



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

November 4, 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, and Bill Miano, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Elliott Jones, citizen Duane Chamlee, and online were: Commissioner Michael Mingee, Chief Justin Grider, Administrative Assistant Caity Karapostoles, ST 37, Swanburgler, Captain Jack Hueter, FF/PM Mark Karjalainen, FF/EMT Jared Romberg, and Maintenance Supervisor Tharin Huisman.

Changes to the Agenda – Commissioner Nicholas asked to move Agenda Bill 3 to after the Executive Session.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular and Special Meeting Minutes, October 21, 2025.
- 2.) Volunteer Pay - \$30,075.00
- 3.) Claims
Accounts Payable Claim check numbers 113181 through 113226 dated November 4, 2025, totaling \$415,233.23 for a disbursement grand total equaling \$415,233.23.

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

Fire Chief's Report – **Chief Grider reported:**

- Staff continue to work on Board Priorities; Deputy Chief Hudson will report at a future meeting on Service Delivery.
- No new updates on Grants currently.
- Took receipt of the second of three new Fire Engines!
- Met with Joey and Chief Jones on Olympic Ambulance contract. Will reconvene. Both sides are discussing billing and reporting.
- Continue my one-on-one discussions with the Commissioners.
- Met with District's Legal Counsel.
- Met for Labor Management.
- Attended and thanked the East Clallam County CERT operations group for their work at the Public Safety Fair.
- Had further meetings with PenCom regarding user fees.
- Staff worked on 2026 budget; Chief Grider thanked everyone for their hard work!
- Met with Maintenance and Mechanics bargaining units.

- Gave an overview of information gathered regarding the Johnston Property. The building would require significant upgrades to the Energy code and potentially structural upgrades should this be used for an administrative building. Chief Grider will bring back options for Board consideration for the first meeting in December.
- A new 16-bed inpatient facility is progressing well, this is located behind the Costco.
- A new shopping center/retail area located at Priest Road is in review.
- The Day Unit is operating, Tuesday-Friday, 0900-1900.

Agenda Bill 1: IT Technician Employment Contract – Deputy Chief Hudson reported that staff are advancing this contract for consideration. The only change is that this position will no longer be PERS-eligible, as the employee is not interested in working the number of hours required to meet eligibility. The contract now limits the position to fewer than seventy hours per month to remain below the PERS threshold. DC Hudson reported that the effective date will be 11/1/2025, not 10/1/2025 as handed out in the draft BOC packet. Commissioner Mingee moved, and Commissioner Miano seconded to approve the contract as presented. **MOTION CARRIED.**

Agenda Bill 2: 2025-04 MOU with FF CBA – Deputy Chief Hudson reported that staff are advancing this MOU for consideration. The current language in the contract is unclear and has caused confusion when filling overtime positions; staff believe that the new flow chart language will clear up the confusion. Commissioner Miano moved, and Commissioner Mingee seconded to approve 2025-04 MOU updating Appendix B flow chart. **MOTION CARRIED.**

Agenda Bill 4: SOP 6010 – Budget Preparation and Adoption – Finance Manager (FM) Misty Shaw reported that she was bringing forward the SOP for discussion at the Board’s request. FM Shaw noted that she had reviewed BARS, GASB, and GFOA best practices and believes the District’s current SOP remains sufficient as written. She provided an overview of the District’s Fund Balance and Reserve review in relation to GFOA standards. The Board engaged in a lengthy discussion regarding the requirement that reserves be “equal to twice the amount of the District’s annual debt service,” as stated in the current SOP. The Board provided recommendations for updates, and FM Shaw will draft revisions to present at the next regular BOC meeting. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- FM Shaw reported –
 - That D.A. Davidson will present at the first regular BOC meeting in December.
- Commissioner Mingee -
 - Reported that he attended the annual WFCMA conference and toured some Sprinter van model ambulances; he recommends that staff look at these as options when considering purchases in the future.
- Commissioner Miano -
 - Reported that he too attended the WFCMA conference and was able to attend their presentation on Funding Capital Projects.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 1:48 p.m., expected to last for sixty-two (62) 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, and Deputy Chief Tony Hudson. At 2:25 p.m., Commissioner Nicholas excused Deputy Chief Tony Hudson. At 2:50 p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

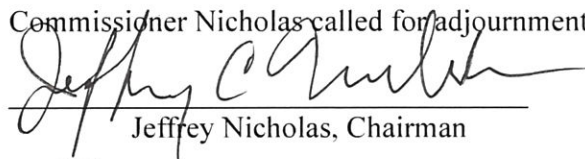
Agenda Bill 3: HR Manager Recruitment – The Board directed Chief Grider to start recruitment for the HR Manager position budgeted for in the 2026 Budget. **NO ACTION REQUESTED. INFORMATION ONLY.**

NEXT MEETINGS –

11/18/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 2:51 p.m.




Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman



Bill Miano, Commissioner


Attest:

Lori Coleman, District Secretary