



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS – MEETING MINUTES

November 18, 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, and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Stef Anderson, citizen Duane Chamlee, and online were: Commissioner Michael Mingee (joined at 1:34p.m.), Administrative Assistant Caity Karapostoles, Captain Bryan Swanberg and Marc Lawson, and FF/Pm Erik Payne.

**Changes to the Agenda** – None.

**PUBLIC COMMENT** – None.

### CONSENT AGENDA

- 1.) Regular and Special Meeting Minutes, November 4, 2025.
- 2.) Claims  
Accounts Payable Claim check numbers 113227 through 113258 dated November 18, 2025, totaling \$57,025.59 and Payroll EFT's and IRS Deposit for monthly payroll dated November 10, 2025, for \$937,299.88 for a disbursement grand total equaling \$994,325.47.
- 3.) WFCOA Annual Employer Application

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

### ADJOURN REGULAR MEETING FOR PUBLIC HEARING –

Chairman Nicholas adjourned the Regular Meeting and called the Public Hearing to order at 1:01 p.m.

### PUBLIC HEARING – 2026 Budget

Finance Manager Misty Shaw presented information regarding the 2026 Budget. She reported that the Levy Certifications and Resolutions requiring adoption will be addressed on Agenda Item 2. She noted that the voters approved the General Levy Lid Lift; therefore the District does not need a Resolution for that portion this year as the election covered that.

### PUBLIC HEARING - PUBLIC COMMENT PERIOD

No public comment.

### ADJOURNMENT

Chairman Nicholas adjourned the Public Hearing calling the Regular Meeting back to order at 1:02 p.m.

**Battalion Chief Report – BC Anderson reported:**

- Three FF/EMT, six FF/PM, and four Captains were mandatories in October.
- Continue to work with probationary FF's on their training.
- Continue to coordinate locations and logistics for 2025-Q4 fire trainings.
- Coordinating consistent instructors for multiple training events.
- Posted social media posts to advertise for the Firefighter Paramedic testing process highlighted who participated in the PNW conference and highlighted the retirement of FF Lee Forderer.
- Continue to refine the probationary tests with FF Cupps and Stanley's input.
- Completed a walkthrough for a potential burn site and working with staff for logistics of this event.
- Assisted with 2026 Telestaff vacation picks for line staff.
- Held a regional planning meeting for the Fire Academy.
- Became a certified EVT test proctor. This will allow maintenance members to do their EVT testing on site, freeing them up from traveling to take these tests.
- Planned for the Paramedic testing, reviewed applications, discussed process and developed materials for the testing.
- Attended Greywolf Elementary's "Read with a First Responder" event on October 28<sup>th</sup>.
- B-Shift ran about 306 calls in October, roughly about 27.8 per shift with minimum staffing on shifts.
  - Commissioner Nicholas asked about response from volunteers during General Alarms, BC Anderson reported that there has been good response but could always use more support from the volunteers.
  - The group discussed the Fire Code Technician report, noting that during a response, FCT McKenzie identified an issue with grease build up on stoves and has been proactive with ensuring to check for this during other routine inspections.

**Agenda Bill 1: Proposed 2026 Budget** – Finance Manager Misty Shaw reported that she is advancing the budget for concurrence and approval. She highlighted a few changes that have been made from the last presentation, most notably these included correct revenue from county projections, rate increases for PFML, increase in Admin salaries, increase to include anticipated expenses for the new tax law, increase in expenses for recruitment of HR Manager position, increase expenses for fire academies, increase in expenses for EMT to PM program and increase in expenses for acquiring Starlink for backup internet service. Commissioner Miano moved, and Commissioner Nicholas seconded to approve the 2026 Budget as presented. **MOTION CARRIED.**

**Agenda Bill 2: 2026 District Budget Tax Levy Resolutions and Certifications** – Finance Manager Misty Shaw presented Resolution 2025-05 (General Property Tax for 2026) and Resolution 2025-06 (EMS Levy Property Tax for 2026). These resolutions must be filed with Clallam County by November 30, 2025, for implementation in 2026. FM Shaw reported that the General Levy will be collected at a rate of \$1.50 per \$1,000 of assessed value (as approved by voters in the Primary Election), and the EMS Levy will be \$0.3433 per \$1,000 of assessed value (which includes a 1% increase over 2025). Commissioner Miano moved, and Commissioner Nicholas seconded to approve resolutions 2025-05 2025-05, General Property Tax for 2026 and 2025-06, EMS Levy Property Tax for 2026 as presented. **MOTION CARRIED.**

**Agenda Bill 3: Resolution 2025-07 – WA Local Lending Reimbursement** – Fiance Manager Misty Shaw advanced Resolution 2025-07 – WA Local Lending Reimbursement for Board concurrence and adoption. The Reimbursement Resolution is a requirement to allow payment of the engines at delivery from available cash funding and obtain reimbursement when the WA LOCAL Certificates of Participation are issued at set intervals three times annually. A reimbursement resolution was originally approved in May of 2024 but is no longer valid. A new reimbursement resolution must be adopted within 60 days of payment to allow future financing if desired. Commissioner Miano moved, and Commissioner Nicholas seconded to approve Resolution 2025-07 – WA Local Government Financing Program. **MOTION CARRIED.**

**Agenda Bill 4: 2025-05 MOU with Local 2933 Firefighters – Appendix B** – Deputy Chief Tony Hudson reported than an updated MOU is being presented today for Board approval. The previous MOU that was adopted omitted some important language regarding filling vacancies. Staff have worked with Labor to correct these omissions. This draft of the MOU has the omitted language and ensures that vacancies are filled appropriately. Commissioner Miano moved, and Commissioner Nicholas seconded to approve 2025-05 MOU with Local 2933 Firefighters – Appendix B as presented. **MOTION CARRIED.**

### **GOOD OF THE ORDER**

- Chief Grider –
  - Reported that a letter from the Revenue Advisory Committee was attached to the packet; this letter was addressed to the Clallam County Board of Commissioner discussing the “Doc Holiday Timber Sale” and asking for support implementing the sale as currently approved, without modification.
  - Reported that there had been some issues with getting TNKase replenished at St. Michaels’s Hospital and that Chief’s and hospital administrators have been able to come to an agreement to continue receiving replenishments through the hospital when crews use this medication during transport.

### **EXECUTIVE SESSION**

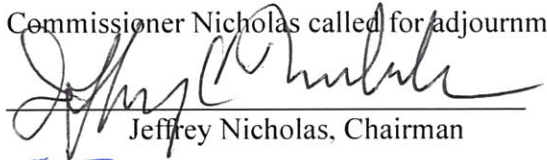
Chairman Nicholas called for an Executive Session beginning at 1:36 p.m., expected to last for eight-four (84) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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, Deputy Chief Tony Hudson and Finance Manager Misty Shaw. At 2:30 p.m., Commissioner Nicholas excused Finance Manager Misty Shaw. At 3:00 p.m., Commissioner Nicholas extended the meeting thirty (30) minutes. At 3:30p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

12/2/2025 – Regular Board Meeting

**ADJOURNMENT**

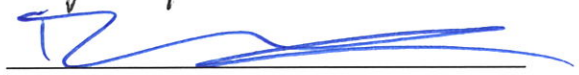
Commissioner Nicholas called for adjournment at 3:32 p.m.



Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest:  
Lori Coleman, District Secretary