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UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

March 3, 2026



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

www.ccf3.org

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

March 3, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, February 17th, 2026
- 2.) Claims and Payroll

Good of the Order –

Misty Shaw – Tentative SOA Conference

Regular Business:

Reports – Fire Chief Report

Agenda Bill 1: SOP 3120 and 3120A Review

Agenda Bill 2: RAC Letter of Support

Executive Session

1. 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 42.30.140 (4).
2. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g);

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

February 17, 2026

Chair 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, and Bill Miano, Fire Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chiefs Elliott Jones and Chris Turner, Citizens Garrett Snell and Duane Chamlee, and online were: Commissioner Mike Mingee, Maintenance Supervisor Tharin Huisman, and St 33.

Changes to the Agenda - None.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, February 3rd, 2026.
- 2.) Special Meeting Minutes, February 5th, 2026.
- 3.) Claims
Accounts Payable Claim check numbers 113461 through 113516 dated February 17, 2026, totaling \$106,226.94, and Payroll EFTs and IRS Deposit for Monthly Payroll dated February 10, 2026, totaling \$914,503.99, and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Pay dated February 25, 2026, totaling \$55,749.33 for a disbursement grand total equaling \$1,076,480.26.

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

GOOD OF THE ORDER

Chief Justin Grider reported –

- There is usually a Budget Workshop held in March, but in light of the recent Priorities meeting and the fact that 2027 budget information will not be available until Summer, he asked if there was still a need for a meeting; the Commissioners concurred that there was not.

Finance Manager (FM) Misty Shaw reported–

- That she has been working with DA Davidson on a contract for services. The charges will be dependent on the direction the Board decides to go. There are no fees incurred until the District moves forward with selecting them for their services.

Commissioner Mingee Reported -

- He would like Chief Grider to have a Bargaining Unit representative at any meeting where an MOU is going to be approved for the Firefighters' Local.

Commissioner Miano reported -

- Jeff Tozzer from Clallam County Watchdog attended the Special meeting on Feb 5th, 2026, and followed that up by mentioning the District in his Podcast. He noted that he felt comfortable and welcome in the crowd and that he felt as though everyone was very professional.
- He recently took the online Open Public Meetings Act (OPMA) training this past weekend and he wanted to remind all of the Commissioners that they should not be sending each other emails, texting or calling each other regarding District business, as these would be subject to the OPMA rules. He noted that if any of the Commissioners want to add a topic to the agenda, that item can be sent to the Fire Chief and District Secretary. He gave Lori Coleman some documents from MRSC and a form used during a Washington Cities Insurance Authority work session with the City of Sequim that discusses the OPMA regarding Council “Do’s and Don’ts”.
The latest Firehouse Lawyer had some good information on forming Regional Fire Authorities (RFA) and Tax Increment Financing.
- He sent an informational email to staff that had a good article about Jefferson County's Dispatch Center.

Commissioner Nicholas reported -

- He would like staff to get the Board packets to the commissioners sooner when possible, so they have time to read and research before the meetings.
- He went through the article from Firehouse Lawyer very thoroughly and he has concerns about how the City of Port Angeles would respond to the Fire District’s forming an RFA.

Battalion Chief Reports – BC Turner reported for all three shifts -

- A-Shift –
 - There were 759 calls for service in January.
 - Fire Code Technician John McKenzie attended the NFA Inspections 2 course.
 - Final NFRIS data was submitted for 2025; this is now closed with the implementation of the new NERIS system. NERIS reports automatically and is live now.
 - Reporting has been difficult in the new ESO NERIS system; not all reporting components that staff use are functional.
 - BC Turner has been working with staff on data collection in the NERIS ESO software; it is vastly different from the previous format.
 - Staff held a small ceremony on 1/12/2026 to remember Captain Chad Cate’s passing.
 - CRR Champions continue to meet; the next meeting is scheduled for 2/5/2026.
 - January was slow for Community Risk Reduction events; there were only two,
 - Attached to the BC report was a Fire Code Technician report. Four full inspections, two targeted inspections, eight re-inspections, six hood and system review inspections, and one construction inspection were completed.
 - The District purchased the hydrant module for the new First Due software program. This is being set up and will help with collaborating with the City of Sequim on hydrant maintenance.

- B-Shift –
 - BC Anderson attended a Blue Card Train the Trainer course.
 - Attended multiple BC meetings, an Operation's meeting and daily shift briefs.
 - Completed and assigned 2026-Quarter 1 fire training.
 - Held acting Battalion Chief scenarios for Captain Albers, he is now an Acting Battalion Chief.
 - Created social media posts with Admin Asst. Karapostoles searching for vehicles to use during extrication trainings.
 - Continues to plan the upcoming training burn on 3rd Ave; collaborating with the City has been positive; Captain Lawson has also been very involved in this project. There are multiple training courses scheduled prior to the actual live burn to make use of this structure as much as possible. She has a few members taking training to become live burn instructors to support this event and future opportunities.
- C-Shift –
 - As seen by the report, and BC Turner's earlier report, ESO is proving to be difficult to get data out of. This month's report is lacking a lot of the usual graphs because of this.
 - He posted the 2026-Quarter 1 EMS Continuing education credential through Vector Solutions.
 - The Community Paramedic had fifty-seven calls for service in January and included a success story in the BC report.

Agenda Bill 1: 2026 Annual Priorities - Chief Grider presented a draft of the 2026 Priorities document. Commissioner Mingee made amendments to some of the language within. Commissioner Nicholas moved, and Commissioner Mingee seconded to adopt the priorities with the suggested amendments. **MOTION PASSED.**

Agenda Bill 2: GEMT Funding – Finance Manager Misty Shaw reported that she has been working on this project closely with Systems Design and Public Consulting Group. She recommends that the District move forward with executing the contract with Systems Design to add this addendum as an additional service. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to execute the contract. **MOTION PASSED**

Agenda Bill 3: Olympic Ambulance Contract – Chief Grider presented the Draft contract for services with Olympic Ambulance. The expected start date for the contract is April 1st, 2026. FM Shaw reported that there is an inconsistency that will have to be updated in the contract before it is signed; those updates are Exhibit B has an incorrect reimbursement of a maximum amount of \$600, when the amount last agreed upon was \$1,200, the contract start date will need to be updated to April 1, 2026 and the language for how to calculate the formula should read “Charge for service – insurance payment or adjustment (primary, secondary, etc.) = amount eligible for coverage by FD3 and owed to Olympic up to established maximum. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to execute the contract for services with Olympic Ambulance. **MOTION CARRIED.**

Agenda Bill 4: Executive Session – The commissioners held a discussion about the Pros and Cons of where to have the Executive Session on the agenda. The choices were to hold it before the regular 1 p.m. start time and be forced to stick to a strict timeline or to leave the schedule as is, allowing them to

be more flexible if they need to extend the session. The group decided not to make any changes at this time. **INFORMATION ONLY. NO ACTION TAKEN**

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:17 p.m., expected to last for sixty (60) minutes, returning at 3:17 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. Commissioner Miano called the meeting back into Regular Session at 3:17 p.m. No decisions were reached during the Executive Session.

NEXT MEETINGS –

3/3/2026 – Regular Board Meeting

ADJOURNMENT

Commissioner Miano called for adjournment at 3:17 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:
Lori Coleman, District Secretary



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, March 3, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, March 3, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Accounts Payable Claim Numbers:	113517-113554
dated:	March 3, 2026
Totaling:	\$ 296,540.61
Total Accounts Payable Claims and Payroll:	<u>\$ 296,540.61</u>

Recommended

Action:

Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113517-113554

For a Disbursement Grand Total of: \$ 296,540.61

CHECK REGISTER

Clallam County FD 3

Time: 10:16:09 Date: 02/26/2026

03/03/2026 To: 03/03/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
522	03/03/2026	Claims	1	113517	A-1 AUTO PARTS, INC	621.48	Black Lightning Gloves; Stock Parts; Stock Parts; Shop Engine Oil Filters; Shop Clips and Pins
523	03/03/2026	Claims	1	113518	ALL BATTERY SALES & SERVICE, INC.	267.69	F66 Battery
524	03/03/2026	Claims	1	113519	ANGELES COMMUNICATIONS INC	186.76	Repair of Landline at ST33
525	03/03/2026	Claims	1	113520	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	2,949.79	New Career FFs Initial Uniforms
526	03/03/2026	Claims	1	113521	BICKFORD MOTORS	337.73	A41 Heater Assembly and Duct
527	03/03/2026	Claims	1	113522	CITY OF PORT ANGELES	96,825.00	Dispatch Services - Q1 2026
528	03/03/2026	Claims	1	113523	CLALLAM COUNTY PUBLIC WORKS DEPT	214.61	ST33 Sewer; Shop/Classroom Sewer; Shop/Classroom Sewer
529	03/03/2026	Claims	1	113524	CLALLAM COUNTY PUD	2,954.80	ST35 Electricity; ST32 Water and Electricity; Classroom Water and Electricity; Shop/Classroom Irrigation Water; Admin Ste C Electricity; Admin Ste E Electricity; ST33 Water and Electricity; Shop Water
530	03/03/2026	Claims	1	113525	CLALLAM COUNTY TREASURER	112.05	ST31, ST32, ST33, ST35 2026 Property Tax - Agnew Irrigation MNO, Spec Assmt Coll Fee, Weed Control, Conservation Dist; ST34, Shop/Classroom, 5th Ave House, Gold Dust Ln 2026 Property Taxes - Weed Cont
531	03/03/2026	Claims	1	113526	DEPT OF RETIREMENT SYSTEMS - LEOFF	3,820.08	LEOFF2 Pension Overpayment Recovery - Incorrect Reporting - Orr
532	03/03/2026	Claims	1	113527	FERRELLGAS	1,461.92	Shop Propane
533	03/03/2026	Claims	1	113528	FREIGHTLINER NORTHWEST PACIFIC	551.59	F49 Crankcase Breather; F49 Gasket
534	03/03/2026	Claims	1	113529	GALLS, LLC	876.31	New Career FFs Initial Uniforms; Unidentified Credit on Account from 2023
535	03/03/2026	Claims	1	113530	HI-TECH SECURITY, INC.	1,408.60	ST37 Commercial Fire Alarm Test; ST34 Commercial Fire Alarm Test; ST33 Commercial Fire Alarm Test; Shop Commercial Fire Alarm Test; ST33 Alarm Battery Replacement; Shop Alarm Battery Replacement
536	03/03/2026	Claims	1	113531	INSIGHT PUBLIC SECTOR, INC	7,726.46	NetMotion Complete - Conversion License Renewal - 01.11.2026-01.10.2027
537	03/03/2026	Claims	1	113532	JAY OEN MOTOR COMPANY	20.14	Bulk Fuel Tank Filter
538	03/03/2026	Claims	1	113533	SUSAN KAISER	61.12	EMS Refund
539	03/03/2026	Claims	1	113534	L.N.CURTIS & SONS	1,377.52	Structure Boots
540	03/03/2026	Claims	1	113535	MES SERVICE COMPANY, LLC	38,176.31	Phenix Helmets (7); Bunker Gear Pants (5) and Coats (7) - New Recruits; Bunker Gear Pants (2)- New Recruits
541	03/03/2026	Claims	1	113536	HANS NILSSON	8,310.00	Lodging During Fire Academy - New Career Recruits - 03.08.2026-06.19.2026
542	03/03/2026	Claims	1	113537	NORTHWEST PLASTICS, INC	86.88	F31 Rock Chip Repair



Fire Chiefs Report

03/03/2026



Staffing – We have multiple career personnel out on extended leave from all Shifts with 2 personnel on light/modified duty. Shift assignments have been underway to balance staffing. The District hired seven new members on March 1, 2026. Five of them will stay here and complete an in-house academy before being assigned to shift, while two, who are Paramedics only, will attend Kitsap Fire Academy Starting March 9th, 2026. The Day Unit was discontinued this month to allow those members to return to shift; the hope is that this will resume as the new hires begin to count as staffing.

Board Direction – Annual Priorities – The Board adopted 2026 Annual Priorities at the last regular BOC meeting; these will be incorporated into staff goals and expectations for 2026. Active work is already being completed for many of the priorities.

Grant Updates – I have not received official word from FEMA on the AFG grant that was applied for; however, since the Government shutdown, the portal does show that we were unsuccessful in obtaining our micro-grant for the mobile repeaters. We will continue to monitor.

USDA Grant – No new update since the government has reopened.

2026 AFG, SAFER, and FP&S Grants - The Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), and Fire Prevention and Safety (FP&S) programs are all hold at this time with the Government shutdown; updates will be given when staff have new information.

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.

County Emergency Management – I continue to meet with EOC Staff monthly and work with them on courses and meetings.

Jamestown S’Klallam Tribe – 7 Cedars is still looking into this; they have asked that the Volunteer Association reimburse them for these erroneous funds until they have more clarity on how to move forward with this.

DRS Audit: Staff have completed the required corrections from DRS. Staff have appealed the wages in lieu of medical determination are awaiting a final outcome of this appeal. More information will be forthcoming.

Meetings and Activities for the Month of February –

- Continue to represent with the Chamber of Commerce
- Negotiations are underway with bargaining units
- Continue to meet with the City of Sequim
- Continue my one-on-one discussions with the Commissioners
- Presented to Senior Leadership at the City of Sequim on the topics of Hazardous Materials responses and Wildfire responses for their CEMP.

Fire Chiefs Report

03/03/2026

- Continue to represent the District with the City of Sequim Emergency Management
- Met with the District's legal team
- Continue weekly meetings with Chiefs of PAFD and C2FR
- Met with Maintenance and Mechanics and Firefighters bargaining units
- Chief Hudson received E-37 in January. The apparatus committee is actively working on putting it into service.
- Met with current employees and retirees affected by DRS audit.
- Restarted Operations meeting in January, staff held another one last week. I did not attend as I was out of the office, but the intent is to hold these monthly going forward.
- Continue to hold Staff and Battalion Chief Meetings.
- Represented the District on the East Clallam County CERT Association Board
- FF/PM Karjalainen, DC Hudson and I attended the Science of Hope presentation as sponsored through the Clallam Resilience Project. The event was offered twice over 2 days, with community leaders from across the peninsula attending.
- Met with City of Sequim staff on staffing of city-operated events. This is ongoing.
- RFP for the Human Resources Manager closed on the 29th. The review committee was formed and is meeting with two companies on March 9, 2026. A recommendation for which company to be selected will be forthcoming at the second BOC meeting in March.

BOC informational update:

Leaving this on to review for the agenda bill. We received word back from Zenovic regarding the Johnston house. In summary, the building is a legally existing single-family residence. The building can maintain that use without any upgrades as far as the building code is concerned. If you change the use to an office or a bunk house, it would need to go through a change of use permit. This would require upgrades to the energy code, including the insulation, windows, doors, and heating system. Depending on the changes, if any, that are being made to the structure, this may require some structural upgrades as well. Generally speaking, though, as long as it does not go to a more hazardous occupancy and you do not alter any of the exterior or load-bearing walls, you would only need to update the energy code. The unfortunate thing about this building in particular is that it is very old and would require extensive work on the energy code side of things to make it into an office.

Community Project Updates –

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:

**new updates*

- * 12 lot subdivision off Solana
- * New application for a drive through coffee in Sequim. Part of a larger development
- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
 - Under new review and extended a year.
- 16-bed inpatient facility – Jamestown property on 7 acres behind Costco
 - Progress is well underway
- 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.

Fire Chiefs Report

03/03/2026

- Bella Vista Estates – Proposed 24-lot, single-family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond
- Heckman Subdivision- 11 Parcels East of 7th Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Road
- 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
Of special note to this subdivision, BC Turner and FCT McKenzie have had great communication with city staff as they monitor termination areas of streets and are quick to get our input for emergency access/egress.
- Cedar Ridge III – 25 lots as the 3rd phase of this development
- Foothills-Bell Creek – Proposed 90 lots between 3rd Ave and 7th Ave.
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added
- Maple Street Apartments – 4 Buildings, each 4 story with a detached laundry facility, equaling 70+ Residential Apartments
- Proposed shopping center/retail stores located at Priest Road, East Washington, and Brackett Road. Still in review
- Expansion to Westerra subdivision off of Galloway Blvd and Cameron Farm Rd between West Fir and West Hendrickson. An additional 20 homesites.
- New proposal for a new building at 505 S. 5th Ave. Sunbelt apartments to have a 2-story, with 36 1-bedroom apartments with additional common space and laundry room.

Staff continue to work by gathering information from the county on their developments in our area.

- Runnion Development – 6 Duplexes & 2 Triplexes. Intersection of Carlsborg Rd. and E. Runnion. The second phase is underway
- Blue Fern Development – 220 homes. Located between W. Runnion and Spath Rd off of 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 on Daisy King Lane near Old School House
- Proposed Development on Hooker Rd. and Brueckner Rd. ~20 Manufactured Homes
- Proposed Development - Carlsborg Manufactured Homes on Atterberry and Hooker. 66 single-family manufactured homes

Confirmed with County Fire Marshal that the clearing of property East of Sequim Bay Lodge, S. of Highway 101 is not a housing development. He states they are 1-5-acre single-family parcels. Confirmed driveway concerns.

Property Updates – Local properties of issue

Nothing new to report

Fire Chiefs Report

03/03/2026

Blotter/Media:

Submitted by BC Turner on 2/09/26

From 1/31 to 2/07 FD3 saw 200 incidents.

FD3 had a busy week with an increased response to individuals with flu-like symptoms. Our number of aid requests for people reporting shortness of breath, nausea/vomiting, and general not feeling well set the pace. Combine those responses with the intermingled "burn complaints", where landowners continue to have fires that are outside of the permitted code, crews managed to squeeze in multiple trainings.

FD3 crews conduct a training evolution nearly every shift. Drills consist of anything from pulling hoses, safe driving techniques, refining EMS skills, or specific building familiarization in a process called "Pre-Incident Planning". Firefighter days are anything but typical.

Visit our website at www.ccf3.org for more fire prevention and safety related information.

Be safe out there!

~Chris

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **3/3/2026**

To: Board of Commissioners

From: Commissioner Bill Miano

Subject: SOP 3120- Media Relations Guidelines and SOP 3120A – Social Media Public Use guidelines

Recommendation: To review the SOPs to ensure they are equal to industry standards and to recommend revisions for consideration.

Background: The District recently received a customer complaint regarding a district member's use of their social media to promote views that may not align with district policy.

Discussion: TBD

Attachments: SOP 3120- Media Relations Guidelines and SOP 3120A – Social Media Public Use guidelines

Alternatives: None

Fiscal Considerations: N/A

Impact to the Community: The District should have clear standards governing when members affiliate themselves with the District. This helps ensure consistent, professional public perception and maintains trust with the community.



Category: Community Relations – Series 3000

Replaces: 3120 (9/17/90), 3120P (8/18/06)

Adopted By: Ben Andrews, Fire Chief

Effective: 6/28/16

Related Documents

Washington State Public Records Act ([Chapter 42.56 RCW](#))

Contents

- 1.0 Scope and Application
- 2.0 Standard Definitions
- 3.0 District Policy
- 4.0 Responsibilities
- 5.0 Standard Guidelines
- 6.0 Attachments

1.0 Scope and Application

- 1.1 The following policies and guidelines apply to all members.
- 1.2 This SOP serves to establish standard guidelines for engaging with the public by way of the media and/or via social media.

2.0 Standard Definitions

District Media – Refers to media communications directly authorized and established by the terms herein as an official medium for District communications.

Images – Photographs, digital photographs and images, video recordings, or electronic files containing a graphic image or series of images, as well as any physical or digital reproduction or copies of digital photographs, digital images, video recordings, or files.

District Images – Images taken by on-duty members regardless of whether the image was captured with a District or a privately owned imaging device.

Imaging Device – Any device capable of producing an image or digital image, including but not limited to a camera, video camera, digital camera, or digital camcorder.

On-Duty – Refers to times in which members are engaged by the District for their services, have access afforded to them because of their membership status, are engaged in official District activities, **or** are representing themselves as a District member.

Member – Includes Fire District Commissioners, all District employees, as well as all individuals associated with the District in a volunteer capacity.

Social Media – Includes, but is not limited to, mediums such as Blogs, Facebook, Twitter, YouTube, Flickr, LinkedIn, etc.

Social Media Administrator – The District’s designated individual(s) responsible for administering the District’s media relations compliance.

3.0 District Policy

- 3.1 Media Relations: The Fire District recognizes that as a public agency, there is both a responsibility as well as an incentive to provide information to the news media and the public at large. Therefore, the District shall maintain a proactive effort to cooperate with the news media in providing appropriate information. The District shall do so in a manner that manages its public image and reputation; protect the confidentiality rights and interests of its members; as well as to preserve legitimate needs to maintain the efficiency of workplace performance.
- 3.2 Public Records Act Compliance: The District's media releases, social media, and images are subject to the State's public records laws. Therefore, content maintained in District social media that is related to District business, including a list of subscribers and posted communication, and images shall be viewed as public records. Content related to District business shall be maintained in an accessible format so it can be re-produced in response to requests. Wherever possible, the District's social media shall clearly state that any information posted or submitted for posting are subject to public disclosure.
- 3.3 Records Retention and Management: State law and the District records retention schedules apply to the District's media releases, social media formats and content, and images. Therefore, in accordance with the relevant records retention schedules, the District shall retain records in a format that preserves the original integrity of the record on an easily accessible server.
- 3.4 Mandatory Compliance: The District's media releases, social media, and images shall not be created or used unless an archival system is established that allows compliance with the State's Public Records Act and the Department of Archives record retention requirements.

4.0 Responsibilities

- 4.1 The District is responsible for responding completely and accurately to any public records request, including the District's social media and images.
- 4.2 The Fire Chief is responsible for establishing standard procedures for releasing information to the news media and the public.
- 4.3 All of the mediums used for distributing District's media must be approved by the Fire Chief or designee prior to implementing their use.
- 4.4 The District shall designate a Social Media Administrator who shall be responsible for administering and managing all District media and shall insure that:
1. The District is prepared to expeditiously and efficiently comply with the requirements of Washington State Public Records Act consistent with Section 3.1
 2. The District is in compliance with the applicable Records Retention Requirements consistent with Section 3.2 and 3.3.
- 4.5 District members shall be responsible for complying with the District's media relations guidelines. This includes off-duty members who respond to incidents, are in uniform, or who are otherwise identifiable as a District member in an on-duty status.

4.6 The public shall be responsible for complying with the Public Use Guidelines.

5.0 General Guidelines

- 5.1 The following guidelines are not intended to interfere with or prohibit a member's right to engage in free speech, union activities, or other free speech activities protected by state and federal law.
- 5.2 The District has an overriding interest and responsibility for deciding what is "spoken" on behalf of the District to the media, on social media sites, and through the use of digital images owned by the District.
- 5.3 All requests from the news media will be handled in the following manner:
1. Media comments shall be limited to the facts of the incident without offering speculation or unsupported assumptions.
 2. Inquiries requesting information on policy and/or official positions of the District shall be referred to the Duty Chief. When in doubt, consult with the Duty Chief.
 3. On any emergency scene, all inquiries from the news media shall be directed to the Incident Commander or their designee.
 4. Upon return to the station from any significant incident, such as: incidents involving unusual circumstances, a firefighter injury, a large loss fire, an incident that reinforces fire & life safety messages, or other high profile incident, the Incident Commander or their designee shall complete a news media information release form. The news media information release form shall be posted in the District office at the headquarters station for reference.
 5. Post incident media contacts shall be referred to the officer in charge of the incident. If that person is not available at the station, the media shall be referred to the on-duty Shift Captain or the Duty Chief. The information contained on the news media contact sheet is the only authorized information to be released.
 6. Should the news media contact the District on any significant emergency incident, event or policy positions that may involve potential liability to the District, the Duty Chief shall notify the Fire Chief and the Board of Commissioners Chairperson.
- 5.4 **Social Media** – To address the fast-changing landscape of digital media and social communications, the Internet and the way members and the public communicate and obtain information online, the District may consider using social media tools to communicate and reach a broader audience. The District encourages the use of social media to further the goals of the District and its mission where appropriate.
- 5.5 The District endorses the secure use of social media to enhance communication and information exchange, provided it is used in accordance with the District's specific limitations and guideline restrictions.
- 5.6 These guidelines are not exclusive to any one particular forum of social media, rather they apply to all forums of social media. Because emerging technology often outpaces the ability to govern its use, the District retains the right to modify these guidelines as unforeseen situations arise.

- 5.7 Managing the use of social media and maintaining control of digital images encompasses the following:
1. The use of social media by District members;
 2. The District use, management, administration, and oversight of social media;
 3. The public use guidelines and restrictions associated with District media;
 4. The guidelines and restrictions for personal use of social media by members when a member's affiliation with the District is identified, known, or presumed;
 5. The creation and control of digital images taken by District members to protect the privacy rights of members, patients, and the public; to manage and comply with record retention and public record act requirements; and to maintain, preserve and enhance the professional image of the District.
- 5.8 The following guidelines apply to all of the District's social media:
1. Each of the District's social media mediums shall contain the following in order to clearly indicate that it is maintained by the Fire District. *Reference: [Appendix 3120A, Social Media Public Use Guidelines](#).*
 - a. Identification: The District's logo and contact information prominently displayed.
 - b. Purpose: An introductory statement that clearly specifies the purpose and scope of the media.
 - c. Website: A link to the District's official website for further information.
 - d. Public Use Guidelines: A prominent statement of or link to the Public Use Guidelines. *Reference: [Appendix 3120A, Social Media Public Use Guidelines](#).*
 2. Social Media Administration: The District's designated Social Media Administrator shall ensure that the District's social media use complies with the following:
 - a. The District shall be able to immediately edit or remove content from social media sites.
 - b. The District shall be in compliance with the terms of service of the social media forum hosting the District's social media.
 - c. District social media content is managed consistent with the public use guidelines with such guidelines being liberally construed in favor of the public.
 - d. Objectionable social media content that is not in violation of the public use guidelines may only be removed after consultation with the Fire Chief and/or the District's legal counsel.
- 5.9 **Official Social Media Use by Members** – All members representing the Fire District via social media or using the District social media mediums shall adhere to the Public Use Guidelines and to the following:
1. All use of the District's social media must be pre-approved by the Social Media Administrator or their designee.
 2. District members must have pre-approval by the Social Media Administrator or their designee before representing the positions of the District on social media.

3. The use of District computers by members to access social media is subject to the use provisions as they are detailed in the District's applicable resource use policies.
 4. Members have no expectation to or right of privacy when using District electronic resources or District social media.
 5. Members shall conduct themselves at all times as representatives of the District, and accordingly shall be respectful of others, professional in tone and adhere to these guidelines (including the Public Use Guidelines) and all personnel policies, rules, regulations, and general orders or policies of the District, and local, state and federal law.
 6. Do not post images or other representations of other members without prior permission of the Social Media Administrator or their designee as well as the individual(s) being depicted.
 7. Identify yourself as a member of the District.
 8. Members shall not post, transmit or otherwise disseminate confidential information including images related to District training, activities, or work-related assignments without advance written permission from the Social Media Administrator or their designee.
 9. In no event shall the District's name, logos, uniforms, equipment or identifying information be used in a manner that gives the appearance of promoting a product, cause, political party, ballot measure or political candidate.
 10. Do not conduct political activities or private business.
 11. Use of personally owned devices to manage the District social media activities or in the course of official duties is prohibited without permission from the Social Media Administrator or their designee.
 12. Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
 13. Recognize that social media use is not private. Your use of social media builds a record about the individual and the District. When using social media consider the impact that the use will have on you, the District, your co-workers, family members, and the community.
 14. Adhere to the terms of service any social media platform used.
 15. Commissioners shall not communicate with each other regarding District business via social media or District social media.
- 5.10 **Personal Social Media Use by Members** – These guidelines equally apply to a member's personal use of social media when the member's affiliation with the District is identified, known, or presumed and is intended to protect the professional reputation of the District. When using social media for personal use, all members shall adhere to the following:
1. Members must use personal email accounts for personal social media activities, not District email accounts.
 2. Members should not use personal social media to disseminate District information, District images or conduct District business. Members must

understand that using personal social media to conduct District business may convert personal social media into public social media subject to the Public Records Act and other laws governing the conduct of municipal governments.

3. When members identify themselves as being associated with the District while using social media for personal purposes, the member must comply with the use restrictions in Section 5.9 and the following requirements:
 - a. If your comments relate in any way to the activities of the District you must clarify that the comments are your own views and opinions and not those of the District with language substantially similar to the following: “The views expressed on this [blog, page, etc.] are my own and do not reflect the views of my employer.”
 4. Members are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performances of their duties or negatively impact the District’s legitimate interest in the efficient performance of the workplace.
 5. Members may use social media and images as necessary to engage in union activities and whistleblower type activities as protected by state and federal law.
 6. Members shall not post, transmit, or otherwise disseminate any information or District images or video to which they have access as a result of their Fire District affiliation without advance written permission from the Fire Chief or designee.
 7. Members shall not display District logos, uniforms, or similar identifying items on personal social media sites and web pages without advance written permission from the Fire Chief or their designee. In the event a member does receive such permission, the use of such information must comply with Section 5.10(3)(a).
 8. When using social media, members should be mindful that privacy does not exist in the world of social media.
 9. Members may not directly or indirectly identify or disclose an association with the District through social media if the social media activities are inconsistent with, or would negatively impact the District’s legitimate interest in the efficient performance of the workplace or the District’s reputation or standing in the community.
 10. Commissioners shall not communicate with each other regarding District business via social media.
- 5.11 **Creation and Use of Images** – Members are prohibited from using District images in any manner when such uses are inconsistent with, or would negatively impact the District’s legitimate interest in efficient workplace performance or the District’s reputation or standing in the community.
1. On Duty members are prohibited from using a non-District owned imaging device while responding to, operating at, or returning from any District incident or response without advance written permission from the Fire Chief or designee. Members who inadvertently capture an image in violation of this provision shall report the fact immediately, through the chain-of-command, to the member’s immediate supervisor. Members shall not be disciplined for inadvertent violations that are duly and immediately reported.

2. On-duty members shall be permitted to capture images for incident documentation, evidentiary, training, investigation, and/or public relations purposes only when taken by or with the approval of the Incident Commander in charge of the scene, using approved department imaging devices, or as approved by the Fire Chief.
 3. All District images containing individually identifiable patient information shall be considered as protected health information under the Washington State Health Care Information Act and HIPAA.
 4. The use of unauthorized helmet cams, dash cams or other imaging device is strictly prohibited, and shall be considered a serious disciplinary breach for the members involved and any officer who permits such use.
 5. The use of District owned imaging devices for personal purposes is strictly prohibited.
- 5.12 **Control and Preservation of Digital Images** – No District images may be used, printed, copied, scanned, e-mailed, texted, forwarded, posted, uploaded, shared, reproduced or distributed in any manner except as provided herein. This prohibition specifically includes the posting of any images on personal websites or personal social media.
1. All digital District images shall be downloaded from the imaging device as soon as possible after the image is created into a District digital image secured storage location as established by the District’s Records Officer. After digital images are properly downloaded they shall be securely erased from the digital imaging device’s memory.
 2. Non-digital District images, including negatives, prints, slides, etc. shall be transferred to the District’s Records Officer upon development of the image. If non-digital District images are not developed, the undeveloped film shall be transferred to the District Records Officer.
- 5.13 **Disciplinary Action** – Violation of the District’s guidelines for the appropriate use of social media may be subject to appropriate disciplinary action in accordance with the District’s disciplinary policy 2604 and the applicable guidelines.

6.0 Attachments

Appendix: [3120A, Social Media Public Use Guidelines](#)

Form: N/A



Category: Community Relations – Series 3000

Adopted By: Ben Andrews, Fire Chief

Replaces: N/A

Effective: 6/28/16

Related Documents:

[SOP 3120, Media Relations Guidelines](#), Clallam County Fire District 3

District Policy:

Each of the District's social media mediums shall contain the following in order to clearly indicate that it is maintained by the Fire District and to convey applicable public disclosure.

1. **Identification:** The District's logo and contact information prominently displayed.
2. **Purpose Statement:** An introductory statement that clearly specifies the purpose and scope of the media.
3. **Website:** A link to the District's official website for further information.
4. **Public Use Guidelines:** The following Public Use Guidelines shall be included as a prominent statement or shall be accessible via link.

Purpose Statement:

Clallam County Fire Protection District 3 (www.clallamfire3.org) is a special purpose district of the State of Washington that protects life and property and provides fire protection and emergency medical services to its citizens. This site is intended to serve as a mechanism for communication between the public and the District on the listed topics related to the District's purpose of providing fire protection services, emergency medical services and protecting life and property. The opinions expressed by visitors to this site do not reflect the opinions of the District. Any comments submitted to this site and any user lists or links are public records subject to disclosure pursuant to RCW 42.56. Users recognize that there is no expectation of privacy in the use of the District's Social Media and users are cautioned to never disclose private or confidential information on this site.

Communications made on this site do not constitute official notice to the District or any District members. Public Record requests may not be made on this site and must be submitted directly to the District's Public Records Officer consistent with the District's Public Records Policy.

Public Use Guidelines:

1. Any individual accessing, using, posting or commenting on this site accepts without limitation or qualification, the District's social media policy including but not limited to these public use guidelines. The District retains the right to modify its policies without notice and any such modification shall be effective immediately. Users of the Fire District's social media further recognize that such use is governed by the terms of service and privacy policies of the underlying social media service provider.
2. Any individual accessing, using, posting or commenting on this site recognizes that Social Media use is not private and that the Fire District is subject to the Washington State Public Records Act (chapter 42.56 RCW).

3. The Fire District's social media constitutes a limited public forum. The Fire District monitors this site on a regular basis and reserves the right to restrict or remove any content that is deemed in violation of the Fire District's social media policy, these Public Use Guidelines or any applicable law. Public posts, comments or links that contain any of the following forms of content shall not be allowed:
 - a. Comments not topically related to the particular article/topic being commented upon.
 - b. Uses for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of Fire District social media is specifically prohibited by this Policy and RCW 42.17A.555, subject to the exceptions stated therein.
 - c. Profane language or content.
 - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - e. Sexual content or links to sexual content.
 - f. Solicitations of commerce.
 - g. Conduct or encouragement of illegal activity.
 - h. Information that may tend to compromise the safety or security of the public or public systems.
 - i. Content that violates a legal ownership interest of any other party.
 - j. Content that violates the privacy policies or terms of use of the specific social media platform being used.
4. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

Links Policy:

1. The Fire District may select links to other social media pages and outside websites that offer helpful resources for users. Once an individual links to another page or site, the Fire District's policies no longer apply and users become subject to the policies of that page or site. The Fire District's social media is intended specifically to share information about District programs, events and services. The Fire District is not responsible for the content that appears on outside links and provides links as a convenience only. Users should be aware that external pages and sites, and the information found on those pages and sites, are not controlled, provided or endorsed by the Fire District. The Fire District reserves the right to delete links posted by outside individuals that violate the Fire District's Public Use Guidelines at any time without notice.
2. The Fire District specifically does not provide links to other pages or sites that are:
 - a. Associated with, sponsored by or serving a candidate for elected office.
 - b. Supporting, endorsing or seeking to defeat any candidate for elective office, or any ballot proposal.
 - c. Purely commercial pages with no affiliation to District projects, programs or objectives.
 - d. Individual personal homepages.

- e. Individual religious pages.
- f. Contain information violates the Public Use Guidelines

Copyright Policy:

1. All information and materials generated by the Fire District and provided on Fire District social media pages are the property of the Fire District. The Fire District retains copyright on all text, graphic images and other content that was produced by the District and found on the page. You may print copies of information and material for your own non-commercial use, provided that you retain the copyright symbol or other such proprietary notice intact on any copyrighted materials. Please include a credit line reading: "credit: Clallam County Fire Protection District 3 Facebook (or Twitter or Myspace, etc.) Page" or "Courtesy of Clallam County Fire Protection District 3."
2. Commercial use of text, Fire District logos, photos and other graphics is prohibited without the express written permission of the Fire District. Use of the Fire District logo is prohibited for any nongovernmental purpose. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder, and you feel that the Fire District did not use an appropriate credit line, please notify the Fire District Social Media Administrator with detailed information about the circumstances so that the copyright information can be added or the material in question can be removed.

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CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **3/3/2026**

To: Board of Commissioners

From: Commissioner Mike Mingee

Subject: Revenue Advisory Committee (RAC) Letter of Support

Recommendation: The Board agrees to support this letter and authorize Commissioners Mingee to sign on its behalf.

Background: Commissioner Mingee has been selected to represent the District at the Revenue Advisor Board. This Board oversees the revenue derived from Timber Tax and the District is being asked to sign and send this letter, titled the "Five Corner Letter", to our State Representatives. Commissioner Mingee believes the Board should take this action to continue receipt of our timber revenue held in trust.

Discussion: TBD

Attachments: RAC Letter of Support

Alternatives: None

Fiscal Considerations: N/A

Impact to the Community: The District should be active in the RAC to ensure that Timber Tax Revenue is overseen responsibly to ensure that the District continues to receive revenue from this revenue source.

Clallam County Revenue Advisory Committee

Clallam County, Washington

Date: _____

Governor

Speaker of the House

President of the Senate

House Minority Leader

Senate Minority Leader

Subject: It's Time for the Legislature to Exert Its Role as Trustee of County Forest Board Transfer Lands

The Clallam County Board of Commissioners formed the Revenue Advisory Committee (RAC) on February 20, 2024 under Resolution 15, 2024. The purpose of the RAC is to,

“...confer with the County on issues related to state timber management, fiduciary responsibilities, trends, public engagement with State and Federal forest management agencies, issues impacting timber management and revenues which benefit the community, and such other related matters as the Board of County Commissioners directs.”

The RAC is comprised of elected officials from each county taxing district, the DNR and representatives of taxing districts within Clallam County. Due to the fiscal and economic challenges created due to the failure of the Department of Natural Resources (DNR) to offer the requisite volume of timber for sale, the RAC feels compelled to urge the Legislature, as the trustee of these trust lands, to intervene.

1. Background:

In 1935, in response to Counties taking ownership of thousands of acres of timberlands due to failure to pay property taxes, the Legislature enacted legislation (Section 3-b, Chapter 126, Session Laws of 1935) authorizing the state to demand such lands be transferred to the state to be managed in trust for the beneficiary counties and their junior taxing districts. The state felt it was better equipped to reforest and manage the land for the benefit of the counties and their junior taxing districts. Although this letter will focus on the 94,500 acres of Clallam County forest land transferred to the state, it's important to note that there are about 600,000 total acres of similarly positioned forest lands in twenty-one counties across the state.

Beginning in 1936, Clallam County deeded 94,500 acres of timberland to be managed in trust by the State of Washington. The authorizing legislation, and the deeds, created an irrevocable trust between Clallam County and the State of Washington. The deeds are very clear on this point,

*“The commissioners of Clallam County herewith deed, free from encumbrances to the State Forest Board, in accordance with the provisions of section 3-b chapter 126, Session Laws of 1935 the following described lands acquired by Clallam County through foreclosure of tax liens. **Such lands shall be held in trust** and administered and protected under the provisions of Chapter 154, Session Laws of 1923. ... Any monies derived from the lease of such lands or from the sale of forest products ... shall be distributed as follows...”*

The terms of the trust, which remain in place today, provide for reforestation, management of timber resources and the distribution of revenue to the County.

2. **The state legislature is the trustee, and the Washington Department of Natural Resources (DNR) is the trust administrator.**

Under the law, the Legislature serves as trustee, and the Department of Natural Resources (DNR) acts as trust administrator of the county transfer lands. The Legislature authorized the formation of the Board of Natural Resources (BNR), made up of trust beneficiaries, to provide policy oversight and guidance to the trust administrator (DNR).

3. **As the trustee, the Legislature has a Common Law Fiduciary Duty to Ensure County Transfer Lands are managed for the Benefit of Clallam County and its Junior Taxing Districts**

As trustee, the Legislature must abide by common law principles, which have been re-affirmed in two unanimous Washington State Supreme Court Decisions (*Skamania vs Washington State (1984)* and *Conservation Northwest vs. Franz (2022)*):

- Act with undivided loyalty to the trust beneficiaries.
- Act with prudence in sustainably managing the counties’ trust lands to generate revenues.
- Act with a duty of loyalty to the beneficiaries, within the boundaries of the Habitat Conservation Plan, Forest Practices Act and Sustainable Harvest Plan, by managing lands solely for the county’s benefit, excluding competing state or public interests no matter how laudable.
- Act with a duty of transparency.

While the Legislature can change management rules, it cannot negate the essential purpose of the trust to sustainably manage county forest lands to generate revenue for counties.

4. **Recent actions by your trust administrator and the Board of Natural Resources compel the Legislature to exert its authority as trustee to ensure adherence to common law trust principles.**

Over the past year, the DNR withheld eight timber sales with an appraised value of \$7.9 million, with a likely sale value of up to \$12 million. The revenue from these sales would have been distributed to manage trust lands and to Clallam County and its junior taxing districts (schools, fire districts, hospital districts). All these sales complied with DNR's federally approved Habitat Conservation Plan, with the Forest Practices Act and with DNR policies for protection of old growth timber and riparian areas. The decision to withhold these sales was an administrative decision by the DNR.

Moreover, state law requires that "arrearage" volume (volume not offered for sale per the decadal sustainable harvest plan) be offered in subsequent periods. Clallam County has tens of millions of board feet of arrearage volume that has not been offered for sale.

The administrative decision to withhold timber sales from the market, coupled with the failure to offer arrearage volume for sale has deprived Clallam County, and its junior taxing districts of tens of millions of dollars. The only recourse will be to cut services to Clallam County residents or ask those residents to pay higher taxes to offset the loss of trust land revenues.

As trustee, the Legislature is responsible for ensuring the trust is managed in accordance with the deed and common law trust obligations that require it to act prudently and with undivided loyalty to the trust beneficiaries, to the exclusion of all other interests no matter how laudable. Failure to supervise the trust administrator is tacit approval of DNR actions.

5. **The Legislature must exercise its discretion, and obligation, as trustee to ensure that the trust administrator is managing these lands with undivided loyalty to the beneficiaries.**

The RAC urges the Legislature to consider the following actions:

- Become educated about their common law obligations to the trust beneficiaries of these lands.
- Seek historical data from the DNR on revenue generated for Clallam County trust beneficiaries for the past two decade.
- Seek a projection from DNR on future revenue to Clallam County trust beneficiaries, and an analysis of the factors that will influence the amount of revenue including phasing in arrearage volume.
- Carefully monitor the actions of those appointed to represent trust beneficiaries at DNR and on the Board of Natural Resources to ensure that appointees are abiding by their fiduciary obligations.

Clallam County residents depend on the long-term integrity of this trust to support essential services, economic stability, and sustainable forest management. We urge you, the trustees, to review of the administration of these trust lands and make sure the management is consistent with your trustee responsibilities.

Thank you for your consideration.

Respectfully,

Clallam County Revenue Advisory Committee

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