

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

January 20, 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

January 20th, 2026

Call to Order
Pledge of Allegiance
Changes to the Agenda
Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, January 6, 2026
- 2.) Volunteer Pay
- 3.) Claims and Payroll

Good of the Order –

Regular Business:

Reports – Battalion Chief Reports

Agenda Bill 1: CERT Annual Report

Agenda Bill 2: Johnston House

Agenda Bill 3: Sole Source

Agenda Bill 4: Project Manager

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

January 6, 2026

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, Mike Mingee and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Elliott Jones, Volunteer CERT Coordinator Blaine Zechenelly, CERT members Charlie Meyer and Donna Stoffel, and citizens Rick Stoffel, Mel Fisher and Duane Chamlee, and online were: Administrative Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, and Volunteer Coordinator Chris Lovering.

Changes to the Agenda – Chief Grider asked to have Agenda Item 4 – MOU with Firefighters added to the agenda after executive session.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, December 16, 2025.
- 2.) Claims
Accounts Payable Claim check numbers 113340 through 113372 dated January 6, 2026, totaling \$346,942.43, for a disbursement grand total equaling \$346,942.43.
- 3.) Appreciation Letter – Donna Stoffel

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

GOOD OF THE ORDER

Commissioner Miano reported –

- That he would like staff to research what it would take to increase the Board of Commissioners from three (3) members to five (5) members. He believes the District is growing and that this could be beneficial. Commissioner Mingee added concerns regarding the cost of doing this and how that would work if the District consolidated with other agencies in the future. Commissioner Mingee also added that there is a benefit in doing so, that if the Board was larger, this could allow for commissioner sub-committees to be formed without the concern of a quorum being present necessitating that the meetings be classified as Open Public Meetings.

Commissioner Mingee reported –

- That he would like to hold a Special Meeting to have a workshop for 2026 Priorities.
- That he wants to ensure the new Olympic Ambulance contract comes to the Board for review before approval.

- Asked if a fee study has been completed for making a District wide fee schedule. Chief Grider reported this has not happened.
- He saw a post on the Next-Door app and wanted to ensure that crews were aware of the praise they were receiving on this platform. The specific post he was referring to praised crews who not only showed up to the scene and provided care but also followed the patient home to ensure they were able to get into their house. The post said that crews went above and beyond in their service.
- He continues to follow the Revenue Advisory Committee and that the County has lost about 90% of its timber revenue but they are fighting this the best they can. Commissioner Nicholas added that there is a lawsuit that has been filed regarding this.

Fire Chief's Report –Chief Grider reported:

- Currently 5 career personnel are out on extended leave from all Shifts. Shift reassignments have been underway to balance staffing. The five new recruits are assimilating into their stations, crews report positive feedback from line staff and the recruits are counting towards staffing. Currently there are 10 FF/EMTs, and 4 Paramedics on our hiring list. Staff will begin refining the lists this week and preparing offers in preparation for filling vacancies and new hires.
- 2025 Annual Priorities continue to be worked on. BC Turner and DC Hudson continue to update to the Standards of Cover and Service Delivery. A presentation is forthcoming.
- He has 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.
- No new update on the USDA grant since the government has reopened.
- 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.
- Continue to meet with EOC Staff monthly and work with them on courses and meetings.
- Staff met with 7 Cedars regarding payments to the District. This was spurned when the volunteer association began receiving checks thought to be a donation, but which were in fact meant for the District. As an update, 7 Cedars is investigating where the error occurred, and the Volunteer Association is to hold onto the checks until they have concluded their internal audit.
- FM Misty Shaw and staff have been working to address the findings from the DRS Audit. We have sent notification letters to all members that would be affected whether they are currently with the District or have left. We have a letter of redress to DRS on the wording of the wages in lieu of medical. They have 90 days to reply. This has taken a lot of time. As reported previously, the District underwent an audit by the Department of Retirement Systems which looked at our policies and contracts. There were three areas of concern that we are working to correct. First, compensatory time reporting and use was found to be outside of the law. We must comply immediately and present a path forward. This change, while relatively simple to correct going forward with extensive tracking, has a large impact as we must go back 5 years or longer and correct it. It also does not allow for the cashing out of comp time at retirement to count towards the employees' retirement earnings in the year of the cash out. The second, Wages in Lieu of Medical cannot count towards your retirement. It has not been applied correctly since it was allowed. This is another significant change that will impact several employees as well. Lastly, verification of employee eligibility has not been done annually as required. This resulted in one employee being found no longer eligible and a warning that volunteer reimbursements need further review to prevent employee status.
- Meetings and Activities for the Month of December –
 - Negotiations are underway with all three bargaining units

- Continue to meet with the City of Sequim
 - Met with Joey, Misty, and Chief Jones on Olympic Ambulance contract. We are close! With legal (both sides) for review
 - Represent at Jamestown Health MAT clinic. Review of stats and impacts.
 - Met with Seven Cedars regarding payments to the Volunteer Association.
 - Continue my one-on-one discussions with the Commissioners
 - 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 for Labor Management
 - Met with Maintenance and Mechanics and Firefighters bargaining units
 - Have been meeting with the Skilled Nursing Facilities, Assisted Living Facilities, and Memory Care on reducing call volumes.
 - Happy to report that the District was able to get all the AFFF Foam picked up from the Department of Ecology
 - Chief Hudson went to South Dakota for the mid-point inspection on our 3rd Engine
 - Attended the Hospital Guild Luncheon, where the District received \$7,000 for the purchase of a Raizer II, battery-operated mobile lift chair for the Community Paramedic.
 - Met with City of Sequim staff on staffing of city-operated events.
 - Attended the Steering Committee meeting for the Community Wildfire Protection Plan
 - Attended the regionalization meeting with PAFD and C2FR
 - Met with area Fire Chiefs regarding fire command changes of ITAC to Blue Card
 - Met with a vendor on questions about the RFP for the Human Resources Manager
 - Conducted acting BC tactical scenarios
 - The new Spartan Engines for 33 and 34 are now in service. A push-in ceremony is scheduled. A huge thank you to the apparatus committee, the training division, the maintenance division, our commissioners, management team and our constituents for supporting the District to replace our aging fleet.
- 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.
 - BC Turner submitted a Blotter/Media post on December 22nd, 2025:
 - From 12/14 to 12/21, FD3 saw 198 incidents.
 - FD3 monitored various storms this past week and responded to multiple power lines down throughout the district. On the topic of downed powerlines, it is important that you do not approach and follow the instructions of the responders on scene. If you come across lines

down, stay at least the distance between two power poles away and call 911. Electricity can travel large distances through the ground, trees, and fences, and assume all downed lines are energized. Now that the morning temperatures have dropped, we have begun to have motor vehicle collisions due to icy conditions on the local roadways. As a reminder, when approaching an emergency scene on the roadway, remember to slow down, move over (safely), and give our responders a safe place to work. It is the law after all. With the Christmas Holiday coming up, we would like to remind you to water your Christmas Tree regularly and when you aren't enjoying the lights, turn them off to prevent any potential ignition. We want you to have a safe, fun, and enjoyable holiday season. Visit our website at www.ccf3.org for more fire prevention and safety-related information. Be safe out there!

Agenda Bill 1: Board Elections – Staff ensured that Commissioner Miano received a copy of his certificate for Commissioner. Commissioner Miano was sworn in by Administrative Assistant Caity Karapostoles, who is a Notary Public, on December 16th, 2025. The Board held elections for Chair and Vice Chair. Commissioner Mingee motioned to nominate Commissioner Miano for Chair, Commissioner Nicholas seconded the nomination. **MOTION PASSED.** Commissioner Miano motioned to nominate Commissioner Mingee for Vice Chair, Commissioner Nicholas seconded the nomination. **MOTION PASSED.**

Agenda Bill 2: Johnston House Options and recommendations– Chief Grider reported that he is advancing the options that have been previously proposed to the Commissioners again. He added that his only recommendation is Option 2: Demolition and Lot Conversion; he feels this is in the best interest of the District at this time. Commissioner Mingee moved to sell the property with the revenue being allocated to the Capital Fund, Commissioner Nicholas seconded the motion, Commissioner Miano opposed the motion. **MOTION PASSED.**

Agenda Bill 3: SOP 6010, Budget & Adoption – Finance Manager Misty Shaw presented the SOP with suggested amendments made at the request of Commissioner Mingee. The updates include adding debt service to the requirements of maintaining 17% cash reserves for annual operating expenses, updating the amount of debt service maintained to be equal to the amount required by bond covenants or lenders of the debt service, and adding that the District shall maintain a minimum of \$400,000 annually to be transferred to the capital replacement reserve or debt service to fund the maintenance and capital replacement of the District's facilities with this amount to be reviewed and increased periodically based on the needs of the District and increases in the Consumer Price Index. Commissioner Mingee reported that they, as a Board, are going down a road to incur debt, these changes are with that in mind, and his goal is to break ground in 2027 on a new Station 33. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve SOP 6010 – Budget Preparation & Adoption as presented. **MOTION CARRIED.**

Break – Commissioner Nicholas called for a six (6) minute break at 2:24 to return at 2:30.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:30 p.m., expected to last for sixty (60) minutes, returning at 3:30 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, RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and RCW 42.30.110 (c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. In attendance were Commissioners Miano, Mingee, and Nicholas. At 2:45 p.m., Commissioner Miano invited Fire Chief Justin Grider, and Deputy Chief Tony Hudson into the Executive Session. At 3:30 p.m., Commissioner Miano excused Deputy Chief Tony Hudson and extended the meeting an additional thirty (30) minutes, returning at 4:00 p.m. Commissioner Miano called the meeting back into Regular Session at 4:00 p.m. No decisions were reached during the Executive Session.

Agenda Bill 4: MOU 2026-01 with Local 2933 - Firefighters – Chief Grider reported that he is advancing MOU 2026-01 with Local 2933 – Firefighters to update Article 9, Section 9.2.A – Criteria for Selection of Captains. Chief Grider reported that this was an omission from the 2025 Collective Bargaining Agreement that was adopted March 18th, 2025. The negotiated team had agreed upon the terms but had not updated the contract to reflect the agreement. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve MOU 2026-01 with Local 2933 - Firefighters as presented. **MOTION CARRIED.**

NEXT MEETINGS –

1/20/2026 – Regular Board Meeting

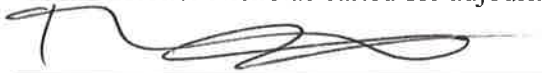
- o Commissioner Mingee asked that staff provide an update on the Service Delivery Study; reporting that it is unacceptable that this has not been presented yet.

2/3/2026 – Regular Board Meeting

2/5/2026 – Special Board Meeting to set 2026 District Priorities

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:02 p.m.



Bill Miano, Chairman



Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman



Attest:

Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. **Consent #2**

Board of Commissioners meeting **1/20/2026**

To: Board of Commissioners
From: Lori Coleman, Executive Assistant
Subject: Volunteer Response Reimbursement Approval

Recommendation: Move to Pay the Volunteer Reimbursement for October, November and December of 2025 for approval to pay \$28,235.00 on February 25th, 2026.

Background: Volunteer Pay is calculated quarterly for reimbursement.

Discussion: The Board may ask any clarifying questions they may have.

Attachments: Approval Signature Form and Volunteer Reimbursement Detail

Alternatives: The Board could choose not to approve the reimbursements.

As a Second alternative, the Board could ask for the reimbursements to be amended and approve to pay the amended reimbursements.

Fiscal Considerations: This is the cost for volunteer involvement in the District.

Impact to the Community: Volunteers play a crucial role in supporting career members. Volunteers contribute valuable manpower during emergencies, assisting career firefighters in mitigating incidents, conducting evacuations, and providing critical support services; creating a stronger and more resilient fire department that can effectively protect and serve the community.



Clallam County Fire District 3

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Bill Miano
Michael Mingee
Jeffrey C. Nicholas
Commissioners
Justin Grider, Fire Chief

Agenda Bill No. Consent #2

VOLUNTEER RESPONSE REIMBURSEMENT APPROVAL

WE, the undersigned Board of Commissioners of Clallam County Fire District 3, do hereby certify that the **Fourth-Quarter Pay 2025 – October, November, and December of 2025** response reimbursements are deemed payable and due to said volunteer members of Clallam County Fire Protection District 3, and have been approved for a total payment in the amount of **\$28,235.00 DATED this 20th Day of January 2026 and PAID the 25th Day of February 2026.**



Commissioner Bill Miano, Chairman



Commissioner Michael Mingee, Vice Chairman



Commissioner Jeffrey Nicholas



Prepared by Lori Coleman

Clallam County Fire District #3
Volunteer Reimbursement-October-December 2025
Paid on February 25th, 2026

Name	Call Points	Call Reimb	Other Entries	Other Entries Reimb	Training Points	Training Reimb	Total Points	Total Points @ \$20 Each	Stipend	Total Reimb	
Albers, Aiden	0	\$0.00	0	\$0.00	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
Andrews, Jess	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Bock, Tom	9	\$180.00	2	\$40.00	23	\$460.00	34	\$680.00	\$150.00	\$830.00	Vol Officer
Boudrou, Sandra	0	\$0.00	4	\$80.00	6	\$120.00	10	\$200.00	\$0.00	\$200.00	
Brygider, John	0	\$0.00	0	\$0.00	5	\$100.00	5	\$100.00	\$0.00	\$100.00	
Coe, Anna	6	\$120.00	0	\$0.00	3	\$60.00	9	\$180.00	\$0.00	\$180.00	
Coleman, Lori	0	\$0.00	0	\$0.00	9	\$180.00	9	\$180.00	\$0.00	\$180.00	
Dallen, Josh	0	\$0.00	0	\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
Danielson, Thomas	9	\$180.00	1	\$20.00	5	\$100.00	15	\$300.00	\$0.00	\$300.00	
Dinovah, Dinah	1	\$20.00	0	\$0.00	4	\$80.00	5	\$100.00	\$0.00	\$100.00	
Dodge, Jordan	0	\$0.00	0	\$0.00	9	\$180.00	9	\$180.00	\$0.00	\$180.00	
Feik, Thomas	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Herd, Dale	0	\$0.00	2	\$40.00	0	\$0.00	2	\$40.00	\$0.00	\$40.00	
Hudson, Jake	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Hughes, Anaka	10	\$200.00	0	\$0.00	9	\$180.00	19	\$380.00	\$0.00	\$380.00	
Huisman, Tharin	0	\$0.00	0	\$0.00	11	\$220.00	11	\$220.00	\$150.00	\$370.00	Vol Officer
Jacobs, Jeremy	9	\$180.00	0	\$0.00	11	\$220.00	20	\$400.00	\$0.00	\$400.00	
Johnson, Scott	0	\$0.00	0	\$0.00	8	\$160.00	8	\$160.00	\$0.00	\$160.00	
Koehler, Keith	35	\$700.00	0	\$0.00	14	\$280.00	49	\$980.00	\$0.00	\$980.00	
Lancheros, Joe	0	\$0.00	0	\$0.00	9	\$180.00	9	\$180.00	\$0.00	\$180.00	
Law, Lisa	13	\$260.00	11	\$220.00	8	\$160.00	32	\$640.00	\$0.00	\$640.00	
Lovering, Chris	7	\$140.00	4	\$80.00	22	\$440.00	33	\$660.00	\$0.00	\$660.00	
McKenzie, John	101	\$2,020.00	15	\$300.00	22	\$440.00	138	\$2,760.00	\$150.00	\$2,910.00	Vol Officer
Mingee, Michael	0	\$0.00	0	\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
Nicholas, Jeffrey	34	\$680.00	2	\$40.00	8	\$160.00	44	\$880.00	\$0.00	\$880.00	
Nizic, Mike	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Oman, Lee	5	\$100.00	14	\$280.00	15	\$300.00	34	\$680.00	\$150.00	\$830.00	Vol Officer
Pezzano, Leonard	0	\$0.00	14	\$280.00	1	\$20.00	15	\$300.00	\$0.00	\$300.00	
Robinson, Kristine	3	\$60.00	8	\$160.00	5	\$100.00	16	\$320.00	\$0.00	\$320.00	
Robinson, Patrick	37	\$740.00	8	\$160.00	20	\$400.00	65	\$1,300.00	\$0.00	\$1,300.00	
Rodgers, John	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Rose, Scott	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	
Sipe, Josie	0	\$0.00	0	\$0.00	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
Smithson, Cole	0	\$0.00	0	\$0.00	12	\$240.00	12	\$240.00	\$0.00	\$240.00	
Sprengr, Mike	27	\$540.00	11	\$220.00	24	\$480.00	62	\$1,240.00	\$150.00	\$1,390.00	Vol Officer

Names in red do not pay Volunteer Dues

**Clallam County Fire District #3
 Volunteer Reimbursement-October-December 2025
 Paid on February 25th, 2026**

Name	Call Points	Call Reimb	Other Entries	Other Entries Reimb	Training Points	Training Reimb	Total Points	Total Points @ \$20 Each	Stipend	Total Reimb	
Sumner, Chaela	64	\$1,280.00	23	\$460.00	7	\$140.00	94	\$1,880.00	\$150.00	\$2,030.00	Central Supply
Trubee, Brian	9	\$180.00	1	\$20.00	11	\$220.00	21	\$420.00	\$0.00	\$420.00	
Tucker, Brandan	9	\$180.00	10	\$200.00	14	\$280.00	33	\$660.00	\$0.00	\$660.00	
Vieira, Roland	30	\$600.00	4	\$80.00	11	\$220.00	45	\$900.00	\$0.00	\$900.00	
Walsh, Michael	15	\$300.00	11	\$220.00	10	\$200.00	36	\$720.00	\$0.00	\$720.00	
Westman, David	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$300.00	\$300.00	
Williams, Jayme	2	\$40.00	2	\$40.00	10	\$200.00	14	\$280.00	\$0.00	\$280.00	
Wood, Terry	6	\$120.00	23	\$460.00	3	\$60.00	32	\$640.00	\$0.00	\$640.00	
Zechenelly, Blaine	218	\$4,360.00	46	\$920.00	14	\$280.00	278	\$5,560.00	\$1,950.00	\$7,510.00	CERT
Zechenelly, Cindy	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$525.00	\$525.00	CERT
GRAND TOTAL	659	\$13,180.00	216	\$4,320.00	353	\$7,060.00	1228	\$24,560.00	\$3,675.00	\$28,235.00	
											\$28,235.00
										\$28,235.00	\$28,235.00

Names in red do not pay Volunteer Dues



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 3

Subject: Approval of Claims and Payroll for the period ending Tuesday, January 20, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, January 20, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

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

Payroll EFTs and IRS Deposit
for Monthly Payroll

dated:

January 9, 2026

Totaling:

\$

914,264.66

Accounts Payable Claim Numbers:

113373-113426

dated:

January 20, 2026

Totaling:

\$

745,260.69

Total Accounts Payable Claims and Payroll:

\$

1,659,525.35

Recommended

Action: Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers:

113373-113426

For a Disbursement Grand Total of:

\$

1,659,525.35

CHECK REGISTER

Clallam County FD 3

Time: 14:46:27 Date: 01/15/2026

01/20/2026 To: 01/20/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
130	01/20/2026	Claims	1	113373	A-1 AUTO PARTS, INC	543.86	T21 Filters; E21A Filters; G14 Relay; F80 Exhaust Clamp; F75 Breaker; Shop Accessories
131	01/20/2026	Claims	1	113374	ALL BATTERY SALES & SERVICE, INC.	676.20	F50 Batteries
132	01/20/2026	Claims	1	113375	ASSOCIATED PETROLEUM PRODUCTS	1,570.11	Bulk Oil
133	01/20/2026	Claims	1	113376	AT&T MOBILITY	92.62	Wireless Service
134	01/20/2026	Claims	1	113377	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	413.64	Uniforms
135	01/20/2026	Claims	1	113378	BICKFORD MOTORS	527.31	A41 Vacuum Pump Assembly; A41 Parts; A41 Parts; A41 Freight on Parts; Joyce A41 Engine Assembly Core Return; F75 Fuse; Discovery Bay Parts
136	01/20/2026	Claims	1	113379	BILL'S PLUMBING & SANIKAN, INC.	490.06	Pumping ST34; Pumping ST34
137	01/20/2026	Claims	1	113380	BOARD FOR VOL. F F & RESERVE OFFICERS	5,610.00	2026 Volunteer Pension & Disability Fees
138	01/20/2026	Claims	1	113381	BRAUN NW, INC.	4,027.35	G29 Running Board; F77, F79, F80, F81 Parts and Labor
139	01/20/2026	Claims	1	113382	C.W. NIELSEN MFG. CORP.	1,730.00	Badges
140	01/20/2026	Claims	1	113383	CARDINAL HEALTH 112, LLC	1,277.17	EMS Supplies and Medications
141	01/20/2026	Claims	1	113384	CENTURYLINK QCC	7.60	Long Distance Phone Service
142	01/20/2026	Claims	1	113385	CITY OF PORT ANGELES	695.66	Dump Fees - TOC Clean-Up; Dump Fees - ST31 Clean-Up; Dump Fees - ST31 Clean-Up; Dump Fees - Shop
143	01/20/2026	Claims	1	113386	CITY OF SEQUIM	834.61	ST34 Water and Sewer; 305 N 5th Ave House Water and Sewer; Refund Invoice 2025-1105 Vehicle ID 1
144	01/20/2026	Claims	1	113387	C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL	2,250.00	01-2026 EMS Council MPD Fees
145	01/20/2026	Claims	1	113388	CLALLAM COUNTY PUD	2,673.38	ST34 Water and Electricity; ST37 Electricity; 305 N 5th Ave Electricity; ST31 Electricity
146	01/20/2026	Claims	1	113389	CLALLAM COUNTY TREASURER	1,535.48	County Banking & Finance Services - 2025
147	01/20/2026	Claims	1	113390	CO-OP FARM AND GARDEN, INC, THE	2,886.21	Gas/Diesel
148	01/20/2026	Claims	1	113391	CP1, LLC	2,400.00	Admin Office Lease Ste C & E - Feb 2026
149	01/20/2026	Claims	1	113392	DATABAR	463.94	Accounts Payable Check Stock
150	01/20/2026	Payroll	1	113393	PFML EMPLOYMENT SECURITY DEPARTMENT - PFML	17,805.39	Pay Cycle(s) 10/10/2025 To 10/10/2025 - ESD - PFML; Pay Cycle(s) 11/10/2025 To 11/10/2025 - ESD - PFML; Pay Cycle(s) 12/10/2025 To 12/10/2025 - ESD - PFML
151	01/20/2026	Claims	1	113394	EMS CONNECT, LLC	622.36	EMS Fire/Training Subscription - Jan 2026
152	01/20/2026	Claims	1	113395	ERIC JACOBSON	1,629.00	IT Consulting Services - Dec 2025

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Clallam County FD 3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
153	01/20/2026	Payroll	1	113396	ESD - WA CARES FUND	9,670.73	Pay Cycle(s) 10/10/2025 To 10/10/2025 - ESD- WA CARES; Pay Cycle(s) 11/10/2025 To 11/10/2025 - ESD- WA CARES; Pay Cycle(s) 12/10/2025 To 12/10/2025 - ESD- WA CARES
154	01/20/2026	Claims	1	113397	ESO SOLUTIONS, INC.	1,219.56	EHR Connection Annual Renewal - 02.09.2026-02.08.2027
155	01/20/2026	Claims	1	113398	FERRELLGAS	3,012.98	Shop Propane; ST34 New Tank Propane
156	01/20/2026	Claims	1	113399	FIRST WATCH	5,616.00	ESO/FirstPass SaaS 12.19.2025-03.18.2026
157	01/20/2026	Claims	1	113400	FREIGHTLINER NORTHWEST PACIFIC	1,445.16	Stock Filters; Filter; Stock Filters
158	01/20/2026	Claims	1	113401	GALLS, LLC	90.96	Belt - Volunteers; Belts - Volunteers
159	01/20/2026	Claims	1	113402	HARBOR AUDIOLOGY & HEARING SERVICES	195.00	Hearing Assessment - Stewart; Hearing Assessment - Bedenkop; Hearing Assessment - Carrell
160	01/20/2026	Claims	1	113403	HELPER TEK, LLC	1,851.30	IT Consulting Services - Feb 2026
161	01/20/2026	Claims	1	113404	HI-TECH SECURITY, INC.	234.14	ST34 Classroom Smoke Detector
162	01/20/2026	Claims	1	113405	Elizabeth Hagaman	200.00	Reimb Nozzel Forward Class - 01.23.2026-01.26.2026
163	01/20/2026	Claims	1	113406	Ryan Hueter	1,000.00	Reimb Forcible Entry Academy Registration
164	01/20/2026	Claims	1	113407	L.N.CURTIS & SONS	21.92	Oring for PPE
165	01/20/2026	Claims	1	113408	LIFE ASSIST, INC.	1,244.88	EMS Supplies
166	01/20/2026	Claims	1	113409	MCKESSON MEDICAL SURGICAL	801.33	EMS Supplies
167	01/20/2026	Claims	1	113410	MR KLEEN & SONS	300.00	Carpet Cleaning - Classroom ST34
168	01/20/2026	Claims	1	113411	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	910.01	ST37, ST33, Shop/Classroom Garbage; Shop/Classroom Garbage; ST34 Garbage
169	01/20/2026	Claims	1	113412	OLYMPIC MEDICAL CENTER	280.00	Volunteer Medical - Jordan
170	01/20/2026	Claims	1	113413	OLYMPIC SPRINGS, INC.	32.42	Admin Office Water
171	01/20/2026	Claims	1	113414	PACIFIC OFFICE EQUIPMENT, INC	556.43	Copier Contract Fees - Admin - 12.01.2025-12.31.2025; Copier Contract Fees - Shop - 12.01.2025-12.31.2025; Copier Contract Fees - ST34 - 12.01.2025-12.31.2025
172	01/20/2026	Claims	1	113415	PETROCARD INC.	3,794.03	Bulk Gasoline/Diesel; Bulk Gasoline/Diesel; Bulk Diesel; Credit for Shell Spirax S6 ATR A668 Bulk Fluid
173	01/20/2026	Claims	1	113416	RADIA INC PS	200.00	Volunteer Medical - Sprenger
174	01/20/2026	Claims	1	113417	SEATTLE AUTOMOTIVE DISTRIBUTING, INC	310.29	DB Modulator; F76 Filters
175	01/20/2026	Claims	1	113418	STERICYCLE, INC.	65.75	EMS Disposal Fees
176	01/20/2026	Claims	1	113419	STRYKER SALES LLC	391.55	EMS Supplies
177	01/20/2026	Claims	1	113420	TRUE NORTH EMERGENCY EQUIPMENT	641,216.74	Balance of last new 2025 Spartan Gladiator MFD 10" RR Cab & Chassis
178	01/20/2026	Claims	1	113421	TRUE NORTH EMERGENCY EQUIPMENT	2,536.70	Rivet; F79, F80 Diffuser Temper

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
179	01/20/2026	Claims	1	113422	US BANK-CREDIT CARD	15,396.38	2025-1225 USBank Pcard Statement
180	01/20/2026	Claims	1	113423	VESTIS GROUP, INC	34.60	Cleaning Services - mats and laundry - Shop; Cleaning Services - mats and laundry - Shop
181	01/20/2026	Claims	1	113424	WALGREENS CO	102.30	Volunteer Medical - Halverson
182	01/20/2026	Claims	1	113425	WASHINGTON WATER SERVICE COMPANY	24.83	ST35 Water
183	01/20/2026	Claims	1	113426	ZOLL MEDICAL CORPORATION	1,742.75	EMS Supplies; EMS Supplies

001 Maintenance & Operations

745,260.69

* Transaction Has Mixed Revenue And Expense Accounts

Claims: 717,784.57
Payroll: 27,476.12

CERTIFICATION: We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim(s) are due and unpaid obligation(s) against Clallam County Fire Protection District #3 and that we are authorized to authenticate and certify to said claim.

Signed By: Lori Coleman
Lori Coleman, Secretary of the District

Date: 1-20-2026

Signed By: Misty Shaw
Misty Shaw, Finance Manager

Date: 01/15/2026

Signed By Commissioners:

William Miano
William Miano

Jeffrey C. Nicholas
Jeffrey C. Nicholas

Michael Mingee
Michael Mingee

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Clallam County FD 3

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
34	01/09/2026	Payroll	2	EFT	Jeffrey A Albers	9,995.36	December 2025 Payroll
35	01/09/2026	Payroll	2	EFT	Stefanie G Anderson	11,500.14	December 2025 Payroll
36	01/09/2026	Payroll	2	EFT	Travis J Anderson	11,713.21	December 2025 Payroll
37	01/09/2026	Payroll	2	EFT	Matthew J Aston	4,751.72	December 2025 Payroll
38	01/09/2026	Payroll	2	EFT	Neil C Borggard	5,528.71	December 2025 Payroll
39	01/09/2026	Payroll	2	EFT	Joel A Bower	10,560.74	December 2025 Payroll
40	01/09/2026	Payroll	2	EFT	John E Brygider JR	5,700.94	December 2025 Payroll
41	01/09/2026	Payroll	2	EFT	Tyler D Campbell	5,936.91	December 2025 Payroll
42	01/09/2026	Payroll	2	EFT	Jeremy C.A. Church	11,078.39	December 2025 Payroll
43	01/09/2026	Payroll	2	EFT	Lori L Coleman	4,209.51	December 2025 Payroll
44	01/09/2026	Payroll	2	EFT	Jordon A Cook	2,747.62	December 2025 Payroll
45	01/09/2026	Payroll	2	EFT	Christopher L Corbin	6,637.29	December 2025 Payroll
46	01/09/2026	Payroll	2	EFT	Tanner L Cupps	7,675.33	December 2025 Payroll
47	01/09/2026	Payroll	2	EFT	Christopher L Darling	9,987.35	December 2025 Payroll
48	01/09/2026	Payroll	2	EFT	Jon M Donahue	6,090.61	December 2025 Payroll
49	01/09/2026	Payroll	2	EFT	Marquita Espinoza	6,152.45	December 2025 Payroll
50	01/09/2026	Payroll	2	EFT	Benjamin W Frame	4,371.94	December 2025 Payroll
51	01/09/2026	Payroll	2	EFT	Justin M Grider	13,941.30	December 2025 Payroll
52	01/09/2026	Payroll	2	EFT	Elizabeth Hagaman	7,640.64	December 2025 Payroll
53	01/09/2026	Payroll	2	EFT	Leonard L Horst	6,721.20	December 2025 Payroll
54	01/09/2026	Payroll	2	EFT	Tony J Hudson	11,438.27	December 2025 Payroll
55	01/09/2026	Payroll	2	EFT	Ivan J Hueter	10,575.04	December 2025 Payroll
56	01/09/2026	Payroll	2	EFT	Jack Hueter	8,692.32	December 2025 Payroll
57	01/09/2026	Payroll	2	EFT	Ryan Hueter	3,114.12	December 2025 Payroll
58	01/09/2026	Payroll	2	EFT	Tharin A Huisman	7,798.15	December 2025 Payroll
59	01/09/2026	Payroll	2	EFT	Elliott JC Jones	8,750.02	December 2025 Payroll
60	01/09/2026	Payroll	2	EFT	Caitlin L Karapostoles	4,869.70	December 2025 Payroll
61	01/09/2026	Payroll	2	EFT	Mark H Karjalainen	9,627.38	December 2025 Payroll
62	01/09/2026	Payroll	2	EFT	Jared M Kneidl	5,304.36	December 2025 Payroll
63	01/09/2026	Payroll	2	EFT	Roger K Koehler	2,536.78	December 2025 Payroll
64	01/09/2026	Payroll	2	EFT	Kolby R Konopaski	10,015.11	December 2025 Payroll
65	01/09/2026	Payroll	2	EFT	Bryant E Kroh	10,375.81	December 2025 Payroll
66	01/09/2026	Payroll	2	EFT	Paul F Lang	9,863.97	December 2025 Payroll
67	01/09/2026	Payroll	2	EFT	Ronald C Laubach	13,638.11	December 2025 Payroll
68	01/09/2026	Payroll	2	EFT	Marc J Lawson	11,363.66	December 2025 Payroll
69	01/09/2026	Payroll	2	EFT	Jeremy A Long	8,448.87	December 2025 Payroll
70	01/09/2026	Payroll	2	EFT	Brent D Lovell	10,873.55	December 2025 Payroll
71	01/09/2026	Payroll	2	EFT	Christopher B Lovering	3,066.93	December 2025 Payroll
72	01/09/2026	Payroll	2	EFT	Bryce Robert McGinley	8,993.31	December 2025 Payroll
73	01/09/2026	Payroll	2	EFT	Colton D McGuffey	9,374.86	December 2025 Payroll
74	01/09/2026	Payroll	2	EFT	John D McIntyre	4,328.73	December 2025 Payroll
75	01/09/2026	Payroll	2	EFT	John T McKenzie	3,205.45	December 2025 Payroll
76	01/09/2026	Payroll	2	EFT	William Miano	589.12	December 2025 Payroll
77	01/09/2026	Payroll	2	EFT	Michael D Mingee	731.74	December 2025 Payroll
78	01/09/2026	Payroll	2	EFT	Mark O Mullvain	5,757.08	December 2025 Payroll
79	01/09/2026	Payroll	2	EFT	Jeffrey C Nicholas	878.04	December 2025 Payroll
80	01/09/2026	Payroll	2	EFT	Elliot J Nokes	4,562.17	December 2025 Payroll
81	01/09/2026	Payroll	2	EFT	Steven M Oberly	5,990.46	December 2025 Payroll
82	01/09/2026	Payroll	2	EFT	Erik D Payne	10,434.45	December 2025 Payroll
83	01/09/2026	Payroll	2	EFT	Nicholas A Pettit	7,403.56	December 2025 Payroll
84	01/09/2026	Payroll	2	EFT	Steven R Phillips	6,308.49	December 2025 Payroll
85	01/09/2026	Payroll	2	EFT	Bo T Pinnell	6,278.81	December 2025 Payroll
86	01/09/2026	Payroll	2	EFT	William H Pyle	6,003.07	December 2025 Payroll
87	01/09/2026	Payroll	2	EFT	John C Riley	8,133.68	December 2025 Payroll

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
88	01/09/2026	Payroll	2	EFT	Jared M Romberg	11,031.69	December 2025 Payroll
89	01/09/2026	Payroll	2	EFT	Brad L Schroeder	4,203.51	December 2025 Payroll
90	01/09/2026	Payroll	2	EFT	Misty Shaw	8,204.24	December 2025 Payroll
91	01/09/2026	Payroll	2	EFT	Casey M Sires	8,206.58	December 2025 Payroll
92	01/09/2026	Payroll	2	EFT	Kjel M Skov	8,716.03	December 2025 Payroll
93	01/09/2026	Payroll	2	EFT	Jacob L Stanley	5,645.65	December 2025 Payroll
94	01/09/2026	Payroll	2	EFT	Bryan K Swanberg	16,175.87	December 2025 Payroll
95	01/09/2026	Payroll	2	EFT	Libby L Swanberg	1,415.08	December 2025 Payroll
96	01/09/2026	Payroll	2	EFT	Christian A Turner	8,384.68	December 2025 Payroll
97	01/09/2026	Payroll	2	EFT	Kevin W Van De Wege	8,172.09	December 2025 Payroll
98	01/09/2026	Payroll	2	EFT	Jaisal L White	7,391.84	December 2025 Payroll
99	01/09/2026	Payroll	2	EFT	Eliza J Winne	9,354.13	December 2025 Payroll
100	01/09/2026	Payroll	2	EFT	AFLAC - HW462	228.88	Pay Cycle(s) 01/09/2026 To 01/09/2026 - AFLAC Pre-Tax
101	01/09/2026	Payroll	2	EFT	BENEFIT SOLUTIONS INC	3,825.00	Pay Cycle(s) 01/09/2026 To 01/09/2026 - MERP
102	01/09/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	21,947.64	Pay Cycle(s) 01/09/2026 To 01/09/2026 - DRS Def Comp; Pay Cycle(s) 01/09/2026 To 01/09/2026 - DRS Def Comp - ROTH
103	01/09/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	93,662.50	Pay Cycle(s) 01/09/2026 To 01/09/2026 - LEOFF 2
104	01/09/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	7,877.29	Pay Cycle(s) 01/09/2026 To 01/09/2026 - PERS2; Pay Cycle(s) 01/09/2026 To 01/09/2026 - PERS3
105	01/09/2026	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,357.41	Pay Cycle(s) 01/09/2026 To 01/09/2026 - Disability
106	01/09/2026	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,864.90	Pay Cycle(s) 01/09/2026 To 01/09/2026 - HRA-VEBA; Pay Cycle(s) 01/09/2026 To 01/09/2026 - HRA-VEBA Sick Converted (MM)
107	01/09/2026	Payroll	2	EFT	I A FF LOCAL 2933	8,250.00	Pay Cycle(s) 01/09/2026 To 01/09/2026 - Local 2933 Dues
108	01/09/2026	Payroll	2	EFT	IRS	116,109.52	941 Deposit for Pay Cycle(s) 01/09/2026 - 01/09/2026
109	01/09/2026	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	35,802.46	Pay Cycle(s) 01/09/2026 To 01/09/2026 - Nationwide DC - Regular; Pay Cycle(s) 01/09/2026 To 01/09/2026 - Nationwide DC - ROTH
110	01/09/2026	Payroll	2	EFT	TRUSTEED PLANS - 69943	126,171.14	Pay Cycle(s) 01/09/2026 To 01/09/2026 - WFCA PPO-100; Pay Cycle(s) 01/09/2026 To 01/09/2026 - WFCA PPO-300; Pay Cycle(s) 01/09/2026 To 01/09/2026 - WFCA PPO PLUS; Pay Cycle(s) 01/09/2026 To 01/09/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						914,264.66	Payroll: 914,264.66

CERTIFICATION: We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim(s) are due and unpaid obligation(s) against Clallam County Fire Protection District #3 and that we are authorized to authenticate and certify to said claim.

Signed By: Geri Coleman Date: 1-20-2026
Lori Coleman, Secretary of the District

Signed By: Misty Shaw Date: 01/06/2026
Misty Shaw, Finance Manager

Signed By Commissioners:

[Signature]
William Miano

[Signature]
Jeffrey C. Nicholas

[Signature]
Michael Mingee



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 12/1/2025 - 12/31/2025

Prepared by: Chris Turner
Battalion Chief - A shift

- **911 Responses for CCFD#3:**
 - ~770 monthly count. (*ESO Changes to reporting data*)

- **Battalion Chief Administrative Meetings:**
 - Daily shift briefings.
 - Fire Code Technician Meeting: *12/2/2025.*
 - Staff Meeting at Admin Office: *None.*
 - BC Meeting at Admin Office: *None.*
 - Operations Meeting at TOC: *None.*
 - BOC Meeting: *12/2/2025.*
 - Station Visit's & Captain Meeting's: *12/3/2025, 12/21/2025*
 - Training Committee Meeting: *N/A.*

- **Administrative & Assigned Duties:**
 - Telestaff Staffing & Callbacks. *Update Shift Station Assignments.*
 - ESO Status:
 - Monthly audit for errors and missing calls.
 - December calls cleared out.
 - Final NFIRS data report submitted to WA State Fire Marshal's Office.
 - NERIS follow up for mapping discrepancy with State Fire Marshal's Office.

 - Completed Probationary Activities:
 - Engine 34 Operational Exam: *Swanberg, L. 12/2/2025.*
 - T34 Road Course: *Cook 12/4/2025.*

 - Fire Inspections:
 - First Due Inspections- US Post Office *12/03/2025.*
 - ESO and NERIS emails and activations: *12/14/2025.*

- Pre-Fire Plans
 - Active 911 updating:
 - *Continued Additions & Updates*
 - Site visit 377 Stellar Ridge Rd. for fire apparatus access concerns.
 - Damaged Hydrant at Prairie and Sunnyside.
- Prevention Activities
 - See CRR Report (December 411) & Events Summary (*New*)
 - Champions meeting: *12/4/2025.*
 - Turkey Trot Winner Delivery's: *12/12/2025, 12/19/2025.*
 - Santa Fire Brigade: *12/12/2025.*
- Public Relations
 - Press Release:
 - *None.*
 - Social Media Posts submitted for:
 - Santa's Fire Brigade. *12/8/2025.*
 - "Shop with a Hero": *12/8/2025.*
 - Safeway Vehicle Fire: *12/10/2025.*
 - Chimney Fire Safety: *12/15/2025.*
 - Christmas Message: *12/25/2025.*
 - Local Press:
 - Weekly blotter update on Sunday's: *12/22/2025.*
- Responses.
 - *MVA Hwy 101 & Sophus: 12/3/2025.*
 - *CPR Home Depot- 12/2/2025.*
 - *Mutual Aid-D2 Dan Kelly Road Structure Fire. 12/10/2025.*
 - *CPR Applegate 12/16/2025.*
 - *Power Lines Down: 12/16/2025.*
 - **General Alarm:** *12/2/2025, 12/3/2025, 12/16/2025, 12/21/2025, 12/22/2025.*
- **A Shift Training:**
 - Run-Review & Inservice: *12/17/2025.*
 - 4th quarter EMS Connect & 4th quarter Fire Training as assigned. *Completed.*
 - Technical Rescue Team Drill: *Rope Rigging Skills. 12/18/2025.*
 - Monday Night Volunteer Drill: *12/15/2025 OTEP.*
 - New Engine (Spartan) Training: *12/22/2025.*
- **Planning and On-Going projects:**
 - CRR Champions meetings and agendas. **Next meeting is 1/8/2025.**
 - Upcoming fire prevention event coordination and scheduling.
 - Review Smoke Alarm Program.

Clallam County Fire District #3 CRR/Fire Prevention Activity List

2025						Incident Number		ICS 411		
Incident Name						Operational Period				
Check-in Location						<input type="checkbox"/> DNR Request <input type="checkbox"/> State Mobilization <input type="checkbox"/> Contract <input type="checkbox"/> Other:		IMT-Team Deployment		
No	Start Date/Time	Resource Name Approx. No. of Hours	CRR Activity	Activity Code	Dist. Resources Used	Total # Persons	Contact Information (Phone #)	Location of Event City and State	Press Release	Incident Assignment
1	12/4/2025	Champlons	Champlons	Champlon		8		Sequim, WA		
	1800	1 Hour	CCFD#3							
2	12/8/2025	Bryan & Libby Swanberg	Shop with a Help			50+	Lt. Thompson	Sequim, WA	FB Post	
	1700	3 Hours	CCFD#3 & FD2				360-452-6759			
3	12/8/2025	Marc Lawson	Santa's Fire Brigade	Rudolph	Training Engine	50+	Santa Clause	Sequim, WA		
	1700	3 Hours	CCFD#3		Van		360-460-3266			
4	12/9/2025	Marc Lawson	Santa's Fire Brigade	Rudolph	Training Engine	50+	Santa Clause	Sequim, WA		
	1700	3 Hours	CCFD#3		Van		360-460-3266			
5	12/10/2025	Marc Lawson	Santa's Fire Brigade	Rudolph	Training Engine	50+	Santa Clause	Sequim, WA		
	1700	3 Hours	CCFD#3		Van		360-460-3266			
6	12/11/2025	Marc Lawson	Santa's Fire Brigade	Rudolph	Training Engine	50+	Santa Clause	Sequim, WA		
	1700	3 Hours	CCFD#3		Van		360-460-3266			
7	12/12/2025	Keith Koehler	Turkey Trot Winner	Antique	Antique	4	Kelsey Mendiola	Sequim, WA		
	1500	2 Hours	Hellen Haller		B34		360-582-3200			
8	12/12/2025	Marc Lawson	Santa's Fire Brigade	Rudolph	Training Engine	50+	Santa Clause	Sequim, WA		
	1700	3 Hours	CCFD#3		Van		360-460-3266			
9	12/13/2025	Keith Koehler	Agnew Tractor Parade	Antique	Antique	100	Keith Koehler	Sequim, WA		
	1500	2 Hours	Agnew Tractor Parade							
10	12/14/2025	Chris Lovering	Smoke Detector	Smoke Alarm		2	Chris Lovering	Sequim, WA		
	1200	1.5 Hours	70 Craftsman Court							
11	12/17/2025	Chris Lovering	Engine Visit	Engine	Training Engine	10	Suewellyn Hawks	Sequim, WA		
	1500	2 Hours	Sequim Head Start		shawks@olycap.org					
12	12/19/2025	Keith Koehler	Turkey Trot Winner	Antique	Antique	4	Kelsey Mendiola	Sequim, WA		
	1500	2 Hours	Greywolf		B34		360-582-3200			
13										
14										

FIRE CODE TECHNICIAN REPORT FOR DECEMBER 2025

Submitted by John McKenzie FCT

HIGHLIGHTS:

- Piloted the distribution of a “10 Ways to Pass Your Fire Inspection” guide to businesses prior to their scheduled inspections. This initiative is a preliminary step toward developing a self-inspection program, which is being supported and requested by the City of Sequim. This is a precursor to developing a self-inspection program I am working on that is supported/requested by the City of Sequim.
 - Early results: Initial feedback from inspections conducted shortly after distributing the guide indicates that recipients appreciated the information and began considering corrective actions, although most had not yet had sufficient time to implement changes.
- The First Due system is now in use, with no significant issues reported. I have submitted a list of questions to improve our understanding of First Due’s linked pre-plan and inspection modules, and a meeting is planned to address these.
 - Currently, inspections are still conducted by taking notes onsite and entering data into First Due afterward (to compile and send a report), as the requested MS Surface device for onsite reporting and signature collection is not yet available.
 - The first round of inspections for each property is understandably taking longer due to the need to enter comprehensive data, which also supports the linked pre-plan module. Subsequent inspections will be more efficient, as the data only needs to be confirmed and updated.
 - We are changing our address coding for properties with suites from dot to dash to separate the suite number to accommodate First Due’s data model (e.g. FIFTA323N.B is now FIFTA323N-B).
- Successes:
 - We are strengthening relationships with building managers, who now frequently contact me regarding false alarms or other issues as they are getting used to the plan that we need to discuss every false alarm issue to aid in mitigating them.
 - Our efforts with care facilities are yielding results, as they are taking greater responsibility for having trained staff onsite to manage and respond to alarm issues, and are improving their understanding of their systems.
 - I have found that most businesses demonstrate a spirit of partnership with the fire department, working collaboratively to address fire safety concerns and foster a culture of safety. Resistance to remediation is rare once the “why” and the importance is explained.

Inspection Summary Table

Inspection Type	Count	Example(s)
Full Inspections	12	Fire safety, occupancy permit and code compliance inspections.
Targeted Inspections	6	Immediate Hazard Issue and Equipment and systems compliance checks
Reinspection/Follow-up	3	Code correction verification inspections
Hood & Systems Report Review	5	Hoods, alarm, sprinkler reports, vendor coordination, follow-up
Total	26	

Other Activities Table

Activity Type	Count	Example(s)
Alarms/Commercial Response Follow-up	13	False alarm follow-ups, system resets, vendor coordination
Hydrant Checks and Flow Testing	4	Flow tests, coordination, mapping updates
Knox Box Checks and key installs and tracking	9	Key card verification, emergency access procedures
City Meetings/Code Review	5	Permit application reviews, project progress, Joel Dressel coordination and County

Activity Type	Count	Example(s)
Fire Investigations	7	Fire cause investigations (work done as volunteer)
Professional Development	11	ICC Fire Inspector 1 certification prep, Fire Inspector II prep, other job-related video and webinars
First Due System Work	7	Data integration, previous inspection entry, training prep
Admin/Reports/Database	7	Reports, database updates, public information requests, work required for migration to new app and database server (includes items necessary for FCT work)
Citizen/Business FP Calls	9	Code questions, fire prevention advice
Community Partnerships	3	Deepening resource partnerships, cross-department training
Total	75	



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 12/01/2025 - 12/31/2025

Prepared by: Stefanie Anderson
Battalion Chief - B shift
BC of Training

- **Battalion Chief Administrative Meetings:**
 - Daily shift zoom meetings
- **Administrative/Training Duties:**
 - Telestaff Staffing & Callbacks
 - Mandatories: FF/EMT (0), FF/PM (1), Capt (0)
 - (9) December training requests approved for upcoming classes/conferences
 - For line staff, admin, maintenance, and volunteers
 - 2026 Quarter 1 Fire Training
 - Continue to coordinate locations and prop logistics
 - Work on credential with VC Lovering
 - Coordinate Consistent Instructors for various topics
 - Jacobs-Haz Mat
 - Pyle- Soft Entry
 - McGuffey- Search
 - 2025 B shift Probationary Firefighters
 - PFF Ben Frame- ff skills test 12/5/25
 - PFF Ben Frame- Map test two 12/23/25
 - Continued training and feedback from preceptors and officers
 - Continue to meet and discuss probationary tests and process for updating
 - With FF/EMTs Cupps and Romberg
 - Continue Live Fire Training planning with Captain Lawson
 - Recruit Class training burns
 - City of Sequim acquired structure
 - Schedule of events and timelines
 - Set mutual expectations for project
 - Coordinated logistics and steps to carry out.
 - Instructor Training
 - Telestaff 2026 vacation bid picks.
 - Answer questions and assist, collect paperwork

- Acting BC Tactical Scenarios 12/19/2025
 - Assist Jones with developing materials for testing
 - Logistics
 - 1 candidate, 3 scenarios
 - 3 evaluators & 3 helpers/adjuncts
- Initiate Acting Captain Task Book
 - FF/EMT McGuffey 11/5/25
- Captain Albers Acting BC ride along: 12/5/25
- Captain Albers BC Task Book Sign Training Sign offs 12/23/25
- Social Media Posts: Assist EA Coleman
 - 12/08- Shop with a Hero
 - 12.15- Chimney Fire Awareness
 - 12/31- Extrication Training
- **B Shift Training/Activity:**
 - B shift December Runs:
 - Approx 230 calls for 10 shifts
 - Average of 23 calls per shift
 - Probationary Training for Frame and Nokes.
 - Spartan Engine Training
 - RIT Scenarios
 - Out of Service Criteria by Maintenance Personnel
 - Ladder Truck Drive Time
 - Escort Hellen Haller Turkey Trot Winner Home 12/12/25
 - Fire/EMS training as assigned in Target Solutions.
- **Planning and On-Going projects:**
 - Continuing to improve Target Solutions assignments with EA Coleman.
 - Revising probationary book with EA Coleman.
 - Communicate with Probationary FF's regarding expectations and process.
 - Frequent meetings with Volunteer Coordinator Lovering.
 - Reviewing Target Solutions completion status.
 - Assist members with further training requirements per policy 2740.
 - Ongoing validation of Target Solutions assignments completed by members.



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Battalion Chief's Report: 12/31/2025 Prepared by: Elliott C Jones, C-Platoon

December 2025

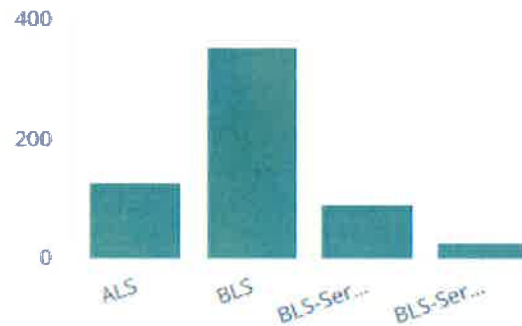
Count of Total Incidents & Exposures

Count of Incidents

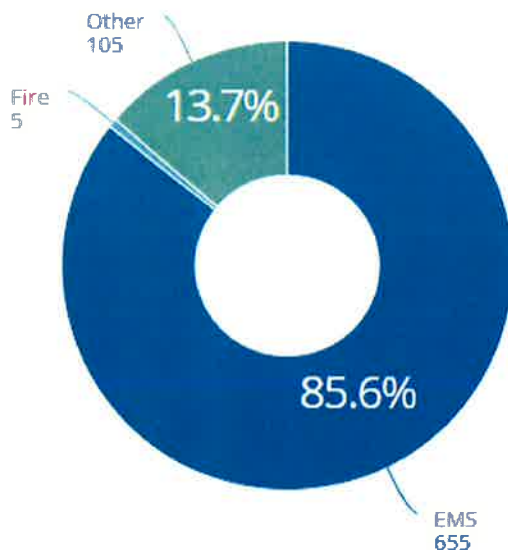
765

Additional Exposures **0**

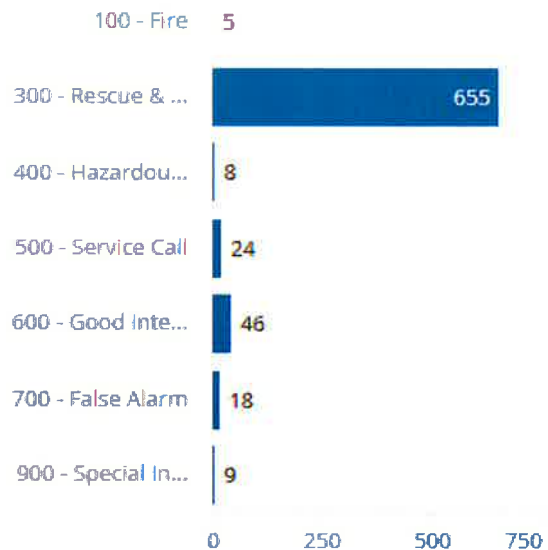
Count of Total Incidents & Exposures



EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



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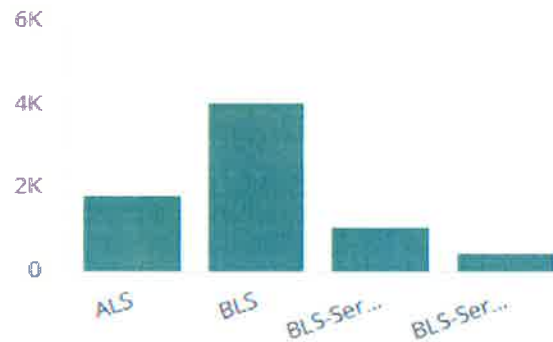
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January 1st through December 31st, 2025

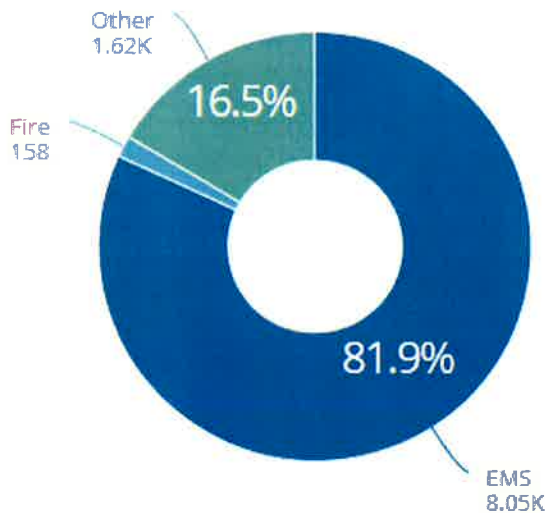
Count of Total Incidents & Exposures

Count of Incidents
9824
 Additional Exposures 0

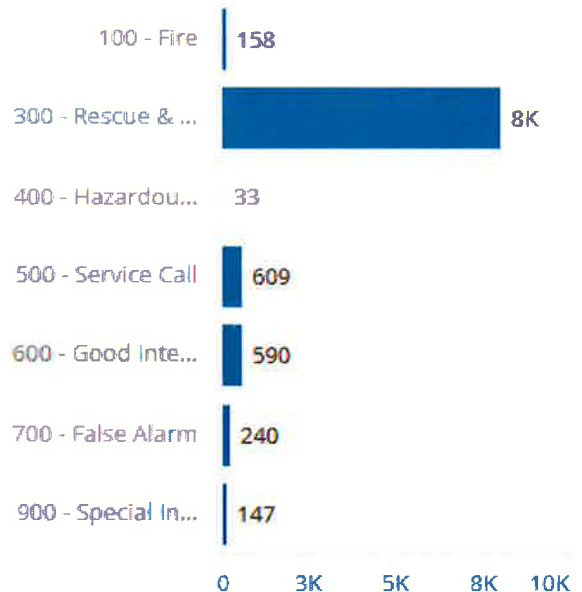
Count of Total Incidents & Exposures



EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



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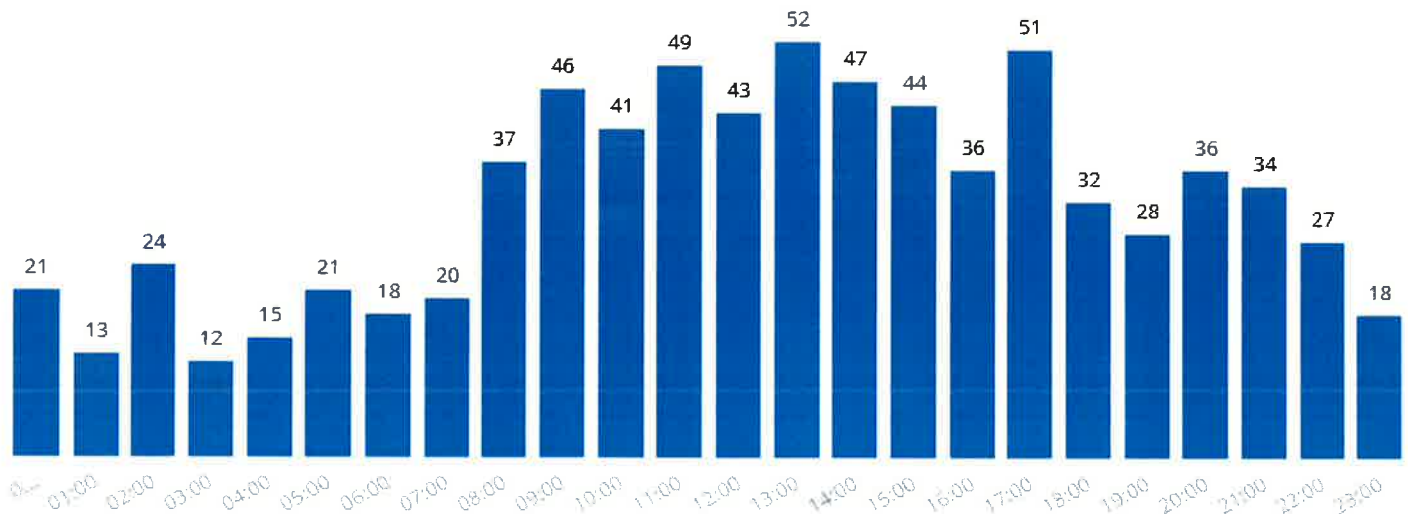
Bill Miano

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Justin Grider, Fire Chief

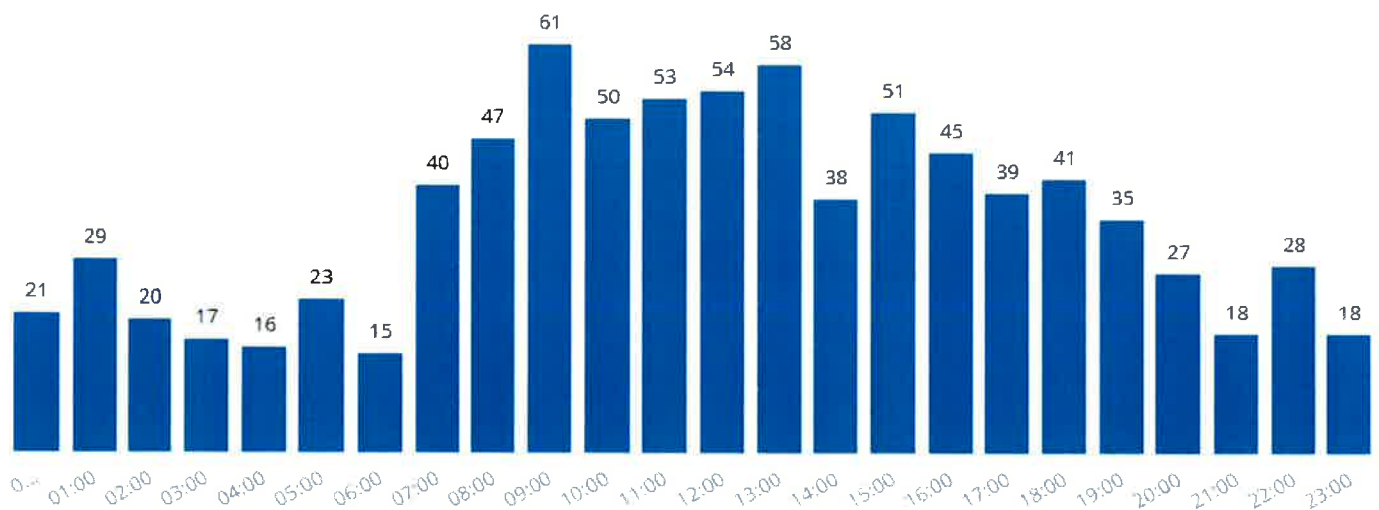
December 2025: Calls Per Hour of the day

Incident Count by Hour of Day



November 2025: Calls Per Hour of the day

Incident Count by Hour of Day



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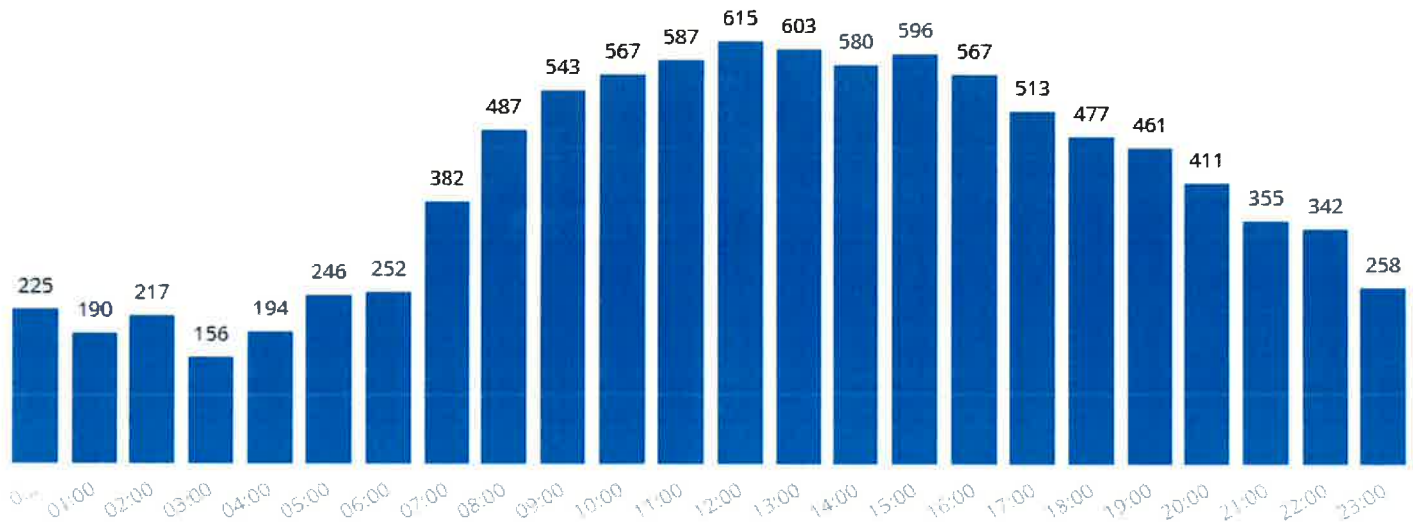
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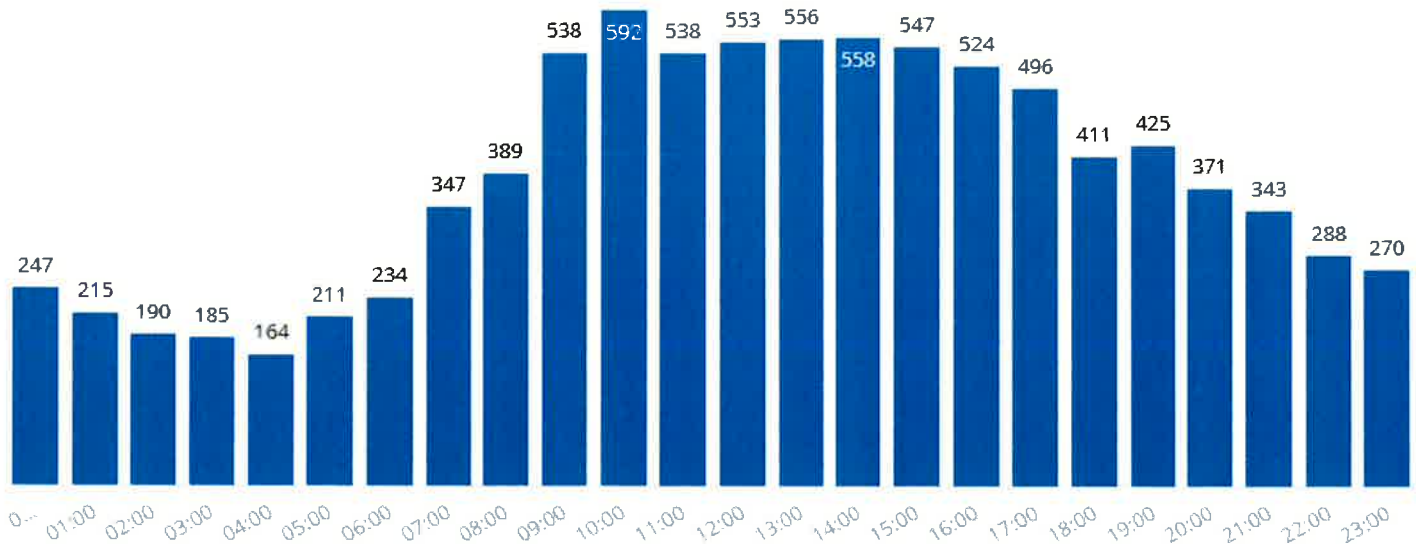
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January 1- December 31st, 2025
Incident Count by Hour of Day



January 1- December 31st, 2024
Incident Count by Hour of Day



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December-2025

📄 Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	105	21%
Patient Refused Transport	81	16%
Transport by Another EMS Unit	189	38%
Transport by Another EMS Unit, with a Member of This Crew	92	18%
Transport by This EMS Unit (This Crew Only)	32	6%
Grand Total	499	100%

2025 Year

📄 Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
No Transport	1,467	24%
Non-Patient Transport (Not Otherwise Listed)	1	0%
Patient Refused Transport	756	12%
Transport Unknown	6	0%
Transport by Another EMS Unit	2,234	37%
Transport by Another EMS Unit, with a Member of This Crew	1,304	21%
Transport by This EMS Unit (This Crew Only)	320	5%
Transport by This EMS Unit, with a Member of Another Crew	2	0%
Grand Total	6,090	100%

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CCFD3 Activity Sheet								
2024					2025			
	Transports				Transports			
Call Volume	CCFD3	Oly only	Fire Rider		CCFD3	Oly Only	Fire Rider	Call Volume
800	19	179	98	January	18	187	125	851
749	24	209	118	February	20	166	110	726
725	13	173	99	March	19	177	173	862
734	8	176	105	April	22	200	102	775
740	11	171	118	May	23	173	124	833
702	14	191	103	June	19	177	109	732
798	23	189	121	July	28	205	94	904
784	27	152	111	August	18	198	86	836
781	36	200	129	September	28	179	92	824
862	22	164	123	October	53	184	88	864
728	15	155	108	November	41	196	107	844
789	27	189	120	December	32	189	92	765
9192	239	2146	1353	YTD	322	2231	1302	9824
					+84	+85	-51	+632
				%	+34.31%	+3.96%	-3.77%	+6.88%

Definitions:

1. Call Volume- Number of Calls for Service
2. CCFD3- Transports completed in CCFD3 transport unit
3. Oly Only- Transports completed in an Olympic Ambulance Unit without CCFD3 personnel
4. Fire Rider- Transports completed in an Olympic Ambulance Unit with personnel from CCFD3

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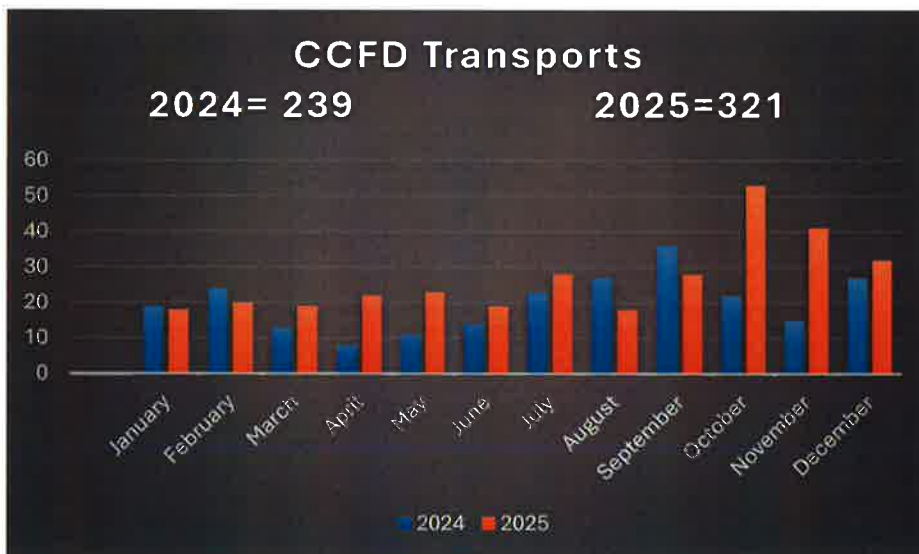
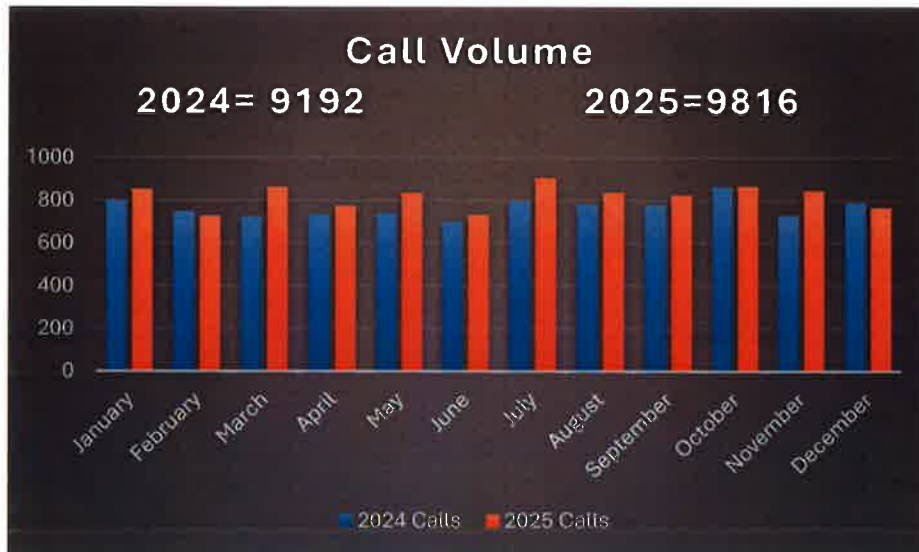


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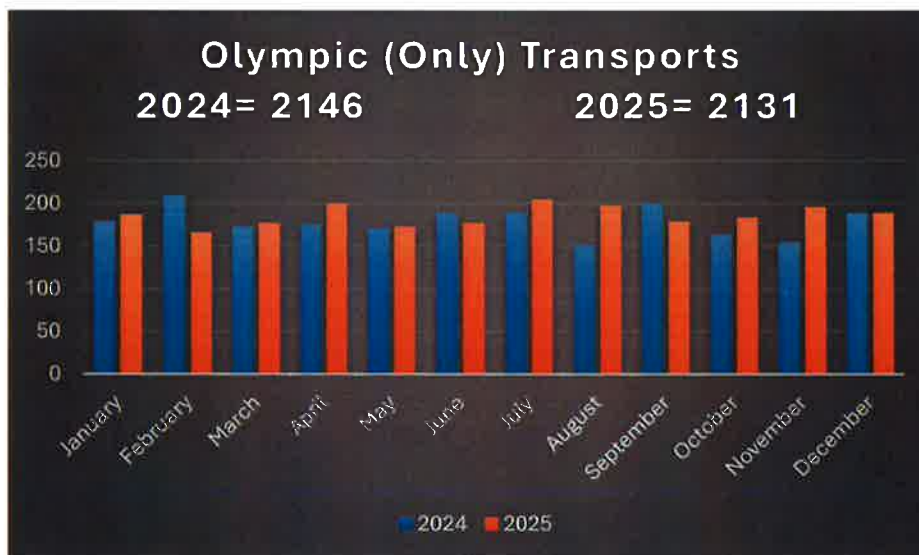
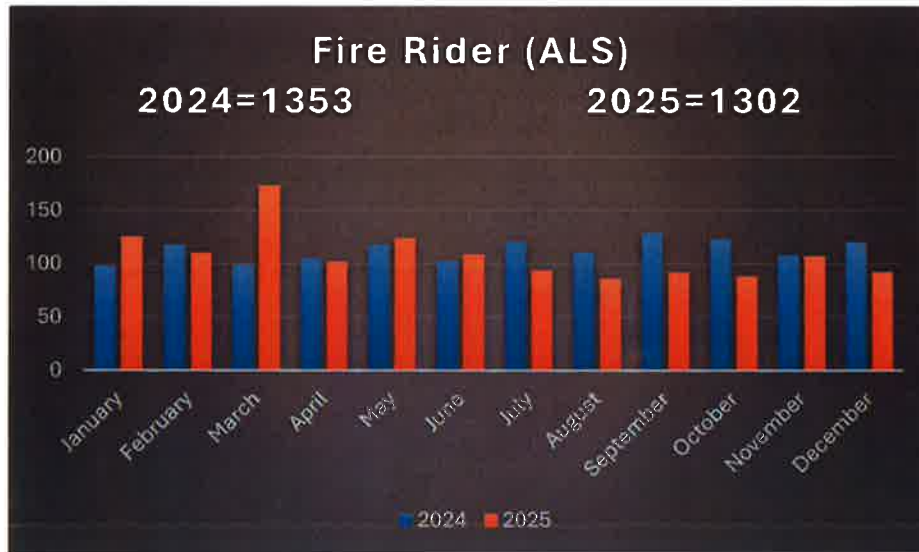


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○ Battalion Chief-EMS Administrative Meetings:

- Participating in staff meetings
- Conducted daily shift meetings
- Provided Administrative Chiefs with ESO update on tracking Olympic Ambulance
- Attended Fire Commissioner's Meeting
- Negotiations for Battalion Chief's Contract- To Begin

○ Planning and Ongoing projects:

- Review of C-Platoon members' certifications and licenses (ongoing and updated)
- Olympic Ambulance Contract Negotiations with Chief Grider and Misty Shaw (At Olympic for Legal Review)
- Telestaff

○ Continuing Education/Training:

- EMS Skill Sheets- in process
- 4th quarter OTEP completed
- 2026 1st quarter OTEP development and posting
- 2026 Run-Review/In-Service development and posted
- EMS Connect ongoing
- Participation in EMSConnect for continuing education
- Executive Fire Officer Program
- Center for Public Safety Excellence, Chief Training Officer (continuing), new format
- Development and Approval of Acting Battalion Chief Task Book- Scenarios

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Success stories from the MIH-CP office

So, I had a very difficult time deciding on the success story that I wanted to share with you this month and Q4, but I finally decided on giving you two. Mainly because of the dramatized and unbelievable nature of one of them. I will share the sensational one first, just to keep you interested.

The first success story I am going to share started with a phone call from Doctor Lisa Wu at Jamestown Family Medical Clinic, asking if I would follow up on a patient of hers that she was attempting to establish a baseline cognitive assessment and truth be told, she wanted to know if the pt was telling her the truth. The patient claimed that she had been bitten by a rat at her home, and Dr. Wu was trying to find out the level of truthfulness in the patient's claims about the rodent infestation issue that she was experiencing. Dr. Wu first called me to ask whether I would be willing to conduct a welfare check and a home safety evaluation. I found the home in deplorable domestic squalor with a rampant rodent infestation, to the point that there were rats running all over the house on my first visit. I conducted an interview with the patient and offered services and options to immediately vacate her from the home. She was reluctant and refused any options that removed her from the home. She just stated that she was having trouble sleeping as the rats at times crawl into her bed at night and they keep her awake. I asked her about the event that Dr. Wu contacted me about, and the patient told me, "Well this one rat in particular likes to sit on my shoulder while I watch TV sometimes. This time I attempted to pet his head, and it bit the tip of my finger. It did not break the skin, but it hurt and that is why I told my doctor about it." I attempted to hide my disgust as best as I could and asked her if these are wild or domesticated/pet rats and if they had a name. She replied, "No they are definitely wild, and no I did not name them **that would be crazy!**" I said in replay, "Naming them? That is the line in the sand that makes this whole thing crazy?" Before leaving the patients home, and due to the fact, the patient refused any alternate housing, I contacted Adult Protective Services and reported the patient as a self-neglect risk. The patient was given copious amounts of literature explaining the risk to the patients' health by living in these conditions. I worked with the property owner/manager as well as local businesses to possibly clean the structure and make it habitable again, but to no avail, due to the estimated cost which was well over \$60,000.00. After working for several weeks with the patient and all the partners including APS, the actual catalyst to get the patient to allow me to assist with alternate housing was that her heating unit quit working due to the

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rats eating through the ducting and wiring causing her home to become incredibly cold. While in bed during the Thanksgiving weekend, she stated that she bed filled with rats too numerous to count to all to escape the cold. She stated that she could no longer live in the house. I was able to facilitate with her family a short-term living situation at a local motel, and ultimately to an assisted living facility in Oklahoma where her son lives. This was a great example of a public/private partnership with Jamestown Medical health clinic, Washington State DOH/APS, County Fire Marshal, County health department, Restore U, and the patient's family both local and out of state.

Starting in mid-November, FD3 began receiving 911 calls for a young male that was unable to sleep. The young man was experiencing a psychotic break with periods of mania and depressed patterns of behavioral health. Within 72 hours, this individual compiled numerous calls for service that exceeded our district's High Utilizer code, thus triggering an informational letter warning of the abuse. I was *unable* (at that time) to deliver this letter and continued to work with the pt to reduce, but not eliminate, the calls to 911 for service. I continued to also work with his family support system and OMC physicians and staff to get the pt placed in an emergency behavioral health facility. The pt spent two weeks in this facility. Upon his return, he continued to call emergency services several more times. I was finally able to hand deliver the policy letter of system abuse to the patient. Thus far in 2026, the pt has complied with the department's request to utilize the MIH-CP office to access his behavioral health specialists and to avoid utilizing the 911 system for non-emergency calls. This changed his pattern of calling 11X in 6 days, to zero times in the past week... we shall see.

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Squad 34- MIH-Community Paramedicine

Update Year end 2025 (Dec. 2025)

Total CFS (YTD) for CP office	880 (9% of all dept. calls, 1139 CFSs from the start of the program Sept. 2024)
CFS from Dec.1 to Dec.31	67
Average (dispatched) calls per day	4.7
Average UHU per call	2.08
Fire calls	1
911 assist/CPR calls	2
Calls in place of Shift crews	21
High Utilizers identified	1
Letters sent to High Utilizers	1
High Utilizers reduced	1
LAU/Service calls	21
Partnership referrals	26
Quarterly EMS training complete	100%
Quarterly Fire/Rescue training complete	100%

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CCFD3 2025 Year in Review EMS Division | Prepared by BC Jones | January 18, 2026

Commissioners, this is the EMS Division 2025 year-in-review, based on the monthly battalion chief reports you received throughout the year. The headline is increased service demand and a meaningful rise in district EMS-Transports. I'll show the trends, what they mean operationally, and the priorities I recommend for 2026.

- **Service demand increased:** 2025 call volume totals **9,816**, compared to **9,192** in 2024 (+6.8%).
- **Seasonal surge is real:** Highest month **July (904 calls)**; lowest month **February (726 calls)**, with elevated workload June–October.
- **District transports increased sharply:** CCFD3 transports **321 (2025) vs 239 (2024) (+34.3%)**.
- **Olympic Ambulance transport volume remains high:** Olympic-only transports **2,231 (2025)**; Fire Rider transports **1,302 (2025)**.
- **New:** Check-in/check-out of Narcotic boxes utilizing vending machines and footlocker already in service.
- **Training completion reported as on-track in key quarters:** Q1, and Q2, **100% completion** for quarterly EMS. Q3 and Q4 are under review as a few members require extensions due to long-term leave.

Top concerns for commissioner awareness

- Demand growth plus summer surge increases risk to **unit availability and fatigue** unless capacity planning is deliberate.
- Transport workload shift toward CCFD3 increases exposure to **documentation burden, QA/QI cycle time, and training load**.

Recommended priorities for commissioner attention (2026)

1. **Peak-season capacity plan (June–Sept):** staffing, leave control, and training protection.
2. **Transport system scorecard:** District transports vs Olympic-only vs Fire Rider with monthly trends and operational impact
3. **Standardized Monthly Performance Reporting:** The District does not yet have a fully standardized approach for measuring and reporting response performance and unit availability across the system. A review of the 2025 Battalion Chief reports indicates that while valuable information is being captured, key indicators are not consistently documented in a uniform format, which makes system-wide evaluation more challenging.

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CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **1/20/2026**

To: Board of Commissioners
From: Chief Justin Grider
Subject: 2025 CERT Annual Report

Recommendation: Information only

Background: Emergency Planner Blaine Zechenelly will present the highlights of the 2025 Annual Report for CERT (Community Emergency Response Teams). This item is for information only and both Chief Grider and Mr. Zechenelly will be available to answer any questions the Board should have.

Discussion: N/A

Attachments: 2025 Cert Annual Report

Alternatives: None

Fiscal Considerations: N/A

Impact to the Community: To highlight the work that was completed last by CERT in 2025.

Eastern Clallam County Community Emergency Response Team



Clallam County Fire District 3's Eastern Clallam County
Community Emergency Response Team Program
includes the communities surrounding the City of Sequim, Jefferson County's
Gardiner Community, West Discovery Bay, and the Jamestown S'Klallam Tribe.

2025 Annual Report

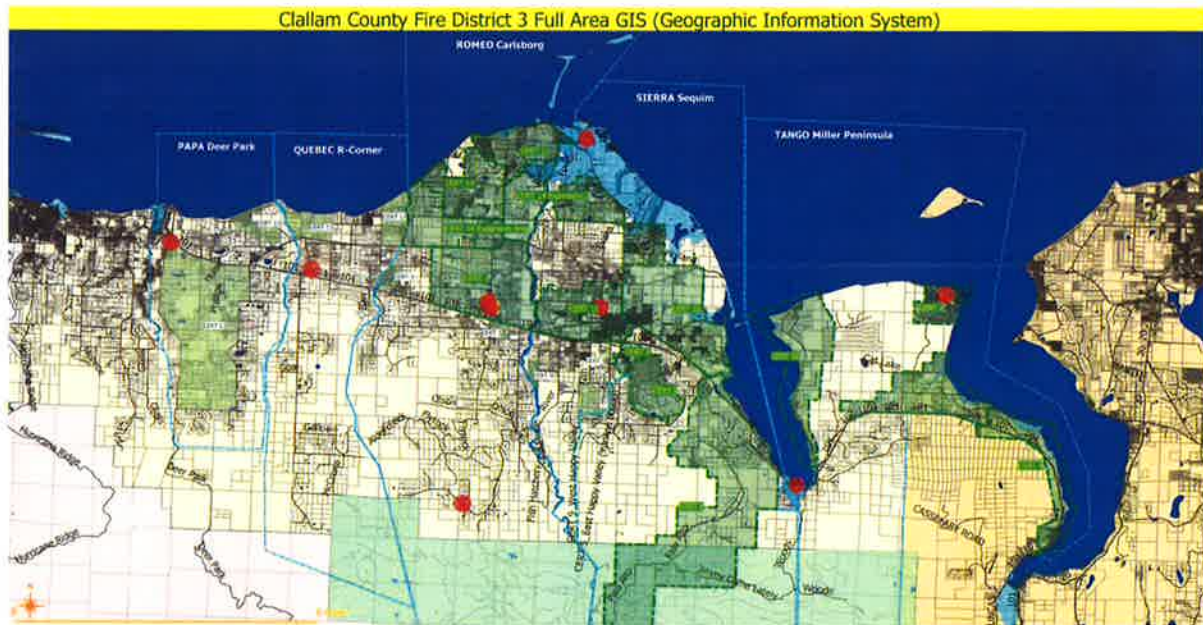
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Annual Report Introduction

Beginning in the Autumn of 2016, concerned First Responders associated with Clallam Fire District 3 (FD3) began developing an expanded training program for Community Emergency Response Team (CERT) volunteers on the Olympic Peninsula. FD3 soon created a unique CERT program tailored to the specific needs of the Olympic Peninsula that incorporated and expanded upon well-known First-Responder best-practices. FD3's unique CERT program is now a highly innovative and systematic program that organizes, trains, equips and sustains a continuously ready cadre of CERT volunteers.



Emergency Response Teams are assigned to serve within defined "islands" of operational responsibility to augment limited First Responder assets during times of widespread disaster.

FD3's tailored program has set up 17 regionally-based team organizations with robust command, control and communications structures and individualized team operations assignments. Each team meets monthly to conduct training specific to its assigned area of operation. This high degree of team preparation is necessary because of the severe risk and uncertain timing of a geologically imminent, Cascadia Subduction Earthquake event that is forecasted to collapse both public and private infrastructures and impose major disruptions along the western coasts of the United States and Canada.

Executive Summary

The important points that one should derive from this annual report are as follows:

- There is a severe need for increased emergency preparedness across the entire Olympic Peninsula because the life-threatening effects of a major Cascadia Subduction earthquake event will certainly be severe and widespread. Moreover, the larger population centers elsewhere, along the I-5 corridor, will become the predictable and most urgent focus of the majority of Washington State and national emergency response efforts. Consequently, we as Peninsula residents cannot expect to receive any significant delivery of emergency assistance from outside sources during the weeks and months that follow a major disaster.
- Our Sequim Operational Area (SOA)/CERT Program offers Emergency Managers in Sequim's operational area an immediately available and viable means to materially reduce or mitigate the effects of such a major disaster within our local communities.
- Our SOA/CERT Program relies on the willingness of citizen volunteers to step forward and serve their fellow neighbors in need, without any pay or compensation, which results in a highly cost-effective means to augment the limited numbers of available professional responders. CERT volunteers are vetted, certified and trained to perform light urban search and rescue duties. When mobilized to serve, CERT volunteers enjoy fully authorized and covered status as official Washington State Emergency Workers.
- Our SOA/CERT Program is seeking to sustain and enhance its high degree of readiness, first by making the public more aware of its mission objectives through the use of news media, radio presentations and service activities that are visible to the local communities. The Program also reaches out to the community simply through word of mouth to proactively recruit additional volunteers and leaders in order to maintain and even expand response team service capabilities within their assigned operational areas.
- FD3 continues to refine and evolve its SOA/CERT Program in ways that usefully employ the many talents of its members. CERT members continue to prove their willingness to serve our community in various ways, even in non-disaster contexts such as mass vaccination efforts, traffic management and food distribution activities. The SOA/CERT Program is demonstrably a highly valuable community resource that works to achieve the greatest good for the greatest number.

Program Purpose

Clallam County emergency managers must anticipate and develop the means to respond to a violent Cascadia Earthquake event in which the bulk of our public support infrastructure elements (power, roadways, bridges and communications systems) are credibly predicted to suffer such extensive damage that the entire Olympic Peninsula may very well be left completely isolated. Our communities should expect to be cut off from outside agency deliveries of food, medical support, and sheltering facilities for an extended period of time (weeks, if not months). Such a widespread event and its consequent after-effects would completely overwhelm Clallam County's very limited numbers of available First Responders.

The seriousness of this anticipated disaster scenario has motivated FD3 emergency planners to develop an expanded CERT program, incorporating emergency capabilities that, by necessity, must exceed the scope of the standard FEMA-based CERT programs used elsewhere.

The purpose of Eastern Clallam County's CERT Program is to develop and maintain a readily deployable cadre of highly trained citizen volunteers who would be able to safely augment local First-Responders. CERT volunteers can be mobilized quickly to help mitigate the initial effects of a broad-ranging disaster for our affected populations. By training CERT volunteers, FD3 has created a group of vetted augmentees who are also able to serve in secondary responder roles.

Trained CERT volunteers, assigned to and deployed within specific neighborhoods, are prepared to serve as the principal means by which all our citizens can remain informed about disaster assistance plans and be provided with the vital material support that they will need, such as food, water, basic first aid, traffic control, etc. Because CERT volunteers are also residents of the specific communities in which they are deployed, CERT members can also function as an authoritative and calming presence to their local populations during such emergencies. Finally, because CERT teams participate in monthly training activities that prepare them to deal with major disasters, this also enables them to respond to and deal with a large variety of lesser emergencies too, thus reducing the risks to public safety in general.

DIVERSITY STATEMENT:

The volunteer CERT program is committed to local community service, and the activities in which it engages are informed by and considerate of our underserved, underrepresented or marginalized communities. At its heart, this CERT program represents a highly inclusive, community service initiative that is primarily focused on preserving human lives and promoting public safety among our most vulnerable citizens during times of disaster.

Program Vision

FD3's SOA/CERT Program seeks to train, organize, equip and sustain at least twenty continuously operational CERT teams capable of participating in:

- Type IV (light urban) search and rescue operations involving non-structural entrapment;
- Light fire extinguisher and suppression skills;
- Disaster medical assistance operations involving survivor triage, first aid treatment and transport;
- Tasks that are safely conducted within pre-authorized operational areas using tools and procedures that are consistent with and do not exceed CERT specific training and certification levels;
- Volunteer support services within the Sequim Operational Area (SOA).

Program Goals

- **GOAL 1:** Train advanced skills that meet Urban Search and Rescue Type IV standards. Incorporate all applicable training materials within the CERT Academy syllabus. Augment standard training topics with additional materials that respond specifically to local circumstances.
- **GOAL 2:** Develop policies for shared interagency resources during disaster recovery periods.
- **GOAL 3:** Develop a strategy for applying for grants or other funding sources.
- **GOAL 4:** Establish regular access to appropriately sized meeting spaces to accommodate on-going CERT training activities.
- **GOAL 5:** Define and develop a concept of operations for disaster-related, emergency drone flights over affected communities and structures. Develop a cadre of FAA Part 107 certified drone pilots and build up an inventory of mission capable drones.

Metrics and Returns on Investment (ROI)

- SCOPE:** From 2016 to date, the Academy has trained:
- 978 individuals that have completed academy.
 - 18 individuals who did not complete academy training.
 - 56 individuals are for outside organizations (7 Jefferson County, 49 Clallam County)
 - 444 of those individuals are no longer available.
 - 478 individuals are assigned to 17 operational teams.

FUNDING: As of December 31st, 2025, FD3's CERT program has received grant funding and local contributions in the amount of \$15,100 (\$88,681 program to date) * from the following sources:

- 2025 \$0 from the Federal Government.
- 2025 \$4,800 from Local & State Government.
- 2025 \$10,300 from private community donations.
- Excludes Eastern Clallam CERT 501 (3c) funds

All contributions were spent on safety and communications equipment, equipment storage, and medical supplies. FD3's volunteer CERT members, instructors and trainers all donate their time and dedicate their personal resources on a purely pro-bono basis. Because of the enormity of the structural challenges facing the CERT effort, this program must continuously look for additional funding sources. Emergency Response Team volunteers also contribute personal funds to purchase needed first aid and rescue tools in order to ready themselves for a disaster event.

This year, 2025, saw the creation of a non-profit (501(c)(3)) entity that has been established to provide fiscal support to our CERT Program. As an IRS-approved non-profit organization, The East Clallam County CERT Association is now qualified to receive tax-deductible donations and will also be much more able to ask for and receive grant aid. This is a super-important fiscal enhancement for our overall CERT Program. This new Association has stood up as an independent entity and is not organizationally subordinate to either FD3 or the CERT Program. Tax information for the Association is as follows:

Name: East Clallam County CERT Association
Effective: 2 May 2025
EIN: 33-4950834

COMMUNITY BENEFITS: The CERT program, as currently constructed, serves the citizens of the Olympic Peninsula by providing a viable means to reduce or mitigate loss of life in the aftermath of a major disaster in the community. Trained CERT volunteers, deployed to specific neighborhoods, will likely serve as the principal means by which citizens can remain informed about disaster assistance plans. Because they are also residents of the specific communities in which they are deployed, CERT members can serve as an authoritative and calming presence during such emergencies. CERT volunteers can also perform secondary missions of food, water, and supply distribution, traffic control, basic first aid, etc. CERT teams train to deal with a major disaster so as to be sufficiently prepared to deal with lesser emergencies as well.

BENEFITS FOR FIRE DISTRICTS: The CERT program serves to augment and enhance the ability of the Fire District(s) to perform their missions during a major emergency. During times of overwhelming demand for limited First Responder resources, the addition of CERT trained volunteers offers fire commanders a trusted force multiplier that can be deployed and directed to great effect. The CERT volunteers offer their services freely, and such help, when properly trained and organized, is extremely cost-effective. The CERT Program, as it develops over time, can usefully enhance civilian relationships with professional responders and strengthen mutual trust and reliance on the contributions that CERT volunteers can offer in times of emergency.

BENEFITS FOR EMERGENCY MANAGERS: Elected leaders and agency managers who must respond quickly to a wide-spread disaster event will appreciate the contributions of CERT trained and State certified volunteers who can be deployed in numbers to mitigate the effects of the disaster on human lives and property. Moreover, CERT volunteers who are present on-scene can provide real time ground truth reports, rapid needs assessments and damage assessments to emergency managers and higher authorities as the full extent of the disaster unfolds. The benefits of CERT Program assets are important and should thus feature prominently in the Clallam County's Comprehensive Emergency Management Plans that are written to guide governing body responses to disaster events.

MONETARY VALUE OF CERT CONTRIBUTIONS

Area	Tasks	Month	Events	Persons*	Hours
OPERATIONS	*Person per day	Jan/Feb	2		
	CERT Classes: Academy (Basic Training) classes are conducted every month except in July, August and December.	Mar	0		
		Apr-May	2		
		Sep-Dec	3		
	Totals =		7	157	2629
		Month	Events	Persons	Hours
		Jan	15	208	843
	Monthly Team Activities from 078s	Feb	15	196	932
		Mar	16	266	898
		Apr	16	221	1176
		May	16	209	944
		Jun	16	193	896
		Jul	16	205	1011
		Aug	16	194	924
		Sep	15	174	902
		Oct	15	212	865
		Nov	15	235	957
		Dec	8	99	330
	Totals =		163	2413	10733

Area	Tasks	Month	Events	Persons	Hours
	Captain Meetings		5	73	163
	Division Chief/Operations		16	217	1010
	Administration Overhead		12	46	3247
	Clallam Ready (formerly MYN)		20	50	150
Totals =			63	386	4570

Community Events	Irrigation Festival Parade		1	55	166
	Safety & Information Fair		1	105	609
	Sunshine Festival		1	30	180
	4 th of July Parking Support		1	33	220
	Boys & Girls Club		1	15	98
	Garden Show		1	30	191
	Hurricane Ridge Dog Show		1	55	456
	Frosty Moss		1	30	100
	Lavender Festival		1	45	260
	Food Distributions		1	58	629
	Totals =		10	456	2909

The monetary value of CERT volunteer hours is set by Independent Sector for 2025 as \$34.79 per hour. Administration Overhead hours for the team were 1287 hours for 2025. This consisted of coordinating classes, calendaring of events, issuing IDs, yearend reports, public information work, after action reports. The total value of the volunteer hours for the year was worth \$725,058 to the community.

Between 2016 and present, volunteer hours have been worth \$4,887,416 to the community.

VOLUNTEER PARTICIPATION & HOURS

TOTAL 2025	243	3412	20,841
The value of volunteer time for 2025 is \$34.80 per Hour			\$725,058

Program Strengths, Weaknesses, Opportunities and Risks

The SOA/CERT Program's Strengths, Weakness, Opportunities, and Risks indicate the following:

STRENGTHS

- An abundance of technical expertise resides within SOA's existing population;
- CERT-operated radio communications systems can support SOA emergency operations;
- CERT enjoys local government & tribal support.
- Strong community support exists for volunteer service.

WEAKNESSES

- Succession shortfalls; too few leaders are available to preserve program success;
- Limited or unreliable classroom meeting spaces and equipment storage sites;
- Not enough volunteers to serve a 142 square mile area containing 40,000+ persons;
- Aged and aging CERT volunteer population;
- Local medical facilities and schools have only cursory, if any, integrated disaster plans;
- Politically, disaster preparations lack high priority; (exception: City of Sequim);
- Disaster transportation and resupply corridor plans remain incomplete (in-process);

OPPORTUNITIES

- Strong City of Sequim support for SOA operations, even beyond city boundaries;
- Leverage relationships with the media;
- Link up with the Pacific Northwest Seismic Network (PNSN), Legislators, National Guard, and State Emergency Management Department (EMD);
- Obtain Defense Reutilization and Marketing Office (DRMO) support;
- Integrate and collaborate with Disaster Air Response Team (DART) resources;
- Apply emerging technologies (i.e. Starlink) for command and control communication;

RISKS:

- National Guard medical units currently unavailable to our SOA (half of Clallam County);
- Low sense of urgency among State policymakers, disaster processes, and functions;
- Fire District(s) generally lack high priority or access relative to DRMO support;
- The State Catastrophic Incident Planning Team (SCIPT) anticipates that very few and possibly none of the State's emergency resources will be available to the Olympic Peninsula subsequent to a Cascadia disaster event.

Program Innovations and Results

INNOVATIONS:

- **HIGHEST RESPONSE PRIORITIES** - In the first week after an event, the five highest Sequim Operational Area (SOA), response priorities will be:
 1. Restoring Communications, Command and Control;
 2. Rapid attention to Life Safety issues (Medical Care, Search and Rescue);
 3. Comprehensive Damage Assessment and Reporting;
 4. Restoring supply lifelines (reopening roadways and transportation corridors);
 5. Organizing Mass Care and Sheltering facilities.

Consistent with these response priorities, SOA/CERT teams are organized and deployed specifically to support connectivity, life safety, and damage assessments. The SOA/CERT Program represents an innovative and largely unique response to the special conditions and potential disaster risks that exist on the Olympic Peninsula.

- **CERT MEMBERS:** Every SOA/CERT team member must be a CERT Course graduate, certified, receive Washington State Emergency Worker identification, and be assigned to serve under the operational control of a responsible government agency that is the Authority Having Jurisdiction (AHJ) over CERT mission activities.
- **CERT ORGANIZATION:** SOA/CERT members must maintain continuous readiness for possible mobilization. Each CERT team must contain a minimum of 10 members; ideally 20 to 25 members. The team must meet monthly to train and maintain individual and team skills, and new training topics will be presented from time to time. When deployed, the team will be assigned to a defined area of operation (micro- island or neighborhood).

PROGRAM DEVELOPMENT

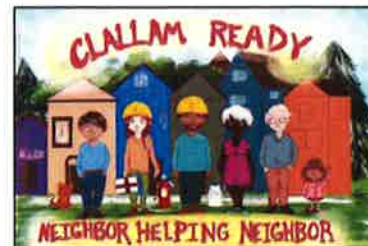
- RECRUITMENT – New CERT members are recruited by “word of mouth” from current CERT members and various community awareness activities. Volunteers participate in a 25-hour basic academy held over three Saturdays. Based on their home address, academy graduates are assigned to a CERT search & rescue team based within their own local neighborhood.
- OPERATIONAL CHAIN OF COMMAND – The SOA/CERT Program is sponsored by Fire District #3 (FD3) which is the “Authority Having Jurisdiction” over all official, operational activities of the SOA/CERT program. All CERT program development, volunteer training and mobilization authorities are subject to and performed under the direct control and oversight of FD3 which, in turn, also responds to and supports Clallam County and City of Sequim Unified Command emergency management requirements.
- PROGRAM SUPPORT – The Program forms teams to cover various neighborhoods, establishes team leadership, and assigns new members accordingly. Teams continue to train monthly to maintain skills required for Type IV Urban Search and Rescue standards. Each CERT team will have a specific mission, a pre-authorized operations plan, an assembly area, equipment set, defined search areas and responsible leadership.
- PROGRAM STRUCTURE – CERT Program management entails:
 - Providing all Basic CERT Course instruction from FEMA, together with additional, training enhancements specific to the Sequim Operational Area;
 - Neighborhood-specific team formation for continuous readiness in each locality;
 - Structured program leadership, oversight processes and ongoing support;
 - Regular exercises and drills to maintain skills and abilities;
 - A graduated training syllabus to support an optional skill “type” progression (notional).
- FD3 CERT AWARD POLICY – In 2021, FD3 instituted a recognition program for its CERT volunteers. The purpose of the CERT Program’s award policy is to establish a means to recognize the personal contributions of individual volunteers who, by their dedicated investments of time and resources, materially advance the vision and purpose of the FD3 CERT Program. FD3 CERT achievements, accomplishments or service on which nominations are based...
 - must have been performed on a volunteer basis, without pay;
 - must support FD3 CERT’s vision and purpose; and
 - must be replicable and inspire others to pursue similar accomplishments.

VOLUNTEER ACTIVITIES

“CLALLAM READY SEQUIM”



The Clallam County Emergency Management (CEM) Division recognizes the importance of encouraging citizen preparedness for widespread emergency or disaster situations. One such program for accomplishing this is now called “Clallam Ready Sequim,” (formerly known as Map Your Neighborhood) a localized organizing concept similar to a Street Watch program. **Clallam Ready Sequim** initiatives are designed to encourage a neighborhood’s residents to cooperate, organize and map out how they might best support each other in times of local emergency conditions. Within the SOA, Fire District #3 has oversight of the **Clallam Ready** Program. While **Clallam Ready** is not a CERT function, it is nevertheless a related mission that is promoted, overseen and supported within the Fire District, and thus remains as a useful adjunct and corollary to the preparatory work of our SOA/CERT disaster training and mission objectives. In 2025, Clallam Ready organizers delivered their preparedness message to over 500 persons at 26 CRS neighborhood orientation events. See more details at: <https://www.bellelealand.net/clallamready> .



KSQM 91.5 FM CONDUCTS MONTHLY CERT INTERVIEWS

Radio Station KSQM has proven to be a great friend and ally of the SOA/CERT Program. In 2025, CERT member Jim Emmett has hosted a regular "Papa Jim" show on KSQM. As part of his show content he has begun to conduct a series of on-the-air interviews with SOA/CERT personalities. His interviews serve to feed a growing community interest in our CERT program activities. By such regular CERT exposure to the listening public, Jim is working to encourage more people to consider preparing themselves, their families and their households for potential emergency situations and possibly choosing to join our SOA/CERT Program. Jim’s interviews are regularly scheduled on the third Friday of each month, from noon to one o’clock.



IRRIGATION PARADE PARTICIPATION

CERTs joined the parade to celebrate the 130th anniversary of the Sequim Irrigation Festival in 2025. We had position #20 and Clallam Ready had position #21. Equipped with team signage, CERT participants enjoyed cool weather and a perfect day for our one-mile stroll past thousands of appreciative onlookers. Our participation served to remind all who saw us that there is a program in our community that will serve each neighborhood should an emergency occur. CERT recruiting is typically accomplished by word-of-mouth advocacy, but this annual parade helps to keep the CERT Program in the public eye.



CERTS SUPPORT THE SEQUIM SUNSHINE FESTIVAL



CERT volunteers joined with the City of Sequim and its Sunshine Festival staff to provide a safe running experience for the morning's 5k race. CERTs guided visitor and vendor parking and helped to ensure that the runners stayed on course. In the evening, the



crowds of visitors arriving for the drone show (featuring 200 synchronized drones!) received CERT's help with parking and exiting. Perhaps 2500 persons watched the evening drone show.



SOROPTIMIST LOAN CLOSET AGREEMENT



In February, FD3 and Soroptimist leaders finalized a mutual agreement by which, during times of emergency, designated FD3 and CERT personnel may gain access to the Soroptimist Loan Closet and immediately acquire any such medical equipment as may

be needed. This agreement will serve our community in times of distress, and reflects the high level of cooperation that FD3 and Soroptimist International have as they work together in Sequim.

SOROPTIMIST GARDEN SHOW SUPPORT

Our FD3/CERT Program was asked again this year in March to assist Soroptimist of Sequim in managing traffic and parking associated with their Garden Show at the Boys & Girls Club in March. Soroptimist was very appreciative of CERT's community service. CERTs assisted drivers to locate the parking spaces that were available and managed traffic flow through the parking lots to enhance driver and pedestrian safety.



ECC COMMUNICATIONS :

When the Sequim Emergency Coordination Center (ECC) is activated, our CERT Logistics Team will serve as a message center and information hub that interfaces with both the Sequim ECC Unified Command team and with our deployed CERT operations in the field. To accomplish this mission, CERT will co-locate a **communications trailer** at the ECC. CERT personnel will operate the trailer's radios, record radio traffic, and convey timely information and messages both to and from CERT field operations and the ECC Command team.



CERT SUPPORTS JULY 4TH EVENTS

Sequim's July 4th event was supported by 30 CERT volunteers who helped direct and park hundreds of vehicles at Carrie Blake Park. This year, the **City of Sequim** took charge of most of the traffic management issues associated with hosting a large-scale event at Carrie Blake Park. Beginning around 9AM, the park quickly filled up with food vendors, musicians and throngs of visitors. CERTs helped guide Vendors, Performers and ADA to their designated parking areas, while all other parking access and departures were City controlled. The City set up safety boundaries to keep the onlookers away from the fireworks' "landing" areas. Fire District 3 had an engine and an ambulance on site to deal with emergencies. At the end of the fireworks show, our CERTs guided the vehicles safely to the park exits, and remained on duty until nearly midnight. That's community service!



SOA/CERT SUPPORTS SEQUIM LAVENDER FESTIVAL

2025's Lavender Festival was bigger than ever. CERTs were on hand to help guide ADA, vendor and performer parking. SOA/CERT set up an information booth, together with **Clallam Ready Sequim** representatives, to inform the thousands of visitors of the presence of our community service programs. Together, we were able to provide useful information regarding some of the local risks and hazards here on the Peninsula. The booth is well equipped with charts and brochures to promote public emergency preparation planning. There were about 160 vendors plying their wares. The CERT members' duties involved controlling vehicular access to designated parking areas. Specifically, CERTs were on hand to allow ADA, vendor, performer and official traffic to pass through two access points to the Carrie Blake Park grounds.



CERT SUPPORTS HURRICANE RIDGE DOG SHOW



As it supports 3-day dog show operations in July, CERT tasks include collecting day parking fees at the entrance and then assigning several hundred vehicles to RV, FastCAT, Long, and General parking lanes. CERT volunteers are greatly appreciated by the Show organizers. CERTs also receive a lot of positive feedback from the Show participants as well. CERTs carry radios and are equipped with the proper Personal Protective Equipment and signage to do the job correctly. We practice our CERT teamwork, radio skills, and public interactions. CERT contributions to community service are noticed by the public and help to raise general awareness of our CERT program.



CERT BOOTH AT SEQUIM AIR AFFAIRE

The Sequim Air Affaire is an annual opportunity, each August, to come to the Sequim Valley Airport and see all the aviation-related items on display. CERT was there with an information booth to keep the SOA/CERT Program in the public eye and to answer questions for those curious about CERT.



CERTS SUPPORT SOROPTIMIST BACK-TO-SCHOOL FAIR

Sequim's Soroptimist International Club sponsors an annual Back to School Fair at the Boys and Girls Club. At the 6-hour August event, students receive free school supplies and a chance to inspect and touch FD3 fire equipment. CERT volunteers manage the traffic flow through the Club's busy parking lot, monitoring entrances and exits, mostly to keep the kids safe relative to the moving vehicles. Cones and barriers were put in place to guide one-way traffic through the access lanes.



CERT CREATES HASTY “HALO” HARNESSES

CERT SAR operations may need to extract a heavy person from a structure both quickly and safely. A “Hasty Harness” is a tool designed to help firefighters (or CERTs) drag a person out of danger. Our CERT Program purchased enough tubular webbing to provide one Safety “Halo” Harness to every SAR squad. That’s over 60 harnesses! (The design of the Harness involves deploying a complete loop, or “Halo” around the survivor, hence the name “Halo.”) Each harness loop was joined and sewn securely with a heavy-duty sewing machine.



This video link shows how quickly this harness can be deployed:

<https://www.youtube.com/shorts/UDUHNgD9D6k>

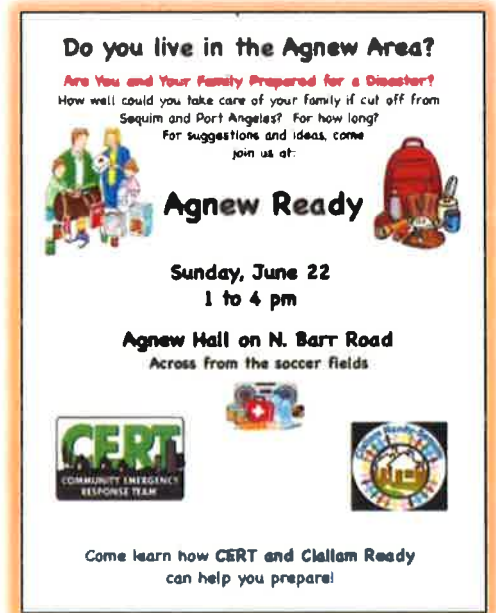
CERT CONDUCTS SAR DRILL AT MEMBER’S HOUSE

CERT16 Team Captain Kyle Hall very graciously made his house available as a temporary CERT SAR training site. Multiple teams were able to practice their emergency search procedures on 12 April. There were volunteer “survivors”, bodies, sound effects and strings of “blood” to challenge even the most experienced participants. The learning experience provided a welcome opportunity to apply our book knowledge to a real, physical instantiation of our SAR skills.



"AGNEW READY" FAIR FOR SAFETY

CERT 13 serves the Agnew community as part of its area of operational responsibility. Members of CERT 13's Delta Squad recently took on a major outreach initiative to boost people's awareness of emergency preparedness and disaster readiness issues in that neighborhood. They called it "Agnew Ready." The initial plan or scope of the Agnew Ready effort was modest, but the idea quickly grew into a community event that included the presence and participation of Fire District 3, Clallam Ready volunteers, and CERT Program managers. The FD3 Safety House was there together with a Station 32 fire engine and an ambulance. The Agnew community responded well to this event. People seemed genuinely interested in the readiness topics. More than 200 persons stopped by to inspect the booths and information tables, asking questions and learning about personal readiness matters in the Agnew area..



SAFETY HOUSE OPERATIONS EXPANDING

The FD3 Safety House has been greatly restored and is now ready to serve the public at various events. A major upgrade was the Bluetti 3000 watt battery pack that can power the whole trailer silently all day. The interior has been cleaned and made ready to teach safety to kids in 1st thru 5th grades. CERT members provide scripted instruction as the children move through the kitchen, downstairs and upstairs rooms. They also learn to exit a balcony using a chain ladder. It's a great teaching experience!



CERTS SUPPORT FROSTY MOSS RELAY RUN

Frosty Moss is a relay race that starts in Forks (bringing the rain) and travels along the Olympic Discovery Trail past Sequim. CERTs help in the portion of the race that goes through Sequim. CERTs are positioned at eight intersections to make sure the runners make the correct turns. They also watch to ensure that the roads are safe to cross. There’s no such thing as bad weather...just bad clothes. Of course, our CERTs came prepared for the rain.



CERTS SUPPORT CRAZY CALLEN EVENTS

CERT members set up the FD3 and CERT pop-up tents for our display booths. High winds on 2 May blew away the CERT tent however, so we had to erect a substitute shelter. The FD3 Safety House was present and explored by many young kids who each received a sticker for their successful completion. CLALLAM READY was also present for duty, delivering safety preparation information to the folks.



CERT ATTENDS DIAMOND POINT AIRPORT APPRECIATION DAY

Our CERT booth was present at the Diamond Point Airport Appreciation Day, to “Show the CERT Flag” and stay visible. Over 20 aircraft were on display including Life Flight. The event was similar in scope to the Sequim Valley Air Affaire. Attendees were given a chance to inquire about the CERT Program.



OUTDATED CERT ID CARDS TO BE REISSUED

Many of our CERT members have expressed concern that our outdated identification cards might not be accepted if we are ever asked to prove our current status as Washington State Emergency Workers. Using our old card printer, it would take a full-time effort of days or weeks to reprint new ID cards for all our CERT members. The CERT Program therefore purchased a new ID card printer that is capable of high volume production and a long life-span. It is capable of edge-to-edge, double sided, color printing at a (high) resolution of 600x600 dots per inch (dpi). It can print 2.13" by 3.41" cards at a rate of 72 double-sided cards per hour. With ink and card stock, each new card will cost about \$2 to produce.



FUTURE DRONE MISSIONS BEING PLANNED

Our CERT Program has been thinking about the possibility of including drone operations within our concept of operations. We have, to date, been limited by both the complexity of FAA-approved flight operations and the high costs of candidate drones that would be capable of performing our SAR mission. Our future SOA/CERT Drone Program will be designed to enhance information gathering when roads are broken and physical assessments cannot otherwise be achieved to quickly assess a major disaster's impacts on the affected communities. Drone operations, conducted by properly trained (and Federal Aviation Regulation Part 107 certified) pilots will respond to the command and control direction of the SOA's Emergency Coordination Center. Their flight operations will constitute an invaluable source of information that will give emergency managers access to timely, ground truth assessments that can cover the SOA's extended operational area. When authorized by the SOA Unified Command and Division Chiefs, such drone missions and operators will be afforded Washington State liability protection. This protection may also extend to pre-authorized, non-emergency "training" flights. We expect to make progress toward our drone goals during 2026.



CERTS RECEIVE DART TRAINING FOR AIRCRAFT SUPPORT TASKS

In September, members from CERT 2, CERT 3 and CERT 14 received an aircraft safety orientation to support Clallam's Disaster Airlift Response Team (DART). This training is intended to prepare CERT members to support emergency airlift operations at Diamond Point, Sequim Valley and Blue Ribbon airfields. CERT members later practiced their on-site aircraft support skills at the Sequim Valley airfield. This training is designed to equip CERT support personnel to perform safe and effective services to light aircraft or helicopters. Such training is a required prerequisite before any CERT member may access the aircraft. These are the kinds of additional service contributions that CERT members may be asked to perform during a disaster situation.



FD3 AND SOA/CERT HOST SEQUIM'S 3RD ANNUAL SAFETY FAIR

The 3rd Annual Safety Fair took place on October 4th, 2025. Preparations for the Safety Fair began months earlier. There were many details and public service agencies to contact and coordinate. The Fair preparation team was led by CERT's **Donna Stoffel**, who organized and led dozens of volunteers to make the Fair a success. The Safety Fair involved over 30 public service agencies. At least 1000 persons attended the Fair. Outdoors, the public had access to "Touch-a-Truck" displays, a Life-Flight helicopter, the portable "Fire Safety House" trailer, and heavy-duty public safety equipment on display.

The CERT table featured a computer-driven demonstration of all the great emergency preparedness information on the CERT website. The Fair served our community in multiple ways. It was designed to increase public awareness of the various agencies and organizations that are actively working to serve and protect us; it promoted greater interagency cooperation in public safety matters; and it highlighted the CERT Program as a great way for willing volunteers to serve our communities. This is a winning event. The participating agencies are eager to return again on October 3rd, 2026.



FOOD BANK DISTRIBUTION OPERATIONS

The Sequim Food Bank continues to partner with SOA/CERT volunteers to support a needed food distribution mission. Our local area is home to a significant number of needy families. Extra food is available for them, but it takes willing volunteers to marshal the eligible traffic into position by guiding client vehicles through waiting areas and street access routes. In addition to our CERT members, over 80 additional volunteers from Rotary, Elks, Lions, 7th Day Adventists, and Kiwanis were also present and assisted in loading food boxes and bags into client vehicles. COVID-era resources have diminished, so the Food Bank used its own location to effect the holiday food distribution this year. Three hundred and thirteen cars were served on Friday, 21 November. CERTs were also on duty on Saturday, 22 November, and Monday 24 November.



MUSEUM TRACTOR CRUISE SUPPORT

The Sequim Police Department requested help from FD3 and CERT to assist in traffic management services in order to ensure the safety of Sequim's Museum and Arts 10th annual "Tractor Cruise" down Washington Street. Ten Fire District vehicles (engines, ambulances and tenders) were pre-positioned to temporarily block traffic access to the planned parade route. CERT personnel were also assigned to ensure that alleyway and driveway accesses to Washington Street were similarly controlled so that the tractors could proceed safely without non-parade vehicular interference.





NON-PROFIT CERT SUPPORT ASSOCIATION ESTABLISHED

Our SOA CERT Program now has a non-profit, 501(c)(3) partner entity called the “East Clallam County CERT Association” (EIN: 33-4950834).

The Association’s designation as a non-profit enables SOA/CERT Program access to government and private grants to help with funding and to further our CERT mission. Patrons who donate to the “East Clallam County CERT Association” will be allowed to claim a tax deduction for their contributions.

Legally speaking, a 501(c)(3) nonprofit must maintain its stand-alone independence to comply with IRS rules and preserve its tax-exempt status — especially when it is working closely with a government entity like Fire District #3. Here are some basic structural requirements that define and preserve the Association’s non-profit status:

- o The nonprofit must be separately incorporated with its own Board of Directors.
- o It must have its own governing documents, such as bylaws and articles of incorporation.
- o It must operate independently, apart from FD3 and CERT— even though it may collaborate closely with them.
- o The nonprofit must control its own (non-government) funds — i.e. private donations, grants, etc.
- o The Association can support FD3 and CERT, but cannot act as a pass-through entity for public money.
- o All expenditures must be authorized by the nonprofit's Board, and be consistent with its exempt purposes.
- o Decisions about fundraising, spending, and programs must be made by the nonprofit’s Board.
- o The Association will maintain its own bank accounts, records, and decision-making processes.
- o The Association will ensure its mission activities will be demonstrably charitable and public-serving.

As a 501c3 entity, the Association must also maintain a Board of Directors with at least five members. The Board President and Secretary/Treasurer may not be FD3 employees. At the outset, our 501c3 Board officers are identified as follows:

President:	Charlie Meyer
Vice-President:	Blaine Zechenelly
Secretary-Treasurer:	Robert McCauley
Director:	Justin Grider
Director:	Keith Koehler
Director:	John Anzalotti

Next Steps

In 2026, more training and recruitment will be necessary to sustain sufficient operational coverage for our neighborhoods. In addition, when it becomes feasible, the FD3 CERT program will:

- Train and certify more trainers to ease the workload on the current training volunteers, to provide more depth in the training staff to account for illnesses and absences, and to add capacity in the event that simultaneous training activities must be conducted.
- Push to obtain and situate more storage containers in the neighborhoods and regions where they are needed. This will help to alleviate storage problems for tools, medical supplies, communications gear, power and fuel supplies.
- Continue to organize policies and procedures to establish an operational CERT drone capability to accomplish reconnaissance missions in times of emergency.
- Work to support the Clallam EMD by providing “Center of Excellence” augmentation of administrative tasks required by the State of Washington, such as database management of required personnel records and filings.
- Expand CERT operational capabilities within and among Sequim School District employees if administratively feasible.

Thanks

The CERT program would like to thank the following sponsors who have contributed either funds or facilities for meetings in the past and present.

- **91.5 KSQM – Community Room and Publicity**
- **Clallam County Emergency Management**
- **Sequim School District – Greywolf Campus**
- **Port Angeles School District – Fairview Elementary**
- **Fifth Avenue Retirement Living – Community Room**
- **Gardiner Community Center Jefferson County**
- **Sequim Grange – Campus**
- **Sequim Dungeness Community Church – Campus**
- **Sequim Community Church – Campus**
- **Trinity United Methodist Church – Event Parking**
- **Sunland Homeowners Association – Campus**
- **Highlands Heights Homeowner’s Association – Office**
- **Dungeness Meadows Homeowner’s Association – Club House**
- **Dominion Terrace Homeowner’s Association – Club House**
- **Dungeness Valley Lutheran Church – Campus**
- **Clallam County Transit/City of Sequim – Transit Center**
- **Jamestown S’Klallam Tribe - Red Cedar Hall & Training Center**
- **Agnew Community Center**
- **Elks Lodge of Sequim - Funding**
- **Gardiner Salmon Derby Association – Funding**
- **Hurricane Ridge Dog Show Association - Funding**
- **Providence Hospitals Reuse Program – Medical Supplies**

CONCLUSION:

CERT members are your friends, neighbors, co-workers and trained professionals who have chosen to volunteer their valuable time and resources to make a difference in our local community. They have completed the FEMA-sponsored Community Emergency Response Team (CERT) training program that has prepared them to respond to possible emergency situations in our immediate area. When deployed as Washington State Emergency Workers, CERT volunteers serve us all by augmenting and providing critical mission support to our very limited numbers of professional First Responder personnel. CERT members may also be called upon to assist with non-emergency activities that help to improve the safety and well-being of everyone here on the Olympic Peninsula.

Perhaps you would like to join us?

- CERT Program Sponsor: Clallam County Fire District 3
(Chris Turner, Battalion Chief); CERT@FD3.org
- CERT Program Manager: Blaine Zechenelly;
bzechenelly@FD3.org
- CERT Program Registrar: Cindy Zechenelly;
czechenelly@FD3.org



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **01/20/2026**

To: Board of Commissioners

From: Fire Chief Justin Grider

Subject: Johnston House Options

Recommendation: TBD

Background: As per Board direction, we are bringing this topic back to the Board.

Discussion: TBD

Attachments: None

Alternatives: None

Fiscal Considerations: TBD.

Impact to the Community: The public is better served when the District is a good steward of the public's money.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting 01/20/2026

To: Board of Commissioners
From: Tony Hudson, Deputy Chief
Subject: Resolution 2026-01 Sole Source Resolution for Purchase of
Locution Alerting

Recommendation: Staff is recommending that the Board approve Resolution 2026-01.

Background: Staff is recommending the resolution approval to allow purchase of Locution Station Alerting for the three staffed stations. Locution's design and features allow for a sole source purchase as outlined in the attached documentation. This has been reviewed and approved by Attorney Snure. The actual purchase would come to the Board for approval under a separate agenda item.

Discussion: The Board to discuss Resolution No. 2026-01.

Attachments: Resolution No. 2026-01 and supporting documents.

Alternatives: The Board can choose to approve or deny Resolution No. 2026-01.

Fiscal Considerations: Locution is budgeted for 2026 in capital expenditures.

Impact to the Community:

The Public is better served when the District personnel are well rested and have appropriate alerting. Staff are better served by an upgraded, heart healthy alerting system.



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

RESOLUTION 2026-01

WAIVER OF COMPETITIVE BIDDING REQUIREMENTS

Background: RCW 39.04.280 provides for the waiver of competitive bidding requirements under enumerated conditions including (1) (a) Purchases that are clearly and legitimately limited to a single source of supply and (1) (b) Purchases involving special facilities or market conditions.


1. The District needs to purchase the equipment as outlined in **Exhibit A** "Equipment".
2. District staff have determined that the Equipment meets the specific needs of the District better than alternative brands or products. It does not require an adaptation period to create a full dispatch announcement as it is a word and phrase human voice. The voice database is stored local at each station and is not cloud-based. It has superior accuracy through a record/review process at Locution with final review by the department allowing each element to be matched precisely to the required way it needs to be said, including specialized pronunciations.
3. District Staff investigated supply sources and has determined that Locution Systems is the sole and exclusive vendor of the Equipment in Washington (**Exhibit B**) and The District cannot purchase the new Equipment from any other source;
4. Locution Systems is clearly and legitimately the sole source of supply for the Equipment that meet the needs of the District.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Clallam County Fire Protection District No. 3 Board of Commissioners hereby waive the competitive bidding requirements pursuant to RCW 39.04.280(1)(a) and (b) and authorizes the Fire Chief to purchase the Equipment a from Locution Systems at a cost of \$150,558.13 including sales tax.

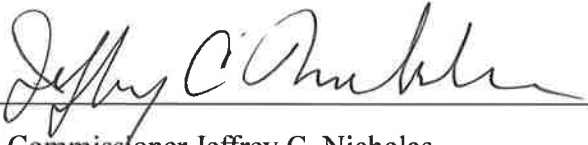
Adoption: ADOPTED by the Clallam County Fire Protection District No. 3 Board of Commissioners at an open public meeting of such Board on the 20th day of January 2026, the following Board Members being present and voting:

Resolution 2026-01 – Waiver of Competitive Bidding Requirements

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

BY: 
Commissioner Bill Miano, Chairman

BY: 
Commissioner Michael Mingee, Vice Chairman

BY: 
Commissioner Jeffrey C. Nicholas


ATTEST: 
Lori Coleman, District Secretary

Exhibit A



1626 Cole Blvd, Suite 250
Golden, CO 80401
Voice: 303-301-7300 Fax: 303-384-9014

Customer : Clallam County FD District 3	Quote ID	CLAL-2601-PTT-3ST-EZ-EL
Contact: Tony Hudson	Document Date	1/19/2026
Email: thudson@ccfd3.org	Quote Expires:	5/19/2026
Phone: 360-460-5009		

PrimeAlert Elite System Pricing

1.0 Notes and Assumptions

Operation is 100% on-premise.
Setup is Hybrid Cloud GUI Based, running along side On-Premise operation.

Hybrid Cloud based setup provides:
Full Validation of System Files (Executable, Configuration*)
Advanced User Control Interface
Centrally Managed Access
Built-in Redundancy of latest config and exe files
Built-in Update History
Built-in Traceability Auditing

Quoted:

It is important to note that this is a budgetary quote only. This quote cannot be used to generate a Contract or a Purchase Order and a new quote would need to be issued. This quote is also subject to change in pricing and number of devices.

Locution PrimeAlert Central Server System including PrimeAlert Radio PTT (Push to Talk). Includes PrimeAlert Administrator Software. Quoted for:

- 3 EZ-Zone Stations (Bunk Only PA - Stations 33, 34, 37)
- 1 PTT PrimeAlert Radio is quoted.

Use of analog tones over a digital radio network can pose a problem with audio clarity and quality of the tones. It is the responsibility of the Customer and their radio personnel to test and select tones that provide the required functionality.

Customer must provide network connectivity between the central server and PTT PCs, in order for the system to be functional.

Locution is not responsible for the quality of any existing radio system that this system is tied into. It is the Customer's responsibility to ensure this system can transmit clear audio.

Does not include Radio Hardware Infrastructure to tie Locution PrimeAlert-Radio system into. This would need to be supplied by the Customer.

Resolution 2026-01 – Waiver of Competitive Bidding Requirements

Customer must ensure that good network connectivity exists between the central server and all station PCs, in order for the system to be fully functional.

It is the responsibility of the Customer to ensure that the present PA audio system allows clear, accurate and understandable voice dispatch information to be delivered over this system.

The start and timelines of the project quoted below are contingent upon Locution’s active project load and procurement lead-times at the point in which a PO or signed contract are received by Locution, and are determined by the assigned Locution Project Manager once the project has been turned over to project management.

It is the Customer's responsibility to ensure 120V power exists within 6' of all Locution provided station enclosure(s), amplifier(s), and monitors/zone tracker(s).

Does not include Central System Server. This must be supplied by Customer according to Locution Specs.

Includes Station PC's.

Includes PTT-Radio PC's.

Includes Locution side of Locution/CAD interface. Customer is responsible for contracting with CAD vendor for CAD side of Locution/CAD interface.

Includes full project management.

Does not include installation.

Includes full dispatcher and technical training (WebEx).

Part Num	Description	Qty	Unit Cost	Total
2.0 Software				
2.1 ASL-MGR	PrimeAlert Configuration Manager (SaaS) Supplies active software copies of Administrator, Dispatcher, and PTT	1	30,000	30,000
	Subtotal (Software)			30,000
3.0 Hardware - Central System				
CHM-SRV	High-uptime Server (Dell unless specified (Subtotal \$0)	0	9,539	0
4.0 Hardware - Radio				
RHL-CPN32-PT	Control Panel, PTT: includes system power, 8	1	3,079	3,079
RHM-PCA-PT	Station PC Assembly - PTT PC (Subtotal \$4,778)	1	1,699	1,699
5.0 Hardware - Station				
5.1 Hardware - Basic				
LCPN33-EZ	Control Panel, EZ-Zone: includes system power,	3	6,695	20,085
MPCA	Station PC Assembly	3	1,695	5,085
LIAS30	Intelligent Audio Switch:	3	795	2,385
RHL-RIA30	Radio Interface Unit - Active	3	949	2,847
TWIR-LL	Wire required per long line lead NVI (if	1	125	125
TWIR-AV	Wire required per audio/visual/switch station (Subtotal \$32,002)	1	1,475	1,475

Resolution 2026-01 – Waiver of Competitive Bidding Requirements

5.1 Hardware - Audio				
MAMP-A03	Amplifier - Single 35W	3	574	1,722
TSPK-CL-BM	Speaker - Ceiling - Blind Mount	5	171	855
TSPK-TL-DR	Speaker - Ceiling Tile Device Ready	12	242	2,904
TAVC	Volume Control	17	91	1,547
	(Subtotal \$7,028)			

5.2 Hardware - Visual				
MZTS	Station Zone Tracker (Touch Panel)**	4	2,295	9,180
LNVI-EZ-H	Night Vision Illuminator LED - Wall Mount - EZ-	17	775	13,175

* requires SSL-VSB software module (see component allowances under SSL-VSB descrip).

** requires SSL-VSC software module (see component allowances under SSL-VSC descrip).

(Subtotal \$22,355)

Subtotal (Hardware) \$66,163

6.0 Integration (none defined or not applicable to this Quote/Price List)

7.0 Onboarding Services

Training

LOCTR-OPW	PrimeAlert Dispatcher Training (WebEx)	1	4,508	4,508
LOCTR-TECW	PrimeAlert Technical Training (WebEx)	1	4,508	4,508

Install Oversight / Conformance

INST-OV	Installation Oversight (Installer Assistance)	1	3,300	3,300
CONF01	Conformance (Zoned Systems)	3	2,750	8,250

Installation

INSTF	Installation	0	not bid	not bid
INSTF-PT	Installation - PTT Radio	0	not bid	not bid
INSTF-AV	Installation - Audio/Visual Components	0	not bid	not bid

Compliance Charges

UL-CONF	UL Conformance - note all powered components within Locution's enclosures are fully UL compliant. The enclosure, per federal standardization policy, should not have to be fully UL reevaluated. This line item will not be charged (or credited if invoiced) if UL certification of the enclosure is not required by the state.	4	4,900	19,600
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Travel

TRV01	Travel (or Remote Costs)	1	1,925	1,925
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Subtotal (Services) \$42,091

8.0 Totals (Categorized by Software, Hardware, Onboarding)

Software as a Service	\$30,000
Hardware	\$66,163
Onboarding (excluding any defined installation)	\$42,091
SubTotal (w/o install, maint, options)	\$138,254
Installation	not bid
Subtotal	\$138,254
Tax	\$12,304.61
Total (US Dollars)	\$150,558.13

Resolution 2026-01 – Waiver of Competitive Bidding Requirements

9.0 Recurring Annual Maintenance + SaaS Costs

Software	PrimeAlert Configuration Manager (SaaS)	1	30,000	30,000
ASL-MGR	Supplies active software copies of Administrator, Dispatcher, and PTT			
	Subtotal (Software)			30,000
Hardware Maintenance				369
MAINT-HW-01	PrimeAlert Radio (All related HW)			2,009
	Locution Station Control Panel(s)			286
	Intelligent Audio Switch(es)			342
	Radio Interface Unit(s)			207
	Amplifier(s)			637
	Speaker(s) / Volume Control(s)			1,581
	LED Lighting and Controller(s) (ramped)			\$5,431
	Subtotal (Hardware Maintenance)			

INTENTIONALLY BLANK



1626 Cole Blvd., Suite 250
Golden, CO 80401
303 301 7300
www.locution.com

February 3, 2025

Clallam County Fire District 3
Attn: Tony Hudson
323 N 5th Ave
Sequim, WA 98382

Mr. Hudson:

This is to confirm that Locution Systems, Inc. of Golden, Colorado, is currently the only manufacturer, distributor, retailer, or provider of an automated voice dispatching system that provides digitally recorded, complete word and phrase-based human voice automated dispatch messages. This system meets the advanced requirements for Fire and EMS emergency dispatching, including no dependence on cloud availability. This automated alerting technology has been developed by Locution specifically for alerting and dispatching Fire and EMS station personnel. Keys to this technology, shared by no other station alerting system, are:

1. The system does not require an adaptation period to create a full dispatch announcement. This is because it is word and phrase-based human voice. The voice database is stored at each station and the communication center for redundancy and speed.
2. The system is the only such system that provides full dispatch announcement understandability to the high level required by Fire/EMS departments that is not cloud based. This is also due to it being word and phrase-based human voice.
3. The system is the only system that provides allowance for >99% accuracy. Each street name, incident, and unit name are specifically run through a record/review process at Locution operations with a final review process at the department. Each element can be matched precisely to the required way it needs to be said, including special localized pronunciations.

All three points above: minimal interpretation lag with redundancy, very high understandability with no dependence on cloud availability, and high announcement accuracy are required for EMS and Public Safety Operations in order to help minimize response times and also minimize misunderstood dispatches. No other station alerting system provides all three of the above, a requirement for acceptable automated Fire and EMS dispatch operation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Glenn Neal", is written over a light blue horizontal line.

Glenn Neal
President, Locution Systems, Inc.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **1/20/2026**

To: Board of Commissioners

From: Commissioner Miano

Subject: Station Project Build

Recommendation: Appoint Commissioner Mingee as project lead for the Station Build.

Background: Commissioners desire to support staff in larger projects by taking these projects on as they have the time.

Discussion: Vote and take action on the appointment.

Attachments: None

Alternatives: Leave it with the Fire Chief or his designee

Fiscal Considerations: N/A

Impact to the Community:

To: The Honorable CCFD#3 Commissioners
Fr: James Barnfather
Re: Johnson Estate

1/15/2026

Dear Commisioners,

This letter is being written to you, urging your careful consideration in the decision regarding the Johnson Estate. As you know, that property was purchased for future expansion of the Fire District's administration facility and operations division. A legal contract was carefully constructed between the District and the Johnson's, whereby the District would pay all property taxes associated with the property for as long as the Johnson's survived. Upon their passing, the property would revert to the Fire District in its entirety. This was no doubt a good settlement for both parties.

You now have an excellent opportunity to pursue the District's vision of expanding its operation with an on-campus administration building, or enlarging the capacity of the much needed parking lot. This is a bird-in-hand opportunity to accomplish this goal without the prohibiting cost of purchasing another piece of real estate for the same purpose. To consider the sale of this property to acquire capital for another property would be unsuitable, for a couple of reasons.

The real estate market would quickly point out that this property sits within a rental dominated neighborhood, with predominantly mobile homes. Also, it is situated directly next door to a noisy fire station. The Fair Market price for this property will be negatively impacted. Although the Johnson Estate would need some monetary consideration because of its interior condition and your building requirements, to think that this would even come close to matching the value of another site would prove imprudent.

Please don't assume that going out for a Bond to accomplish the District's goals for expansion is going to solve any problems. The taxpayers in this county are painfully aware of their ever-increasing budget constraints, and expect you to respect that. To come once again to the citizenry for more money now or in the near future would be disrespectful and unsuccessful. You have the Johnson Estate now, please make this your golden opportunity.

January 13, 2026

From: Stephen S. Vogel, Retired Fire Chief

RE: Johnson Home at the corner of 5th avenue and Spruce Street

To Fire District #3 and the Board of Fire Commissioners,

I was informed that at the Last Fire Commissioner Meeting the Board decided to sell the Johnson property. I would encourage you to hold off on that decision and reconsider this action and look at the long-term impact it will have on the future operations at the main District 3 Fire Station.

While I was Fire Chief my Board of Commissioners encouraged me to seek the purchase of the Johnson Property. Many years it took to finally get an agreement with Bill and Bell Johnson and our Fire Commissioners. I retired in 2015 turning this project over to A.C. Eric Quisland. I believe in 2015 the Fire District accomplished setting up a Life Estate contract with the Johnsons.

The Fire Commissioners bought the Carlson Mobile home off Spruce Street that gave us access and needed Parking. We realized that as the District grows we would eventually need an Administration Building and have more parking. The Johnson property would eventually meet those needs. I realized that this home would need to be razed and be replaced with a new office building, also providing additional parking. It was the past commissioner's goal and Mine, to keep a central Fire Station for our community.

Your probably aware of the needed apparatus access on the South Side of the Sequim Fire Station, keeping this property will help alleviate some of those concerns.

There is the possibility in the future to have its Fire Commissioner Meetings back at the Sequim Fire Station and also move the administrative offices back to the Sequim Station. It consolidates its operations and keeps the district from continuing to pay rent located at the isolated building on Carlsborg Rd.

If the Commissioners approve the sale of the Johnson Property we will never be able to afford to purchase this property back. I am going to ask with a very serious plea to reconsider your decisions, or table this decision for a while. Many if not all of your past predecessors, past Fire Chiefs have considered the positive future usage and improvements of owning the full corner at the Sequim Fire Station.

Sincerely,



Stephen S. Vogel