



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

September 1, 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 Bill Miano, and Jeff Nicholas (Commissioner Mingee was absent), Fire Chief Justin Grider, Finance Manager Misty Shaw, District Secretary Lori Coleman, Deputy Chief Tony Hudson, Battalion Chief Stef Anderson, Human Resource Manager Charles Clarke, Firefighter/Paramedics Brent Lovell, and Steve Oberly, Firefighter/EMTs Jon Donahue, Tyler Campbell, and Colton McGuffey, Maintenance Supervisor Tharin Huisman, volunteer Beau Sylte, citizens Christina Caples and one anonymous guest. Online were: Firefighter/EMT Libby Swanberg, and Bo Pinnell, Administrative Assistant Caity Karapostoles, Battalion Chief Chris Turner, Captains Travis Anderson and Marc Lawson, Facilities Technician John Brygider, Firefighter/Paramedic Erik Payne and one anonymous citizen.

Changes to the Agenda – None.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 18th, 2026.
- 2.) Claims
Accounts Payable Claim check numbers 113986 through 114013 dated September 1, 2026, totaling \$102,933.99 for a disbursement grand total equaling \$102,933.99.

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

Next Meetings – September 15th, 2026 – Regular Board Meeting

GOOD OF THE ORDER –

Finance Manager Misty Shaw reported –

- She asked that commissioners be more proactive in communicating which events they plan to attend. This would allow the Board's support for those events to be reflected in the meeting minutes and provide clear documentation that commissioners attended these events in their official capacity as District representatives. She noted that this is especially important for the two commissioners who also serve as volunteers, as clear distinctions, prior authorization, and documentation are necessary when reporting time for events that other Board members and volunteers may also attend.

Chief Grider reported –

- He introduced the District's new Human Resource Manager, Charles Clarke, and gave a brief bio about him.

- That he was unable to give a public comment during the meeting regarding the Fishhook Timber Sale. He reported that he was unable to provide public comment regarding the Fishhook Timber Sale because the comment-sign-up period had closed by the time he learned of the meeting. He reported that the District stands to lose roughly \$430,000 in revenue due to the postponement of this sale.

Fire Chief's Report – Chief Grider reported –

- The committee, put together to look at response models, had its first meeting on July 31st and continues to work on this project. They are researching the program called APCO, that Jefferson Communications uses to see if there would be value in using this to triage calls. More information will be forthcoming as this develops.
- Staff continue to monitor the Olympic Ambulance contract to ensure compliance.
- DC Hudson continues to work on implementing Locution. The most recent setback was finding out that PenCom does not have the space for the hardware. DC Hudson is working with PenCom and Locution to house the hardware at station 34; more information will be forthcoming as progress is made.
- He provided a brief overview of the upcoming firefighter testing. More than 120 candidates applied, although not all applicants met the qualifications. The testing will be held on September 17th and 18th, 2026.
- Work with Aetta Architects has been temporarily placed on hold due to project funding considerations.
- Staff have applied for a SAFER and AFG grant; no information on awards has been released yet.
- Staff continue to work on the strategic plan and will have a draft for the board at the second meeting this month.
- He continues to draft a Policy for a fee schedule; the resolution is drafted and both will be sent to legal counsel for review.
- He continues to meet with the Sequim City Manager and County Emergency Management.
- Staff have provided AP Triton with data for the regionalization study, which is ongoing.
- Continue to represent the District at the Chamber of Commerce meetings, local agency chief's meetings, and DNR meetings.
- That staff continue to help organize the 25th-anniversary 9/11 event, which will be held in the City of Sequim. The commissioners agreed that it would be an appropriate event for commissioners to attend as District representatives, if available.
- He will attend the City of Sequim's comprehensive planning meeting tomorrow.
- The second phase of the Willow Creek subdivision is moving forward; he is unsure of the number of homes at this time.
- The group had a long discussion about burn complaint calls.
- BC Turner wrote a blotter for the Sequim Gazette that was published regarding the Burn Ban that is in effect.

Agenda Bill 1: Raise shop rate on billing outside agencies – Chief Grider reported that the District is requesting Board approval to increase shop rates from the current \$125.00 to \$150.00 hourly. He noted that no local agencies provide comparable services and that the most similar organizations are larger entities located off the Olympic Peninsula. He stated that he intends to adjust rates annually until they are comparable with those charged by similar organizations off the Peninsula. Commissioner Nicholas stated

that he does not support subsidizing other districts and encouraged staff to ensure that the additional work does not result in a cost to the District. Deputy Chief Hudson added that staff has monitored revenue and that, when the matter was last closely reviewed, the work was not costing the District. Commissioner Miano moved, and Commissioner Nicholas seconded to approve raising the shop rates for outside agency billing from \$125.00 to \$150.00 hourly. **MOTION CARRIED.**

Commissioner Miano called for a 10-minute break at 1:35.

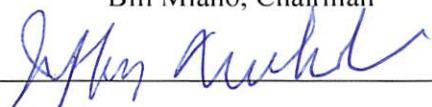
EXECUTIVE SESSION

1. Chairman Miano called for an Executive Session beginning at 1:45 p.m., expected to last for sixty (60) minutes, returning at 2:45 p.m. 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 and Nicholas, Fire Chief Justin Grider, Deputy Chief Tony Hudson, and Human Resources Manager Charles Clarke. At 1:57, Commissioner Miano excused Charles Clarke. Commissioner Miano called the meeting back into Regular Session at 2:45 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 2:46 p.m.



Bill Miano, Chairman


Jeffrey Nicholas, Commissioner

ABSENT
Michael Mingee, Vice Chairman


Attest:
Lori Coleman, District Secretary