



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

May 5, 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, Deputy Chief Tony Hudson, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Stef Anderson, Maintenance Supervisor Tharin Huisman. Online were: Captain Travis Anderson, Bryan Swanberg and Marc Lawson, Firefighter/Paramedic Bryce McGinley, Community Paramedic Mark Karjalainen, Volunteer Coordinator Chris Lovering, Jeremy, reporter Matt Nash, and Citizen Beau Sylte.

Changes to the Agenda – None.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, April 21, 2026.
- 2.) Special Meeting Minutes, April 28, 2026.
- 3.) Claims
Accounts Payable Claim check numbers 113693 through 113730 dated May 5, 2026, totaling \$178,372.85, for a disbursement grand total equaling \$178,372.85.

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

Next Meeting – May 19, 2026 – Regular Board Meeting

- Community Paramedic Mark Karjalainen will be present to present an update on the MIH-CP Program.
- Commissioner Mingee reminded staff that he still wants a presentation on the Service Delivery Study.

GOOD OF THE ORDER

Chief Grider reported –

- He is working with West Sound on a position description for the HR Manager, he reported that he and EA Coleman met with them to finalize this last Thursday.

Commissioner Miano reported –

- That he and Commissioners Nicholas attended the WFCB Spring Series at the Clearwater Casino last weekend and learned updates on the Open Public Meetings Act, how Regional Fire Authorities are formed, about impact fees and closed sessions for Collective Bargaining; the presenter was Brain Snure.

Commissioner Mingee reported –

- Asked about potentially advertising at the American Legion for the 250-year Anniversary of the United States. He stated that the Volunteer Association could be asked to cover the cost of a banner.
- That he will be conducting grant reviews for FEMA in July, meaning that the government is starting to open back up, and he asks staff to watch for FEMA grant opportunities.
- He briefly discussed raw response data that was collected, that it showed that response times are slightly increasing each year and that turnout times are higher than the recommended average.
- That he has been watching his pager a bit and noticed that four calls for non-injury list assists went out yesterday and another for breathing difficulty at skilled nursing facilities; he reported that the district cannot continue to service these calls as we have always done with the increasing call volume. He also discussed implementing a fee schedule to reduce these calls.
He would like staff to send a letter to PenCom requesting assistance with call screening or other solutions to help reduce non-emergent calls.

Fire Chief's Report – Chief Grider reported -

- Three career personnel are on extended leave. Two members remain at the Kitsap Fire Academy, and all reports are that they are excelling. A retirement ceremony was held for Captain Kevin VanDeWege on April 22, 2026.
- Continues to meet with eh Sequim City Mnager and County Emergency Management.
- Dialog is open with the Jamestown S'Klallam Tribe regarding strategic planning, fee schedules and fees.
- Met yesterday with Olympic Ambulance as a follow up to the implementation of the new contract for services; crews report that they are more reliable since the contract began.
- Delivered the Bell from ST 36 to the Museum.
- Attended the District's Annual Banquet on April 17th, 2026.
- Conducted an Exit Interview with John McIntyre.
- Attended the Clallam County Multi-Agency fire recruit academy graduation.
- Attended as Fire Chief at the Sunbonnet Sue Quilt Club 40th Birthday Celebration.
- Represented FD3 for the Functional Recovery Feasibility Study with CCEM.
- Attended with DC Hudson the FMLA, Sick Leave & the Fire Service: Averting claims of discrimination and retaliation by Curt Varone.
- HR Recruitment continues with West Sound workforce.
- Met with Lexipol regarding policy and training solutions they have.
- Gave a brief overview of the community project lists.

- Included a media release that reported that FD3 saw 229 incidents from April 18th, through April 25th, 2026, warned of the use of weed burners as these often cause vegetation fires and discussed the possibility of a drought this year due to minimal snowpack.

Agenda Bill 1: Aetta Architects Professional Services Agreement – Commissioner Mingee provided a brief overview of the professional services contract included in the board packet. He explained that the agreement covers program management and construction contract administration services for the new Station 33 project, which is expected to be approximately 8,000 to 9,000 square feet and will include public parking and outdoor storage areas. The proposal includes project management, architectural, and engineering services, with an estimated cost of \$1,022,200. The total project budget is approximately \$6,000,000. Commissioner Mingee noted that the District’s legal counsel is still reviewing the contract and requested a motion authorizing Chief Grider to sign the agreement following legal review. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to sign the agreement for professional services with Aetta Architects after legal review. Commissioner Mingee recused himself from the motion. **MOTION CARRIED.**

Agenda Bill 2: Current Staffing and Future Staffing Considerations – Chief Grider reported that the District currently has seventy-one (71) compensated members, including fifty-two (52) line staff positions, with one (1) vacant line staff position. He briefly reviewed the line staff structure and explained how time off is provided. He stated that the District relies heavily on property tax revenue, which is limited to an annual increase of 1% or CPI. As a result, revenue growth remains constrained while operating costs, insurance premiums, employee benefits, and workers’ compensation continue to increase at an unsustainable rate. Chief Grider reported that, in 2026 alone, salaries and benefits increased by \$2,150,000, of which \$770,000 was attributable to new positions, specifically three Firefighter/Paramedics and one Human Resource Manager. He noted that this trend is not sustainable over the long term. He added that the District continues to explore additional revenue sources; however, many of those sources are either one-time in nature or restricted in their allowable use. The group also discussed whether reducing overtime could help fund future positions. Misty Shaw reported that a 10% reduction in overtime would only cover the cost of one position, and eliminating overtime entirely would fund only four positions. She noted, however, that she did not believe reducing overtime entirely would be attainable. Commissioner Mingee thanked Chief Grider for the report and apologized, stating that he had believed there was capacity to hire additional personnel following ratification of the Collective Bargaining Agreements. In response to his request for clarification, Chief Grider explained that staffing levels under the current Collective Bargaining Agreements are not sustainable, and that significant budget adjustments will be necessary in the future as the District works toward responsible, long-term funding solutions. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 7-minute break at 2:48.


EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:55 p.m., expected to last for one hundred twenty five minutes (125) minutes, returning at 5:00 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

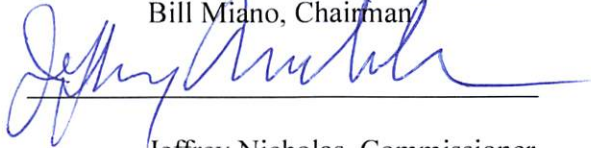
bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Miano, Mingee, and Nicholas, Fire Chief Justin Grider, Deputy Chief Tony Hudson and Misty Shaw. At 3:50 p.m., Commissioner Miano excused Misty Shaw. At 4:05 p.m., Commissioner Miano excused Fire Chief Justin Grider, and Deputy Chief Tony Hudson. Commissioner Miano called the meeting back into Regular Session at 5:00 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT


Commissioner Miano called for adjournment at 5:00 p.m.



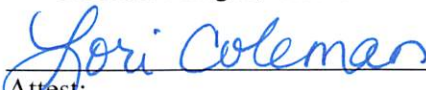
Bill Miano, Chairman



Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman



Attest:
Lori Coleman, District Secretary