



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

## BOARD OF COMMISSIONERS – MEETING MINUTES

September 16, 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, and Citizen Duane Chamlee. and online were: Administrative Assistant Caity Karapostoles, and Maintenance Supervisor Tharin Huisman.

**Changes to the Agenda** – None.

**PUBLIC COMMENT** – None.

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, September 2, 2025.
- 2.) Claims and Payroll  
Accounts Payable Claim check numbers 113075 through 113113 dated September 16, 2025, totaling \$69,840.7, Payroll EFTs and IRS Deposit for Monthly Payroll dated September 10, 2025, in the amount of \$1,014,059.69 and Payroll EFTs and IRS Deposit for Monthly Payroll Draws dated September 25, 2025, in the amount of \$23,354.32 for a disbursement grand total equaling \$1,109,254.72.

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

**Battalion Chief Reports – No BC was available to report:**

- The commissioners spent some time looking at the graphs and discussing the data.
  - Commissioner Mingee reported that he was please FD3 did an in-house recruit academy and he recommends that we separate reimbursable OT out of actual OT. DC Hudson does not know if this can be done. It would be nice to know what is constant, training, vs. teaching for OT is. DC Hudson believes he can run a report for this out of the staffing module.
  - Commissioner Mingee is looking at the transports; he finds it interesting that only 2 out of 8 calls actually require a paramedic.
  - The commissioners all agreed that the district needs to look at call reduction options. Chief Grider reported that the crews do have some mitigation techniques and this a topic of discussion. Commissioner Mingee reported that he does not want to give crews or the community the false hope that this is a problem that FD3 can hire their way out of this. DC Hudson reported that there is a group currently working on this.
  - Commissioner Mingee appreciated the MIH-CP report.



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**Agenda Bill 1: Enduris Insurance Renewal** – Chief Grider reported that the annual insurance renewal is due, with an increase of approximately \$5,000. He noted that other agencies use a risk pool called WHA; however, Enduris is considered the “gold standard.” Competition from options like WHA helps keep rates comparable. Chief Grider explained that participation in a risk pool on the Olympic Peninsula would require multiple agencies to join, which is not currently feasible. The commissioners confirmed that this insurance covers apparatus and facilities, and Chief Grider affirmed that this is included with Enduris. The commissioners concurred with the renewal. **NO ACTION REQUESTED. INFORMATION ONLY.**

**Agenda Bill 2: Interlocal Maintenance Agreement** – Deputy Chief Hudson reported that Jefferson County Fire District 5 reached out to our maintenance supervisor to join in an interlocal agreement for servicing their apparatus. Commissioner Mingee moved, and Commissioner Miano seconded to approve Interlocal Agreement as presented. **MOTION CARRIED.**

**Agenda Bill 3: Insurance Services Contract** – Chief Grider reported that staff met with Brown & Brown to discuss outsourcing support for L&I case management. The workload for L&I cases has increased significantly since his hire, and the goal is to reduce staff burden by utilizing their services. Brown & Brown has demonstrated strong success in facilitating return-to-work outcomes and closing claims in a timely manner. DC Hudson added that the company can also assist with policy development and enforcement. Commissioner Mingee supported the idea if it will relieve staff workload and requested staff to explore whether the company offers alternative dispute resolution. Chief Grider noted that other local agencies have had positive results with Brown & Brown. Commissioner Miano moved, and Commissioner Mingee seconded, to authorize Chief Grider to enter into a contract with Brown & Brown for L&I support services. **MOTION CARRIED.**

**Commissioner Nicholas called for a 5-minute break at 2:00.**

## **EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 2:05 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 Deputy Chief Tony Hudson. At 3:05 p.m., Commissioner Nicholas extended the meeting for an additional Five (5) minutes. At 3:15 p.m., Commissioner Nicholas extended the meeting for an additional Ten (10) minutes. At 3:25 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

## **GOOD OF THE ORDER**

- Commissioner Mingee reported –

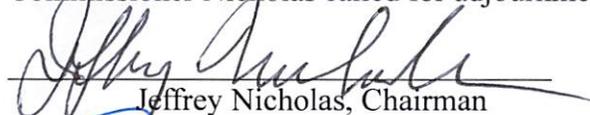
- The RAC and the Local Fire Commissioners Association sent letters to Dave Upthegrove, Public Lands Commissioner, to stop the pause on timber sales.
- He asked about the RFQ for engineering services; Chief Grider reported that he has not received any feedback yet. Commissioner Mingee wants to discuss capacity and prepare for an RFP soon.
- Chief Grider -
  - He reiterated that the commissioners need to approve events and education that they want to attend; they can choose what events and trainings, this just needs to be discussed in an open public meeting, documented and concurred on.
  - He reported that staff are working on a district wide fee schedule for services; this will be forthcoming for approval.

**NEXT MEETINGS –**

10/7/2025 – Regular Board Meeting

**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:25 p.m.

  
Jeffrey Nicholas, Chairman

  
Michael Mingee, Vice Chairman



Bill Miano, Commissioner



Attest:  
Lori Coleman, District Secretary