



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS – MEETING MINUTES

**December 2nd, 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, Mike Mingee and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, Administrative Assistant Caity Karapostoles, Finance Manager Misty Shaw, Battalion Chief Chris Turner, citizen Duane Chamlee, Jim Nelson from D.A. Davidson & Co. and online were: Stations 33 and 34, FF/PM Erik Payne, and “Guest”.

**Changes to the Agenda** – Commissioner Nicholas asked to move Agenda Bill 1 to before the Chief’s Report and Agenda Bill 2 to after the Executive Session.

**PUBLIC COMMENT** – None.

### CONSENT AGENDA

- 1.) Regular and Special Meeting Minutes, November 18<sup>th</sup>, 2025.
- 2.) Claims  
Accounts Payable Claim check numbers 113259 through 113290 dated December 2nd, 2025, totaling \$167,469.36 and Payroll EFTs and IRS Deposit for Monthly Draw dated November 25<sup>th</sup>, 2025 for \$57,730.09 for a disbursement grand total equaling \$225.199.45.

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

**Agenda Bill 1: D.A. Davidson & Co Bond Financing Presentation** – Jim Nelson, Managing Director of D.A. Davidson & Co. presented options for financing future capital projects and reviewed the various types of debt available to a Fire District. **NO ACTION REQUESTED. INFORMATION ONLY.**

### Fire Chief’s Report – **Chief Grider reported:**

- Shift assignments are under way to balance staffing deficits resulting from 6 career personnel out on extended leave.
- Active work has been done to address 2025 Annual Priorities.
- No new updates on Grants currently.
- CCFD3 participated in a city EOC exercise in November and will review lessons learned.
- Reviewing contract with Jamestown S`Klallam Tribe including interpretation and obligations.
- Met with Joey and Chief Jones on Olympic Ambulance contract. Will reconvene. Both sides are discussing billing and reporting.
- Continue one-on-one discussions with the Commissioners.
- Met with District’s Legal Counsel.
- Met for Labor Management.

- DRS Audit determined three areas of concern: cashing out of Comp time at retirement, Wages in Liew of Medical being counted towards retirement totals, and verification of employee eligibility being completed annually.
- Coordinating with SCC's Pastor Tim Chandler to provide grief counseling to children in the community who have experienced traumatic loss.
- Had further meetings with PenCom regarding user fees.
- Interviewed paramedic and EMT candidates for creation of list to hire in 2026.
- Met with Maintenance/Mechanics and Firefighter bargaining units.
- Attended the tractor parade.
- A new shopping center/retail area located at Priest Road is in review.
- Met with SMMC Pharmacy Doctor on the exchange of TNKase medication. We are operating in a continuation of normal while further work is conducted regarding medication replenishments.
- Update on Johnston house. House requires major upgrades, sales value estimated at \$245,000 and rental value estimated at \$1500/month. Recommendation is to not enter into rental relationship. Topic will be included as an agenda item next meeting.
- BC Turner has submitted numerous articles concerning winter safety and District responses.

**GOOD OF THE ORDER**

None

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 3:15 p.m., expected to last for seventy-five (75) 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, and Fire Chief Justin Grider. At 4:30 p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

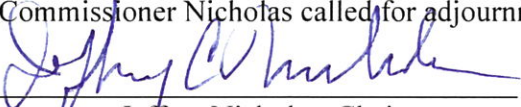
**Agenda Bill 2: Health Insurance Language Change for Non-Bargaining Group Employees–** The Board directed Chief Grider to take no action at this time. **NO ACTION REQUESTED. INFORMATION ONLY.**

**NEXT MEETINGS –**

12/16/2025 – Regular Board Meeting


**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 4:31 p.m.

  
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Jeffrey Nicholas, Chairman

  
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Michael Mingee, Vice Chairman

  
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Bill Miano, Commissioner

  
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Attest:  
Lori Coleman, District Secretary