



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

June 2, 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, Finance Manager Misty Shaw, District Secretary Lori Coleman, Acting Battalion Chief Jeff Albers, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, Captain Skov and T. Anderson, Firefighter/PM Brent Lovell, Hayden Pyle, Joel Bower, Steve Oberly, and Chris Darling, Firefighter/EMT Jon Donahue, Jaisal White and Tanner Cupps, Volunteer Beau Sylte, and citizens Jacob Felton, Morgan and Adeline Cupps, and Elizabeth Skov. Online were: Administrative Assistant Caity Karapostoles, St 34 and 37, Facilities Technician John Brygider, and Jeremy Church.

Changes to the Agenda – None.

PUBLIC COMMENT –

Two public comments were made:

First, Elizabeth Skov spoke stating that she was there on behalf of her husband and wanted to address low staffing and that after 20 years it is high priority to her.

Second, Firefighter Paramedic Joel Bower addressed staffing concerns, stating that staffing has reached a critical level. He noted that local firefighters are testing for and accepting positions with other departments, and that many would rather commute than remain here. He urged that immediate action be taken and clearly communicated to prevent additional departures. He emphasized that the situation is alarming and as critical as he has ever seen, other jobs are easy to come by and employees continuing to leave for opportunities elsewhere.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, May 19, 2026.
- 2.) Claims
Accounts Payable Claim check numbers 113764 through 113797 dated June 2, 2026, totaling \$47,971.58, for a disbursement grand total equaling \$47,971.58.

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

Next Meeting – June 16, 2026 – Regular Board Meeting

- Service Delivery
- Commissioner Mingee asked again about a banner at the American Legion; Chief Grider is working on this.

GOOD OF THE ORDER – None**Fire Chief's Report – Chief Grider reported –**

- He has communicated to PenCom the desire to move to a program like ProQA. Staff have also started conversation about what is Fire and what is Law Enforcement calls; there has been some push back on this as they are trying to dispatch similarly for all the agencies they work for.
- Met with Joey Rodriques, he has stepped down from his position at Olympic ambulance, he has taken a position at GMR (the parent company to AMR).
- Staff are working on the installation of Locution; all supplies are ordered and staff are working with PenCom and the contractor to install this.
- The District has received a FireWise® Grant in the amount of \$25,000; BC Turner is overseeing the spending of these funds.
- Captains promotional testing is complete. Four candidates passed the assessment with the top three moving on to Chief's interviews; these interviews are being conducted this week.
- A new SOP is being drafted to ensure compliance with the new DEA regulations.
- As of May 30th, twelve resumes have been received for the HR Manager position. With one week left, they were confident they would see more candidates.
- The two members at Kitsap Recruit Academy are doing well and expected to graduate June 20th, 2026.
- Staff received a resignation form Firefighter/Paramedic Jeremy Long; his last day is June 8, 2026 and Firefighter/Paramedic Leonard Horst has submitted his letter of intent to retire July 1, 2026.
- One candidate from the Paramedic Eligibility List was extended a conditional offer of employment, he has accepted and is pending successful completion of all the prerequisites. This candidate will have to go through the Kitsap Fire Academy starting August 31, 2026.
- Per policy, the current eligibility lists have been expired/decertified for firefighter EMT and Paramedic; recruitments for new eligibility lists are underway.
- Grants at the federal level have been opened; the SAFER grant is open and staff are exploring options for applying for this grant.
- Staff will present on NFPA 1750 today.
- Dialog is open with Jamestown S'Klallam tribe regarding strategic plan, fees, and schedules. They are currently working to install a new cell tower in Carlsborg; the intent is to hand FD3 radio communication capabilities on this tower.
- Staff and Commissioner Mingee met with Aetta Architects regarding the new ST 33 building project. They are expecting a drawing mid-July.
- Continue to meet with the Sequim City Manager; they had a meeting regarding fee schedules and staff will continue these discussions.
- Attended lots of the events during the Irrigation Festival.
- Attended Labor Relations Conference in Wenatchee.
- Still in negotiations with the Firefighters.
- Attended the Olympic Region DNR summit in Forks.
- Interviewed with Matt Comisky, the Washington State Manager for the American Forest Resource Council regarding timber sales and revenue.
- Chris Lovering was recognized by the Olympic Foot Printers Association as the 2025 Member of the Year for his contributions to the District and Community.

- Continue to meet with CERT leaders.
- No updates regarding community projects.
 - Commissioners requested that staff send a formal letter to PenCom outlining the District's needs and asking whether PenCom can meet them. A lengthy discussion followed regarding Dispatch and the direction the Commissioners would like to pursue.

Agenda Bill 1: Amicus Brief Authorization – Commissioner Mingee reported that the Port of Port Angeles has filed an amicus brief in the Thurston County Superior Court case, Washington Farm Forestry Association et al. v. State Forest Practices Board et al., and requested a motion authorizing the District to join in support of that brief. He noted that many junior taxing districts are being asked to support the Port's efforts to protect timber tax revenue. Commissioner Mingee further reported that, although the original authorization contained funding, the Port of Port Angeles has since agreed to cover all costs associated with the amicus brief; therefore, there will be no cost to the District to participate in support of it. Commissioner Mingee moved, and Commissioner Nicholas seconded to authorize Chief Grider to sign the Amicus Brief Authorization Form on behalf of the District.

MOTION CARRIED.

Agenda Bill 2: 2025 SAO Annual Financial Report – Finance Manager Misty Shaw reported that she has completed and submitted the 2025 Annual report to the Washington State Auditors office. She briefly went over the report, noting that it will be audited later this year or early next year; the outcomes will be brought to the Board at that time. She reported that the District started the year with 11.9 million dollars in Cash, receiving \$14 million dollars in property tax plus \$1.8 million in intergovernmental revenue, charges for services, and misc. revenue, and ending the year with \$11.2 million dollars; this was a loss of \$700,000. She briefly went over all of the assigned fund balances, adding that the ending unassigned fund balance, outside of the minimum for cash flow, was only \$10,458. She encouraged others to read through the details. All expenditures are considered for Public Safety except for Capital related items. She reported on the Schedule of Liabilities; these are future expenses that are not included in any other financial report, but important to note. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 3: NFPA 1750 Discussion and Presentation – Chief Grider reported that he and Captain Anderson had prepared a presentation for Captain Anderson to deliver. Captain Anderson explained that the NFPA has consolidated NFPA 1710, 1720, 1730, and 1201 into NFPA 1750. He clarified that the District's minimum daily staffing level is ten personnel, although the current budget supports sixteen personnel plus the Battalion Chief. He then provided a brief overview of the District, including current staffing levels and call volume. Captain Anderson noted that, under NFPA standards for low-hazard occupancies, sixteen responders are expected within eight minutes 90 percent of the time; however, he stated that with minimum staffing levels, even with mutual aid, the District is unable to meet that standard. He also reviewed the pros and cons of meeting the recommended four-person engine staffing model and stated that the disadvantages significantly outweighed the advantages. He then outlined the most appropriate staffing model if the District were able to maintain a minimum of twelve personnel: six at Station 34, four at Station 33, and two at Station 37. He explained that this model would increase available response units from four to six and improve the District's ability to meet NFPA standards, although it could also increase costs to the District. He concluded by reviewing four possible strategies to move closer to meeting those standards, including filling vacancies, negotiations, call reduction strategies, continued relationships with private ambulance transport agencies and pursuing grant funding. Commissioners entertained audience discussions. **INFORMATION ONLY. NO ACTION TAKEN.**


Commissioner Miano called for a 9-minute break at 3:31.

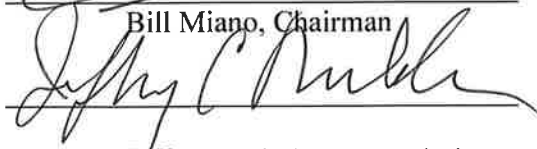
EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:40 p.m., expected to last for sixty-five minutes (65) minutes, returning at 4:45 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, and Fire Chief Justin Grider. At 4:45 p.m., Commissioner Miano extended the meeting an additional thirty (30) minutes, returning at 5:15 p.m. At 5:15 p.m., Commissioner Miano extended the meeting an additional thirty (30) minutes, returning at 5:45 p.m. Commissioner Miano called the meeting back into Regular Session at 5:45 p.m. No decisions were reached during the Executive Session.


ADJOURNMENT

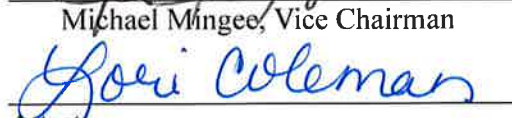
Commissioner Miano called for adjournment at 5:45 p.m.



Bill Miano, Chairman


Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman


Attest:
Lori Coleman, District Secretary