



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

July 16, 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 Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Elliott Jones, Captain Neil Borggard, MSO Kolby Konopaski, Maintenance Supervisor Tharin Huisman, FF/PM Hayden Pyle, Fire Code Technician John McKenzie, Volunteer Coordinator Chris Lovering, IT Contractor Eric Jacobson and reporter Matt Nash.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, July 9, 2024
- 2.) Claims and Payroll –
- 3.) Accounts Payable Claim check numbers 112128 through 112192 dated July 16th, 2024, totaling \$235,642.35; Payroll EFT's and IRS deposit dated July 10th, 2024, in the amount of \$869,896.80 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated June 25th, 2024, in the amount of \$18,729.56 for a disbursement grand total equaling \$1,124,268.71.

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

Battalion Chief's Reports – BC Jones reported:

- Peninsula College is looking into starting a Paramedic Program in 2025.
- Crews completed first phase of Ladder Truck training on-duty.
- Rescue Systems 1 class was held.
- Quarter 2 fire training was completed by 100% of the members and EMS training had 3 members who did not complete the quarterly training.
- Community Risk Reduction held multiple public education events at schools and did standby on July 4th events.
- Briefly went over Olympic Ambulance statistics and a meeting to touch base with them will be held soon.
- PM Pyle completed his Medical Program Director exams and now counts towards paramedic staffing levels.

Agenda Bill 1: Strategic Plan Communications Update – Captain Neil Borggard and Fire Code Technician John McKenzie provided an update on the Communications section of the Strategic Plan committees. Captain Borggard reported that most of the goals from the original plan have been completed, noting improvements in communication up and down the chain of command. Notable enhancements include daily morning meetings with the Battalion Chiefs and crews, as well as the distribution of notes and minutes to all members after meetings. Captain Borggard also mentioned that a previous survey attempt with past administration was not helpful, as the questions had been significantly altered from those initially chosen by the committee. The Board expressed support for conducting a new survey. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 4: Software Audit Report – Deputy Chief Hudson collaborated with IT consultant Eric Jacobson to complete the Software Audit. Eric Jacobson conducted a comprehensive review of the District's software and presented his findings in a PowerPoint presentation, outlining the District's software usage. He commended the District staff for procuring software that meets their needs in a fiscally responsible manner. However, he noted that the District is lagging in up-to-date technology and recommended developing a long-term IT plan to align with current industry standards for software and cybersecurity protection. The group agreed that IT should be a focus in the strategic plan moving forward. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 3: Liz Loomis - Chief Grider reported that staff met with Liz Loomis to discuss potentially hiring her to support efforts with running the Levy Lid Lifts. Ms. Loomis indicated she had the capacity to take on the District as a client but would not do so if the District planned to run the Operations and Maintenance (O&M) and EMS Levies simultaneously, as she believed this would reduce the chances of passing both. She recommended running the O&M Levy in 2025 and the EMS Levy in 2026. Chief Grider stated that he wants to hold a Levy Committee meeting before seeking approval from the commissioning board to gauge the committee's consensus. This item will be placed back on the agenda for the August 20th, 2024, meeting for further discussion. Commissioner Nicholas agreed, stating that if Ms. Loomis, as the subject matter expert, recommends a specific approach for success, the Board should follow her advice. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 5: 2024-Q2 Financial Reports – Misty Shaw, Finance Manager, reported on the 2024-Q2 financials. Shaw noted that general property tax revenue is on track for 2024, as is overall revenue. She explained that Ambulance Services revenue is inflated by late payments from previous years but is still up by 7 percent. Shaw reported Timber Tax receipts are at 64% of budget but the County has reduced their projections for this year. She suggested reducing the expected Timber Tax Revenue in future budgets due to its unpredictability. Additionally, miscellaneous revenue includes \$156k from the sale of the Sieberts Creek Property. On the expenditure side, she noted a 219% increase in commissioner costs due to rate hikes and unbudgeted election costs, and a 56% increase in administration costs due to the addition of the Finance Manager and Chief, inclusion of Deputy Chief, as well as annual raises. There was a 283% (\$9k) increase in Administrative overtime, a \$10k rise in postage costs for newsletters, and an increase in retirement-related health benefits. Suppression and EMS overtime costs are at 62% of the budget compared to 49% at this time last year. Training-related costs are at 72% of budget compared to 28% of budget at this time last year. The training budget was cut \$46k from 2023, with 40% of the current costs related to the 2023 fire academy attendees. Facility costs have decreased due to the Deputy Chief's reallocation to administration, while vehicle costs have increased with the addition of a mechanic but are offset by the Deputy Chief's reallocation to administration. Repair and maintenance costs are up 23%, and

overall expenditures have slightly increased with no major concerns or issues noted. Shaw added that CPI for 2025 will be 3.8%. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Nicholas reported that he will be out of town August 14th through the 19th.
- The Lavender Festival is this weekend.
- Maintenance Supervisor Tharin Huisman reported that he continues to work with Bob Klink of the memorial for Chad Cate.
- Commissioners reported that the County Fire Commissioners Association Commissioner will host a commissioner of Public Lands Candidate Forum during their meeting on July 25th, 2024.
- Commissioner Mingee asked Deputy Chief Hudson for an IT Spending plan; he and Eric Jacobson will develop this. Commissioner Mingee also thanked Eric for his great presentation today on the Software Audit.
- The Commissioners are in favor of getting iPads for their use as commissioners; Deputy Chief Hudson will work on this.

EXECUTIVE SESSION

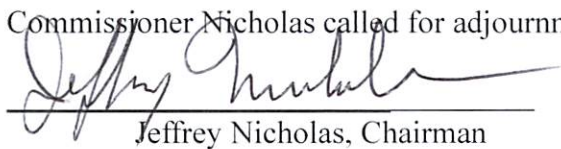
None

NEXT MEETINGS –

8/6/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:25 p.m.



Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest: 

Lori Coleman, District Secretary