



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

March 18, 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, Finance Manager Misty Shaw, BCs Chris Turner and Elliott Jones, Admin Assistant Caity Karapostoles, Captain Marc Lawson, citizens Mel Fisher and Duane Chamlee and virtually an attendee known only as CCFD3 FF.

Changes to the Agenda – Chief Grider requested Agenda Bill 3 be added following the Executive Session for ratification of the Firefighters Collective Bargaining Agreement, if needed.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, March 4, 2025.
- 2.) Claims and Payroll:
 - a. Accounts Payable Claim check numbers 112635 through 112701 dated March 18th, 2025, totaling \$300,257.16; Payroll EFT's and IRS deposit dated March 10th, 2025, in the amount of \$815,696.24 and Payroll EFTs and IRS deposit for Monthly draw dated February 25th, 2025, in the amount of \$38,534.88, for a disbursement grand total equaling \$1,154,488.28.

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

Battalion Chief's Report – BC Jones reported:

BC Jones reported he continues to attend daily shift briefings and Commissioner meetings when he is on duty. He attended the Ops and BC meetings. As the BC tasked with overseeing EMS he also attended EMS Council Meeting. Transports by CCFD3 medic rigs for February are down from 2024, from 24 transports to 19. Unified Command and Rescue Task Force training was delivered in February by Konopaski and McGinley. Fifteen (15) agencies participated and PA Fire received 2 days of training. NWREMS protocol updates continue. First quarter OTEP is updated and live. Second quarter is in development. 2024 Narcotics Audit is complete and the February 2025 Narcotics Audit resulted in Zero Errors.

BC Anderson submitted her written report. She continues to attend daily shift briefings and Commissioner meetings when she is on duty and attends the monthly Ops and BC meetings. She has completed the Annual Performance Reviews (APR) for the B shift Captains and Volunteer Coordinator and has verified that all B shift crews' APRs are completed and posted. As the BC tasked with Training, she worked with VC Lovering to develop the 3-year training calendar for

volunteers. She processed eight (8) training requests for February. BC Anderson continues to monitor progress on the Acting Captain task books and provide tactical scenarios in conjunction with the task books. Collaborating with neighboring fire districts on aligning training objectives. Continuing to work with EA Coleman to improve Target Solutions assignments along with monitoring completions.

BC Turner submitted his written report. In addition to limitless meetings including daily crew briefing, Admin Staff, Battalion Chiefs, Operations, Board of Commissioners, Volunteer Officers, Levy Committee, Training Committee, and meeting with the Fire Code Technician, he has been moving forward on many projects. He has completed monthly audits of the ESO program for errors and/or missing calls and finished Annual Performance Evaluations for A shift Captains. He reports that 90% of the A shift crew APRs are done. As the BC tasked with Community Outreach, he developed Pre-Fire Plans for neighborhoods in the community and organized prevention activities. He issued several Social Media posts concerning District events and safety messaging. He met with the Community Risk Reduction volunteers about upcoming fire prevention and safety events.

Agenda Bill 1: Resolution 2025-01 2025-Operations (O&M) Levy Lid Lift - Staff presented the Resolution, Cover Sheet, Ballot Issue Explanatory Statement and Pro & Con Statement, all of which have been reviewed and approved. Commissioner Miano moved to approve and Commissioner Mingee seconded Resolution 2025-01 as presented. **MOTION CARRIED.**

Agenda Bill 2: - 2025 Board Priorities – Commissioner Mingee indicated that he thought the board priorities would be a short term (12 months) working document. Chair Nicholas instructed staff to form committees and designate a leader for each of the seven 2025 Annual Priorities by the April 1st BOC meeting. The committees will be tasked with developing plans for accomplishing the board priorities and presenting them to the commissioners. **INFORMATION ONLY, NO ACTION TAKEN.**

GOOD OF THE ORDER

- Commissioner Mingee –
 - Reported that he is in favor of researching potential Development Impact Fees and is offering his expertise to develop a draft Capital Improvement Plan as a consultant with no cost to the District. He commented on the mutual aid agreements the District has with PA Fire, District 2 and East Jeffco. He has been following a bill before the state House of Representatives that would allot \$44 million to help offset the decrease in funding from sequestered forests created by the lack of timber harvesting. Commissioner Miano will not be at the next BOC meeting.
- Commissioner Miano –
 - Reported that he will be attending the OMC Board Meeting on March 19th and will report back.
- Commissioner Nicholas –
 - Reported that he will be attending the Sequim City Council meeting on March 19th. He reported that he has been approached by a neighbor in Diamond Point who is developing property adjacent to Station 35. The neighbor would like the District to grant him an easement for access to

- o proposed airplane hangars. He is willing to exchange services for upgrading the station for the easement.
- o Reported that the levy committee are meeting on March 19th. He commented that the Social Media feedback has been mostly positive.
- Chief Grider –
 - o Reported that he has been asked to write a regular column in the Sequim Gazette focusing on the Fire District’s operations and community involvement.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:15 p.m., expected to last for sixty (60) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider, DC Hudson and FM Shaw. At 3:15, Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

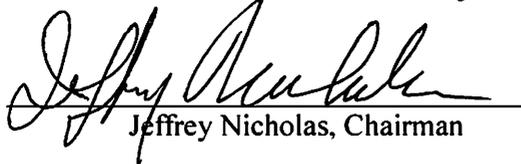
Agenda Bill 3: - Ratification of the Firefighters’ Collective Bargaining Agreement with IAFF Local 2933 - Commissioner Miano moved, and Commissioner Mingee seconded to approve the Collective Bargaining Agreement with IAFF Local 2933. MOTION CARRIED

NEXT MEETINGS –

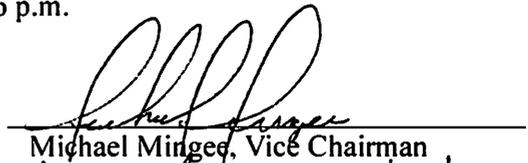
4/1/2025 – Regular Board Meeting

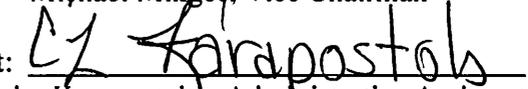
ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:16 p.m.


 Jeffrey Nicholas, Chairman

Bill Miano, Commissioner


 Michael Mingee, Vice Chairman

Attest: 
 Caity Karapostoles, Administrative Assistant