



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

September 2, 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, Battalion Chief Elliott Jones, and Citizen Duane Chamlee. and online were: Administrative Assisitant Caity Karapostoles, Maintenance Supervisor Tharin Huisman and Volunteer Coordinator Chris Lovering.

Changes to the Agenda – None.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 19, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 113055 through 113074 dated September 2, 2025, totaling \$33,298.55 and Payroll EFTs and IRS Deposit for Retroactive Payroll dated Aug 29, 2025, in the amount of \$24,638.84 for a disbursement grand total equaling \$57,937.39.

Commissioner Miano moved, and Commissioner Mingee seconded to approve the Consent Agenda with amended minutes. **MOTION CARRIED.**

Chief's Report – Chief Grider reported:

- Six new hires started August 1st, 2025; five completed the 4-week academy and were assigned to shift at the end of August.
- Six members are out on extended leave for varying reasons.
- Staff continue to work on Board Priorities; Deputy Chief Hudson will report today on Service Delivery.
- No new updates on Grants at this time.
- Continue to meet with the Sequim City Manager on a regular basis. Full-scale exercises are being arranged for the Eastern Clallam County Emergency Operations Center and City staff members.
- Supported emergency response preparation for the Paddle to the Elwha event.
- The Levy vote was certified and passed.
- The District met with leaders for emergency preparation for the Unity of Effort event.
- Two MOUs were adopted; one for extending the BC contract and the other for the Day Unit.
- Chief Hudson and staff attended final inspections for the two new engines in South Dakota.
- Meeting with Olympic Ambulance continue; a contract is close to completion.
- He attended the Forest Management Focus Group meeting for the Clallam County CWPP.

- Attended the first East Clallam County CERT Association meeting; the association is now a 501c3.
- He reported on the continuing community development projects; these continue to be monitored closely.
- Still no reports from the County on their community development projects. He will follow up to see about getting information from Jefferson County too.

Agenda Bill 1: Service Delivery and Standards of Cover Update – Deputy Chief Hudson reported that he, along with BC Turner and Keith Koehler, have been working on revising outdated documents. The latest Service Delivery document was developed in 2017, with the previous version prepared in 2009. The 2017 study was conducted in collaboration with Fitch and Associates. DC Hudson noted that the projections made were favorable and many have turned out to be accurate. He mentioned that the study likely used 2015 data. Hudson stated that an additional month is needed to finalize a draft for presentation to the Board. Commissioner Mingee expressed interest in including call reduction strategies in the upcoming report. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 2: Capital Improvement Plan (CIP) 2025-2035 – Chief Grider reported that he, along with Commissioner Mingee, drafted the Capital Improvement Plan (CIP), with EA Coleman assisting in document preparation. The CIP is designed to maintain the District's alignment with ongoing and projected capital improvement projects and to facilitate budgeting for these projects. Commissioner Nicholas suggested incorporating annual updates into the plan. Commissioner Mingee moved, and Commissioner Miano seconded to approve the 2025-2035 Capital Improvement Plan as presented. **MOTION CARRIED.**

Agenda Bill 3: SOP 2410 – Hiring Process Guidelines – Chief Grider reported that the Board directed staff to amend the SOP to permit the Fire Chief to exhaust hiring lists without requiring Board approval. Additionally, minor grammatical changes were made, and provisions for probationary period extensions were addressed. The Board discussed the potential inclusion of a time limit on probation extensions, to be considered in future updates. Since no Policy statements were altered, the SOP does not require approval. Staff sought the Board's concurrence on the updates as they removed the Board from the procedural process. The Board concurred with the revisions. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 4: Regionalization Feasibility Study – Chief Grider reported that he supports a joint feasibility study between Fire District 3, Fire District 2 and Port Angeles Fire for regionalization. Initial estimates for the study could be around \$30,000 for Fire District 3's portion. Initially, Commissioner Mingee reported that he supports the discussion, but is reluctant with the financial support for the study. Commissioner Miano gave full support for participating in the study, he added that he thinks the right leadership is in place at this time and the opportunity is now to participate. Commissioner Nicholas added that he has concerns about how all three entities have different revenue structures and how this could be problematic when consolidating. Chief Grider and Deputy Chief Hudson both agreed with commissioner Miano, that the time is now. The Board concurred with participating in the feasibility study. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 5: MOU – Interlocal Agreement with Jefferson County Sheriff’s Office for the Crisis Response Team – Chief Grider advanced the agreement to the Board for approval. The agreement establishes a collaborative framework between Fire Agencies and the Jefferson County Sheriff’s Office to efficiently handle Law Enforcement Critical Incidents where Fire District 3 Tactical Emergency Medical Support teams are unified. By integrating their unique expertise and resources, the agreement aims to enhance public and responder safety during high-threat situations through joint operations coordinated under an Incident Management System. The agreement defines roles, such as the Fire Chief, district employees and JCSO’s responsibilities ensuring that each party maintains responsibility over its personnel and operational actions while facilitating a coordinated response to emergencies across Jefferson and Clallam Counties. Commissioner Mingee moved, and Commissioner Miano seconded to approve the Interlocal Agreement with Jefferson County Sheriff’s Office for the Crisis Response Team as presented. **MOTION CARRIED.**

Commissioner Nicholas called for a 5-minute break at 2:35.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:40 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, 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, Deputy Chief Tony Hudson, and Finance Manager Misty Shaw. At 3:40 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

GOOD OF THE ORDER

- Commissioner Mingee reported –
 - He asked if the Conditional Use Permit process could be started on the Gold Dust Lane property. DEC Hudson reported that he would investigate it, but that building plans may need to be secured before the permitting process can take place.
 - He proposed that the staff draft the budget to include three additional sections specifically for detailing projects overseen by the Battalion Chiefs. Staff indicated that this would require considerable effort and may not provide the Board with the desired outcomes, as it is not feasible to track all expenditures in these areas due to payroll being a cost component.
- Commissioner Miano -
 - Wanted to publicly thank Firefighter/Paramedic Elizabeth Hagaman and Firefighter Jake Stanley for their great care over the weekend when he required emergency service. He also wanted to thank Olympic Ambulance for their professional assistance.

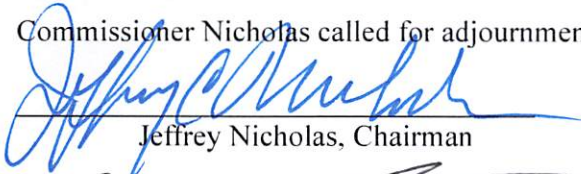
- Finance Manager Misty Shaw –
 - Reported that DA Davidson could come present to the Board at the first meeting in October if they wished. The Commissioner asked her to see if they could get some time to talk with them when they were at the Washington Fire Commissioners Conference and if that could not work, to schedule them to present at a Board Meeting.

NEXT MEETINGS –

09/16/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:40 p.m.



Jeffrey Nicholas, Chairman



Bill Miano, Commissioner



Michael Mingee, Vice Chairman



Attest:

Lori Coleman, District Secretary