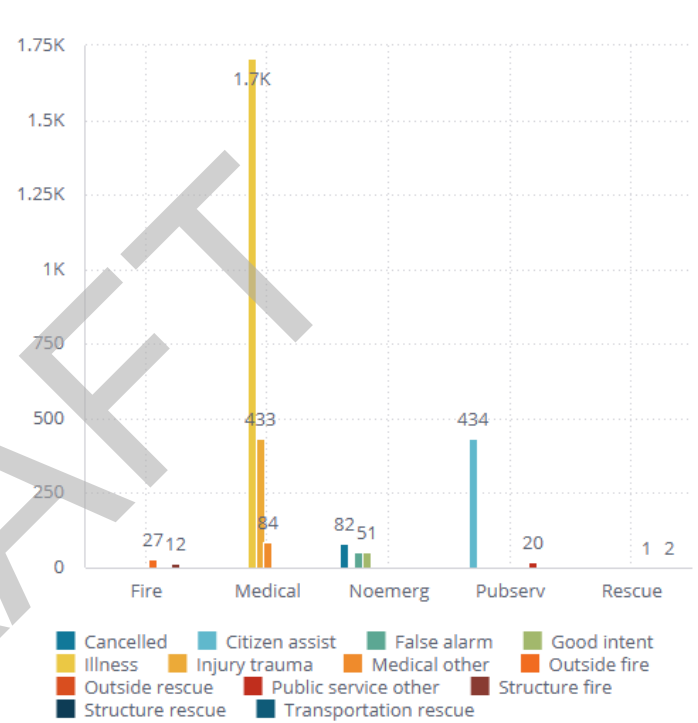
Justin Grider, Fire Chief

January 1<sup>st</sup> through April 30, 2026

Count of Total Incidents

Count of Incidents  
**3,062**

Responses by Incident Type



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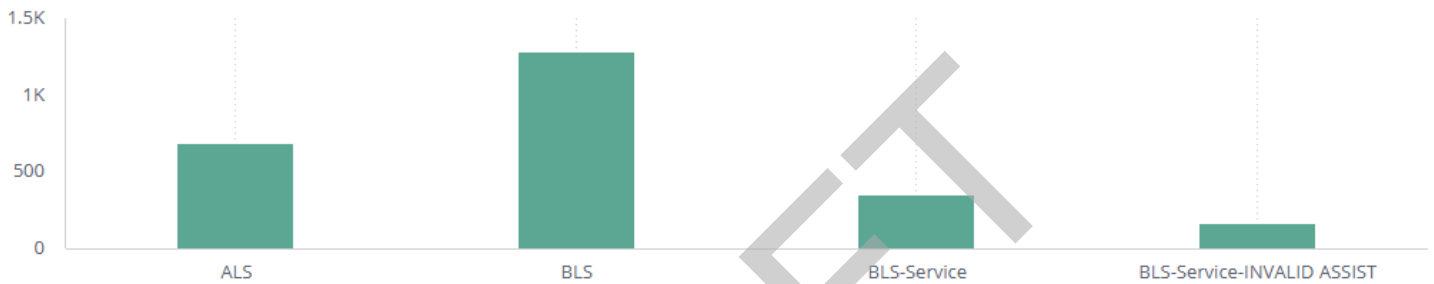
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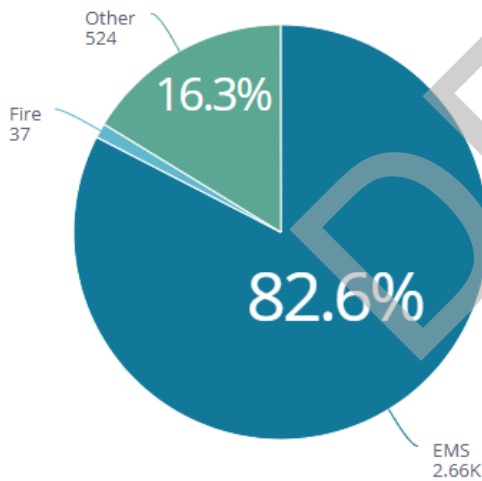
Justin Grider, Fire Chief

January 1<sup>st</sup> through April 30, 2026

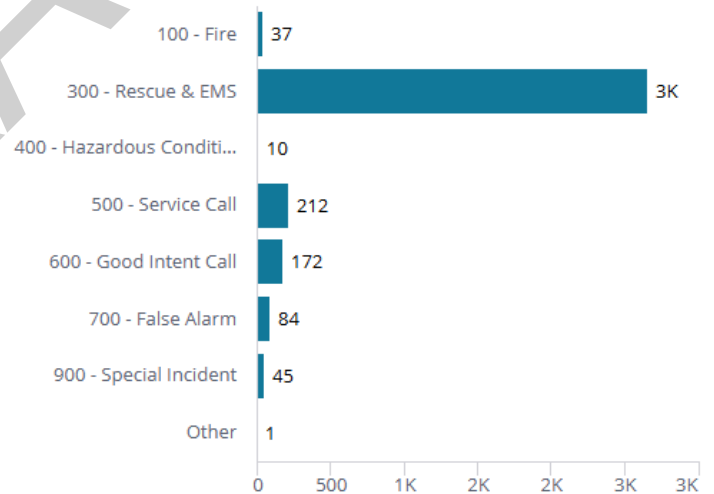
Count of Total Incidents & Exposures



EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



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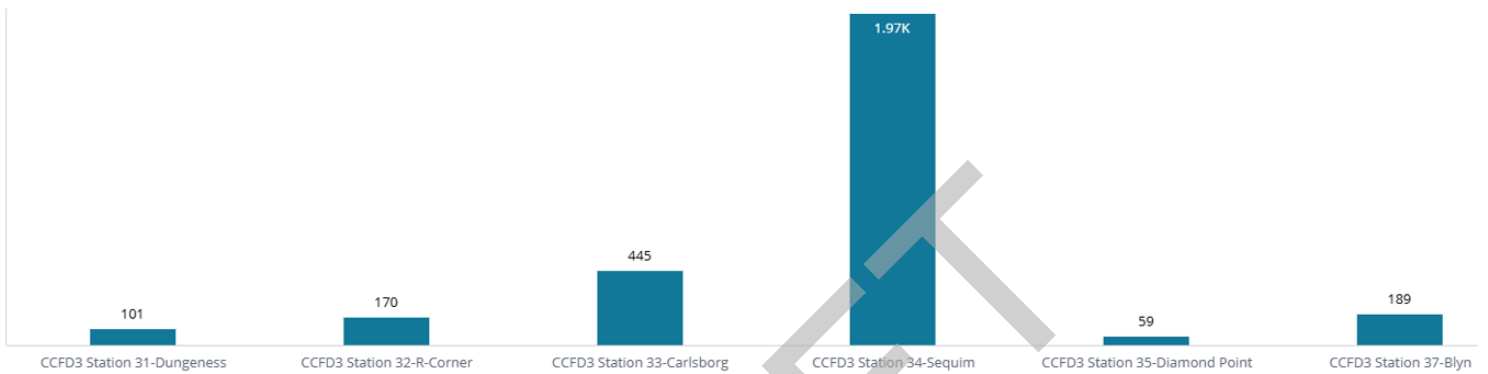
Bill Miano

**Commissioners**

Justin Grider, Fire Chief

### January 1- April 30, 2026

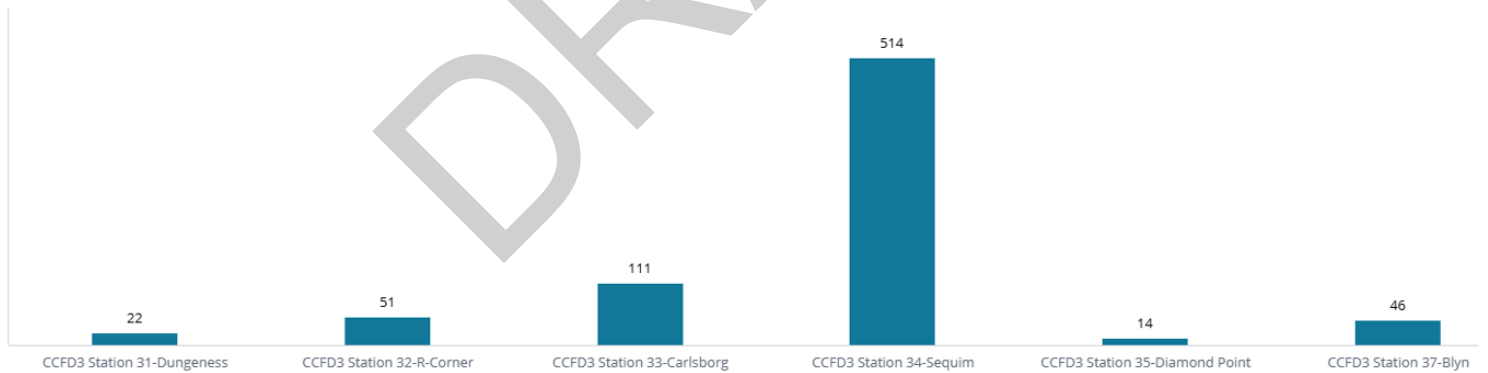
Incidents by Station



### January 1<sup>st</sup>- April 30<sup>th</sup>, 2025

### March 1<sup>st</sup> - April 30<sup>th</sup>, 2026

Incidents by Station



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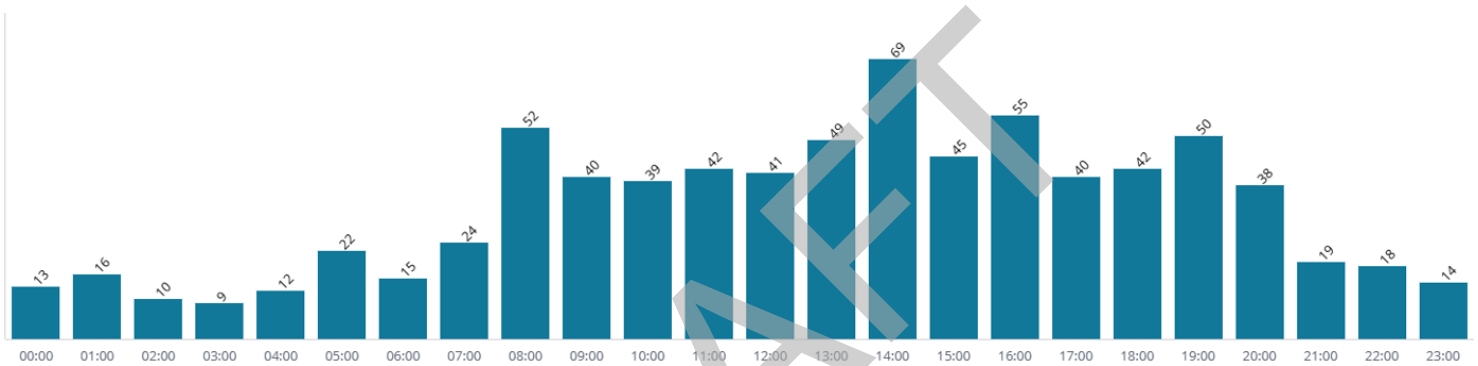
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## March 2026: Calls Per Hour of the day

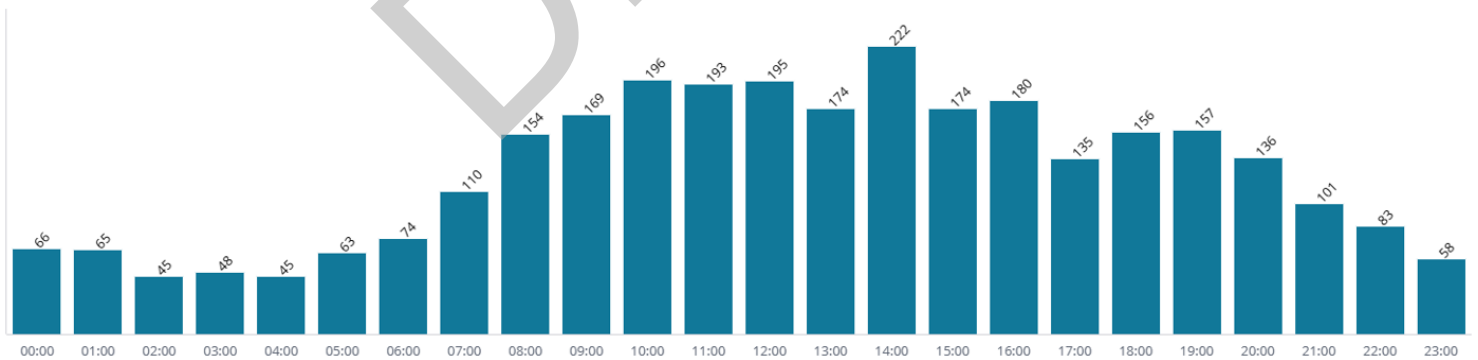
### April 1- April 30, 2026

Incident Count by Hour of Day



### January 1<sup>st</sup> through April 30, 2026

Incident Count by Hour of Day



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### April 2026

#### 📄 Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	105	21%
Patient Refused Transport	61	12%
Transport by Another EMS Unit	230	46%
Transport by Another EMS Unit, with a Member of This Crew	90	18%
Transport by This EMS Unit (This Crew Only)	17	3%
Grand Total	503	100%

### April 2025

#### 📄 Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	121	24%
Patient Refused Transport	55	11%
Transport by Another EMS Unit	199	40%
Transport by Another EMS Unit, with a Member of This Crew	103	21%
Transport by This EMS Unit (This Crew Only)	23	5%
Grand Total	501	100%

---

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### 2025 Year

#### Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	499	24%
Patient Refused Transport	232	11%
Transport Unknown	5	0%
Transport by Another EMS Unit	729	35%
Transport by Another EMS Unit, with a Member of This Crew	511	25%
Transport by This EMS Unit (This Crew Only)	78	4%
Transport by This EMS Unit, with a Member of Another Crew	2	0%
Grand Total	2,056	100%

### 2026 Year

#### Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	408	21%
Non-Patient Transport (Not Otherwise Listed)	2	0%
Patient Refused Transport	267	14%
Transport by Another EMS Unit	809	42%
Transport by Another EMS Unit, with a Member of This Crew	380	20%
Transport by This EMS Unit (This Crew Only)	82	4%
Grand Total	1,948	100%

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## Transport Dispositions

% of Transport Dispositions

# 65.21%

Total Transports **1,271**

## Non-Transport Dispositions

% of Non-Transport Dispositions

# 34.79%

Total Non-Transport **678**

Transport Dispositions are where a transport was performed by this or another EMS unit.

Non-Transport Dispositions are where a transport was not performed by this or another EMS unit.

### CCFD3 Activity Sheet

2026					2025			
	Transports				Transports			
Call Volume	CCFD3	Oly only	Fire Rider		CCFD3	Oly Only	Fire Rider	Call Volume
777	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
<b>3062</b>	<b>82</b>	<b>809</b>	<b>380</b>	YTD	<b>79</b>	<b>730</b>	<b>510</b>	<b>3214</b>
<b>-152</b>	3	79	<b>-130</b>	Difference				

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

[www.ccf3.org](http://www.ccf3.org)

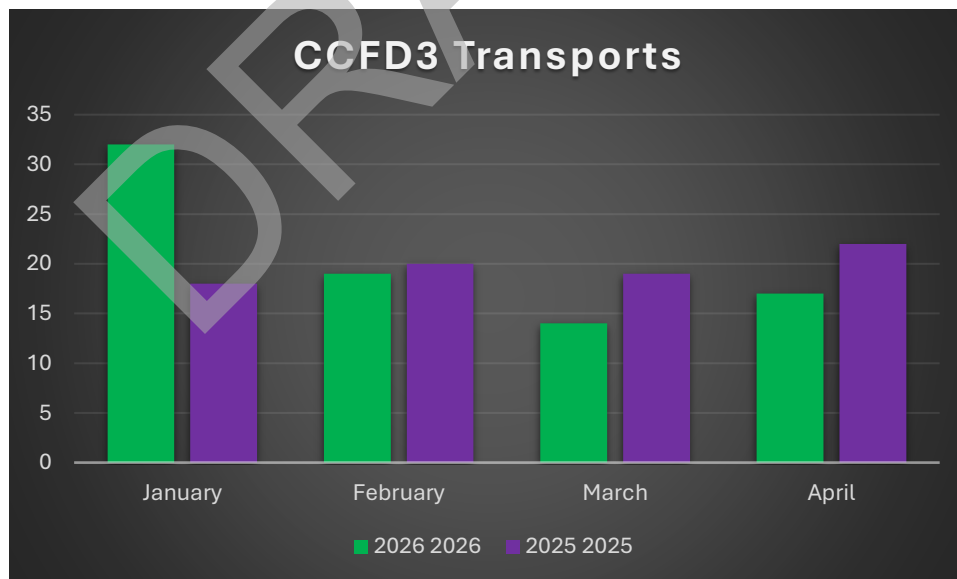
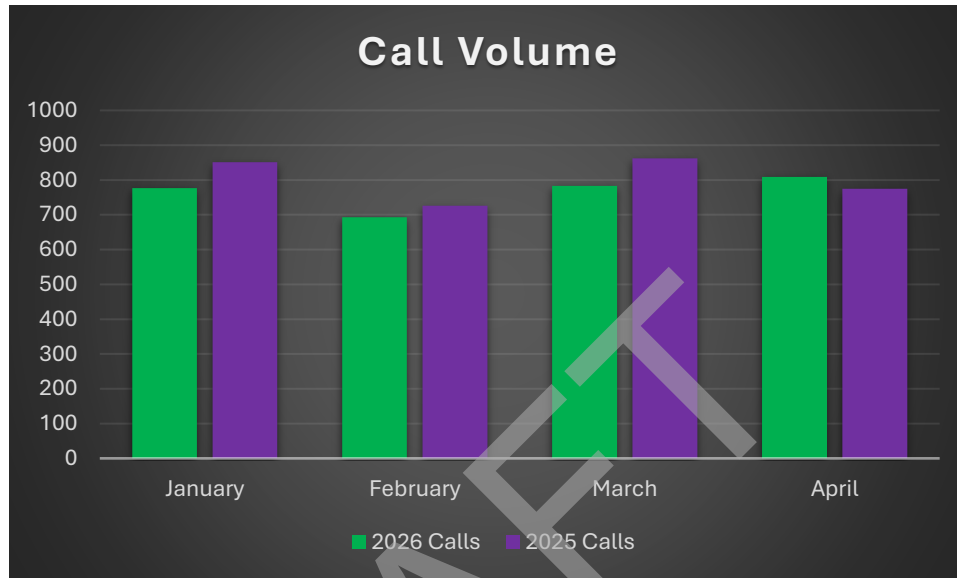
Jeffrey Nicholas

Michael Mingee

Bill Miano

**Commissioners**

Justin Grider, Fire Chief



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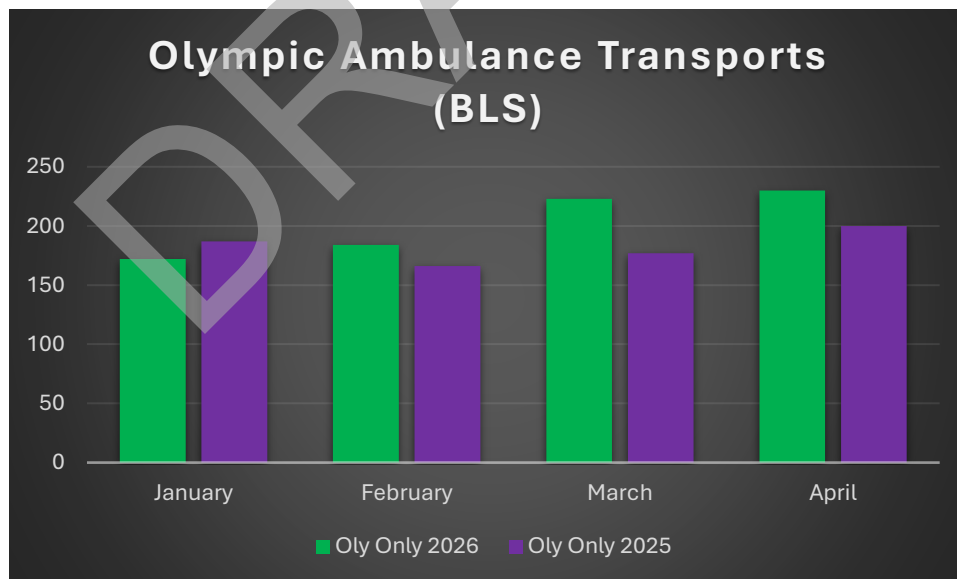
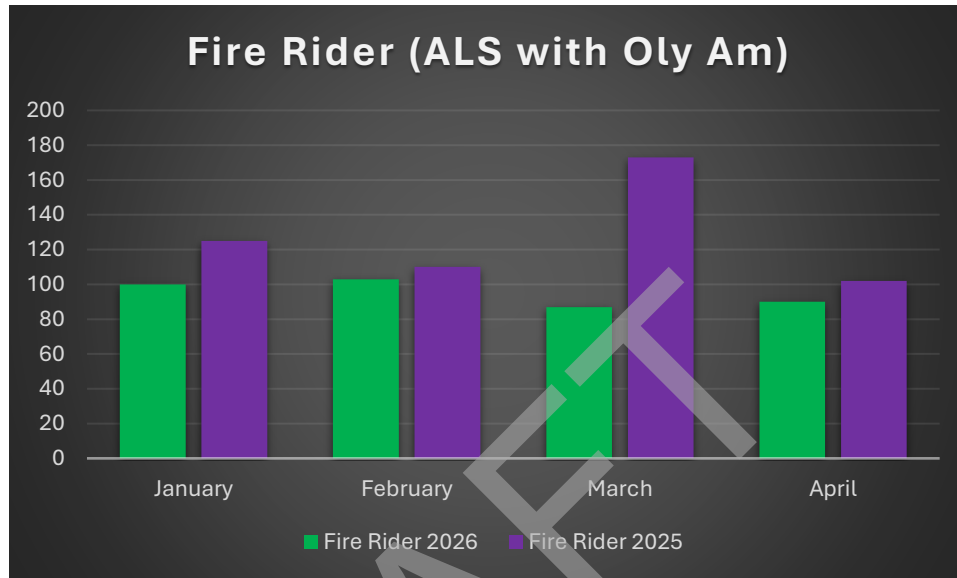
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**Commissioners**

Justin Grider, Fire Chief

- 
- 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:
    - Completed Hand-off to Captain Albers of C-Platoon
    - Moved to **A-Platoon**
    - New DEA Regulations- Require District 3 to change Narcotics handling
    - 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 in June/July
    - Q2 Assessments of Probationary Firefighters
  
  - Continuing Education/Training:
    - Center for Public Safety Excellence, Chief Training Officer- Confirmed
    - CPSE- CFO 8/5/2025 CEMSO 10/4/2025, CTO 5/6/2026
    - EMS Skill Sheets- in process
    - 2026 2<sup>nd</sup> quarter OTEP continuing
    - EMS Connect ongoing
    - Participation in EMSConnect for continuing education
    - **DID NOT ATTEND DUE TO DHS Shutdown-** Executive Fire Officer Program
    - Acting Battalion Chief Task Book- Worked with Capt Borggard and Capt Anderson

---

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Jeffrey Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

## THE COMMISSION ON PROFESSIONAL CREDENTIALING



has conferred upon

**Elliott Jones, CFO, CEMSO, CTO**

Issued: August 5, 2025  
Expires:

August 5, 2028

the designation of

**CHIEF FIRE OFFICER (CFO)**

for demonstrating a high level of competence, as witnessed by your peers, by documenting professional, educational, technical, and community service achievements and fulfilling prescribed standards of performance, ethics, and conduct required for CFO.



*Derek Bergsten*

President, CPSE Board of Directors

*[Signature]*

Chair, Commission on Professional Credentialing

o

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---

## Squad 34- MIH-Community Paramedicine

Update April 2026

<b>Total CFS (YTD) for CP office</b>	263 (about 8% of Dept CFS's)
CFS from <u>April 1</u> to <u>April 30</u>	89
Average ( <i>dispatched</i> ) calls per day	5.5
Average UHU per call	2
Quarterly encounters	259
Fire calls	1 brush fire
911 assist/CPR calls	8 with 1 CPR (at 7 Cedars)
Calls in place of Shift crews	29
High Utilizers identified	2
Letters sent to High Utilizers	0
High Utilizers reduced	1
Quarterly EMS training complete	100%
Quarterly Fire/Rescue training complete	100%

---

### Success stories from the MIH-CP office

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A resident of the fire district that lives on N Rock Rose Ln (Sequim) has been dealing with SUD (substance use disorder) for most of his life. His daughter reached out through a coworker at APS and asked if I would be able to assist with program navigation for the patient as he is new in town. She was concerned that he may return to his previous life choices. I was able to arrange transportation and coordination with SUD program navigators to get the patient involved in an outpatient setting for recovery. I am pleased to say he is well on his way to recovery with substance abuse and repairing damaged relationships in his life.

---

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CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **5/19/2026**

**To:** Board of Commissioners  
**From:** Fire Chief Justin Grider  
**Subject:** 2026-04 Proclamation for Cindy Zechenelly

**Recommendation:** Recommended Motion: to Approve Proclamation 2026-04 Recognizing the Volunteer Service of Cindy Zechenelly.

**Background:** The President's Volunteer Service Award (PVSA) is a premier volunteer awards program managed in partnership with Points of Light, honoring individuals whose service positively impacts communities. It recognizes US citizens or lawful permanent residents who have achieved required volunteer hours within a 12-month period or earned a lifetime honor. Cindy Zechenelly is earning the Lifetime Service Award.

**Discussion:** TBD

**Attachments:** 2026-04 Proclamation – Cindy Zechenelly

**Alternatives:** None

**Fiscal Considerations:** None

**Impact to the Community:** The public is best served when the District recognizes individuals who have selflessly served the community.

# Clallam County Fire District No. 3

## Proclamation [2026-04]

**WHEREAS**, Cindy Zechenelly faithfully served with the Eastern Clallam Community Emergency Response Team; and

**WHEREAS**, the “President’s Volunteer Service Award” is on temporary pause, as decided by AmeriCorps effective May 27, 2025; and

**WHEREAS**, the hours worked by Cindy Zechenelly exceed the requirement of 4,000 hours of lifetime service required to receive the President’s Volunteer Lifetime Service Award; and

**WHEREAS**, the President’s Volunteer Service Award (PVSA) is a premier volunteer awards program managed in partnership with Points of Light, honoring individuals whose service positively impacts communities. It recognizes US citizens or lawful permanent residents who have achieved required volunteer hours within a 12-month period, or earned a lifetime honor; and

**WHEREAS**, Lifetime Achievement Award: Recognizes individuals who have completed 4,000 or more hours of volunteer service over their lifetime.; and

**WHEREAS**, recognition of Cindy Zechenelly is of the utmost importance to staff and the Board of Commissioners of Clallam County Fire Protection District No. 3; and

**WHEREAS**, Clallam County Fire Protection District No. 3 follows the Motto of: Serve, Respect, Prevent and Protect, which Cindy Zechenelly has followed throughout her volunteerism with the Community Emergency Response Team; and

**NOW, THEREFORE BE IT RESLOVED** that the Board of Commissioners for Clallam County Fire District 3 commend and honor Cindy Zechenelly for her exemplary dedication to volunteerism and the Commissioners congratulate the President’s Volunteer Service Award (PVSA) recipients, and the Eastern Clallam County CERT Program, for their outstanding contributions to the community in the realm of emergency preparedness; and

**AND, BE IT FURTHER RESLOVED** that the Board of Commissioners for Clallam County Fire District 3 express gratitude to Eastern Clallam County CERT Association for selecting and providing this award for Cindy Zechenelly for Lifetime Service Award achievement; and

**AND, BE IT FURTHER RESOLVED**, that this Lifetime Service Award is being recognized by the Board of Commissioners of Clallam County Fire Protection District No. 3 on May 19th at 1 pm during the Clallam County Fire District 3 Board of Commissioners meeting, in recognition of the Eastern Clallam County CERT Program's exceptional service to their community.

Signed, this 19, day of May 2026.

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Bill Miano

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Michael Mingee

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Jeffrey Nicholas

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **5/19/2025**

**To:** Board of Commissioners

**From:** Chief Justin Grider

**Subject:** MIH-CP Program Update

**Recommendation:** None, information only.

**Background:** Staff implemented the MIH-CP program in 2024. This has been a successful program and CP Karjalainen is here to give an update.

**Discussion:** None.

**Attachments:** None

**Alternatives:** None

**Fiscal Considerations:** N/A

**Impact to the Community:** Staff believe that having MIH-CP program has reduce unnecessary 911 calls and decrease call volume for frontline medics' overtime.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **05/19/2026**

**To:** Board of Commissioners

**From:** Chief Justin Grider

**Subject:** Ratification of the Maintenance Collective Bargaining Agreement

**Recommendation:** The Board of Commissioners approve the contract as presented.

**Background:** Staff worked with the Maintenance Unit to update the contract for effective January 1, 2026, through December 31, 2028.

**Discussion:** TBD

**Attachments:** 2026-2028 Collective Bargaining Agreement between FD3 and the Maintenance and Mechanics, Local 2933.

**Alternatives:** TBD

**Fiscal Considerations:** Changes were budgeted in the 2026 budget.

**Impact to the Community:** The public is better served when the District's staffing needs and related funding are planned.

**Service Driven Through Excellence and Innovation**

**2026 - 2028**

**COLLECTIVE BARGAINING AGREEMENT**

**By and Between**

**Clallam County Fire Protection District # 3**

**And**

**International Association of Firefighters Local #2933  
Maintenance and Mechanics**

Ratified May 19, 2026



**CCFD3**



**LOCAL #2933**

**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

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## *Clallam County Fire District 3 and IAFF Local 2933*

### **ARTICLE 1 – RECOGNITION**

The District recognizes the Union as the sole and exclusive bargaining agent for all full-time maintenance and mechanical employees of the Fire District.

### **ARTICLE 2 – MANAGEMENT RIGHTS**

Any and all rights concerned with the management and operation of the Fire District are exclusively that of the District unless otherwise and expressly provided by the terms of this Agreement. The District retains the authority to adopt rules for the operation of the District and conduct of its employees while on duty, provided such rules are unequivocally not in conflict with the provisions of this Agreement or with applicable laws. The District retains the right, among other actions, to discipline, suspend or discharge employees for just cause; to schedule, assign work, and determine the number of personnel to be assigned duty at any given time along with performing all other actions and functions not otherwise specifically and expressly limited by this Agreement.

### **ARTICLE 3 – UNION MEMBERSHIP & DUES**

**Section 3.1 Union Membership:** All employees of the District covered by this Agreement may become a member of the Union and thereby enjoy the full benefits of Union membership.

**Section 3.2 Dues Deduction:** The District agrees to deduct, once each month, dues in an amount certified by the Treasurer of the Local Union from the pay of those employees who individually request in writing that such deductions be made. The total amount of deductions shall be remitted each month by the District to the Treasurer of the Union. The local at its sole discretion may adjust or change its dues from time to time.

**Section 3.2.1 PAC Contributions:** The District agrees to deduct FIREPAC, FASTPAC, and Local 2933 PAC amounts from members who choose to participate via payroll deduction. These monies are to be paid separately to the Union. Processing these deductions will constitute the sole obligation of the District with respect to FIREPAC, FASTPAC, and Local 2933 PAC amounts. The Union will be solely responsible for the monies, including reimbursing the District for any set up and administrative costs. Changes to PAC deduction amounts by the member may only be made in March and September as a means to limit administrative overhead relating to accounting. (*Ref: Appendix B*)

**Section 3.2.2 Other Deductions:** The District agrees to deduct life insurance, long term disability, and short term disability from participating employees via payroll deduction. These monies are to be paid separately to providers of those plan(s). The union may from time to time solicit or change to different plan(s) for its members as needs change at its sole discretion.



## *Clallam County Fire District 3 and IAFF Local 2933*

**Section 3.3 Dues Deduction for Non-Union Member:** Employees who choose not to be a member of the Union based on bona fide religious tenets or teachings of a church or religious body of which the employee is a member shall, within thirty (30) days of their date of hire, contribute the equivalent of the regular monthly dues and initial initiation fee and assessments for representation to a non-religious charity or another charitable organization mutually agreed upon by the employee and the Union. The equivalent of monthly dues shall be made on a continuing monthly basis. The employee shall furnish written proof to the Union that such payment has been made. (Ref: RCW 41.56.122)

All employees covered by this agreement shall be required, within thirty (30) days from their date of hire, to become Union members or contribute the equivalent of the regular monthly dues and initial initiation fee and assessments for representation to the Union. The equivalent of monthly dues shall be made on a continuing monthly basis. Payments shall be made through the normal payroll deduction means as defined in Section 3.2.

### **ARTICLE 4 - NON – DISCRIMINATION**

**Section 4.1 Participation:** There shall be no discrimination, interference, restraint, or coercion by the District or Union against any employee for their activity on behalf of, or membership, or non-membership in the Union.

**Section 4.2 Equal Opportunity:** The parties to this Agreement agree not to discriminate against any employee because of race, color, creed, sex, national origin or marital status.

**Section 4.3 Gender:** Wherever words denoting gender are used in this Agreement, they are intended and shall be construed so as to apply equally to all persons.

### **ARTICLE 5 – UNION BUSINESS**

**Section 5.1 Union Official Time Off:** Employees elected or appointed to represent the Union for the purpose of negotiating or administering this Agreement shall be allowed time off without loss of pay when they perform such services with approval of the Fire Chief.

**Section 5.1.1 Union Leave:** Official Union representatives shall be granted time off, with pay, to attend seminars, conventions, or conferences involving Union business, provided that the total scheduled time off for maintenance and mechanical employees shall not exceed eight hours per calendar year.

**Section 5.2 Bulletin Board Space:** The District shall provide one bulletin board for the use of the Union in the maintenance facility.

**Section 5.3 Visitation Rights:** Representatives of the Union shall, upon notice to the Fire Chief or Deputy Chief, be allowed permission to visit work locations of the employees covered by this Agreement at any reasonable time or location for the purpose of administering this Agreement, investigating possible grievances, or matters concerning Employee-District relations; providing there is no interruption of employee duties.



*Clallam County Fire District 3 and IAFF Local 2933*

**ARTICLE 6 – LABOR/MANAGEMENT AND SAFETY COMMITTEE**

There shall be a Labor-Management committee consisting of an equal number of representatives appointed by the Union, and an equal number of representatives appointed by the District. The committee shall meet at mutually agreeable times at least quarterly, to discuss matters of mutual concern.

There shall be a safety committee consisting of membership as outlined in Washington Administrative Code 296-800-13020. The committee shall meet at regularly scheduled times but at least on a quarterly basis to discuss matters of mutual concern, primarily, health and safety.

At the Union’s sole discretion, these committee functions may be conducted while meeting as an independent bargaining unit; or while meeting jointly in conjunction with other IAFF Local 2933 represented labor groups.

**ARTICLE 7 – DEFINITION OF SENIORITY**

**Section 7.1 Definition:** Seniority shall be defined as continuous length of compensated service with the District beginning with the initial date of employment in any one of the classifications as defined in Section 8.2, provided the employee remains employed within the District.

**Section 7.2 Seniority List:** The District shall maintain and post an updated seniority list upon any changes within 5 working days. This list shall be used whenever called upon for by specific articles and sections of this Agreement and in such other cases as may be agreed upon by the District and the Union.

**ARTICLE 8 – LAYOFFS**

**Section 8.1 Determination of Layoffs:** The necessity for and extent of layoffs will be determined solely by the Board of Commissioners upon recommendation of the Fire Chief.

**Section 8.2 Job Classifications:** For purposes of this Article, employees shall be classified within one of the following job classifications: (1) Maintenance Supervisor (2) Mechanic (3) Facilities Technician (4) Grounds Maintenance.

**Section 8.3 Seniority in Layoffs:** In the determination of layoffs within each classification, seniority shall govern except when there is a substantial difference between employees in their quality of service to the District and ability to do the work as measured by objective written performance evaluations.

**Section 8.4 Re-employment After Layoff:** An employee who has been laid off shall provide the District with a current mailing address. For a period of two years from the date of layoff, no new employee shall be hired by the District within an affected job classification until a laid off employee has been given written notice of a vacancy for which they may be qualified and declined the job. A laid off employee shall have ten (10) days after the written receipt of notice to accept or decline, in writing, the employment opportunity and be available for re-employment within a reasonable time.



***Clallam County Fire District 3 and IAFF Local 2933***

**ARTICLE 9 – PROMOTIONS AND VACANCIES**

All promotions within the bargaining unit shall be made in accordance with the procedures and rules, which have been mutually agreed upon, by the District and the Union.

**ARTICLE 10 – DISCIPLINE AND DISCHARGE**

**Section 10.1 Probationary Period:** All new employees shall be on a probationary status for a period of one (1) year of cumulative service commencing with their date of hire. If in the sole determination of the District, an employee’s work performance is deemed unsatisfactory during the probationary period, the District shall have the right to terminate the employee upon two (2) weeks’ notice. Discharge of an employee during the probationary period shall not be subject to the grievance procedure.

**Section 10.2 Permanent Employee:** After completion of the probationary period, no employee shall be disciplined or discharged except for just cause and after being afforded due process. The employer may, in good faith for cause, take disciplinary action by oral or written reprimand, suspension with or without pay, demotion, or discharge. The employee shall be provided a letter setting forth the reason(s) for such action at the time such action is taken or shortly thereafter. Employees shall be given the opportunity to read and answer all disciplinary letters before placement of such material into their personnel file; employees will be requested to sign such letters. Signature thereon shall not be construed as admission of guilt or concurrence with the reprimand, but rather an indication that they have seen and comprehend the gravity of the disciplinary action. Upon authorization by the employee, a copy of the letter will be provided to the Union. The employee shall, upon request, have the right to review all materials in their personnel file. All written reprimands will be removed from an employee’s personnel file after eighteen (18) months, providing there are no reoccurrence of the same or related infractions.

**Section 10.3 Written Charges:** The employee and/or their representative shall be provided copies of the charges against the employee and all relevant documentation surrounding the discipline or discharge.

**ARTICLE 11 – POLICIES AND PROCEDURES**

The Union agrees that its members shall comply with all Fire District Policies and Procedures, including those relating to conduct and work performance.

**ARTICLE 12 – SALARIES**

**Section 12.1 Salary Schedule:** The salary schedule, as set out below, shall be subject to all the provisions of this Agreement. Salaries will be based on a percentage of the top step Mechanic wage using a building scale. All positions will be a five-step scale. (*Ref: Appendix A*)

**A salary increase of 5% retroactive to January 1<sup>st</sup>, 2026**

**A salary increase of 5% effective on January 1<sup>st</sup>, 2027**

**A salary increase of the previous June’s CPI-U of Seattle-Tacoma-Bellevue (Min/Max 0%-5%) effective on January 1<sup>st</sup>, 2028**



Clallam County Fire District 3 and IAFF Local 2933

All premiums or differentials stated as a flat dollar amount shall remain the same.

Section 12.2 Step Progression: Employees shall advance to the next step effective on the anniversary date of their employment with the District.

Section 12.3 Experience Credit: Employees new to the District may, with the approval of the Board of Commissioners, receive experience credit for experience in other mechanic or maintenance employment; provided, however, that such credit shall be limited to placement on the next-to-the-highest step on the applicable salary schedule.

Section 12.4 Pay Differentials: The employees shall advance their knowledge, skills and abilities as the training becomes available. To be eligible for compensation, each certification level includes the EVT and ASE certifications. In order to maintain compensation, the employee shall maintain the current certification and recertification levels. Employees will be compensated as provided in the following table, with only mechanics being eligible for Master Level III compensation.

Table with 2 columns: Job Title and Monthly Amount. Rows include Fire Apparatus Technician Level I-III and Ambulance Technician Level I-III, all at \$75 per Month.

Section 12.5 Longevity Pay: All employees shall receive an additional pay increment beginning after completion of five (5) years of continuous employment. This increment shall be equal to one percent (1%) of base pay for each five (5) years of continuous service completed.

Table with 2 columns: Years of Service and Additional Increment. Shows percentages from 0.0% to 6.0% for 0-5 years up to 30 years.



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*Clallam County Fire District 3 and IAFF Local 2933*

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**Section 12.6 Deferred Compensation:** The District shall contribute \$150.00 per month to a Deferred Compensation program for each employee covered by this agreement. This compensation will be put into an account selected by the Bargaining Unit and approved by the District.

**ARTICLE 13 – BASIC RATE OF PAY**

**Section 13.1 Basic Hourly Rate:** For the purpose of calculating the hourly rate of pay which shall apply to said excess hours of work, the established monthly salary of individuals so assigned shall be multiplied by twelve (12) to obtain the annual salary which shall then be divided by two thousand eighty (2080) hours for the 40-hour work week employee.

**Section 13.2 Differential Calculation for Overtime:** Differentials, Education Pay, and Longevity Pay shall be added to the Base Salary before calculating hourly rate of pay for the purposes of determining the hourly overtime rate.

**ARTICLE 14 – OVERTIME AND CALLBACK PAY**

**Section 14.1 Overtime Hours:** Employees who work in excess of the hours as described in Article 13 (to include sick leave, comp time, or vacation) shall be paid, or receive compensatory time off, at the rate of one and one-half (1 1/2) times the basic hourly rate as established in Article 13.

**Section 14.2 Holdover Past Scheduled Shift:** Employees held over for an emergency (any unforeseen event requiring a maintenance or mechanic employee) past the termination of their regular workday shall be paid one and one-half (1-1/2) times the basic hourly rate of pay for each thirty (30) minutes of overtime. Zero (0) to fifteen (15) minutes is no time; sixteen (16) to thirty (30) minutes is equal to thirty (30) minutes; thirty-one (31) minutes to sixty (60) minutes is equal to one (1) hour.

**Section 14.3 Callback While Off-Duty:** When an off-duty employee is called back to work, that employee shall receive their overtime rate for a minimum of two hours per occurrence. If the callback goes over the initial two hours, the employee shall continue to receive their overtime rate for each thirty (30) minutes of overtime. Zero (0) to fifteen (15) minutes is no time; sixteen (16) to thirty (30) minutes is equal to thirty (30) minutes; thirty-one (31) minutes to sixty (60) minutes is equal to one (1) hour.

When an off-duty employee responds to a callback request, that employee shall document the callback on the appropriate form as designated by department procedure.

**Section 14.4 Off-Duty Training:** When an off-duty employee attends compensable training, outside of their regularly scheduled hours, they shall receive their overtime rate of pay for the actual training time attended to the nearest quarter-hour. When such training is mandatory, drive-time shall be included in the employee's time.



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**ARTICLE 15 – HOURS OF WORK**

**Section 15.1 Hours Per Week:** The work period for employees covered by this agreement shall be forty (40) hours per week. Employees assigned to the forty (40) hour week shall make a schedule agreement with the Fire Chief or Deputy Chief based on Section 15.2.

**Section 15.2 Schedules:** Employees assigned to the forty (40) hour workweek shall work one of the following schedules with work times between the hours of 0600-1800 with one half (1/2) hour, unpaid, off for lunch.:

- a)** 5/8s. Five (5) consecutive eight (8) hour days on duty, Monday through Friday followed by two (2) consecutive days off.
- b)** 4/10s. Four (4) consecutive ten (10) hours days on duty, excluding Saturday and Sunday, followed by three (3) consecutive days off.
- c)** Flex. A flexible schedule of forty (40) hours per week, with starting and ending times set by agreement between the employee and their supervisor.

**Section 15.3 Light-Duty:** When an employee is unable to perform their regular duties due to injury or illness and appropriate alternative work is available, the employee may, by mutual consent, be assigned temporarily to special duty.

**ARTICLE 16 – MILITARY LEAVE**

Employees who are members of military reserve units will be granted leave for active duty training as provided by Washington State Law.

**ARTICLE 17 – JURY DUTY LEAVE**

If an employee serves on jury duty, their regular salary will be continued for the length of actual duty. Any compensation, excluding travel or meal allowance, received by employees as a result of their jury duty shall be turned into the District. When an employee is assigned to jury duty on their regularly assigned shift, once relieved from actual jury duty, the employee shall report back to work to complete the remainder of their regular shift.

**ARTICLE 18 – BEREAVEMENT LEAVE**

Employees shall receive up to thirty-two (32) hours off for forty (40) hour day employees, in the event of death or serious illness with impending death in the immediate family. Immediate family is defined as husband, wife, son, daughter, stepchildren, mother, father, brother, sister, mother-in-law, or father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents or such broader provision for usage as is provided by District Policy or State Law. Any time required beyond this amount because of travel or extenuating circumstances or for time requested for a person other than specified in this paragraph, shall be at the discretion of the Fire Chief.



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**ARTICLE 19 – SICK LEAVE AND DISABILITY**

**Section 19.1 Employees Covered by PERS:** Effective January 1, 2025, or the first pay period following ratification if later, PERS personnel shall accrue ten (10) hours of sick leave per month. Upon hire, employees shall be credited one hundred and eighty (180) hours of sick leave; Employees will not accrue more sick leave until such time that they have completed their 18<sup>th</sup> month; Employees who are terminated or resign before the completion of their 18<sup>th</sup> month shall receive buyback compensation, prorated for the sick leave that they would have normally accrued during their actual period of employment, minus any sick leave they have used. Leave may accrue to a maximum of one thousand forty (1040) hours annually for employees. They shall be compensated for that total at their current rate of pay following the percentages listed in 19.1.1.

**Section 19.1.1 Sick Leave Pay-off:** All PERS employees shall be compensated in accordance with the following schedule: Upon termination with just cause 0%; resignation (on good terms and with two week notice) for 25% of their unused sick leave at their current rate of pay up to one thousand forty (1040) hours; for profession ending disability, death or retirement they shall be compensated at 50% of their unused sick leave at their current rate of pay up to one thousand forty (1040) hours; for line of duty death at 100% of their unused sick leave at their current rate of pay up to one thousand forty (1040) hours.

**Section 19.2 Sick Leave Buyback:** The District shall, when an employee reaches the sick leave cap of one thousand forty (1040) hours buy back hours beyond the cap on an annual basis as they occur at fifty percent (50%) of the employee's current hourly rate of pay. These proceeds will be contributed to the employee's HRA/VEBA in accordance with Section 21.2.2.

**Section 19.3 Sick Leave Documentation:** Employees who use more than three days of consecutive sick leave shall make personal contact with the Fire Chief, Deputy or designee via phone to explain the circumstances. The Fire Chief, Deputy Chief or designee may require the member to submit a written doctor's note for the current sick leave.

**Section 19.4 Sick Leave Use:** Employees may use sick leave under the following circumstances:

- A. The employee is sick or injured.
- B. The care and supervision of an immediate family member that requires the attendance of the employee to care for the family member. For the purpose of this section family members shall be defined as spouse, children, stepchildren, parents, and grandparents or such broader provision for usage as is provided by District Policy or State Law.
- C. Medical and dental appointments for the employee.
- D. Birth of a Dependent Child: The employee may use two days of sick leave for the birth of a dependent child. Other leave will be arranged in accordance with department procedures.

Section 19.3 Sick Leave Documentation, also applies to circumstances outlined in Section 19.4. The employee agrees to attempt to minimize the impact on the District by working to find other means to care for sick or injured family members.



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**ARTICLE 20 – VACATION AND HOLIDAYS**

**Section 20.1 Vacation:** Employees shall be granted vacation when submitted 30 days in advance in accordance with the following schedule. If staffing is present and the requested time would not cause adverse effect on the District the 30-day in advance rule may be waived by the Fire Chief ,the Deputy Chief or designee.

Upon completion of:

1-12 months .....	7 hrs. per month
13-48 months .....	10 hrs. per month
49-108 months .....	14 hrs. per month
109-168 months .....	17 hrs. per month
169-240 months .....	20 hrs. per month
241 + months .....	23 hrs. per month

**Section 20.2 Vacation Accrual:** Vacation accrual shall be limited to a maximum cap of twenty-four (24) months based on the employee’s most current monthly accrual rate. Any unused vacation leave exceeding the maximum allowed accumulation shall be forfeited. Management shall be responsible for encouraging and allowing proper scheduling for employees taking annual leave in order to avoid any forfeiture of vacation leave.

**Section 20.3 Leave Request Procedure:** Leave requests for employees will be granted when approved by the Fire Chief, Deputy Chief or designee and pursuant to paragraph 20.1, herein. Leave requests from employees will be submitted on form 2733F or though other District approved methods.

**Section 20.4 Holidays:** The following holidays shall be granted and recognized:

New Year’s Day	January 1 <sup>st</sup>
Martin Luther King Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veteran’s Day	November 11



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Thanksgiving Day	Fourth Thursday in November
Day Following Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25

For forty (40) hour employees, the above specified holidays will be observed on the days as established by the State of Washington as the legal holidays. In the event a holiday falls on Saturday, Sunday or the employees regular day off, the Friday preceding or the Monday following the holiday as the case may be, shall be designated as the holiday.

**Section 20.5 Unused Vacation Leave:** Upon retirement or termination, employees shall be compensated at their regular rate of pay for all unused vacation and compensatory time.

**ARTICLE 21 – GROUP INSURANCE**

**Section 21.1 Group Insurance:** Effective January 1, 2026 the District will allocate up to \$2,414.20 per month to provide medical, dental, and vision insurance coverage for the Employees’, their spouse, and eligible dependents. This per month allocation shall be adjusted annually thereafter each January 1st for the life of this agreement with an increase equal to the previous June’s CPI-U Seattle-Tacoma-Bellevue. If premium costs increase greater than 7.5% (Based on the average increase among available program options), this per month allocation will be increased by twice the CPI-U rate. Any premium costs in excess of the monthly allocation shall be paid by the employee as a payroll deduction.

Employees hired before January 1, 2020, are eligible for wages in lieu of medical (WILM). The parties recognize that, at present, DLS has concluded that WILM does not count toward DRS retirement. Should law or interpretation change allowing for WILM to count toward DRS retirement and thus that WILM payments are reportable income, the District will treat it as such. In addition, either party may re-open the Agreement to negotiate any other changes in the Agreement related to the impact of that change.

WILM will be compensated at the same allowance as above minus employer payroll costs for Medicare and PERS, calculated January 1<sup>st</sup> of each year. Employees may choose to receive the full amount of their above defined per month group insurance allocation in the form of wages, but to do so, they must be enrolled in the District’s medical coverage and self-pay the premium. Employees are not required to enroll their spouse and eligible dependents. Employees hired on or after January 1, 2020, shall not be eligible to receive WILM.

The District and the Local agree to work collaboratively to explore options for a more cost effective plan to ensure the level of benefits provided by the current provider. Such change, if mutually agreed upon, will not result in a lapse of insurance coverage.

**Section 21.2 HRA/VEBA:** The District will maintain a HRA/VEBA plan for Bargaining Unit members using the same provider as the uniformed employees represented by IAFF Local #2933. The plan will provide each employee with an individual account where fund balances will rollover from year to year and be fully portable upon their separation from the District.



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**Section 21.2.1 Monthly Contribution:** Each member shall contribute \$25.00 per month into their HRA/VEBA account. The District will contribute \$25.00 per month into the employees HRA/VEBA account.

**Section 21.2.2 Sick Leave:** In accordance with the provisions of Section 19.2, members shall contribute all sick leave hours that exceed the maximum annual accrual of one thousand forty (1040) hours into their HRA/VEBA account.

**Section 21.2.3 Vacation Leave:** On December 1st of each year, members shall contribute vacation hours that exceed 18 months accumulation to their HRA/VEBA account. This contribution shall not exceed 40 hours.

**ARTICLE 22 – EDUCATIONAL BENEFITS**

**Section 22.1 Completion of College Courses:** In an effort to encourage academic development and to attract prospective employees who have attained higher education, the District will provide an academic stipend to those employees who successfully complete a college Associates degree by providing an additional one percent (1%) added to their base pay.

**ARTICLE 23 – UNIFORMS AND PROTECTIVE CLOTHING**

**Section 23.1 Uniform Allowance:** The District shall provide each employee with a uniform allowance credit of up to four hundred-fifty dollars (\$450.00) per year. Adverse weather clothing, such as heavy coat, insulated coveralls and rain gear shall be provided by the District and not considered part of the clothing allowance.

Upon the hire of a new full-time employee, they shall receive three (3) buttoned over shirts, two (2) hooded sweatshirts, one (1) belt, ten (10) t-shirts, and ten (10) uniform pants. Newly hired employees, after receiving their initial uniform package, shall receive \$150.00 in their uniform allowance. After their first year of employment, their uniform allowance will be pro-rated for the remainder of that year until January 1<sup>st</sup> of the following year when they receive their full allowance of \$450.00 per year.

**Section 23.2 Protective Clothing and Equipment:** Protective clothing and equipment as required by the Washington State Safety Standards shall be supplied by the District. Steel toe work boots, coat and foul weather gear are considered protective clothing,

**ARTICLE 24 – WORK STOPPAGES**

The Board of Commissioners and the Union agree that the public interest requires efficient and uninterrupted performance of all District services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the life of this Agreement, the Union shall not cause or condone any work stoppage, strike, slowdown or other interference, with the District functions, by employees under this Agreement; and should the same occur, the Union agrees to take appropriate steps to end such interference. Employees



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covered by this Agreement who engage in any of the foregoing actions, shall be subject to such disciplinary action as may be determined by the Employer.

**ARTICLE 25 – SAVINGS CLAUSE**

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a decree of a court, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions thereof, and the remaining part of portions remain in full force and effect.

**ARTICLE 26 – GRIEVANCE PROCEDURE**

**Section 26.1 Purpose:** The Union and the District recognize the importance and desirability of settling grievances promptly and fairly in the interest of continued good employee relations and morale and to this end the following procedure is outlined. To accomplish this, every effort will be made to settle grievances at the lowest possible level of supervision. Employees will be unimpeded and free from restraint, interference, coercion, discrimination or reprisal in seeking adjudication of their grievances.

**Section 26.2 Definitions:** The following are terms used in the grievance procedure:

- A. Grievance - An issue raised by an employee and/or the Union including the interpretation, application or violation of the employee’s rights, benefits or conditions of employment as contained in this Agreement.
- B. Chief - Shall mean Fire Chief of the District, or in their absence, their designee.
- C. Supervisor - Shall mean the first level of supervision.
- D. Working Days - For the purpose of this article shall mean Monday through Friday. Saturdays, Sundays and holidays as listed in Article 20, Section 20.3 of this Agreement shall not be counted as working days.

**Section 26.3 Step by Step Procedure:** Listed below are the steps to follow when filing a grievance:

- A. A grievance shall be presented by the aggrieved employee and/or with their consent, the union, or by the Union on behalf of its affected members within ten (10) working days of the time the grievant knew or reasonably should have known of the occurrence of such grievance, to the employee’s supervisor. The grievance shall be in writing and shall set forth the following:
  - 1. The specific facts on which the grievance is based;
  - 2. A reference to the specific provisions of the Agreement alleged to have been violated; and
  - 3. The remedy sought.

The grievance shall be presented to the Chief for investigation, discussion and written reply. The Chief shall make a written decision available to the grievant within ten (10) working days from receipt of the grievance, unless additional time (up to (10) additional working days) is required to investigate the



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grievance. In the event more than ten days of additional time is required for investigation, the District shall seek the concurrence of the Union, and such concurrence shall not be unreasonably withheld. If the grievance is not pursued to the next higher level within ten (10) working days from receipt of the Chief's decision, it shall be presumed resolved.

- B. If the decision of the Fire Chief has not resolved the grievance to the satisfaction of the grievant and/or the Union, the grievance may be presented to the Board of Commissioners. The Board of Commissioners shall consider the grievance, if possible, at its next regularly scheduled meeting or a specially called meeting at the discretion of the Commissioners, but not later than thirty (30) working days from presentation of the grievance. All letters, memoranda and other written materials submitted at previous steps of this grievance procedure shall be made available for the review and consideration of the Commissioners. Either party to the grievance before the Board may present an oral argument.

The Board may interview the employee and/or their representative and receive additional related evidence that they deem pertinent to the grievance. Upon conclusion of the hearing, the Board shall render a written decision within ten (10) working days of the meeting.

- C. If the decision of the Board of Commissioners has not resolved the grievance to the satisfaction of the Union, the grievance may be presented to the Arbitration Tribunal by the Union. The Union shall notify the District of its intent to submit the grievance to arbitration and the name of its representative on the Arbitration Tribunal, within twenty (20) working days from receipt of the written decision. The Arbitration Tribunal shall consist of a person representing the Board of Commissioners, one person representing the Union and a third person selected by the other two to act as a Chairperson. In the event the two representatives cannot agree upon a third person, either party may petition the Public Employment Relations Commission or any other mutually agreed to source for a list of eleven (11) impartial arbitrators from which the parties shall strike names in turns (a coin flip determining who strikes first) until one name remains. The findings of the Arbitration Tribunal shall be final and binding upon the parties. The Arbitration Tribunal shall have no power to alter, amend or change the terms and provisions of this Agreement. The impartial arbitrator's fees and expenses shall be borne equally by the parties. Each party shall bear the cost of any witness appearing on that party's behalf, and the expenses of their representative. The cost of any transcription shall be shared between the parties unless a party waives access to a copy of the transcription.

**Section 26.4 Time Restrictions:** Time restrictions herein may be waived by written consent of both parties. Time limits not adhered to by the District shall result in the grievance being settled in favor of the grievant. Time restrictions not adhered to by the Union or the grievant shall result in the grievance being settled in favor of the District. The "default" language contained in this paragraph shall not apply in the event a timely request for extension of time to process or respond to a grievance is made by one party and denied by the other.

**Section 26.5 Notification:** The District agrees to notify the aggrieved employee and/or their representative at least five (5) working days prior to any scheduled regular Commissioners' meeting or special meeting at which the grievance will be considered.



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**ARTICLE 27 – DRUG AND ALCOHOL TESTING**

The Union agrees to recognize the District’s adopted Substance Abuse policies and procedures, 2444 series. Any changes of these procedures shall be approved through the collective bargaining process.

**ARTICLE 28 – TRAINING:**

**Section 28.1:** Mandatory training for department personnel is outlined in Department Procedure 2740P, Training Requirements by Position. From time to time the District may identify mandatory training that is not outlined in Department Procedure Training Requirements by Position, but is vital for the employee to work safely, efficiently, or effectively.

Non-mandatory training includes all training not listed above that maintains or improves the employee’s ability to perform their job.

Mandatory training for career personnel as outlined in department procedure shall be agreed to by the District and the Bargaining Unit.

**Section 28.2 Training Costs:** Additional education and study are prerequisites for continued growth and ability to assume increased responsibility and/or to satisfy new demands facing the employee. Employees are encouraged to gain additional job-related skills through special study of other opportunities for in-service education.

The Fair Labor Standards Act will be used as a guideline for payment of wages for attendance at training sessions. When training is mandated by the District, costs incurred by employees for such training, including lodging, travel expenses, meals and wages will be paid by the District. When attending training at a bona-fide independent learning institution and attendance of that training is not mandatory, but voluntary, attendance at such training will be non-compensable. For non-mandatory training, the employee may be entitled to reimbursement for lodging, travel expenses and meals, with prior approval by the Fire Chief or Deputy Chief.

The Fire Chief or Deputy Chief shall prepare a program for the professional development in order that each employee will have the opportunity to develop optimum skill for their position. Notices and descriptions of training sessions shall be posted and/or made available to each employee.

**ARTICLE 29 – WELLNESS**

The Union agrees to recognize the District’s Wellness policies and procedures, 2610 series. Any changes to these procedures shall be approved through the collective bargaining process.

Any health screenings offered by the District shall be made available to all employee of this Collective Bargaining Agreement.



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**ARTICLE 30 – USE OF OUTSIDE CONTRACTORS**

The District and the Union’s representative may mutually agree to the use of outside contractors to perform work that has been historically performed by the Union’s members. If unable to reach mutual agreement, the District shall request to formally bargain with the Union. This agreement does not restrict the District from using outside contractors for work that has not been historically performed by the Union’s members.

**ARTICLE 31 – DURATION OF AGREEMENT**

This Agreement shall be effective upon ratification by both parties and shall remain in full force and effect through the 31<sup>st</sup> day of December, 2028. The parties agree to an initial negotiation meeting in September 2028 with the goal of reaching a ratified replacement collective bargaining agreement no later than December 31, 2028.

Group Insurance Reopener: Article 21 of this Agreement may be reopened at the request of either party to bargain over changes to the provision of group insurance.

**For the District**

**For the Union**

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Local 2933, Negotiator

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Local 2933, Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**Appendix “A” 5 Step Wage Calculations**

*(Ref: Article 12 – Salaries)*

<b>Position</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>Wage Percentage of ...</b>
Grounds Maintenance, 1 <sup>st</sup> step	4,092.56	4,297.19	TBD	80% (of 5 <sup>th</sup> step Grounds Maintenance)
Grounds Maintenance, 2 <sup>nd</sup> step	4,348.35	4,565.77	TBD	85% (of 5 <sup>th</sup> step Grounds Maintenance)
Grounds Maintenance, 3 <sup>rd</sup> step	4,604.13	4,834.34	TBD	90% (of 5 <sup>th</sup> step Grounds Maintenance)
Grounds Maintenance, 4 <sup>th</sup> step	4,859.92	5,102.92	TBD	95% (of 5 <sup>th</sup> step Grounds Maintenance)
Grounds Maintenance, 5 <sup>th</sup> step	5,115.70	5,371.49	TBD	100% (60% of 5 <sup>th</sup> Grounds Maintenance)
Facilities Technician, 1 <sup>st</sup> step	6,479.89	6,803.89	TBD	80% (of 5 <sup>th</sup> step Facilities Technician)
Facilities Technician, 2 <sup>nd</sup> step	6,884.88	7,229.13	TBD	85% (of 5 <sup>th</sup> step Facilities Technician)
Facilities Technician, 3 <sup>rd</sup> step	7,289.87	7,654.37	TBD	90% (of 5 <sup>th</sup> step Facilities Technician)
Facilities Technician, 4 <sup>th</sup> step	7,694.87	8,079.62	TBD	95% (of 5 <sup>th</sup> step Facilities Technician)
Facilities Technician, 5 <sup>th</sup> step	8,099.86	8,504.86	TBD	100% (95% of 5 <sup>th</sup> step Mechanic)



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Mechanic, 1 <sup>st</sup> step	6,820.94	7,161.98	TBD	80% (of 5 <sup>th</sup> step Mechanic)
Mechanic, 2 <sup>nd</sup> step	7,247.24	7,609.61	TBD	85% (of 5 <sup>th</sup> step Mechanic)
Mechanic, 3 <sup>rd</sup> step	7,673.55	8,057.23	TBD	90% (of 5 <sup>th</sup> step Mechanic)
Mechanic, 4 <sup>th</sup> . step	8,099.86	8,504.86	TBD	95% (of 5 <sup>th</sup> step Mechanic)
Mechanic, 5 <sup>th</sup> . step	8,526.17	8,952.48	TBD	100%
Maintenance Supervisor, 1 <sup>st</sup> step	7,503.03	7,878.18	TBD	80% (of 5 <sup>th</sup> step Maintenance Supervisor)
Maintenance Supervisor, 2 <sup>nd</sup> step	7,971.97	8,370.57	TBD	85% (of 5 <sup>th</sup> step Maintenance Supervisor)
Maintenance Supervisor, 3 <sup>rd</sup> step	8,440.91	8,862.96	TBD	90% (of 5 <sup>th</sup> step Maintenance Supervisor)
Maintenance Supervisor, 4 <sup>th</sup> step	8,909.85	9,355.34	TBD	95% (of 5 <sup>th</sup> step Maintenance Supervisor)
Maintenance Supervisor, 5 <sup>th</sup> step	9,378.79	9,847.73	TBD	100% (110% of 5 <sup>th</sup> step Mechanic)



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Appendix "B"

(Ref: Article 3 – Union Membership & Dues)

2933 PAC Contribution Designation

Payroll Deduction Change Form

Member Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_

(April 1 or October 1)

Deduction Type	Monthly Contribution Amount
FIRE PAC	
FASTPAC	
Local 2933 PAC	
<b>Total:</b>	

Note: Contribution Designations represent monthly amounts to be deducted from payroll and will continue for at least 6 months until amended PAC Contribution Designation Form is submitted to the District Finance Office.

Designated Local 2933 representative will be responsible for delivering updated Contribution Designation Forms to District Finance Office on April 1 and October 1 of each year.

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Local 2933 member hereby acknowledges that these contributions are strictly voluntary contributions made by the member to Local 2933 and the sole obligation of the District is to process these contributions in the form of a payroll deduction. Member also acknowledges that the above indicated contribution amounts will continue for the next 6 payroll cycles until next "open enrollment" period.



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**Appendix C**

**Retiree Medical Benefit for PERS 2 Employees**

1. Only PERS 2 employees are eligible for this benefit. The intent of this program is for service retirements only. Employees who are receiving L&I disability payments (other than lump sum settlement), or are on medical layoff/retirement are disqualified from the incentive.
2. The District has the sole determination of how many District employees can retire under the plan the following year. This number will be posted on the union bulletin board by December 1<sup>st</sup> of the year. If the District receives more written requests from employees than the number eligible for each calendar year, the incentive will be given based on seniority. If an employee does not receive the incentive because of seniority, that employee may be eligible for the incentive in future years.
3. Employees agree to work up to the date of their chosen retirement. Unused Vacation, Holiday and Compensation time shall be compensated at their regular rate of pay on their final paycheck.
4. Employees wishing to retire must notify the District in writing 6 months prior to their chosen retirement date. An employee who will be eligible for this program on the planned date of retirement may announce their retirement up to three (3) years in advance of the date of retirement.
5. An Employee who announces retirement and is entitled to a retirement slot pursuant to this program but who is unable to work either at their regular assignment or in light duty assignment due to an on-the-job injury may retain their slot until such time as they are deemed able, by Washington's Department of Labor and industries, to return to work or is deemed permanently disabled.
6. If an employee gives notice to the District, and then does not retire, retiree medical benefits under this contract provision will be forfeited forever by said employee.
7. Effective the retirement date of the employee, a lump sum one-time allowance equivalent to the Employee Only cost of Medical, Dental, and Life insurance of the current plan being utilized monthly x 36 will be placed into the retiree's HRA-VEBA account to be used to reimburse the cost of qualified medical expenses including health insurance premiums as the retiree chooses.
8. Exceptions to the time frame for notification and retirement will be considered on a case-by- case basis and if deemed to be mutually beneficial, to the member and the District. Exceptions or changes may be granted upon mutual approval of the Union and the Fire Chief. No changes shall be deemed a past practice. Members retiring for disability reasons are not subject to the same restrictions for eligibility, and consideration will be granted on a case-by-case basis.
9. Employees who are terminated for cause or who resign in lieu of termination shall not be eligible for the retiree medical benefit.
10. The union agrees to indemnify, defend, and hold Clallam Fire District 3 harmless from any and all liability, claims, demands, suits, tax implications, or any other loss, damage or injury to persons or property arising or related to the provisions of this section.