



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

July 15, 2025

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief's Stefanie Anderson and Elliot Jones, and Maintenance Supervisor Tharin Huisman, and online were: and Station 37, Volunteer Coordinator Chris Lovering, and FF/PM Bryce McGinley and Eliza Winne.

Changes to the Agenda – Finance Manager Misty Shaw asked to have Agenda Bill 5 updated from “Draft” to “Final” for the 2025-Q2 Financial Reports.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, July 1, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 112929 through 112970 dated July 15, 2025, totaling \$217,584.02 and Payroll EFTs and IRS Deposit for Monthly Payroll dated July 10, 2025, in the amount of \$912,804.00 for a disbursement grand total equaling \$1,130,388.81.
- 3.) Volunteer Pay in the amount of \$30,675.00.

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

Battalion Chiefs' Report – BC Anderson reported:

- Daily shift zoom meetings
- BC/Chief's Meeting at Administrative Office 6/2/2025 & 6/19/2025
- Commissioner Meeting 6/3/25
- Telestaff Staffing & Callbacks
- (8) June training requests approved for upcoming classes/conferences for line staff/maintenance/volunteers
- Training Consortium Meeting 6/2/25
- Volunteer Live Fire Drill 6/3/25 with CCFD#2 Burn Blast Trailer
- Acting Captain task book final review with FF/PM Darling 6/05/25
- Training Committee Meeting 6/20/2025; continuing review of new Search & Rescue Manual
- Begin Planning/ Development of Career Probationary FF Academy, 5 FF's to start day academy August 1.

- Review of Career Personnel's step requirements statuses
- Administer Probationary FF Aston Map 6 Driving Test 06/20/25
- Assist with coordinating IFSAC retake testing at TOC on 6/24/25
- Created social media posts for vehicles for extrication training
- On shift for Olympic Discovery Marathon
- Pre Incident/Tactics Discussion for the Lodge
- Run Review/In Service
- Fire/EMS training as assigned in Target Solutions
- Continuing to improve Target Solutions assignments with EA Coleman
- Revising probationary book with EA Coleman
- Begin reviewing/updating ACTB
- Communicate with Probationary FFs 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
- Aggressive Command 12-Week Online Training Program: Finished Curriculum

Agenda Bill 1: Goals Presentation – Battalion Chiefs Stef Anderson and Battalion Chief Elliott Jones presented a slideshow highlighting progress on their assigned goals. BC Anderson provided an in-depth overview of her goals related to Staffing and Professional Development, detailing the steps taken and milestones achieved. BC Jones spoke to the slide, addressing efforts to train current EMTs to attain Advanced EMT or Paramedic certifications. The Board unanimously expressed satisfaction with the progress made toward these goals. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 2: Kitchen Remodel and Patio Addition Bid – Maintenance Supervisor Tharin Huisman presented a recommendation to the Board for hiring Quail Electric for the Kitchen Remodel and Patio Addition project. The board concurred with the recommendation. Commissioner Minge moved and Commissioner Miano seconded to award the project to Quail Electric. **MOTION CARRIED.**

Agenda Bill 3: Property Purchase – Chief Grider reported that he has made an offer that was accepted to purchase property located near Cays Road off Gold Dust Lane. The estimated costs are \$255,000 plus closing costs. Commissioner Minge moved, and Commissioner Miano seconded to authorize the purchase of the property and to allow Chief Grider to sign all documents related to the purchase of this property. **MOTION CARRIED.**

Agenda Bill 4: Resolution 2025-04 2025-Operations (O&M) Levy Lid Lift - Staff presented the Resolution, Cover Sheet, and Ballot Issue Explanatory Statement for the November 2025 General Election, all of which have been reviewed and approved by legal counsel. These documents are being prepared as a contingency in the event the ballot measure on the Primary Election ballot does not pass. Given that the filing deadline with Clallam County falls on the same day as the Primary Election, staff must proactively ensure all materials are ready in advance. The documents include language that allows staff to rescind the filing should the levy be approved during the Primary Election. Commissioner Miano moved to approve and Commissioner Minge seconded Resolution 2025-04 2025-Operations (O&M) Levy Lid Lift for the General Election and supporting documents as presented. **MOTION CARRIED.**

Agenda Bill 5: 2025-Q2 Financial Reports – Finance Manager Misty Shaw reported that as of mid-year 2025, General and EMS Property Tax revenues, which make up the District's most significant revenue stream, are on track at approximately 60% received. Federal grant funds have been secured for a new brush truck and staff vehicles. Timber sales revenue is down 89% from last year but still exceeds budget projections. Charges for services and ambulance revenue are significantly ahead of budget due to both current and prior-year collections. Miscellaneous revenue is lower due to the one-time property sale in 2024. On the expenditures side, overall spending is in line with the budget and slightly below the prior year as a percentage of the total budget. Notable savings include reduced commissioner costs (due to election fees last year), administration expenses (due to staffing overlap in 2024), and volunteer reimbursements (due to scheduling changes). Overtime costs are down considerably, while salaries, benefits, and uniform costs have increased. Vehicle maintenance expenses are above budget but partially offset by insurance recoveries. No significant issues were identified across expenditure categories, and overall financial performance is aligned with expectations. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- Chief Grider reported –
 - He attended the Board meeting at the PUD, where FD3 recognized two of their employees for their heroic CPR efforts that saved a citizen's life. The employees went above and beyond, not only initiating CPR but also using their AED to deliver a life-saving shock.
 - That the Lavender Festival is this weekend and he will be helping at FD3's event table on Friday and Saturday.
 - Holman Capital will be presenting at the next Board meeting.
 - He has sent legal counsel the RFI information for a new station 33 and is awaiting directions to move forward.
 - The county has issued a Full Burn Ban, effective July 14th, 2025.
 - The tribal canoe journey expects an influx of approx. 3,000 attendees for this event. FD3 is proactively preparing to be ready for any related emergency responses.
 - The Levy Committee has been meeting and preparing for the upcoming ballot measure; at this point, they have had their last meeting and continue to push out information on social media and the website, supplemented with local newspaper articles, including comments from Chief Grider.
- Commissioner Mingee reported –
 - That he wants updates on the Title 3 grant; none were available at this time.
 - He is asking staff to investigate recommendations for the Johnston Property.
 - He wants to discuss financing at future Board meetings so that the Board can be prepared to make decisions regarding project financing.
 - He is requesting staff to draft a 5-year apparatus replacement plan.
- Commissioner Nicholas reported –
 - He plans to attend the Lavender Festival on Saturday and Sunday.

EXECUTIVE SESSION

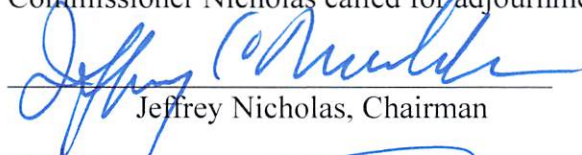
Chairman Nicholas called for an Executive Session beginning at 3:25 p.m., expected to last for thirty-five (35) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 4:00 p.m., Commissioner Nicholas extended the meeting an additional ten (10) minutes. At 4:10 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

08/05/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:10 p.m.



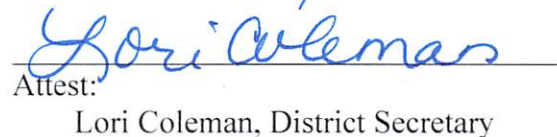
Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner



Attest:
Lori Coleman, District Secretary