Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

July 7, 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 Chris Turner, Maintenance Supervisor Tharin Huisman, Captain Kjel Skov and Kolby Konopaski, Firefighter/Paramedic Hayden Pyle, Firefighter/EMT Jaisal White, Community Paramedic Mark Karjalainen, and citizen Duane Chamlee. Online were: Captains Bryan Swanberg and Marc Lawson, Administrative Assistant Caity Karapostoles, St 34, Firefighter/Paramedic Elizabeth Hagaman, Jeremy Church, S, Volunteer Coordinator Chris Lovering and Volunteer Beau Sylte.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, June 16, 2026.
2.) Claims
Accounts Payable Claim check numbers 113835 through 113867 dated July 7, 2026, totaling $59,704.70, for a disbursement grand total equaling $49,704.70.

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

Next Meeting – July 21, 2026 – Regular Board Meeting – Commissioner Mingee requested calculations for K-days and FSLA overtime from Finance Manager Misty Shaw. He also asked Chief Grider whether a committee had been formed to address call-reduction strategies, noting that he has been seeking information on this for the past three years and would like to see proposed options brought forward to the Board. Chief Grider reported that Battalion Chief Elliott Jones is the lead on this effort and Battalion Chief Chris Turner is working on the Service Delivery Study; both initiatives are expected to be forthcoming soon. Chief Grider also reported that he will be bringing a performance report to the Board regarding the recently implemented contract for services with Olympic Ambulance.

GOOD OF THE ORDER –

Executive Assistant Lori Coleman reported –

- That she will be on vacation during the next meeting and Administrative Assistant Caity Karapostoles will be filling in for her.

Commissioner Miano reported –

- Commissioner Miano expressed a desire to attend the Washington Fire Commissioners Association conference in October and inquired who would be attending. All three commissioners plan to attend and concur with the attendance.

Fire Chief's Report – Chief Grider reported -

- He and Deputy Chief Hudson continue to meet with PenCom; as of the last meeting it appears there will not be a price reduction for fees in 2027. Contract negotiations are still underway.
- The Olympic Ambulance contract went into effect on April 1, 2026. The deliverables are being tracked, and he intends to bring an update to the Board on this soon.
- Staff continue with the installation of Locution; timelines are fluid at this point.
- The District received a grant for $25,000 for the FireWise program; Battalion Chief Chris Turner has been overseeing this grant. A trailer was procured and tools have been ordered. The Sunland HOA's are being used to kick off this program. More information will likely be forthcoming regarding this program.
- The captain's promotion assessment center was completed, and Chris Darling was selected for the promotion.
- Westsound Workforce received nineteen submissions for the Human Resource Manager position, and interviews will be conducted in July.
- Two career personnel are on extended leave. Two members graduated from the Kitsap Fire Academy; these two members will complete a two-week in-house fire and EMS academy before being placed on shift.
- Staff submitted applications for the SAFER and AFG grants; Chief Grider thanked Captain Anderson, Firefighter Ryan Hueter and Jordon Cook for their assistance on these grant submissions.
- Work continues on the service delivery study and strategic plan; more information will be forthcoming to the Board in September on these two topics.
- Dialog is open, and work continues on creating a fee schedule.
- Staff continue to meet with Aetta Architects for the new Station 33 building project.
- Continue to meet with the City Manager.
- Attended many meetings in June, of note were negotiations, recruiting a contractor, grant submissions, and the Fire Defense Council.
- Held interviews for the captain's promotion to fill the vacancy.
- Attended the Kitsap Fire Recruit Academy.
- Gave a brief overview of the community project lists.
- Chief Grider asked the Board and attendees to step outside to view a firetruck built by Dale Herd, a Community Risk Reduction volunteer. The truck will be used at community events; the Board expressed great pleasure with it and thanked Dale Herd for his work.

Agenda Bill 1: PenCom Letter – Commissioner Mingee reported that staff sent a letter to PenCom on behalf of the Board to address issues and concerns regarding PenCom services. The Board acknowledged receipt of PenCom's response and directed that discussions on these letters be initiated. The Board asked whether a system similar to ProQA could be implemented to guide 911 dispatchers through scripted questions, chief complaints, and life-saving instructions to help reduce dispatch errors. It was noted that the district is a user of PenCom's services and that the district's authority is limited to providing input and modifying run cards.

There was extensive discussion about resource allocation and call screening. The Board reviewed Mason County's program, encouraged staff to conduct further research, and suggested a potential site visit to observe the program in practice. The commissioner invited audience participation on this matter. Commissioner Mingee, with the Board's concurrence, directed Chief Grider to prepare a Request for Qualifications to explore whether another dispatch center could assume the district's services. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 2: 2025 Annual Report - Executive Assistant Lori Coleman reported that she completed the 2025 Annual Report for Board approval. She noted that she collaborated closely with department leads, compiling the information. The Board expressed gratitude for the report's level of detail and said they were very pleased with it. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve 2025 Annual Report. **MOTION CARRIED.**

Commissioner Miano called for a 7-minute break at 2:53.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:00 p.m., expected to last for sixty minutes (60) minutes, returning at 4:00 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, and Deputy Chief Tony. Commissioner Miano called the meeting back into Regular Session at 4:00 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 4:00 p.m.

Bill Miano, Chairman	Michael Mingee, Vice Chairman
Jeffrey Nicholas, Commissioner	Attest: Lori Coleman, District Secretary