

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**

**January 6, 2026**





## Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

[www.ccf3.org](http://www.ccf3.org)

Jeffrey Nicholas

Michael Mingee

Bill Miano

**Commissioners**

Justin Grider, Fire Chief

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### Board of Commissioners Meeting Agenda

January 6<sup>th</sup>, 2026

#### Call to Order

#### Pledge of Allegiance

#### Changes to the Agenda

#### Public Comment

#### Consent Agenda:

- 1.) Regular Meeting Minutes, December 16, 2025
- 2.) Claims and Payroll
- 3.) Appreciation Letter – Donna Stoffel

#### Good of the Order –

#### Regular Business:

##### Reports – Fire Chief's Report

##### Agenda Bill 1: Board Elections

##### Agenda Bill 2: Johnston House

##### Agenda Bill 3: SOP 6010, Budget Preparation and Adoption

#### Good of the Order –

#### 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*

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## BOARD OF COMMISSIONERS – MEETING MINUTES

December 16, 2025

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Chris Turner, Captain Jeff Albers, and citizen Duane Chamlee, and online were: Commissioner Mike Mingee, Administrative Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, Captain Kolby Konopaski, and FF/PM Erik Payne.

**Changes to the Agenda** – Commissioner Nicholas asked to move Good of the Order to before the Executive Session and keep it this way on all the Agenda's moving forward.

**PUBLIC COMMENT** – None.

### CONSENT AGENDA

- 1.) Regular and Special Meeting Minutes, December 2, 2025.
- 2.) Claims

Accounts Payable Claim check numbers 113291 through 11339 dated December 16, 2025, totaling \$175,359.73, Payroll EFTs and IRS Deposit for Monthly Draw dated December 24<sup>th</sup>, 2025 for \$25,354.32 and Payroll EFTs and IRS Deposit for Monthly Payroll dated December 10<sup>th</sup>, 2025 for \$971,674.31 for a disbursement grand total equaling \$1,172,388.36.

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

### Battalion Chief Reports – **Battalion Chief Turner and Captain Albers reported:**

- Roughly 844 calls were ran in November.
- Held 5 Community Risk Reduction events in November.
- BC Turner Reported for B-Shift
  - Two Firefighter/EMTs, eight Firefighter/Paramedics and two Captains were mandatoried in November.
  - Of the recent new hires, all but one count towards staffing at this time.
  - Crews continue to coordinate locations and prop logistics for quarter 4 trainings.
  - The joint fire academy is underway and will conclude around March of 2026.
  - BC Anderson and Captain Lawson met with the City of Sequim regarding a potential burn site; more information will be forthcoming as this progresses.
  - Firefighter McGuffey has opened an Acting Captain Taskbook.
  - BC Anderson continues to answer questions and assist with 2026 vacation picks.

- FF/EMT McGuffey drafted a Search and Rescue manual and this has been implemented and used during training exercises.
- BC Anderson and EA Coleman continue to put out social media posts.
- BC Turner and Captain Albers reported for C-Shift
  - Roughly 844 calls for service were answered in November, 12.4% of those were other with 87% being EMS calls.
  - Overall, crews have responded to roughly 9059 calls as of the close of November.
  - Fire District 3 transports continues to rise with 41 in November, this is up from 15 in November of 2024. The group discusses at length how this continues to rise and the need for a binding contract with Olympic Ambulance. Chief Grider reported that staff is very close to finishing the contract and that for January of 2026, Olympic Ambulance has agreed to three dedicated units daily. He also reported that there are fines included in the contract if this does not occur.
  - Captain Albers gave a brief overview of the Community Paramedic (CP) report noting that the CP responded to 66 calls for service in November, this reduces the overall calls for other responders by 34%. The CP has responded to 813 calls for service thus far in 2025.
    - Commissioners reported that they would like to start seeing stats on the Day Unit as well.

## GOOD OF THE ORDER

Commissioner Nicholas reported –

- He met with Jim Buck recently to discuss Timber Tax Revenue, and the issues Junior Taxing Districts are facing.

Commissioner Miano reported –

- He read an interesting article on ESO and how they have bought up all the small businesses that hosted Fire Incidents and HER reporting and are taking over the market with one large entity; this likely will raise the costs for Junior Taxing Districts as they will become the only company providing this resource.

Commissioner Mingee reported –

- That he wanted to address what he called the “elephant in the room”. Local 2933 recently raised concerns through a post on Facebook and he wanted to discuss some of the concerns that were derived from that post. He stated that the District has increased staffing and will continue to do so in 2026; he believed the increase in staff was also to increase the minimum staffing to eleven members on duty each day now and up to twelve on duty when the next round of new hires count towards staffing. He reported that maybe the daily minimum staffing was not increased due to the commissioner directive to reduce overtime, he is now stating that if overtime is what it takes to increase staffing, he is in favor of this. He noted that the District upgraded station 33 to be able to sleep four members and he wants to ensure that this happens regularly. He also addressed the comment they made about in-service units daily being the same as seventeen years ago when call volume was half the amount, by noting that this goes back to staffing four at station 33 to ensure that is happening and the extra unit is in-service. Commissioner Nicholas emphasized that he wants the District to investigate grants to help fund line-staff positions and consider foregoing other project if necessary to increase staffing.

Chief Grider reported –

- That a Push-in-Ceremony is being arranged for January 10<sup>th</sup>, 2026, for the two new engines. The Chamber of Commerce will be conducting a Ribbon Cutting Ceremony concurrently.
- Deputy Chief Hudson goes to the mid-inspection for the last engine this weekend.
- Legislative Day is January 29<sup>th</sup>, 2026, he asks who plans to attend. Commissioners Minge and Nicholas reported that they both plan to attend if they can.

Finance Manager Misty Shaw reported –

- She has submitted information regarding a GEMT Feasibility study.

## EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 1:45 p.m., expected to last for ninety (90) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, 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 Nicholas, Minge, Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson and Finance Manager Misty Shaw. At 2:00 p.m., Commissioner Nicholas excused Deputy Chief Tony Hudson. At 2:21 p.m., Commissioner Nicholas excused Finance Manager Misty Shaw. At 3:15 p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**Agenda Bill 1: Market Analysis for Station 33** – This was discussed in executive session and no decisions were made. **NO ACTION REQUESTED. INFORMATION ONLY.**

**Agenda Bill 2: Johnston House Options and recommendations**– This was discussed in executive session and commissioners asked to add this to the agenda for the next meeting. **NO ACTION REQUESTED. INFORMATION ONLY.**

## NEXT MEETINGS –

1/6/2026 – Regular Board Meeting

- Commissioners would like these topics on the agenda:
  - Johnston House
  - Debt Service Discussion and Policy update
  - Board Elections
  - Service Delivery – no later than the 1/20/2026 meeting

**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:19 p.m.

\_\_\_\_\_  
Jeffrey Nicholas, Chairman

\_\_\_\_\_  
Michael Mingee, Vice Chairman

\_\_\_\_\_  
Bill Miano, Commissioner

\_\_\_\_\_  
Attest:  
Lori Coleman, District Secretary

DRAFT



**CLALLAM COUNTY FIRE DISTRICT 3**

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, January 6, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, January 6, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

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

Accounts Payable Claim Numbers:	113340-113372
dated:	January 6, 2026
Totaling:	\$ 346,942.43
Total Accounts Payable Claims and Payroll:	<u>\$ 346,942.43</u>

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Recommended

Action:

Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113340-113372

For a Disbursement Grand Total of: \$ 346,942.43

## CHECK REGISTER

Clallam County FD 3

Time: 11:26:12 Date: 12/31/2025

01/06/2026 To: 01/06/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1	01/06/2026	Claims	1	113340	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	4,831.92	Uniforms; Uniforms; Uniforms; Uniforms - Oberly; Uniforms - Jones
2	01/06/2026	Claims	1	113341	BROWN & BROWN INSURANCE SERVICES INC	5,625.00	Workers Compensation Consulting 10.01.2025-10.01.2027 - Quarterly Fee
3	01/06/2026	Claims	1	113342	CARDINAL HEALTH 112, LLC	446.96	EMS Supplies and Medications
4	01/06/2026	Claims	1	113343	CIVIA INC DBA GOVAI	10,950.00	GovAI Enterprise Subscription - 01.01.2026-12.31.2026
5	01/06/2026	Claims	1	113344	CLALLAM COUNTY PUBLIC WORKS DEPT	208.55	Shop/Classroom Sewer; Shop/Classroom Sewer; ST33 Sewer
6	01/06/2026	Claims	1	113345	CLALLAM COUNTY PUD	2,890.41	ST33 Water and Electricity; ST32 Water and Electricity; Shop Water and Electricity; Classroom Water and Electricity; Shop/Classroom Irrigation Water; Admin Ste C Electricity; Admin Ste E Electricity;
7	01/06/2026	Claims	1	113346	Jordon A Cook	125.22	Reimb Workout Shoes - Initial Uniform Allowance
8	01/06/2026	Claims	1	113347	Tanner L Cupps	600.00	Reimb - Trails End Fire Conference Registration 05.06.2026-05.08.2026
9	01/06/2026	Payroll	1	113348	DEPT OF LABOR & INDUSTRIES	122,609.23	4TH Quarter L&I: 10/01/2025 - 12/31/2025
10	01/06/2026	Payroll	1	113349	EMPLOYMENT SECURITY DEPARTMENT	417.07	4th Quarter Unemployment: 10/01/2025 - 12/31/2025
11	01/06/2026	Claims	1	113350	ESO SOLUTIONS, INC.	6,490.27	EHR First Watch Interface, Fire View Extract, Personnel Management - 11.20.2025-11.19.2026
12	01/06/2026	Claims	1	113351	FERRELLGAS	1,089.46	ST31 Propane; ST31 Propane
13	01/06/2026	Claims	1	113352	Elizabeth Hagaman	600.00	Reimb - Trails End Fire Conference Registration 05.06.2026-05.08.2026
14	01/06/2026	Claims	1	113353	Ryan Hueter	704.07	Reimb - Trails End Fire Conference Registration 05.06.2026-05.08.2026; Reimb Uniform Items - Helmet Light
15	01/06/2026	Claims	1	113354	JEFFERSON COUNTY AUDITOR	398.37	Election Fees - Nov 4 General - Board Position
16	01/06/2026	Claims	1	113355	LIFE ASSIST, INC.	1,972.39	EMS Supplies; EMS Supplies
17	01/06/2026	Claims	1	113356	MCKESSON MEDICAL SURGICAL	953.61	EMS Supplies; EMS Supplies; EMS Supplies
18	01/06/2026	Claims	1	113357	MES SERVICE COMPANY, LLC	75,877.00	PPE Masks; Survivor Pivot Flashlights; Bunker Gear Pants and Coats (15)
19	01/06/2026	Claims	1	113358	OLYMPIC AMBULANCE	56,472.97	EMS Transport Billing Credit - Q3 2025 - Medicare; EMS Transport Billing Credit - Q3 2025 - Commercial
20	01/06/2026	Claims	1	113359	SEQUIM GAZETTE	116.00	Acct SG-585330 - Sequim Gazette Subscription - 104 Weeks
21	01/06/2026	Claims	1	113360	SPRINGBROOK HOLDING CO LLC	10,080.30	Springbrook - 2026 - Financial & Payroll (1), Enterprise (6)
22	01/06/2026	Claims	1	113361	STRYKER SALES LLC	2,110.30	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies

# CHECK REGISTER

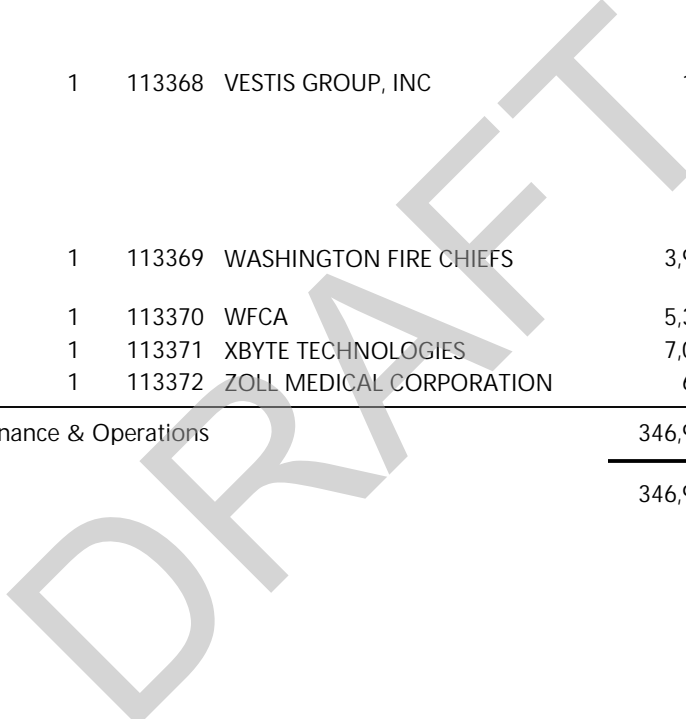
Clallam County FD 3

Time: 11:26:12 Date: 12/31/2025

01/06/2026 To: 01/06/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
23	01/06/2026	Claims	1	113362	SUMMIT LAW GROUP	6,581.00	Legal Services - Collective Bargaining - Nov 2025; Legal Services - General Labor - Nov 2025
24	01/06/2026	Claims	1	113363	Jacob L Stanley	600.00	Reimb - Trails End Fire Conference Registration 05.06.2026-05.08.2026
25	01/06/2026	Claims	1	113364	Bryan K Swanberg	111.00	Meal per diem - 12.11.2028-12.18.2025 - 2025 Skagit Flood
26	01/06/2026	Claims	1	113365	TARGETSOLUTIONS LEARNING LLC	13,062.62	Vector Solutions Annual Renewal - 12.31.2025-12.30.2026
27	01/06/2026	Claims	1	113366	TELEFLEX MEDICAL	1,330.00	EMS Supplies
28	01/06/2026	Claims	1	113367	CELLULAR VERIZON WIRELESS	2,568.76	Cellular Service - 11.09.2025-12.08.2025 - LifePak; Cellular Service - 11.09.2025-12.08.2025
29	01/06/2026	Claims	1	113368	VESTIS GROUP, INC	119.10	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats - ST34; Cleaning services - mats - ST37; Cleaning services - mats - ST33; Cleaning se
30	01/06/2026	Claims	1	113369	WASHINGTON FIRE CHIEFS	3,901.99	Annual Fire Agency Membership and MRSC Membership
31	01/06/2026	Claims	1	113370	WFCA	5,340.00	2025 Annual Membership Dues
32	01/06/2026	Claims	1	113371	XBYTE TECHNOLOGIES	7,078.50	Dell PowerEdge R640 Server
33	01/06/2026	Claims	1	113372	ZOLL MEDICAL CORPORATION	680.36	EMS Supplies; EMS Supplies
001 Maintenance & Operations						346,942.43	
						346,942.43	Claims: 223,916.13 Payroll: 123,026.30





## Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

[www.cefd3.org](http://www.cefd3.org)

Jeffrey Nicholas

Michael Mingee

Bill Miano

**Commissioners**

Justin Grider, Fire Chief

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January 06, 2026

Donna Stoffel  
234 Trailside Drive  
Sequim, WA 98382

Dear Donna,

I am writing to express Clallam County Fire District 3's heartfelt appreciation for the outstanding leadership and dedication you demonstrated in organizing the 3rd Annual Sequim/Fire District 3/CERT Safety Fair, which took place on October 4<sup>th</sup>, 2026. The success of this event is a testament to the extensive preparations you led, which surely began months in advance. Your commitment to ensuring every detail was managed and every public service agency was coordinated resulted in an event that greatly benefited this community.

The seamless physical setup on Friday, October 4<sup>th</sup>, and the effective organization of over 50 public service agencies, including Fire District 3 and CERT, were remarkable. The welcoming arrangement as visitors entered the Guy Cole Center, combined with engaging displays such as the "Touch-a-Truck," Life-Flight helicopter, Fire Safety House trailer, and heavy-duty public safety equipment, created an informative and interactive experience for everyone.

The safety fair attracted well over 1,000 attendees, a clear reflection of the public's interest and the event's value. Beyond serving as a showcase of emergency preparedness and public service resources, the Safety Fair highlighted the strength of interagency cooperation—a vital factor in ensuring effective emergency response should a major event occur.

Your efforts not only brought together volunteers and agencies but also provided the public with a chance to understand and appreciate the vast resources available to keep this community safe. Your leadership truly made this event a great success, and I want to thank you for your hard work and dedication.

Sincerely,

Justin Grider, Fire Chief

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*Clallam County Fire District 3 provides Emergency Medical Services, Fire Suppression and all Hazard mitigation from three fire stations staffed 24/7/365 with Firefighters, EMT's and Paramedics and three fire stations that are served by our Volunteer members year-round to the communities of Gardiner, Diamond Point, Blyn, Jamestown S'Klallam Tribe, Lost Mountain, Happy Valley, Sequim, Dungeness, Carlsborg, Agnew, Blue Mountain, O'Brien, R Corner, and all points in between, North and South.*

# Certificate of Appreciation



**CLALLAM COUNTY FIRE DISTRICT 3**

is awarded to

**Donna Stoffel**

For dedication, determination and follow through on organizing an extremely successful 2025 Safety Fair for the CCFD3 community.

On this 10th day of October  
Two Thousand Twenty Five

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Chairman Jeffrey Nicholas



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Chief Justin Grider



# Fire Chiefs Report

## 01/06/2026



**Staffing** – We have 5 career personnel out on extended leave from all Shifts. Shift assignments have been underway to balance staffing. The five new recruits are assimilating into their stations and crews report positive feedback from line staff and are counting towards staffing. We have 10 FF/EMTs, and 4 Paramedics on our hiring list. Staff will begin refining the lists this week and prepare for offers in preparation for filling vacancies and new hires.

**Board Direction – 2025 Annual Priorities** – Priorities have been adopted, and there is active work being done with staff to address these. Teams have been established, and they are working on their respective priorities and establishing goals. BC Turner and DC Hudson continue to update to the Standards of Cover and Service Delivery. A presentation is forthcoming.

**Grant Updates** – I have 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.

**USDA Grant** – No new update since the government has reopened.

**Sequim City Manager** – I 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.

**County Emergency Management** – I continue to meet with EOC Staff monthly and work with them on courses and meetings.

**Jamestown S’Klallam Tribe** – We 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.

**DRS Audit:** An update to the BOC: Misty and staff have been working to address the findings. We have sent notification letters to all members that would be affected whether 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.

# Fire Chiefs Report

## 01/06/2026

### Meetings and Activities for the Month of December –

- Clallam/Jefferson Operations collaborator group meeting continued. Triage and MCI and joint training opportunities
- Continue to represent with the Chamber of Commerce
- 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, Assisted Living, and Memory care Facilities 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 3<sup>rd</sup> 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 being 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.

# Fire Chiefs Report

## 01/06/2026

### Community Project Updates –

We continue to monitor. This is for our BOC to be aware of current projects and the community growth that is ongoing, with a number of large projects being submitted. Of note in the city of Sequim:

*\*No new updates*

- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
  - Under new review
- 16-bed inpatient facility – Jamestown property on 7 acres behind Costco
  - Progress is well underway
- S. Olympic View Condominiums – Proposed two 5-unit attached. – Garry Oak Drive
- Rainshadow Loop Subdivision – Proposed 35 lot – McCurdy Road
- Bell Creek Subdivision – Proposed 104 lot, single-family homes- Brownfield Rd.
- Bella Vista Estates – Proposed 24-lot, single-family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond
- Heckman Subdivision- 11 Parcels East of 7<sup>th</sup> Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Road
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7<sup>th</sup> Ave. Update as we now have streets and names in. Working on mapping
- Cedar Ridge III – 25 lots as the 3<sup>rd</sup> phase to this development
- Foothills-Bell Creek – Proposed 90 lots between 3<sup>rd</sup> Ave and 7<sup>th</sup> Ave.
- West Hendrickson Townhouse(s) – 8 units off West Hendrickson between 5<sup>th</sup> and 7<sup>th</sup> Aves. – Complete and listed for sale
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added
- Maple Street Apartments – 4 Buildings, each 4 story with a detached laundry facility, equaling 70+ Residential Apartments
- Proposed shopping center/retail stores located at Priest Road, East Washington, and Brackett Road. Still in review
- \*Expansion to Westerra subdivision off of Galloway Blvd and Cameron Farm Rd between West Fir and West Hendrickson. An additional 20 homesites.

Staff continue to work by gathering information from the county on their developments in our area.

- Runnion Development – 6 Duplexes & 2 Triplexes. Intersection of Carlsborg Rd. and E. Runnion. The second phase is underway
- Blue Fern Development – 220 homes. Located between W. Runnion and Spath Rd off of Carlsborg Road
- New construction has started at the intersection of Dragonfly and Critter Country for 9-12 homes
- A new development in Gardiner for 3-4 homes has started on Daisy King Lane near Old School House
- Proposed Development on Hooker Rd. and Brueckner Rd. ~20 Manufactured Homes
- Proposed Development - Carlsborg Manufactured Homes on Atterberry and Hooker. 66 single-family manufactured homes

# Fire Chiefs Report

## 01/06/2026

Confirmed with County Fire Marshal that the clearing of property East of Sequim Bay Lodge, S. of Highway 101 is not a housing development. He states they are 1-5-acre single-family parcels. Confirmed driveway concerns.

### Property Updates – Local properties of issue

**Nothing new to report**

### Blotter/Media:

Submitted by BC Turner on 12/22

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](http://www.ccf3.org) for more fire prevention and safety-related information.

Be safe out there!

~Chris

Sequim Gazette Article on "A year in review" submitted by Chief Grider for January.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **1/6/2026**

**To:** Board of Commissioners  
**From:** Fire Chief Justin Grider  
**Subject:** Commissioner Oath of Office

**Recommendation:** To perform the Oath of Office for Bill Miano and hold annual officer elections.

**Background:** Election of Board Officers shall be held at the first meeting of each even numbered year.

**Discussion:** TBD

**Attachments:** Oath of Office for Bill Miano for long term and certificate.

**Alternatives:** None

**Fiscal Considerations:** None

**Impact to the Community:** Having a full Board of Commissioners to oversee the District is in the best interest of the community.

State of Washington

ss.

Notice of Election

County of Clallam

Dear **Bill Miano**,

You are hereby notified that you received the highest number of votes for the office of **Fire District 3, Commissioner Position No. 3** at the General Election held November 4, 2025, and will be given a Certificate of Election upon taking the oath of office below.

I hereunto set my hand and seal this 1st day of December, 2025.

  
Shoona Riggs  
Clallam County Auditor



State of Washington

ss.


Oath of Office

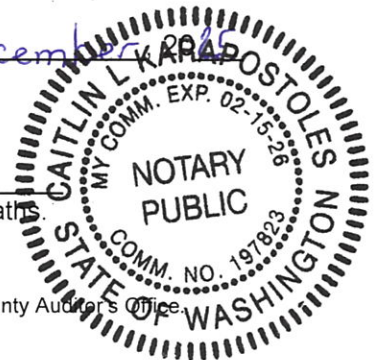
County of Clallam

I, **Bill Miano**, do solemnly swear or affirm that I am a citizen of the United States and State of Washington; that I am legally qualified to assume the office of **Fire District 3, Commissioner Position No. 3**; that I will support the Constitution of the United States and the state of Washington and the laws of the state of Washington; and that I will faithfully and impartially discharge the duties of this office to the best of my ability.

  
Signature of elected

Subscribed and sworn before me this 16th day of December, 2025.

  
Signature of County Auditor or other persons empowered to administer oaths.



Please complete this oath of office form and return the original to the Clallam County Auditor's Office.

CERTIFICATE OF ELECTION  
TO

*Bill Miano*

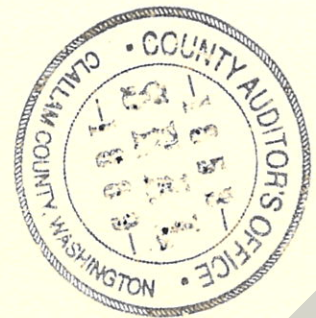
Greetings:

THIS IS TO CERTIFY that in the General Election held in Clallam County, State of Washington, on the  
4th day of November, 2025, you received the highest number of votes cast for the office of

*Fire District 3*

*Commissioner Position No. 3*

in and for the jurisdiction, and were therefore duly elected to said office, as appears from the official election  
returns and canvass on file in my office.



IN WITNESS WHEREOF, I have hereunto set my hand and  
affixed my official seal this 1st Day of December, 2025.

*SR.*  
Shoona Riggs, Clallam County Auditor

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **01/06/2026**

**To:** Board of Commissioners

**From:** Fire Chief Justin Grider

**Subject:** Johnston House Options

**Recommendation:** Demolition and Lot Conversion

**Background:** As per Board direction, we are tasked with presenting options to the Board of Commissioners regarding the future utilization of the Johnston home, which is co-located with Station 34.

**Discussion:** Review recommendations and take action.

**Attachments:** Recommendations and options for the Johnston house.

**Alternatives:** Commissioners could not accept any of the recommendations provided and go in a different direction.

**Fiscal Considerations:** None currently.

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

## Johnston House Options and Recommendations

As per board direction, we are tasked with presenting options to the Board of Commissioners regarding the future utilization of the Johnston home, which is co-located with Station 34. Below are the potential approaches currently under consideration. It is important to note that these are speculative, as no district funds have been allocated towards evaluating these projects.

### **Current Status:**

- The house is currently vacant and in need of landscape maintenance and cleanup.
- The District is currently paying for utilities on the property.
- The garage is being utilized for storage due to Station 34's remodel activities.

### **Options for Consideration:**

#### **Option A: Renovation for Office Use**

##### **Submit RFP for Feasibility Study:**

- Assess the structure for code compliance for occupancy.
- Apply for a CUP change
- Bring the house up to current code with a licensed contractor.
- Remodel the house per the selected option.
- Potential Utilizations:
  1. Convert to small offices for MSO, Community Paramedic, and Fire Inspector, freeing up rooms in Station 34.
  2. Establish a hub for volunteer coordination, IT, and the Fire Inspector, optimizing workspace at both Station 34 and the administrative buildings.
  3. Fix and repair for a potential resident program, providing housing for trainee participants.

#### **Option B: Demolition and Lot Conversion**

##### **Recommended Initial Action**

- Demolish the home, garage, and landscaping.
- Cover the lot with a base course or gravel, expand fencing, and secure with electric gates.
- Potential Uses:
  1. Additional parking.

2. Secure training area with possibilities to add props that enhance training capabilities in conjunction with the existing training tower, thereby optimizing practical drill opportunities.
3. Construct a metal pole barn for securing A34D and B34

#### **Option C: Administrative Office Development**

- Demolish structures, level the lot for constructing an administrative office.
  1. Stick-built structure on-site requiring bidding.
  2. Portable office building option.

#### **Option D: Feasibility Study for Relocation**

- Conduct an ongoing study to evaluate the potential sale of the lot *and* Station 34, considering relocation to the West End of Sequim with new station construction.

#### **Option E: Sell the House and property**

- A market analysis was completed and can be discussed in Executive Session.

#### **Option F: Rent the House and Property**

- A market analysis was again conducted and can be discussed in Executive Session.
- To rent, the District would need to make some appliance purchases and make necessary repairs and updates to the house and property. There would be no CUP change to do this.

#### **Recommendations:**

While all options are viable and carry fiscal implications, the interim recommendation is to pursue Option B. This course of action enables a practical start with the opportunity for reevaluation contingent on future capital funding. The incorporation of training props in the new secure training area presents additional benefits for our training objectives aligned with the tower. Future expansion of the property could then be pursued for the addition of an administration building or other use for later discussions.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **01/06/2026**

**To:** Board of Commissioners  
**From:** Finance Manager Misty Shaw  
**Subject:** 6010, Budget Preparation & Adoption

**Recommendation:** For the Board of Commissioners to review and propose changes to 6010, Budget Preparation & Adoption SOP.

**Background:** The Commissioners asked that the policy governing use of funds and reserves be reviewed with Commissioner Minge asking for inclusion of capital funding transfers.

**Discussion:** TBD

**Attachments:** SOP 6010 - Budget Preparation & Adoption

**Alternatives:** The Board of Commissioners may propose changes to the policy, adopt changes, or leave the policy as it currently stands.

**Fiscal Considerations:** None

**Impact to the Community:** It is the best interest of the citizens when the District maintains up to date policies to guide fiscal oversight.



**Category:** Fiscal Management – Series 6000

**Replaces:** 6010 5/7/2024

**Adopted By:** Board of Commissioners

**Effective:** 5/6/2025

**Related Documents**

[RCW 52.16.030](#), Budget for each fund, Washington State Legislature

[RCW 52.16.070](#), Obligations shall not exceed taxes, revenues, and cash balances, Washington State Legislature

[RCW 84.52.020](#), City and district budgets to be filed with county legislative authority, Washington State Legislature

[RCW 84.52.025](#), Budgets of taxing districts filed with county commissioners to indicate estimate of cash balance, Washington State Legislature

**Contents**

- 1.0 Scope and Application
- 2.0 District Policy
- 3.0 Attachments

**1.0 Scope and Application**

- 1.1 The following policies and guidelines apply to all members.
- 1.2 This policy serves to establish the general policies for managing the process of preparing and adopting the District's annual budget.

**2.0 District Policy**

- 2.1 The Fire District's fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.
- 2.2 As a guideline, the annual budgeting process shall follow the timeline established in Exhibit E6010, Budget Preparation Calendar.
- 2.3 The District's on-going expenses will be supported by on-going revenues.
- 2.4 The Board of Commissioners shall seek to maintain a minimum unassigned fund balance of fifteen percent (15) of its anticipated annual operating expense and debt service for cash flow maintenance.
- 2.5 The Board of Commissioners shall seek to maintain the following cash reserves:
  - 1. Equal to seventeen (17) percent of its anticipated annual operating expense and debt service for contingency;
  - 2. Equal to thirty five (35) percent of its compensated balance liability as published in its most recently completed schedule of liabilities as found in the District's annual financial report;
  - 3. Equal to ~~twice~~ the amount required by bond covenants or lenders for of the annual District's debt service;

4. Equal to that which is required to adequately fund the maintenance and capital replacement of the District's facilities, apparatus, and major equipment as identified in the capital replacement plan.
  
- 2.6 Expenses will be paid out of the EMS and General funds at a ratio that is based on the previous year's July to June call volume of EMS calls versus all other calls.
  
- 2.7 For budgeting purposes, items purchased that meet the definitions outlined in 6125, Inventory Control Guidelines and have a life expectancy of greater than one year and an individual value of more than \$10,000 shall be considered capital items.
  
- 2.8 The District shall budget up to \$50,000 annually in timber tax revenue towards the annual expense budget. Any timber tax revenue above this amount shall be applied to the capital replacement reserve.
  
- 2.82.9 The District shall budget 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. This amount shall be reviewed and increased periodically based on the needs of the District and increases in the Consumer Price Index.
  
- 2.92.10 The Fire Chief will prepare the annual budget, of each District fund, for consideration and adoption by the Board of Commissioners. Annual expenses shall not exceed annual taxes, available cash balances, or other available revenue sources.
  
- 2.102.11 In preparing the annual budget, the Fire Chief shall consider the District's goals as proposed to and adopted by the Board of Commissioners, as well as the District's strategic planning goals. The Fire Chief may also solicit the opinions of staff members for the purpose of identifying the District's needs.
  
- 2.112.12 The Board of Commissioners will adopt the annual budget at the fund level.
  
- 2.122.13 The Fire District must file with the Board of Clallam County Commissioners, its budget or estimate of the amount to be raised by taxation on the assessed valuation of the property in the District according to RCW 84.52.020 and 84.52.025.

### **3.0 Attachments**

- Exhibit: [E6010, Budget Preparation Calendar](#)  
Form: [F6010, Budget Request Form \(Fillable\)](#)  
[F6010, Budget Request Form](#)