



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

October 7, 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, Michael Mingee, and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Elliott Jones, and Citizen Duane Chamlee. and online were: Administrative Assistant Caity Karapostoles, Captain Bryan Swanberg, Firefighter Paramedic Mark Karjalainen, and Maintenance Supervisor Tharin Huisman.

Changes to the Agenda – Staff asked to add Agenda Item 2 – RFQ for New Station.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, September 16, 2025.
- 2.) Special Meeting Minutes, September 29, 2025.
- 3.) Claims
Accounts Payable Claim check numbers 113115 through 113137 dated October 7, 2025, totaling \$111,251.02.

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

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

- Six members are out on extended leave for varying reasons.
- 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.
- Clallam/Jefferson Operations collaborator group meeting continued. Triage and MCI and joint training opportunities.
- Continue to represent with the Chamber of Commerce.
- 9/11 remembrance in partnership with the City of Sequim.
- Took receipt of one of the 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.
- Battalion Chief Monthly meetings.
- Continue weekly meetings with Chiefs of PAFD and C2FR.
- DC Hudson met for Labor Management.
- Provide input on the Forest Management Focus Group Meeting for the Clallam County CWPP

- Commissioner Mingee represented for a consolidation discussion with neighboring agencies.
- DC Hudson met with PenCom on EMD Guidelines.
- Staff worked on 2026 budget.
- Opened negotiations with Maintenance and Mechanics.
- Lee Forderer retirement ceremony! Congratulations to Lee!
- Burn Ban has been rescinded. 3 new brush fire reports.
- A Blotter Media post was submitted to the Gazette by BC Turner.
- He reported on the continuing community development projects; these continue to be monitored closely.
- There are still no reports from the County on their community development projects. He will follow up to see about getting information from Jefferson County too. He did confirm with the County Fire Marshal that the clearing of property East of Sequim Bay Lodge, S. of Hwy 101 is not a housing development, they are 1.5-acre single home parcels.
- The report included long discussions about the Olympic Ambulance contract, Clallam County Fire Marshal and PenCom Agreement for services.
 - Commissioner Mingee added:
 - He wants staff to address the contract with Olympic Ambulance, he reported (regarding who the primary transport agency is) that “one foot in and one foot out is not working” and that “we do not have the resources to do what we’ve always done”.
 - He is quite concerned that the County does not have standards for driveways; he asks staff to address this sooner rather than later as this will have an impact on emergency response capabilities.
 - He also believes that the District is often dispatched to calls that should be Law Enforcement and he would like to see this addressed so that the right agency is called for the right call. He added that the District is who gets billed for the call when it is dispatched and that if it was dispatched correctly, as Law Enforcement, that cost would not be the District burden. He suggests that staff push for workflow study and understands that it will take time and that likely cost savings would not be until 2027. Commissioner Nicholas added that he believes a formal letter should be sent for this request. Commissioner Mingee added that if PenCom were to upgrade their software to help with dispatching, he would be willing to pay more for the services. Chief Grider added that PenCom has agreed to take a closer look at this, and Chief Brian Smith has recused himself as he oversees PenCom; more information should be forthcoming on this topic.

Agenda Bill 1: 2026 Draft Budget – Chief Grider opened by thanking Finance Manager Misty Shaw for all her hard work on creating the budget with staff. Commissioner Miano thanked the community for their support in passing the Operations and Maintenance Levy. Finance Manager Misty Shaw went over in-depth the 2026 Staffing Summary, Planned Capital Expenditures, Apparatus Replacement Plan from Adopted CIP Plan, Ongoing Revenue vs. Ongoing Expenditures, Draft Budget Details, Projected Ending Fund Balances by Fund Category, and Projected Capital Fund Balances. A few notable items were the inclusion of a new position for an HR manager, 15% increases in Healthcare costs, and the inclusion of the current adopted Apparatus Replacement Plan. The commissioners took time to go through all the line-items and suggest revisions. Commissioner Mingee reported that he intends to build a new station in Carlsborg, and that he will not kick that can down the road any longer. He also reported that he will not support fulfilling the current adopted apparatus plan until there is a thorough assessment of items that can be surplussed; he wants any funds for apparatus replacement to be moved to capital at this time. Commissioner Nicholas added that staff need to look at 2027 when considering the 2026

budget to ensure concrete plans for efficiency. Staff will take the input, make revisions, and bring back another draft for consideration. **NO ACTION REQUESTED. INFORMATION ONLY.**

Commissioner Nicholas called for a 7-minute break at 3:08.

Agenda Bill 2: RFQ for New Station – Chief Grider presented an updated RFQ, noting that an initial RFI posted through MRSC had generated no interest. Commissioner Mingee provided several suggestions to refine the language and requested that the RFQ be advertised promptly. Commissioner Nicholas stated that he would like to review the final budget to determine the Capital Fund Balance before making any decisions regarding the budget for a new station, emphasizing the importance of understanding what the District can afford prior to moving forward. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- Commissioner Mingee reported –
 - Commissioner Mingee handed out a letter that was sent to the Clallam County Board of Commissioners to address the burden of lost revenue from Timber Tax, urging the Clallam County Board of Commissioners to seek remedy of these damages and future damages in Court.
- Commissioner Miano -
 - Asked about insurance for commissioners and when Open Enrollment would occur; EA Coleman advised that Open Enrollment is November – December effective January of the following year; more information will be forthcoming during the Open Enrollment Process.

EXECUTIVE SESSION

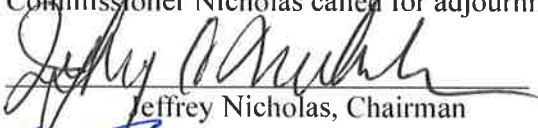
Chairman Nicholas called for an Executive Session beginning at 4:10 p.m., expected to last for Sixty (60) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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 4:50 p.m., Commissioner Nicholas excused Commissioner Miano. At 5:10 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

10/21/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 5:10 p.m.



Jeffrey Nicholas, Chairman

Bill Miano, Commissioner



Michael Mingee, Vice Chairman



Attest:

Lori Coleman, District Secretary