



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

August 5, 2025

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, and Volunteer Officer John McKenzie, and online were: and Admin Assistant Caity Karapostoles, CCFD3 User, St 37, MIH-CP Mark Karjalainen, FF/EMT Jared Romberg, Reporter Matt Nash, and Lance Holman.

Changes to the Agenda – Finance Manager Misty Shaw requested to move Agenda Bill 5 to the first Agenda Bill to allow Lance Holman to give his presentation and be dismissed. Commissioner Mingee asked to delay Agenda Bill five until after Agenda Bill one so Volunteer Officer John McKenzie could be dismissed; Board agreed.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, July 15, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 112971 through 113012 dated August 5, 2025, totaling \$705,538.79 and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated July 25, 2025, in the amount of \$21,996.40 for a disbursement grand total equaling \$727,535.19.

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

Fire Chiefs' Report – Chief Grider reported:

- The District continues to have six personnel out on extended leave.
- Six new members started August 1st, 2025, and are currently assigned to dayshift to complete an in-house academy.
- He hopes to have another presentation for the Board on August 19th to address Board Priorities.
- No update on AFG or USDA Grants.
- He continues to meet with the EOC staff monthly and represented Fire District 3 recently when the EOC was activated to address Tsunami concerns; there were no impacts of a Tsunami.
- Jamestown S'Klallam Tribe and FD3 worked closely on the recent Paddle to the Elwha event; this event brought in 1-2 thousand visitors for an overnight camp at Jamestown's property.
- Staff supported the July 4th festivities and monitored firework complaints and brush fires.

- Deputy Chief Hudson and a few members flew to South Dakota to complete a midpoint inspection of the new engines.
- Staff continue to meet with Olympic Ambulance to draft a new contract for services.
- An RFI has been submitted for a steel construction fire station design through MRSC.
- EA Coleman and I attended the PUD BOC meeting where two of their linemen were presented with life saver awards for by standard CPR (with an AED) that save a life.
- Met with office staff and Meghan Hueter, who will be the Family Communication Coordinator, to be a liaison for spouses and partners on events that involve our career members.
- Met with the Department of Energy representative and representatives of PNNL Fire Protection on their Baseline Needs Assessment for fire protection at Battelle.
- Met with Joe D'Amico on the Unity of Effort coordination and IAP.
- Staff continue to monitor community development projects; staff continue to work to gather information from the County on their projects.

Agenda Bill 1: Volunteer Fire Investigator Job Description – Chief Grider reported that Volunteer Coordinator Chris Lovering has prepared a new position description for the Board's review. Presently, Mike Mingee is the sole qualified individual for this position and has been performing the role without a formal job description. Staff believe it would benefit all parties to establish an official position description to define expectations and training requirements. The Board considered the possibility of this position being held by a career member with the appropriate education and motivation, discussing whether it should be both career and volunteer. Chief Grider stated that he will consider it for the future. The BOC asked to change the training requirements from the need to have both the 40-hour and 80-hour courses and have that be one or the other as these classes are hard to get and this may hinder someone's ability to meet the position description as drafted. Commissioner Mingee recused himself from the vote. Commissioner Miano moved, and Commissioner Nicholas seconded to approve the job description with the amendments to the training requirements to allow either a 40-hour or an 80-hour Fire Investigation course. **MOTION CARRIED.**

Agenda Bill 5: Holman Capital – Lance Holman, from Holman Capital, reported via zoom. Mr. Holman went over lending options for the District that included financing, terms, payment structures, assets that can be covered under this financing, documentation and quick funding options. Misty Shaw inquired about fund disbursement and Mr. Holman clarified that funds are held in Escrow and distributed as needed. Mr. Holman also discussed other funding option in comparison with Direct Lending. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 2: Regional Collaboration Meetings – Chief Grider reported that local fire agencies have been meeting and want to formalize a work group to discuss collaboration. Chief Grider is asking one of the commissioners to attend these meetings with him for Board representation. Commissioner Mingee offered to be the representative, and the Board concurred. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 3: Johnston House Options – Chief Grider reported that the District previously purchased this property with the agreement of a Life Estate that the Johnston's could live there until they passed. Both Mr. and Mrs. Johnston recently passed away. The District has taken possession of the property. Chief Grider drafted suggestions for Board consideration for the use of this property. He gave four options: renovation for office use, demolition and lot conversion, administrative office development and a feasibility study for relocation of ST 34 and this property. Chief Grider recommended demolition and lot conversion. The group discussed the options. The Board directed

Chief Grider to do the feasibility study on the property at this time and report back with findings. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 4: Title III Grant Funding Acceptance – Chief Grider reported that the District applied for the full Grant in the amount of \$156,807.00 to start a FireWise program that aligns with the County’s Community Wildfire Protection Plan that is currently being drafted. The District was recently notified that it has been tentatively awarded \$78,222.29 for this Grant. On July 29th, 2025, the Board of County Commissioners approved the funding with a 45-day public comment; awards are expected on September 23, 2025. Chief Grider is recommending that the Board accept this Grant award. Commissioner Mingee moved, and Commissioner Miano seconded to accept the Title III Grant award in the amount of \$78,222.29. **MOTION CARRIED.**

GOOD OF THE ORDER

- Commissioner Miano reported –
 - The Olympic Medical Center is at risk of losing their Medicare contract. This is closely monitored by the Department of Health, and they are actively working to rectify the deficiencies.
- Commissioner Mingee reported –
 - That wall times are a huge issue all over the country currently.
 - Asked if there was going to be a Service Delivery report to the Board soon? Chief Grider reported that there would be one at an upcoming meeting.
 - Reported that the Washington Fire Commissioners Association conference is upcoming and he plans to attend. The other two commissioners reported that they plan to attend as well. The Board collectively agrees to participate in and support the upcoming conference.
- Commissioner Nicholas reported –
 - That Jefferson General is a level IV trauma center.

Commissioner Nicholas called for a 5-minute break at 3:40.

EXECUTIVE SESSION

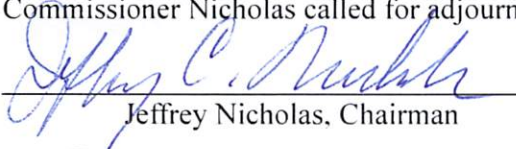
Chairman Nicholas called for an Executive Session beginning at 3:45 p.m., expected to last for Forty-Five (45) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 4:30 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

08/19/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:30 p.m.



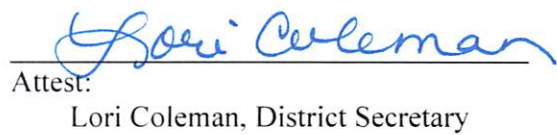
Jeffrey Nicholas, Chairman



Bill Miano, Commissioner



Michael Mingee, Vice Chairman



Attest:
Lori Coleman, District Secretary