



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

## BOARD OF COMMISSIONERS - MEETING MINUTES

**May 21, 2024**

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 Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Turner, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, FF/EMT Beaus Sylte and Citizens Tanya Huber, Mel Fisher and Duane Chamlee.

**Changes to the Agenda** – None

**PUBLIC COMMENT** – None

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, May 7<sup>th</sup>, 2024
- 2.) Special Meeting Minutes April 30<sup>th</sup>, 2024
- 3.) Claims and Payroll –  
Accounts Payable Claim check numbers 111998 through 112066 dated May 21<sup>st</sup>, 2024, totaling \$309,174.71; Payroll EFT's and IRS deposit dated May 10<sup>th</sup>, 2024, in the amount of \$946,728.68 and Payroll EFTs and IRS deposit for monthly draw and Quarterly Volunteer Points dated April 25<sup>th</sup>, 2024, in the amount of \$50,245.51 for a disbursement grand total equaling \$1,306,148.90.

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

### Battalion Fire Chief's Reports – Chief Turner reported:

- That ESO is not automatically reporting to NFIRS; he is having to do this manually.
- Audit of calls showed that one was missing; he followed up with PenCom on this.
- Senior Sunset Times is running an article regarding the history of the fire department.
- Three members graduated from Fire Recruit Academy in April and four new hires are attending the academy now.
- BC Turner and Fire Code Technician McKenize are going to meet George Bailey tomorrow to start collaboration. Commissioner Mingee asked staff to be very involved in the new developments in the District; DC Hudson reported that he and Chief Orr attended a meeting and commented on the development that is going in in Carlsborg.
- He attended an NFA class for Fire Inspection Principles and Fire Code Technician John McKenzie will attend the same class this summer.

- BC Jones hosted Managing the Mayday class for local officers, and he is working with members on Ladder training for 2024-Q2. Commissioner Miano praised the Mayday Training.
- BC Jones is working on a new program called Resuscitation Quality Improvement Program for ALS providers.
- BC Anderson help PA Fire with their Captain testing process.
- BC Anderson attended FDIC conference in April.
- Commissioner Mingee reported congratulations to Jeremy Church for finishing his task book to act as a captain; Commissioner Mingee also encouraged staff to prioritize the completion of open acting captain task books and “fast track: finishing these so there are more actors available to fill vacancies.

**Agenda Bill 1:** Finance Manager Misty Shaw provided an overview of the 2023 SAO Annual Report. Notably, was the District's responsible management of resources throughout the preceding year and its low debt services. The comparison between the overall budget and actual expenditures yielded a positive outcome, showing an excess of \$1.6 million. FM Shaw highlighted that the majority of the District's funds are overseen by Clallam County, which handles their investment and management. Regarding liabilities, she mentioned that only the PERS 1 pension plan carries a liability. Compensated absences stood at roughly \$2 million, with the District policy stipulating a reservation of 35% of these funds. Additionally, FM Shaw addressed the outstanding liability concerning the post-retirement HRA/VEBA plan. A significant portion of the presentation related to District policies, demonstrating their adherence and effectiveness. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 2: Overtime Hours by Rank** – Chief Grider reported that the commissioners requested a more thorough review of detailed overtime reports by position. He and FM Shaw compiled a comprehensive report for 2024. Chief Grider noted that minimum staffing, with current staffing levels is ten (10) line-staff per day on shift, adding that the biggest overtime expenditure categories are in the Captains and Battalion Chief's ranks. Per the Collective Bargaining Agreements, when a vacancy occurs, the position is offered to the same classification that created the vacancy. Commissioner Mingee advised that staff should not use the term minimum staffing if it is not contract language. Commissioner Mingee also asked why overtime is offered to members to do Public Education events when on-duty staffing could cover these events? However, he subsequently requested that his question remain unanswered. Commissioner Mingee expressed concern about the excessive use of overtime and urged staff to minimize it wherever possible. Commissioner Nicholas emphasized that it is the Chiefs' responsibility to come together and find a solution to the problem. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 3: PIO Discussions** – Chief Grider reported that he was asked to add this topic to the agenda to discuss. Currently the Battalion Chiefs are doing press releases and other administrative staff are supporting other community outreach. Commissioner Mingee believes a PIO could put together consistent messaging and he also believes this could be an ancillary position held by a member of the Local or a volunteer; he feels that there is an immediate need for this. Commissioner Nicholas requested that staff research and propose ideas to the Board to fill this need. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 4: Logo/Rebranding** – Chief Grider reported that the logos on the packet were what has been proposed. FF Beau Sylte is running a poll to gather feedback; the poll is either to rebrand with this logo or keep the current version. As of this report, the majority vote supports the new logo. Commissioners are in favor of change. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 5: Levy Lid Lift** – Chief Grider thanked the commissioners for the Special Meeting April 30<sup>th</sup>, 2024, where they gave clear direction to move forward with the Levy Lid Lift in 2025. He reported that attached to the packet was information regarding the choices that the District has for consideration. He added, that if the commissioners want to move forward with the multi-year Levy Lid Lift, it will need to go to the General or Primary Election in 2025; you can only do a one-year Levy Lid Lift during the Special election in early 2025. He reported that this Levy Lid Lift will essentially be a renewal of the current Levy Lid Lift that expires at the end of 2024. Commissioner Miano moved to authorize staff to move forward with a multi-year Levy Lid Lift with a CPI inflator during the Primary Election in 2025. Commissioner Mingee amended the motion to authorize staff to proceed with a multi-year Levy Lid Lift, including a CPI inflator, during the Primary Election in 2025 for both the Fire and EMS Levies, and Commissioner Miano seconded. **MOTION CARRIED**

**GOOD OF THE ORDER –**

- Chief Grider reported that he is working on a Septic Inspection and a locate is necessary to complete this and needs direction that can be given in the executive session.
- Commissioner Mingee attended a Timber Revenue Committee meeting and gave a brief update.
- Commissioner Miano attended the OMC Board Meeting and gave a brief update.
- Commissioners asked staff to research tracking when no resources were available; this is commonly referred to as “Level Zero” or “Status Zero”.

**EXECUTIVE SESSION**

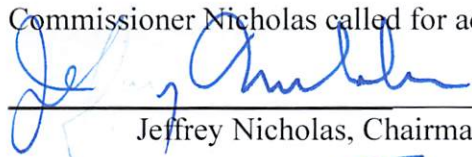
Chairman Nicholas called for an Executive Session beginning at 2:50 p.m., expected to last for sixty (60) minutes under RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or 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 (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, Mingee, Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, and Finance Manager Misty Shaw. At 3:50 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

6/4/2024 – Regular Board Meeting

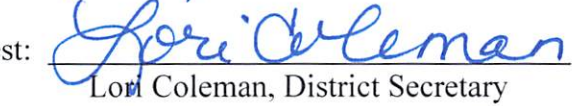
**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:52 p.m.

  
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Jeffrey Nicholas, Chairman

  
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Bill Miano, Commissioner

  
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Michael Mingee, Vice Chairman

Attest:   
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Lori Coleman, District Secretary