



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

October 21, 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 Elliott Jones and online were: Administrative Assistant Caity Karapostoles, Captain Bryan Swanberg, and Maintenance Supervisor Tharin Huisman.

Changes to the Agenda – Staff asked to add Agenda Item 4 – SOP 6010 – Budget Preparation and Adoption.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, October 7, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 113138 through 113180 dated October 21, 2025, totaling \$221,794.41 and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated October 24, 2025, in the amount of \$25,354.32 and Payroll EFTs and IRS Deposit for Monthly Payroll dated October 10, 2025, in the amount of \$1,024,350.63 for a disbursement grand total equaling \$1,271,499.36.

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

Battalion Chief Reports – **BC Jones reported:**

- For A Shift – Battalion Chief Chris Turner
 - FD3 has 824 calls for service
 - Continues to fix errors and data entry in ESO
 - Attended a NERIS Webinar with the State Fire Marshal's Office 9/24/25
 - Completed a probationary firefighter's operations test
 - Held multiple CRR events and meetings
 - Posted multiple social media posts
 - Burn Ban was lifted 10/1/2025
 - Completed 3rd quarter fire and EMS training
 - Attended a Tech Rescue Drill
 - Attended the ICC Inspector 2 Bootcamp – a 40-hour course
 - Prepared for Fire Prevention week and station visits

- For B Shift – Battalion Chief Stefanie Anderson
 - Approved 23 training requests for upcoming classes/conferences
 - Completed fourth quarter fire training assignments for career staff to complete
 - Continues to plan for NFA Basic Fire Investigation Class that will be held at the TOC on Oct. 25th and 26th, 2025
 - Met with FF/EMTs Romberg and Cupps to update probationary tests and processes
- For C Shift – Battalion Chief Elliott Jones
 - Briefly went over the graphs attached in his report that show total incidents, incidents by type, incidents by hour of the day and counts by station.
 - Reported that FD3 transported 28 times in September and was a Fire Rider for 92 transports.
 - Reported that call volume is up 8% for 2025 and transports are up 10% in 2025
 - Working on ESO updates for tracking Olympic Ambulance
 - Requested opening negotiations for Battalion Chief contract
 - Assigned 4th quarter EMS training for October 1st, 2025
 - Attended First Due training on Asset Management
 - Gave brief update on Community Paramedic Program; the MIH-CP attended an MIH Symposium in Pasco with statewide involvement with other MIH programs, Washington State Lawmakers and Insurance Providers.

Agenda Bill 1: SOP 4125 – Fire Investigation – Chief Grider gave a brief overview of the SOP. The Board recently adopted a Position Description for volunteer investigators, and this SOP outline career and volunteer expectations when investigations are necessary. Commissioner Mingee moved, and Commissioner Miano seconded to approve SOP 4125 – Fire Investigations, as presented. **MOTION CARRIED.**

Agenda Bill 2: Q3 Financial Reports – Finance Manager Misty Shaw reported on the 2025 Quarter 3 Financial Reports. Of note for revenue: General and EMS Property Tax Revenue is on track at 63% of budget. County Timber sales are significantly down (89%) from the previous year and the most recent projections have been reduced, Charges for Services and Ambulance Services are exceeding budget projections due to higher-than-expected wildland deployment receipts and increase in transports, respectively. Miscellaneous revenue is down due to prior-year property sales but offset by donations and insurance recoveries. Of note for Expenditures: Commissioners' costs decreased by 33% due to election fees paid in Q2 of 2024 and savings on travel; all other areas have a slight increase. Administration costs are down 17%, with savings offset by increased legal and IT expenses. Volunteer costs decreased due to changes in reimbursement schedules. Suppression and EMS see reductions in overtime, though uniform costs exceed budgets due to delayed purchases of uniforms that do not contain PFAS. EMS Operating Supplies are at 94% of budget and up 53% over prior year. Prevention costs are increased due to position being filled all year as was not the case in 2024, while Facilities and Vehicles expenditures rise modestly due to building maintenance being performed. Total expenditures are slightly lower than last year, with no significant concerns noted. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 3: 2026 Draft Budget – Chief Grider opened by mentioning that this is the second review of the 2026 Budget. Staff previously presented the 2026 Budget, gathering feedback, and have adjusted the Budget accordingly. Commissioner Mingee thanked staff for their work on the Budget. Chief Grider is asking for concurrence today on the presented Budget and noted that there will still be some fine-tuning that will occur before the Board is asked to adopt the Budget. The Board concurred with the Budget as presented and staff will bring the Budget back in November for adoption. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 4: SOP 6010 – Budget Preparation and Adoption – Chief Grider reported that the Board had asked to bring this SOP forward for discussion. The Board requested that Finance Manager Misty Shaw conduct research into best practices with the Washington State Auditor’s Office and GASB guidelines for potential updates to the SOP. One particular area that the Board wants to address is Section 2.25.3, the amount of debt services the District should maintain in cash reserves. FM Shaw will conduct the research and bring forward the SOP for further discussion at the next meeting. **NO ACTION REQUESTED. INFORMATION ONLY.**

GOOD OF THE ORDER

- Chief Grider reported –
That staff are underway with a review of Department of Retirement Service reporting. Staff are spending a significant amount of time gathering information that has been requested. More information will be forthcoming as this advances.
- Commissioner Mingee -
 - Reported that he will not be able to attend the November 18th and December 16th Board meetings and will attend the November 4th meeting via Zoom.

EXECUTIVE SESSION

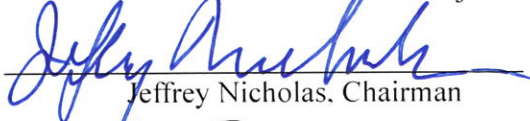
Chairman Nicholas called for an Executive Session beginning at 2:35 p.m., expected to last for Fifty-Five (55) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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 3:30 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

1/4/2025 – Regular Board Meeting

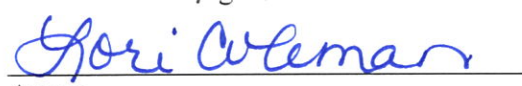
ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:30 p.m.


Jeffrey Nicholas, Chairman


Bill Miano, Commissioner


Michael Mingee, Vice Chairman


Attest:
Lori Coleman, District Secretary