# *Clallam County Fire District 3*

***Motto: Serve, Respect, Prevent and Protect***

**BOARD OF COMMISSIONERS – MEETING MINUTES**

**August 4th, 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, Battalion Chief Elliott Jones, Captain Jeff Albers, Volunteer Coordinator Chris Lovering, Community Paramedic Mark Karjalainen, Firefighter/EMTs Jon Donahue and Jordon Cook, Firefighter/Paramedic Erik Payne, Maintenance Supervisor Tharin Huisman and Volunteer Lieutenants John McKenzie and Tom Bock. Online were: Susan Atkinson, Admin. Asst. Caity Karapostoles, Firefighter/EMT Libby Swanberg, Firefighter/Paramedic Chris Corbin, Facilities Technician John Brygider, Reporter Matt Nash, Samsung SM-S93iU, and Volunteers Anaka Hughes, Brandan Tucker and Sean Saffold.

**Changes to the Agenda - None**

**PUBLIC COMMENT – None**

**CONSENT AGENDA**

1.) Regular Meeting Minutes, July 21st, 2026.
2.) Claims
Accounts Payable Claim check numbers 113909 through 113935 dated August 4, 2026, totaling $162,472.43, Payroll EFTs and IRS Deposit for Monthly Draw dated July 24, 2026, totaling $22,209.37 for a disbursement grand total equaling $184,681.80.

Commissioner Miano requested a correction to Agenda Bill 1 from the July 7 meeting minutes, changing the word "issue" to "prepare." The sentence previously read, "Commissioner Mingee, with the Board's concurrence, directed Chief Grider to issue a Request for Qualifications to explore…"

With that correction, Commissioner Nicholas moved, and Commissioner Mingee seconded, to approve the Consent Agenda with the amended minutes from the July 7 meeting. **MOTION CARRIED**.

**Next Meetings –** August 4th, 2026 – Regular Board Meeting
Chief Grider will bring an updated apparatus replacement plan and Service Delivery/Strategic Plan forward at a future meeting.

**GOOD OF THE ORDER –**

**Commissioner Nicholas reported –**

- The Unity Effort event will be held this weekend. Chief Grider reported that he and the Community Risk Reduction volunteers will attend.

**Commissioner Mingee reported –**

- This year is the 25th Anniversary of 911. Chief Grider reported that he is meeting with the city to outline the event that will be held for this.

- Reported that if the district is interested, ProQA, a software service for dispatch, would be happy to present on their product.

**Fire Chief Report** – Chief Grider reported –

- Chief Grider and several other local fire chiefs met with JeffCom this morning to discuss the feasibility of JeffCom providing dispatch services for the District and other interested agencies. JeffCom was not opposed to the concept; however, its Board would need to approve the proposal, and numerous operational details would need to be addressed before it could be implemented.
- He met with Jacob Grant from Olympic Ambulance; he is replacing Joey Rodrigues's position. He is open to keeping the contract operating and is willing to modify the contract as needed.
- The District has received a $ 25k grant to support the Firewise program: Battalion Chief Turner is overseeing the spending for this grant.
- Staff and Commissioner Mingee continue to meet with Aetta Architects regarding the new ST 33 building project. Commissioner Mingee gave a quick overview of progress, reporting that a new drawing is expected this week; this will be for a 9,000sf building.
- There is a badge pinning ceremony for four members coming off probation on August 14th, 2026.
- Two career members resigned in July; the district wished them well on their next adventures. They will be greatly missed.
- Staff plan to present an updated strategic plan during a board meeting in September.
- He is working on a fee schedule and an SOP to align with that; more information will be forthcoming on this.
- There has not been an update as to when the new cell tower that the Jamestown Tribe is installing in Carlsborg will be complete.
- Chief Grider briefly talked about community development projects in the District; he noted that the District is still not receiving any information from the County on their projects.

**Agenda Bill 1: Volunteer Program Value Review** – Volunteer Coordinator Chris Lovering reported on the Volunteer Program. There are currently 51 volunteers on the roster. In 2025, volunteers responded to 1,464 unique calls, with an average of 1.7 volunteers responding to each call. Their responses included 43 structure fires, 42 vegetation fires, and 84 general alarms. Volunteers are also actively engaged in Community Risk Reduction events, contributing more than 1,150 hours of service in 2025. VC Lovering noted that, given the current workload of career responders, it is unreasonable to expect them to have dedicated time for these events. In addition, volunteers support the Community Emergency Response Team, community CPR classes, fire extinguisher training, and smoke alarm and battery installation efforts. The volunteer cadre includes several retired and former fire agency members who bring significant knowledge, leadership, and mentorship to both the Volunteer Program and the training of new hires. VC Lovering reported that volunteers play a vital role in the District's current response model and an increasingly important role in community engagement. **INFORMATION ONLY. NO ACTION TAKEN.**

**Agenda Bill 2: Enduris Insurance Renewal -** Finance Manager Misty Shaw presented the District's annual renewal of its General Liability and Property Damage Insurance through Enduris. This plan will be effective September of 2026 through August of 2027. FM Shaw attached a current inventory of apparatus and facilities that are covered by this plan. The commissioners requested a review of current apparatus before the next renewal. **INFORMATION ONLY. NO ACTION TAKEN.**

**Agenda Bill 3: Continued Discussion on Future Construction of a New Station 33 and Related Financing –** Commissioner Mingee reported that staff continues to meet with architects regarding the new station and anticipates receiving updated designs this week. The Board held an extended discussion regarding financing and determined that several factors must be addressed before financing decisions are made. Finance Manager Shaw will contact D.A. Davidson to begin discussions regarding available financing options. Representatives from D.A. Davidson will likely attend a future Board meeting to assist with decisions related to financing. FM Shaw also reported that, if project funds are expended in 2026, a budget amendment may be necessary. Commissioner Mingee estimated the project cost at approximately $6.2 million. The anticipated timeline is to solicit bids in January 2027, break ground in April 2027, and complete construction within approximately nine months. **INFORMATION ONLY. NO ACTION TAKEN.**

**Agenda Bill 4: EMS Update –** Battalion Chief Elliott Jones presented an overview of the Response Profile Redesign initiative. The Commissioners recently tasked the Fire Chief to create a committee, and BC Jones was selected to lead the formation of a committee and to evaluate enhancements to call response. BC Jones is in the process of forming the committee and outlined its intended purpose and approach to reviewing the current response model. BC Jones asked the Board to provide input on the problem statement and how the identified concern should be validated. He reviewed the proposed process for the committee, including identifying the problem; defining the scope and objectives; gathering and analyzing data; developing alternatives; selecting and implementing a solution; and evaluating results and making adjustments as necessary. BC Jones presented the following draft problem statement: "CCFD3's current EMS response profile may not be optimally aligned with EMS call acuity, transport workload, and available response capacity." The Board concurred with the proposed problem statement and directed BC Jones to begin committee meetings and keep the Board informed of its progress. The Board expressed concerns regarding over-response, self-dispatching, and turnout times. The Board also talked in-depth about dispatch concerns and discussed a program that JeffCom is using called APCO. BC Jones committed to providing an update at the second Board meeting in September. **INFORMATION ONLY. NO ACTION TAKEN.**

**Commissioner Miano called for a 5-minute break at 3:13. Commissioner Miano extended the break for an additional 2-minutes, returning to regular session at 3:20.**

## EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 4:25 p.m., expected to last for thirty-five minutes (35) 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, and Fire Chief Justin Grider. 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 5:02 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest: Lori Coleman

Lori Coleman, District Secretary