



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

February 17, 2026

Chair Miano 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, and Bill Miano, Fire Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chiefs Elliott Jones and Chris Turner, Citizens Garrett Snell and Duane Chamlee, and online were: Commissioner Mike Mingee, Maintenance Supervisor Tharin Huisman, and St 33.

Changes to the Agenda - None.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, February 3rd, 2026.
- 2.) Special Meeting Minutes, February 5th, 2026.
- 3.) Claims
Accounts Payable Claim check numbers 113461 through 113516 dated February 17, 2026, totaling \$106,226.94, and Payroll EFTs and IRS Deposit for Monthly Payroll dated February 10, 2026, totaling \$914,503.99, and Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Pay dated February 25, 2026, totaling \$55,749.33 for a disbursement grand total equaling \$1,076,480.26.

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

GOOD OF THE ORDER

Chief Justin Grider reported –

- There is usually a Budget Workshop held in March, but in light of the recent Priorities meeting and the fact that 2027 budget information will not be available until Summer, he asked if there was still a need for a meeting; the Commissioners concurred that there was not.

Finance Manager (FM) Misty Shaw reported–

- That she has been working with DA Davidson on a contract for services. The charges will be dependent on the direction the Board decides to go. There are no fees incurred until the District moves forward with selecting them for their services.

Commissioner Mingee Reported -

- He would like Chief Grider to have a Bargaining Unit representative at any meeting where an MOU is going to be approved for the Firefighters' Local.

Commissioner Miano reported -

- Jeff Tozzer from Clallam County Watchdog attended the Special meeting on Feb 5th, 2026, and followed that up by mentioning the District in his Podcast. He noted that he felt comfortable and welcome in the crowd and that he felt as though everyone was very professional.
- He recently took the online Open Public Meetings Act (OPMA) training this past weekend and he wanted to remind all of the Commissioners that they should not be sending each other emails, texting or calling each other regarding District business, as these would be subject to the OPMA rules. He noted that if any of the Commissioners want to add a topic to the agenda, that item can be sent to the Fire Chief and District Secretary. He gave Lori Coleman some documents from MRSC and a form used during a Washington Cities Insurance Authority work session with the City of Sequim that discusses the OPMA regarding Council “Do’s and Don’ts”.
The latest Firehouse Lawyer had some good information on forming Regional Fire Authorities (RFA) and Tax Increment Financing.
- He sent an informational email to staff that had a good article about Kitsap County's Dispatch Center.

Commissioner Nicholas reported -

- He would like staff to get the Board packets to the commissioners sooner when possible, so they have time to read and research before the meetings.
- He went through the article from Firehouse Lawyer very thoroughly and he has concerns about how the City of Port Angeles would respond to the Fire District’s forming an RFA.

Battalion Chief Reports – BC Turner reported for all three shifts -**▪ A-Shift –**

- There were 759 calls for service in January.
- Fire Code Technician John McKenzie attended the NFA Inspections 2 course.
- Final NFRIS data was submitted for 2025; this is now closed with the implementation of the new NERIS system. NERIS reports automatically and is live now.
- Reporting has been difficult in the new ESO NERIS system; not all reporting components that staff use are functional.
- BC Turner has been working with staff on data collection in the NERIS ESO software; it is vastly different from the previous format.
- Staff held a small ceremony on 1/12/2026 to remember Captain Chad Cate’s passing.
- CRR Champions continue to meet; the next meeting is scheduled for 2/5/2026.
- January was slow for Community Risk Reduction events; there were only two,
- Attached to the BC report was a Fire Code Technician report. Four full inspections, two targeted inspections, eight re-inspections, six hood and system review inspections, and one construction inspection were completed.
- The District purchased the hydrant module for the new First Due software program. This is being set up and will help with collaborating with the City of Sequim on hydrant maintenance.

- B-Shift –
 - BC Anderson attended a Blue Card Train the Trainer course.
 - Attended multiple BC meetings, an Operation's meeting and daily shift briefs.
 - Completed and assigned 2026-Quarter 1 fire training.
 - Held acting Battalion Chief scenarios for Captain Albers, he is now an Acting Battalion Chief.
 - Created social media posts with Admin Asst. Karapostoles searching for vehicles to use during extrication trainings.
 - Continues to plan the upcoming training burn on 3rd Ave; collaborating with the City has been positive; Captain Lawson has also been very involved in this project. There are multiple training courses scheduled prior to the actual live burn to make use of this structure as much as possible. She has a few members taking training to become live burn instructors to support this event and future opportunities.
- C-Shift –
 - As seen by the report, and BC Turner's earlier report, ESO is proving to be difficult to get data out of. This month's report is lacking a lot of the usual graphs because of this.
 - He posted the 2026-Quarter 1 EMS Continuing education credential through Vector Solutions.
 - The Community Paramedic had fifty-seven calls for service in January and included a success story in the BC report.

Agenda Bill 1: 2026 Annual Priorities - Chief Grider presented a draft of the 2026 Priorities document. Commissioner Mingee made amendments to some of the language within. Commissioner Nicholas moved, and Commissioner Mingee seconded to adopt the priorities with the suggested amendments. **MOTION PASSED.**

Agenda Bill 2: GEMT Funding – Finance Manager Misty Shaw reported that she has been working on this project closely with Systems Design and Public Consulting Group. She recommends that the District move forward with executing the contract with Systems Design to add this addendum as an additional service. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to execute the contract. **MOTION PASSED**

Agenda Bill 3: Olympic Ambulance Contract – Chief Grider presented the Draft contract for services with Olympic Ambulance. The expected start date for the contract is April 1st, 2026. FM Shaw reported that there is an inconsistency that will have to be updated in the contract before it is signed; those updates are Exhibit B has an incorrect reimbursement of a maximum amount of \$600, when the amount last agreed upon was \$1,200, the contract start date will need to be updated to April 1, 2026 and the language for how to calculate the formula should read “Charge for service – insurance payment or adjustment (primary, secondary, etc.) = amount eligible for coverage by FD3 and owed to Olympic up to established maximum. Commissioner Miano moved, and Commissioner Nicholas seconded to authorize Chief Grider to execute the contract for services with Olympic Ambulance. **MOTION CARRIED.**

Agenda Bill 4: Executive Session – The commissioners held a discussion about the Pros and Cons of where to have the Executive Session on the agenda. The choices were to hold it before the regular 1 p.m. start time and be forced to stick to a strict timeline or to leave the schedule as is, allowing them to

be more flexible if they need to extend the session. The group decided not to make any changes at this time. **INFORMATION ONLY. NO ACTION TAKEN**

EXECUTIVE SESSION


Chairman Miano called for an Executive Session beginning at 2:17 p.m., expected to last for sixty (60) minutes, returning at 3:17 p.m. 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 Miano, Mingee, and Nicholas, and Fire Chief Justin Grider. Commissioner Miano called the meeting back into Regular Session at 3:17 p.m. No decisions were reached during the Executive Session.

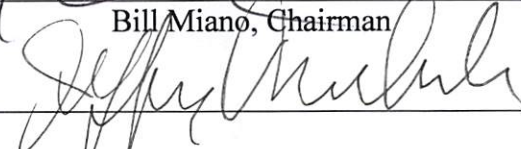
NEXT MEETINGS –

3/3/2026 – Regular Board Meeting


ADJOURNMENT


Commissioner Miano called for adjournment at 3:17 p.m.



Bill Miano, Chairman


Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman


Attest:
Lori Coleman, District Secretary