



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

July 1, 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 Minge and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chiefs Chris Turner and Elliot Jones, and citizen Duane Chamlee and online were: Maintenance Supervisor Tharin Huisman, and Admin Assistant Caity Karapostoles.

Changes to the Agenda – None.

PUBLIC COMMENT – None.

Fire Chief's Report – Chief Grider reported:

- Staffing – As previously reported, we continue to have 6 career personnel out on extended leave from all Shifts. Shift assignments have been underway to balance staffing. One Firefighter has submitted their intent to retire at the end of September. Contingent offers have been extended to five people, and pending their successful completion of background checks, medical, and psychiatric evaluation and testing, we anticipate an August 1 start. They will complete a 4-week in-house academy with FD3 personnel.
- Board Direction – 2025 Annual Priorities – Priorities have been adopted and there is active work being done with staff to address these. There is no team on the schedule today; however, the board will hear from 2 of them at next meeting.
- WSRB – New update. We received our report stating that for the city of Sequim we remain a classification of four (4) and for the county surrounding the city, we remain a classification of five (5). As he last reported that the inspector notified me that Station 35 will be changing status due to the lack of firefighters at that station. A copy of the full report is in your board packet.
- Grant Updates – No new update. We are still on hold, and none have been rescinded. As reported before, the Chief and staff have applied for an AFG grant with a focus on mobile repeaters. I made the decision to go for a “micro-grant” to meet needs and allow a better chance at receiving the grant.
USDA Grant – We met with the USDA representative on June 16th where she inspected the Brush Truck and delivered the balance of the monies for the grant. I would like to recognize Captain Skov and the apparatus committee, Blaine Zechenelly, DC Hudson, Tharin and the mechanics group for getting this done. The truck will be a welcome and necessary piece of equipment. Due to Federal Grants being on hold, we have heard nothing more on the Engines however, we have been assured she will keep working on them.
- Sequim City Manager – I continue to meet with Matt Huish monthly and had a one-on-one meeting with him this month regarding City and District interests. These include Eastern Clallam County Emergency Operations and other city/district needs. We are scheduling two full-scale exercises with the City of Sequim before year-end.

- County Emergency Management – I continue to meet with EOC Staff monthly and work with them on courses and meetings. We will participate in the Clallam County operational tabletop drill scheduled in July. The topic of the exercise is Operational Area/EOC Interface during a disaster.

Meetings-

- Jamestown Healing Clinic meetings are now quarterly. Met in June for 2nd quarter.
- Met with Joey and Chief Jones on Olympic Ambulance contract. Will reconvene at a later date.
- Met with Jefferson County Fire Marshal Phil Cecere and Assistant Brian Tracer.
- Held a sit-down meeting with community members affected by a fire.
- Continue to meet with the Levy Committee every two weeks.
- Continue my one-on-one discussions with the Commissioners.
- Attended internal training on Microsoft Teams.
- Continue to represent the District with City of Sequim Emergency Management.
- Met with the District's legal team.
- Myself and many others represented FD3 in honoring AC Quitslund at his memorial in Poulsbo.
- Attended a Snure Seminar.
- Attended a Leadership class with Provident Insurance.
- Met for Labor Management.
- Created PSA with Beau Sylte.
- Attended the first Agnew ready on Sunday the 22nd.
- Presented at the Chamber of Commerce quarterly luncheon on Levy.
- Administered 6 IFSAC tests for CCFD3 members in one sitting.
- Met with Meghan Hueter to discuss setting up an internal “ombudsman” program for significant others of FD3 career staff.
- Attended the Lions Club event.
- Standing Staff, Labor Management and Battalion Chief.
- Monthly Operations meeting with Captains and Chiefs.

Community Project Updates –

- No new Updates to this list. We continue to monitor. This is for our BOC to be aware of current projects and the community growth that is ongoing. with a number of large projects being submitted. Of note in the city of Sequim:
- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
- 16-bed inpatient facility – Jamestown property on 7 acres behind Costco
- S. Olympic View Condominiums – Proposed two 5-unit attached. – Garry Oak Drive
- Rainshadow Loop Subdivision – Proposed 35 lot – McCurdy Road
- Bell Creek Subdivision – Proposed 104 lot, single-family homes- Brownfield Rd.
- Bella Vista Estates – Proposed 24-lot, single-family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond St.
- Heckman Subdivision- 11 Parcels East of 7th Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Rd.
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7th Ave. Update as we now have streets and names in. Working on mapping.
- Cedar Ridge III – 25 lots as the 3rd phase to this development
- Foothills-Bell Creek – Proposed 90 lots between 3rd Ave and 7th Ave.
- West Hendrickson Townhouse(s) – 8 units off West Hendrickson between 5th and 7th Aves. – Nearing completion with realtor signs stating occupancy.

- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added.
- Staff continue to work by gathering information from the county on their developments in our area.
- The subdivision off Runnion Rd. and Spath Rd. has broken ground for land clearing as well as the Habitat Project on Carlsborg Road.
- New construction has started at the intersection of Dragonfly and Critter Country for 9-12 homes.
- A new development in Gardiner for 3-4 homes has started off Daisy King Lane near Old School House
- No communication to the inspector McKenzie, BC Turner or myself from Bruce Emory regarding new subdivisions. Chief Grider did work with Mr. Emory on finalizing a reporting document and who to contact for all Fire Districts in Clallam County.

Property Updates –

- Our reliable Clallam County Code Enforcement Officer has left Clallam County, they have another one to work with and are bringing them up to speed. As reported previously, FCT McKenzie is aware of and continues to work on two different properties that have been problematic with Hazardous conditions.
- Youngquist property - Currently, the property owner is non-compliant and will need further coordination with FD3. Our attempts with the County are hopeful; however, we are awaiting information from the Code Enforcement Officers supervisor. Of note, we have responded to one call for service (BLS) in the last 90 days at this property.
- Ironwood property - The current property owner is compliant and gives hope that they can get started soon and slowly clean up this area. They are happy to cooperate with code enforcement to get this done. This property resides within Clallam County.

Agenda Bill 1: Resolution 2025-03 – Budget Amendment to Purchase Property – Finance Manager, Misty Shaw, reported that staff are advancing a Resolution to the Board for consideration. This resolution allows staff to amend the budget to allocate money for the purchase of property in the greater Dungeness area. Staff find it necessary to amend the budget by \$267,750 in expenditures for the land purchase and related costs of the purchase. Commissioner Mingee moved, and Commissioner Miano seconded to approve Resolution 2025-03, Budget Amendment to purchase property, as presented.

MOTION CARRIED.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, June 17, 2025.
- 2.) Payroll and Claims
 - a. Accounts Payable Claim check numbers 112903 through 112925 dated July 1st, 2025, totaling \$81,732.10.

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

Agenda Bill 2: Development of an RFI or and RFP for the construction of a new Fire Station 33 – Chief Grider reported that Commissioner Mingee requested this item be added to the agenda to begin developing a plan for a new Station 33. Commissioner Mingee expressed a strong desire to move forward with gathering information on constructing a steel-structured fire station to replace the current Station 33. He and Chief Grider recently met with a Washington-based company that specializes in steel buildings, which estimated the cost of a new station at approximately \$3 million. The Board discussed whether issuing a Request for Information (RFI) or a Request for Proposal (RFP) would be the appropriate next step. Commissioner Miano raised concerns about the verbal cost estimate and emphasized the need for a formal written proposal. Following discussion, the Board directed Chief Grider to prepare an RFI for a steel-structured fire station with two drive-through bays and requested that it be ready for release within the next few weeks. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 3: WSRB Report – Chief Grider reported that the final report from the Washington State Rating Bureau has been received. The full report is attached. He noted that all station ratings remained the same, with the exception of Station 35, which changed from a 9 to a 9a due to insufficient volunteer staffing. He highlighted areas within the department’s control—such as fire suppression and inspections—and recommended using the report as a tool to strengthen partnerships and enhance training. The group discussed the findings in detail, and the commissioner’s expressed appreciation to staff for their efforts in compiling data for the audit. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- Chief Grider –
 - Reported that staff continue to write articles for the Gazette; these are called the “Firehouse Insider”. The most recent was written by Battalion Chief Elliot Jones and the next one is going to be about the volunteer program.
- Commissioner Mingee –
 - Reported that a long-time volunteer, Marydee Countryman, is retiring and he wanted to acknowledge her 30 years of service with Fire District 3.
- Commissioner Nicholas –
 - Reported that the levy committee continues to meet every two weeks. They have created a lot of social media engagements, and Chief Grider has recorded a PSA and given a Levy talk to the Chamber of Commerce.

At 2:50, Commissioner Nicholas asked for a 5-minute break before the start of the executive session.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:55 p.m., expected to last for sixty (60) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or

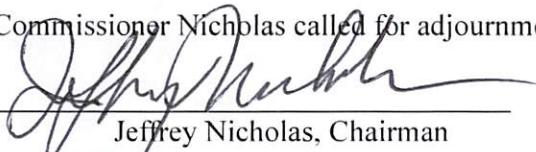
mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, RCW 42.30.110 (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price 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 and Justin Grider. At 3:55 p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

7/15/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:55 p.m.




Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner



Attest:
Lori Coleman, District Secretary