



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

December 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, and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Chris Turner, Captain Jeff Albers, and citizen Duane Chamlee, and online were: Commissioner Mike Mingee, Administrative Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, Captain Kolby Konopaski, and FF/PM Erik Payne.

Changes to the Agenda – Commissioner Nicholas asked to move Good of the Order to before the Executive Session and keep it this way on all the Agenda's moving forward.

PUBLIC COMMENT – None.

CONSENT AGENDA

- 1.) Regular and Special Meeting Minutes, December 2, 2025.
- 2.) Claims
Accounts Payable Claim check numbers 113291 through 11339 dated December 16, 2025, totaling \$175,359.73, Payroll EFTs and IRS Deposit for Monthly Draw dated December 24th, 2025 for \$25,354.32 and Payroll EFTs and IRS Deposit for Monthly Payroll dated December 10th, 2025 for \$971,674.31 for a disbursement grand total equaling \$1,172,388.36.

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

Battalion Chief Reports – **Battalion Chief Turner and Captain Albers reported:**

- Roughly 844 calls were ran in November.
- Held 5 Community Risk Reduction events in November.
- BC Turner Reported for B-Shift
 - Two Firefighter/EMTs, eight Firefighter/Paramedics and two Captains were mandatoried in November.
 - Of the recent new hires, all but one count towards staffing at this time.
 - Crews continue to coordinate locations and prop logistics for quarter 4 trainings.
 - The joint fire academy is underway and will conclude around March of 2026.
 - BC Anderson and Captain Lawson met with the City of Sequim regarding a potential burn site; more information will be forthcoming as this progresses.
 - Firefighter McGuffey has opened an Acting Captain Taskbook.
 - BC Anderson continues to answer questions and assist with 2026 vacation picks.

- FF/EMT McGuffey drafted a Search and Rescue manual and this has been implemented and used during training exercises.
- BC Anderson and EA Coleman continue to put out social media posts.
- BC Turner and Captain Albers reported for C-Shift
 - Roughly 844 calls for service were answered in November, 12.4% of those were other with 87% being EMS calls.
 - Overall, crews have responded to roughly 9059 calls as of the close of November.
 - Fire District 3 transports continues to rise with 41 in November, this is up from 15 in November of 2024. The group discusses at length how this continues to rise and the need for a binding contract with Olympic Ambulance. Chief Grider reported that staff is very close to finishing the contract and that for January of 2026, Olympic Ambulance has agreed to three dedicated units daily. He also reported that there are fines included in the contract if this does not occur.
 - Captain Albers gave a brief overview of the Community Paramedic (CP) report noting that the CP responded to 66 calls for service in November, this reduces the overall calls for other responders by 34%. The CP has responded to 813 calls for service thus far in 2025.
 - Commissioners reported that they would like to start seeing stats on the Day Unit as well.

GOOD OF THE ORDER

Commissioner Nicholas reported –

- He met with Jim Buck recently to discuss Timber Tax Revenue, and the issues Junior Taxing Districts are facing.

Commissioner Miano reported –

- He read an interesting article on ESO and how they have bought up all the small businesses that hosted Fire Incidents and HER reporting and are taking over the market with one large entity; this likely will raise the costs for Junior Taxing Districts as they will become the only company providing this resource.

Commissioner Mingee reported –

- That he wanted to address what he called the “elephant in the room”. Local 2933 recently raised concerns through a post on Facebook and he wanted to discuss some of the concerns that were derived from that post. He stated that the District has increased staffing and will continue to do so in 2026; he believed the increase in staff was also to increase the minimum staffing to eleven members on duty each day now and up to twelve on duty when the next round of new hires count towards staffing. He reported that maybe the daily minimum staffing was not increased due to the commissioner directive to reduce overtime, he is now stating that if overtime is what it takes to increase staffing, he is in favor of this. He noted that the District upgraded station 33 to be able to sleep four members and he wants to ensure that this happens regularly. He also addressed the comment they made about in-service units daily being the same as seventeen years ago when call volume was half the amount, by noting that this goes back to staffing four at station 33 to ensure that is happening and the extra unit is in-service. Commissioner Nicholas emphasized that he wants the District to investigate grants to help fund line-staff positions and consider foregoing other project if necessary to increase staffing.

Chief Grider reported –

- That a Push-in-Ceremony is being arranged for January 10th, 2026, for the two new engines. The Chamber of Commerce will be conducting a Ribbon Cutting Ceremony concurrently.
- Deputy Chief Hudson goes to the mid-inspection for the last engine this weekend.
- Legislative Day is January 29th, 2026, he asks who plans to attend. Commissioners Mingee and Nicholas reported that they both plan to attend if they can.

Finance Manager Misty Shaw reported –

- She has submitted information regarding a GEMT Feasibility study.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 1:45 p.m., expected to last for ninety (90) 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, RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and RCW 42.30.110 (c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson and Finance Manager Misty Shaw. At 2:00 p.m., Commissioner Nicholas excused Deputy Chief Tony Hudson. At 2:21 p.m., Commissioner Nicholas excused Finance Manager Misty Shaw. At 3:15 p.m., Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

Agenda Bill 1: Market Analysis for Station 33 – This was discussed in executive session and no decisions were made. **NO ACTION REQUESTED. INFORMATION ONLY.**

Agenda Bill 2: Johnston House Options and recommendations– This was discussed in executive session and commissioners asked to add this to the agenda for the next meeting. **NO ACTION REQUESTED. INFORMATION ONLY.**

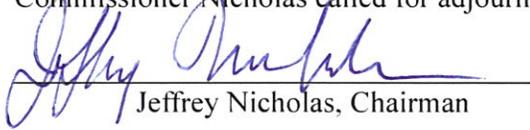
NEXT MEETINGS –

1/6/2026 – Regular Board Meeting

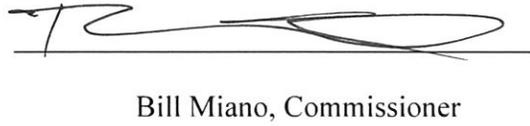
- Commissioners would like these topics on the agenda:
 - Johnston House
 - Debt Service Discussion and Policy update
 - Board Elections
 - Service Delivery – no later than the 1/20/2026 meeting

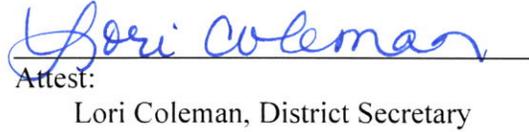
ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:19 p.m.


Jeffrey Nicholas, Chairman


Michael Mingee, Vice Chairman


Bill Miano, Commissioner


Attest:
Lori Coleman, District Secretary