



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

February 4, 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, BC Elliott Jones, Admin Assistant Caity Karapostoles, Firefighter Bo Pinnell, ST 34, and Volunteer Coordinator Chris Lovering.

Changes to the Agenda – Add Agenda Item #5 EMAC Contract; add Agenda Item #6 TIA/TIF.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, January 7, 2025.
- 2.) Volunteer Pay in the amount of \$16,250.00

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

Fire Chief's Report – Chief Grider reported:

- Levy committee continues to meet every two weeks.
- Fire Recruit Academy graduation was this past weekend; 8 members were from District 3.
- Met with Olympic Ambulance regarding a contract for services.
- Continue to meet with Matt Huish, City Manager.
- Met with the BC in December and January. Continue to meet with them one on one as necessary.
- MSO Konopaski continues to work with the RTF cadre; Chief met with stakeholders to identify roles.
- DC Hudson continues to update run cards and attend PenCom Advisory Board Meetings.
- Still continuing negotiation with the Firefighters and BCs.
- Always looking for opportunities for joint training and operations.
- The Community Paramedic program continues to receive positive feedback.
- Have two members out on leave at this time.
- In the process of securing an IT company for tech support.
- Still pursuing the Title III grant.
- Applied for a Micro grant through the AFG program for mobile repeaters.
- Held an Operation's meeting in January and will hold them monthly for this quarter.
- Still waiting for the City to get information to WSRB so they can complete the District's review.

- Received funding through the USDA Grant for three engines and the Brush Truck chassis. A VIN# has been received for the chassis for the Brush Truck; therefore, the District should see delivery soon.
- He will attend Legislation Day later this week.
- Updated MOU being presented today.
- Continue to meet with Labor Management.
- The Community Paramedic has been asked to join the Sorptimist group, which was supported by staff.
- Continue to watch community growth in Sequim and the County.
- County continues to follow two problematic properties; he and DC Hudson have a meeting next week regarding this.

Agenda Bill 1: 2023 Annual Report – Chief Grider presented the 2023 Annual Report and recognized EA Coleman and BC Turner for the completion of this, they did the majority of the work on this project. Commissioner Mingee moved and Commissioner Miano seconded to approve the 2023 Annual Report as presented. **MOTION CARRIED.**

Agenda Bill 2: - 2024 Financial Year in Review – Finance Manager Misty Shaw outlined the key financial highlights for 2024. Revenue performed well, with property tax revenue meeting expectations and grant funds covering 50% of expenditures for three new Ford F-150s. County timber sales exceeded budget projections by \$194,000, while charges for services included \$162,000 from Wildland Deployments. Ambulance services generated \$165,000 from work performed in 2024, and miscellaneous revenue included proceeds from the sale of Sieberts Creek and Station 36 properties. Interest earnings contributed \$586,000, bringing total revenue to 9.2% above expectations and 10.1% higher than in 2023. On the expenditure side, Commissioner costs increased by 75% due to higher rates, increased activities, and \$19,000 in unbudgeted election expenses from November 2023. Administrative costs rose by 28% due to the overlap of the Fire Chief and Finance Manager positions and the addition of the Deputy Chief costs previously captured in other departments. Suppression expenses were higher with the hiring of four new response personnel, increased PPE supplies, overtime, Wildland deployments, transport billing, and training. In contrast, Prevention costs were less than budgeted due to a vacant position and the transition of that role from full-time to part-time. Vehicle expenses saw a slight increase with the hiring of a new mechanic. Despite these changes, there were no concerns regarding overall expenditures. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 3: - Update on IT Audit – Chief Grider reported that he wants to contract with Helpertek, an IT Support Service, to help support the District's IT needs. This will allow current staff to focus on their day-to-day task and not be consumed with the District's IT needs. There was a short discussion about how to implement them and increase their contracted time as needed. Commissioner Mingee moved and Commissioner Miano seconded to authorize Chief Grider to execute the contract. **MOTION CARRIED.**

Agenda Bill 5: - EMAC Contract – Chief Grider reported that he is advancing a contract for the Washington State Emergency Management for deployments. The District's previous contract had expired and this is a repeat of that contract. Commissioner Miano moved and Commissioner Mingee seconded to approve the contract as presented. **MOTION CARRIED.**

Agenda Bill 6: - TIA/TIF – Chief Grider reported that FM Shaw has compiled a report showing how the TIA/TIF will affect the District. She reported that she has current information on how Property Taxes are calculated and the estimate of the impact over 25 years calculates to roughly \$125,000.00 total. Commissioner Mingee asked Chief Grider to ask the City to not put this on the upcoming agenda before the District finished their conversations. If they will not comply, he suggests that District staff go to the meeting and sign up for Public Comment. Commissioner Nicholas takes issue with how the City is affecting property tax for County residents who cannot even vote for the elected officials who are making decisions on this matter. Chief Grider will talk with Matt Huish, the City of Sequim’s Manager, tomorrow to see what their plans are moving forward and advise them that the BOC wants to have further discussions before this goes to their city council. FM Manager Misty Shaw reported that this could affect our service delivery at a faster rate than we can prepare for with the current rate of calls. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- Commissioner Mingee –
 - Thanked Misty for the legal expenses breakdown that she gave them.
 - He reported that the Dungeness Dragon timber sale has been sold and should make us some revenue.
 - He wanted to clarify his comment on the overtime necessary for the recent fire academy; he thinks this academy is run very well with qualified and highly capable instructors. He would support more props, instructors, etc. for local academies.
- EA Coleman – Asked the commissioners if there were any needs for the Special Meeting that staff needed to prepare for them. They may have some at a later date, but their only ask was for the Pencom contract for service.

Commissioner Nicholas asked for a break from 3:10 to 3:15.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 3:15 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 and DC Hudson. Commissioner Nicholas excused Deputy Chief Hudson at 3:18. At 4:15 p.m. Commissioner Nicholas extended the meeting for an additional fifteen (15) minutes. At 4:30 Commissioner Nicholas extended the meeting for an additional ten (10) minutes. At 4:40,

Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

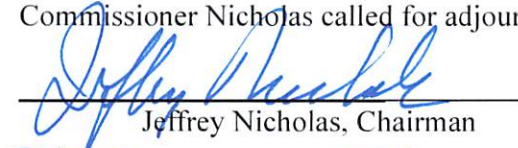
Agenda Bill 4: - MOU 2025-02 Acting Battalion Chiefs – Commissioner Miano moved, and Commissioner Mingee seconded to approve MOU 2025-02 – Acting Battalion Chief extension. **MOTION CARRIED.**

NEXT MEETINGS –

2/18/2025 – Regular Board Meeting
2/25/2025 – Special Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:42 p.m.



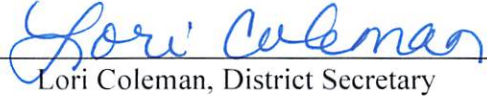
Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest: 

Lori Coleman, District Secretary