

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

August 18, 2026



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccfcd3.org

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

August 18, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, Aug 4th, 2026
- 2.) Claims and Payroll

Next Meeting – September 1st, 2026

Good of the Order –

Enduris Update – Misty Shaw

Regular Business:

Reports – Battalion Chief Reports

Agenda Bill 1: CIP S-02 option 1 – Station 33 Replacement

Agenda Bill 2: Resolution 2026-02; Surplus Apparatus

Agenda Bill 3: HR Manager Employment Contract

Executive Session

1. 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 42.30.140 (4).
2. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g);

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

August 4th, 2026

Chairman 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, Mike Mingee, and Bill Miano, Fire Chief Justin Grider, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Elliott Jones, Captain Jeff Albers, Volunteer Coordinator Chris Lovering, Community Paramedic Mark Karjalainen, Firefighter/EMTs Jon Donahue and Jordon Cook, Firefighter/Paramedic Erik Payne, Maintenance Supervisor Tharin Huisman and Volunteer Lieutenants John McKenzie and Tom Bock. Online were: Susan Atkinson, Admin. Asst. Caity Karapostoles, Firefighter/EMT Libby Swanberg, Firefighter/Paramedic Chris Corbin, Facilities Technician John Brygider, Reporter Matt Nash, Samsung SM-S93iU, and Volunteers Anaka Hughes, Brandan Tucker and Sean Saffold.

Changes to the Agenda - None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, July 21st, 2026.
- 2.) Claims
Accounts Payable Claim check numbers 113909 through 113935 dated August 4, 2026, totaling \$162,472.43, Payroll EFTs and IRS Deposit for Monthly Draw dated July 24, 2026, totaling \$22,209.37 for a disbursement grand total equaling \$184,681.80.

Commissioner Miano requested a correction to Agenda Bill 1 from the July 7 meeting minutes, changing the word “issue” to “prepare.” The sentence previously read, “Commissioner Mingee, with the Board’s concurrence, directed Chief Grider to issue a Request for Qualifications to explore...”

With that correction, Commissioner Nicholas moved, and Commissioner Mingee seconded, to approve the Consent Agenda with the amended minutes from the July 7 meeting. **MOTION CARRIED.**

Next Meetings – August 4th, 2026 – Regular Board Meeting

Chief Grider will bring an updated apparatus replacement plan and Service Delivery/Strategic Plan forward at a future meeting.

GOOD OF THE ORDER –

Commissioner Nicholas reported –

- The Unity Effort event will be held this weekend. Chief Grider reported that he and the Community Risk Reduction volunteers will attend.

Commissioner Mingee reported –

- This year is the 25th Anniversary of 911. Chief Grider reported that he is meeting with the city

to outline the event that will be held for this.

- Reported that if the district is interested, ProQA, a software service for dispatch, would be happy to present on their product.

Fire Chief Report – Chief Grider reported –

- Chief Grider and several other local fire chiefs met with JeffCom this morning to discuss the feasibility of JeffCom providing dispatch services for the District and other interested agencies. JeffCom was not opposed to the concept; however, its Board would need to approve the proposal, and numerous operational details would need to be addressed before it could be implemented.
- He met with Jacob Grant from Olympic Ambulance; he is replacing Joey Rodrigues's position. He is open to keeping the contract operating and is willing to modify the contract as needed.
- The District has received a \$ 25k grant to support the Firewise program: Battalion Chief Turner is overseeing the spending for this grant.
- Staff and Commissioner Mingee continue to meet with Aetta Architects regarding the new ST 33 building project. Commissioner Mingee gave a quick overview of progress, reporting that a new drawing is expected this week; this will be for a 9,000sf building.
- There is a badge pinning ceremony for four members coming off probation on August 14th, 2026.
- Two career members resigned in July; the district wished them well on their next adventures. They will be greatly missed.
- Staff plan to present an updated strategic plan during a board meeting in September.
- He is working on a fee schedule and an SOP to align with that; more information will be forthcoming on this.
- There has not been an update as to when the new cell tower that the Jamestown Tribe is installing in Carlsborg will be complete.
- Chief Grider briefly talked about community development projects in the District; he noted that the District is still not receiving any information from the County on their projects.

Agenda Bill 1: Volunteer Program Value Review – Volunteer Coordinator Chris Lovering reported on the Volunteer Program. There are currently 51 volunteers on the roster. In 2025, volunteers responded to 1,464 unique calls, with an average of 1.7 volunteers responding to each call. Their responses included 43 structure fires, 42 vegetation fires, and 84 general alarms. Volunteers are also actively engaged in Community Risk Reduction events, contributing more than 1,150 hours of service in 2025. VC Lovering noted that, given the current workload of career responders, it is unreasonable to expect them to have dedicated time for these events. In addition, volunteers support the Community Emergency Response Team, community CPR classes, fire extinguisher training, and smoke alarm and battery installation efforts. The volunteer cadre includes several retired and former fire agency members who bring significant knowledge, leadership, and mentorship to both the Volunteer Program and the training of new hires. VC Lovering reported that volunteers play a vital role in the District's current response model and an increasingly important role in community engagement. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 2: Enduris Insurance Renewal - Finance Manager Misty Shaw presented the District's annual renewal of its General Liability and Property Damage Insurance through Enduris. This plan will be effective September of 2026 through August of 2027. FM Shaw attached a current inventory of apparatus and facilities that are covered by this plan. The commissioners requested a review of current apparatus before the next renewal. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 3: Continued Discussion on Future Construction of a New Station 33 and Related Financing – Commissioner Mingee reported that staff continues to meet with architects regarding the new station and anticipates receiving updated designs this week. The Board held an extended discussion regarding financing and determined that several factors must be addressed before financing decisions are made. Finance Manager Shaw will contact D.A. Davidson to begin discussions regarding available financing options. Representatives from D.A. Davidson will likely attend a future Board meeting to assist with decisions related to financing. FM Shaw also reported that, if project funds are expended in 2026, a budget amendment may be necessary. Commissioner Mingee estimated the project cost at approximately \$6.2 million. The anticipated timeline is to solicit bids in January 2027, break ground in April 2027, and complete construction within approximately nine months. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 4: EMS Update – Battalion Chief Elliott Jones presented an overview of the Response Profile Redesign initiative. The Commissioners recently tasked the Fire Chief to create a committee, and BC Jones was selected to lead the formation of a committee and to evaluate enhancements to call response. BC Jones is in the process of forming the committee and outlined its intended purpose and approach to reviewing the current response model. BC Jones asked the Board to provide input on the problem statement and how the identified concern should be validated. He reviewed the proposed process for the committee, including identifying the problem; defining the scope and objectives; gathering and analyzing data; developing alternatives; selecting and implementing a solution; and evaluating results and making adjustments as necessary. BC Jones presented the following draft problem statement: "CCFD3's current EMS response profile may not be optimally aligned with EMS call acuity, transport workload, and available response capacity." The Board concurred with the proposed problem statement and directed BC Jones to begin committee meetings and keep the Board informed of its progress. The Board expressed concerns regarding over-response, self-dispatching, and turnout times. The Board also talked in-depth about dispatch concerns and discussed a program that JeffCom is using called APCO. BC Jones committed to providing an update at the second Board meeting in September. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 5-minute break at 3:13. Commissioner Miano extended the break for an additional 2-minutes, returning to regular session at 3:20.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 4:25 p.m., expected to last for thirty-five minutes (35) minutes, returning at 5:00 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 5:00 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 5:02 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:

Lori Coleman, District Secretary

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CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, August 18, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, August 18, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Payroll EFTs and IRS Deposit
for Monthly Payroll

dated:

August 10, 2026

Totaling:

\$ 999,217.67

Payroll EFTs and IRS Deposit
for Monthly Draw and Quarterly Volunteer Points

dated:

August 25, 2026

Totaling:

\$ 55,241.81

Accounts Payable Claim Numbers:

113936-113985

dated:

August 18, 2026

Totaling:

\$ 478,844.97

Total Accounts Payable Claims and Payroll:

\$ 1,533,304.45

Recommended

Action: Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113936-113985

For a Disbursement Grand Total of:

\$ 1,533,304.45

CHECK REGISTER

Clallam County FD 3

Time: 11:41:53 Date: 08/13/2026

08/18/2026 To: 08/18/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1817	08/18/2026	Claims	1	113936	A-1 AUTO PARTS, INC	46.56	Shop Tool; Filters Return; G30 Suspension Parts; E21A Filters; Filter Returns; E21 Filters; D2 Coolant Filter; F33 Belt; Belt Return
1818	08/18/2026	Claims	1	113937	ALLDATA LLC	1,633.50	Repair + Access Yearly Subscription Fees 07.22.2026-07.21.2027
1819	08/18/2026	Claims	1	113938	AP TRITON, LLC	472.42	Regional Fire & EMS Study - July 2026
1820	08/18/2026	Claims	1	113939	AT&T MOBILITY	92.63	Wireless Services
1821	08/18/2026	Claims	1	113940	John E Brygider JR	136.00	Reimburse CDL License Renewal 08.04.2026-08.07.2034
1822	08/18/2026	Claims	1	113941	CEDAR GROVE COUNSELING, INC.	550.00	Volunteer Drug Screenings - Mady, Romero, Cozart, Murphy, Davis; Volunteer Drug Screenings - Tipton, Young, Beauregard, Vess, Bruneau, Magnum
1823	08/18/2026	Claims	1	113942	CENTURYLINK QCC	7.65	Long Distance Phone Service
1824	08/18/2026	Claims	1	113943	CITY OF SEQUIM	1,177.34	ST34 Water and Sewer; 305 N 5th Ave House Water and Sewer
1825	08/18/2026	Claims	1	113944	CLALLAM 2 FIRE-RESCUE	488.70	Rope Rescue Technician Class - Pat Robinson
1826	08/18/2026	Claims	1	113945	C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL	1,875.00	08-2026 EMS Council MPD Fees
1827	08/18/2026	Claims	1	113946	CLALLAM COUNTY PUD	72.00	ST31 Electricity
1828	08/18/2026	Claims	1	113947	CO-OP FARM AND GARDEN, INC, THE	3,565.39	Gas/Diesel
1829	08/18/2026	Claims	1	113948	COSTCO MEMBERSHIP	195.00	Annual Membership Fee
1830	08/18/2026	Claims	1	113949	CP1, LLC	2,400.00	Admin Office Lease Ste C & E - Sep 2026
1831	08/18/2026	Claims	1	113950	FINANCIAL MGMT DIVISION DEPT OF NATURAL RESOURCES	6,309.74	Fire Cache Supplies
1832	08/18/2026	Claims	1	113951	EMS CONNECT, LLC	635.98	EMS/Fire Training Subscription - Aug 2026
1833	08/18/2026	Claims	1	113952	ENDURIS WASHINGTON	305,909.00	Annual Insurance Renewal 09.01.2026-08.31.2027 - Auto Physical Damage, General Liability, Property, Crime
1834	08/18/2026	Claims	1	113953	ERIC JACOBSON	1,629.00	IT Consulting Services - Jul 2026
1835	08/18/2026	Claims	1	113954	ESO SOLUTIONS, INC.	8,808.71	EHR First Watch Interface, Fire View Extract, Personnel Management - 11.20.2026-11.19.2027; Fire Data API - 11.10.2026-11.09.2027
1836	08/18/2026	Claims	1	113955	FIRE CATT, LLC	14,362.00	Fire Hose and Ground Ladder Testing
1837	08/18/2026	Claims	1	113956	FREIGHTLINER NORTHWEST PACIFIC	23.12	Stock Fuel Filter
1838	08/18/2026	Claims	1	113957	HELPER TEK, LLC	1,851.30	IT Consulting Services - Sep 2026
1839	08/18/2026	Claims	1	113958	JAMIE PARRISH PLUMBING, INC	1,978.00	ST34 Front Restroom Repair
1840	08/18/2026	Claims	1	113959	JAY OEN MOTOR COMPANY	146.16	Core Deposits and Warranty Item; D4 Purge Valve and Dryer Cartridge; F80 Air Cartridge and Air Dryer Kit; F80 Fuel Filter; DiscoBay Parts; Parts; Part Returns; Seat Belt Parts; F15 Parts; F15 Headligh
1841	08/18/2026	Claims	1	113960	KRONOS, A UKG COMPANY	17.23	WFTS - IVR Service
1842	08/18/2026	Claims	1	113961	L.N.CURTIS & SONS	25,940.48	SCBA Low Profile Cylinders (14); Structure Boots (1); G3 Pressure Regulator

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CHECK REGISTER

Clallam County FD 3

Time: 11:41:53 Date: 08/13/2026

08/18/2026 To: 08/18/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER

Clallam County FD 3

Time: 17:41:33 Date: 08/06/2026

08/25/2026 To: 08/25/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1742	08/25/2026	Payroll	2	EFT		344.40	APR-JUN 2026 Volunteer Points
1743	08/25/2026	Payroll	2	EFT		48.88	APR-JUN 2026 Volunteer Points
1744	08/25/2026	Payroll	2	EFT		464.45	APR-JUN 2026 Volunteer Points
1745	08/25/2026	Payroll	2	EFT		270.52	APR-JUN 2026 Volunteer Points
1746	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1747	08/25/2026	Payroll	2	EFT		67.35	APR-JUN 2026 Volunteer Points
1748	08/25/2026	Payroll	2	EFT		104.29	APR-JUN 2026 Volunteer Points
1749	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1750	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1751	08/25/2026	Payroll	2	EFT		233.58	APR-JUN 2026 Volunteer Points
1752	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1753	08/25/2026	Payroll	2	EFT		18.47	APR-JUN 2026 Volunteer Points
1754	08/25/2026	Payroll	2	EFT		18.47	APR-JUN 2026 Volunteer Points
1755	08/25/2026	Payroll	2	EFT		307.46	APR-JUN 2026 Volunteer Points
1756	08/25/2026	Payroll	2	EFT		242.81	APR-JUN 2026 Volunteer Points
1757	08/25/2026	Payroll	2	EFT		381.34	APR-JUN 2026 Volunteer Points
1758	08/25/2026	Payroll	2	EFT		104.29	APR-JUN 2026 Volunteer Points
1759	08/25/2026	Payroll	2	EFT		122.76	APR-JUN 2026 Volunteer Points
1760	08/25/2026	Payroll	2	EFT		325.93	APR-JUN 2026 Volunteer Points
1761	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1762	08/25/2026	Payroll	2	EFT		178.17	APR-JUN 2026 Volunteer Points
1763	08/25/2026	Payroll	2	EFT		695.33	APR-JUN 2026 Volunteer Points
1764	08/25/2026	Payroll	2	EFT		732.27	APR-JUN 2026 Volunteer Points
1765	08/25/2026	Payroll	2	EFT		2,496.15	APR-JUN 2026 Volunteer Points
1766	08/25/2026	Payroll	2	EFT		141.23	APR-JUN 2026 Volunteer Points
1767	08/25/2026	Payroll	2	EFT		787.68	APR-JUN 2026 Volunteer Points
1768	08/25/2026	Payroll	2	EFT		889.26	APR-JUN 2026 Volunteer Points
1769	08/25/2026	Payroll	2	EFT		141.23	APR-JUN 2026 Volunteer Points
1770	08/25/2026	Payroll	2	EFT		85.82	APR-JUN 2026 Volunteer Points
1771	08/25/2026	Payroll	2	EFT		953.91	APR-JUN 2026 Volunteer Points
1772	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1773	08/25/2026	Payroll	2	EFT		362.87	APR-JUN 2026 Volunteer Points
1774	08/25/2026	Payroll	2	EFT		11.94	APR-JUN 2026 Volunteer Points
1775	08/25/2026	Payroll	2	EFT		1,563.42	APR-JUN 2026 Volunteer Points
1776	08/25/2026	Payroll	2	EFT		1,251.01	APR-JUN 2026 Volunteer Points
1777	08/25/2026	Payroll	2	EFT		48.88	APR-JUN 2026 Volunteer Points
1778	08/25/2026	Payroll	2	EFT		215.11	APR-JUN 2026 Volunteer Points
1779	08/25/2026	Payroll	2	EFT		1,628.06	APR-JUN 2026 Volunteer Points
1780	08/25/2026	Payroll	2	EFT		85.82	APR-JUN 2026 Volunteer Points
1781	08/25/2026	Payroll	2	EFT		18.47	APR-JUN 2026 Volunteer Points
1782	08/25/2026	Payroll	2	EFT		141.23	APR-JUN 2026 Volunteer Points
1783	08/25/2026	Payroll	2	EFT		455.22	APR-JUN 2026 Volunteer Points
1784	08/25/2026	Payroll	2	EFT		713.80	APR-JUN 2026 Volunteer Points
1785	08/25/2026	Payroll	2	EFT		1,378.72	APR-JUN 2026 Volunteer Points
1786	08/25/2026	Payroll	2	EFT		325.93	APR-JUN 2026 Volunteer Points
1787	08/25/2026	Payroll	2	EFT		277.05	APR-JUN 2026 Volunteer Points
1788	08/25/2026	Payroll	2	EFT		159.70	APR-JUN 2026 Volunteer Points
1789	08/25/2026	Payroll	2	EFT		1,910.28	APR-JUN 2026 Volunteer Points
1790	08/25/2026	Payroll	2	EFT		5,522.02	APR-JUN 2026 Volunteer Points
1791	08/25/2026	Payroll	2	EFT		484.84	APR-JUN 2026 Volunteer Points
1792	08/25/2026	Payroll	2	EFT		2,886.68	August 2026 Draw
1793	08/25/2026	Payroll	2	EFT		761.39	August 2026 Draw
1794	08/25/2026	Payroll	2	EFT		2,388.70	August 2026 Draw
1795	08/25/2026	Payroll	2	EFT		1,392.60	August 2026 Draw
1796	08/25/2026	Payroll	2	EFT		490.85	August 2026 Draw
1797	08/25/2026	Payroll	2	EFT		2,201.25	August 2026 Draw
1798	08/25/2026	Payroll	2	EFT		2,365.20	August 2026 Draw
1799	08/25/2026	Payroll	2	EFT		2,274.81	August 2026 Draw
1800	08/25/2026	Payroll	2	EFT		929.98	August 2026 Draw
1801	08/25/2026	Payroll	2	EFT		725.00	August 2026 Draw

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Clallam County FD 3

Time: 17:41:33 Date: 08/06/2026

08/25/2026 To: 08/25/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1802	08/25/2026	Payroll	2	EFT		1,410.93	August 2026 Draw
1803	08/25/2026	Payroll	2	EFT		2,388.70	August 2026 Draw
1804	08/25/2026	Payroll	2	EFT	CCFD3 VOLUNTEER F F ASSN	1,125.00	Pay Cycle(s) 08/25/2026 To 08/25/2026 - VOL ASSN DUES
1805	08/25/2026	Payroll	2	EFT	IRS	7,118.66	941 Deposit for Pay Cycle(s) 08/25/2026 - 08/25/2026
001 Maintenance & Operations						55,241.81	
						55,241.81	Payroll:
							55,241.81

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Clallam County FD 3

Time: 19:42:33 Date: 08/05/2026

08/10/2026 To: 08/10/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1661	08/10/2026	Payroll	2	EFT		11,961.53	July 2026 Payroll
1662	08/10/2026	Payroll	2	EFT		12,020.62	July 2026 Payroll
1663	08/10/2026	Payroll	2	EFT		12,408.41	July 2026 Payroll
1664	08/10/2026	Payroll	2	EFT		5,082.82	July 2026 Payroll
1665	08/10/2026	Payroll	2	EFT		4,615.31	July 2026 Payroll
1666	08/10/2026	Payroll	2	EFT		5,596.63	July 2026 Payroll
1667	08/10/2026	Payroll	2	EFT		8,254.13	July 2026 Payroll
1668	08/10/2026	Payroll	2	EFT		16,441.88	July 2026 Payroll
1669	08/10/2026	Payroll	2	EFT		5,683.15	July 2026 Payroll
1670	08/10/2026	Payroll	2	EFT		8,146.20	July 2026 Payroll
1671	08/10/2026	Payroll	2	EFT		5,143.50	July 2026 Payroll
1672	08/10/2026	Payroll	2	EFT		10,703.80	July 2026 Payroll
1673	08/10/2026	Payroll	2	EFT		5,041.65	July 2026 Payroll
1674	08/10/2026	Payroll	2	EFT		3,136.46	July 2026 Payroll
1675	08/10/2026	Payroll	2	EFT		6,643.59	July 2026 Payroll
1676	08/10/2026	Payroll	2	EFT		5,525.55	July 2026 Payroll
1677	08/10/2026	Payroll	2	EFT		13,760.08	July 2026 Payroll
1678	08/10/2026	Payroll	2	EFT		8,144.34	July 2026 Payroll
1679	08/10/2026	Payroll	2	EFT		7,079.04	July 2026 Payroll
1680	08/10/2026	Payroll	2	EFT		5,067.89	July 2026 Payroll
1681	08/10/2026	Payroll	2	EFT		14,253.82	July 2026 Payroll
1682	08/10/2026	Payroll	2	EFT		6,445.68	July 2026 Payroll
1683	08/10/2026	Payroll	2	EFT		11,123.79	July 2026 Payroll
1684	08/10/2026	Payroll	2	EFT		7,009.88	July 2026 Payroll
1685	08/10/2026	Payroll	2	EFT		11,284.87	July 2026 Payroll
1686	08/10/2026	Payroll	2	EFT		5,505.42	July 2026 Payroll
1687	08/10/2026	Payroll	2	EFT		8,900.77	July 2026 Payroll
1688	08/10/2026	Payroll	2	EFT		14,630.20	July 2026 Payroll
1689	08/10/2026	Payroll	2	EFT		4,778.77	July 2026 Payroll
1690	08/10/2026	Payroll	2	EFT		10,723.39	July 2026 Payroll
1691	08/10/2026	Payroll	2	EFT		6,167.56	July 2026 Payroll
1692	08/10/2026	Payroll	2	EFT		1,349.38	July 2026 Payroll
1693	08/10/2026	Payroll	2	EFT		10,913.13	July 2026 Payroll
1694	08/10/2026	Payroll	2	EFT		7,462.89	July 2026 Payroll
1695	08/10/2026	Payroll	2	EFT		31,572.28	July 2026 Payroll
1696	08/10/2026	Payroll	2	EFT		11,493.98	July 2026 Payroll
1697	08/10/2026	Payroll	2	EFT		8,871.77	July 2026 Payroll
1698	08/10/2026	Payroll	2	EFT		2,797.76	July 2026 Payroll
1699	08/10/2026	Payroll	2	EFT		4,290.15	July 2026 Payroll
1700	08/10/2026	Payroll	2	EFT		10,687.91	July 2026 Payroll
1701	08/10/2026	Payroll	2	EFT		9,032.93	July 2026 Payroll
1702	08/10/2026	Payroll	2	EFT		3,340.67	July 2026 Payroll
1703	08/10/2026	Payroll	2	EFT		883.64	July 2026 Payroll
1704	08/10/2026	Payroll	2	EFT		878.04	July 2026 Payroll
1705	08/10/2026	Payroll	2	EFT		5,087.15	July 2026 Payroll
1706	08/10/2026	Payroll	2	EFT		1,317.07	July 2026 Payroll
1707	08/10/2026	Payroll	2	EFT		6,058.84	July 2026 Payroll
1708	08/10/2026	Payroll	2	EFT		5,777.11	July 2026 Payroll
1709	08/10/2026	Payroll	2	EFT		8,864.30	July 2026 Payroll
1710	08/10/2026	Payroll	2	EFT		9,036.82	July 2026 Payroll
1711	08/10/2026	Payroll	2	EFT		6,578.48	July 2026 Payroll
1712	08/10/2026	Payroll	2	EFT		6,252.84	July 2026 Payroll
1713	08/10/2026	Payroll	2	EFT		5,282.71	July 2026 Payroll
1714	08/10/2026	Payroll	2	EFT		6,024.70	July 2026 Payroll
1715	08/10/2026	Payroll	2	EFT		6,893.84	July 2026 Payroll
1716	08/10/2026	Payroll	2	EFT		7,409.14	July 2026 Payroll
1717	08/10/2026	Payroll	2	EFT		4,563.05	July 2026 Payroll
1718	08/10/2026	Payroll	2	EFT		8,309.72	July 2026 Payroll
1719	08/10/2026	Payroll	2	EFT		12,074.68	July 2026 Payroll
1720	08/10/2026	Payroll	2	EFT		4,590.15	July 2026 Payroll

CHECK REGISTER

Clallam County FD 3

Time: 19:42:33 Date: 08/05/2026

08/10/2026 To: 08/10/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1721	08/10/2026	Payroll	2	EFT		19,342.46	July 2026 Payroll
1722	08/10/2026	Payroll	2	EFT		4,788.65	July 2026 Payroll
1723	08/10/2026	Payroll	2	EFT		22,545.64	July 2026 Payroll
1724	08/10/2026	Payroll	2	EFT		1,393.20	July 2026 Payroll
1725	08/10/2026	Payroll	2	EFT		14,425.48	July 2026 Payroll
1726	08/10/2026	Payroll	2	EFT		8,238.30	July 2026 Payroll
1727	08/10/2026	Payroll	2	EFT		10,449.63	July 2026 Payroll
1728	08/10/2026	Payroll	2	EFT	AFLAC - HW462	213.64	Pay Cycle(s) 08/10/2026 To 08/10/2026 - AFLAC Pre-Tax
1729	08/10/2026	Payroll	2	EFT	BENEFIT SOLUTIONS INC	3,900.00	Pay Cycle(s) 08/10/2026 To 08/10/2026 - MERP
1730	08/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	20,566.72	Pay Cycle(s) 08/10/2026 To 08/10/2026 - DRS Def Comp; Pay Cycle(s) 08/10/2026 To 08/10/2026 - DRS Def Comp - ROTH
1731	08/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	99,611.06	Pay Cycle(s) 08/10/2026 To 08/10/2026 - LEOFF 2
1732	08/10/2026	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	8,368.36	Pay Cycle(s) 08/10/2026 To 08/10/2026 - PERS2; Pay Cycle(s) 08/10/2026 To 08/10/2026 - PERS3
1733	08/10/2026	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,324.39	Pay Cycle(s) 08/10/2026 To 08/10/2026 - Disability
1734	08/10/2026	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,700.00	Pay Cycle(s) 08/10/2026 To 08/10/2026 - HRA-VEBA
1735	08/10/2026	Payroll	2	EFT	I A FF LOCAL 2933	11,200.00	Pay Cycle(s) 08/10/2026 To 08/10/2026 - Local 2933 Dues
1736	08/10/2026	Payroll	2	EFT	IRS	139,978.31	941 Deposit for Pay Cycle(s) 08/10/2026 - 08/10/2026
1737	08/10/2026	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	29,762.42	Pay Cycle(s) 08/10/2026 To 08/10/2026 - Nationwide DC - Regular; Pay Cycle(s) 08/10/2026 To 08/10/2026 - Nationwide DC - ROTH
1738	08/10/2026	Payroll	2	EFT	TRUSTEED PLANS - 69943	123,801.20	Pay Cycle(s) 08/10/2026 To 08/10/2026 - WFCA PPO-100; Pay Cycle(s) 08/10/2026 To 08/10/2026 - WFCA PPO-300; Pay Cycle(s) 08/10/2026 To 08/10/2026 - WFCA PPO PLUS; Pay Cycle(s) 08/10/2026 To 08/10/2026
1739	08/10/2026	Payroll	2	EFT	WA ST SUPPORT REGISTRY	632.35	Pay Cycle(s) 08/10/2026 To 08/10/2026 - CHILD SUPPORT
001 Maintenance & Operations						999,217.67	
						999,217.67	Payroll: 999,217.67



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 7/1/2026 - 7/31/2026

Prepared by: Chris Turner
Battalion Chief - A shift

▪ **911 Responses for CCFD#3:**

- ~841 monthly count.

▪ **Battalion Chief Administrative Meetings:**

- Daily shift briefings.
- Fire Code Technician Meeting: 7/2/2026, 7/14/2026
- Staff Meeting at Admin Office: *N/A*
- BC Meeting at Admin Office: 7/20/2026.
- Operations Meeting at TOC: *Cancelled*.
- BOC Meeting: 7/7/2026
- Station Visit's & Captain Meeting's: *N/A*
- Training Committee Meeting: *N/A*

▪ **Administrative & Assigned Duties:**

- Telestaff Staffing & Callbacks. *Multiple Force Hires-Captain Rank*
- ESO Status:
 - Monthly audit for errors and missing calls.
 - No Missing or Incomplete ESO incidents
 - Data Review for Chief Grider_Service Delivery Data & Triton Consolidation Info.
- Completed Probationary Activities:
 - Spartan Exams for Polumsky, Stewart, Lowman, & Smithson.
- Fire Inspections:
 - First Due: HazMat Layers enhanced for Co-Op, Ferrellgas, and Pioneer Propane.
 - Brycer The Compliance Engine: 7/31/2026.
 - 36 Reports reviewed.

Reports Reviewed By Month and System Type

	Reviewed Month ↑	Report Type	Report Count
1	Jul 2026	5 Year Sprinkler	2
2		Commercial Kitchen Exhaust Cleaning	1
3		Fire Alarm	14
4		Hood Suppression System	5
5		Sprinkler System	14

- Pre-Fire Plans
 - Active 911 updating:
 - *Program has ended.*
 - Update Knox Key data.
 - Hydrant Data in First Due program: Continue Improvement and Error Checks.
- Prevention Activities
 - See CRR Report (July 411)
 - Champions meeting: 7/2/2026
 - Community CPR: 7/2/2026.
 - Unity of Effort Planning: 7/20/2026.
 - Firewise-Sunland ASIP Assessments. 7/21/2026.
 - Firewise- 2026 DNR Grant \$25,000 for Firewise Mobile Tool Cache **Completed**
 - Firewise Sunland HOA Board Meeting: 7/8/2026.
 - Blood Drive with Bloodworks Northwest 7/2/2026.
 - Lavender Festival Events. 7/17-18-19/2026
 - Hurricane Ridge Kennel Club (CERT). 7/24-25-26/2026.
 - Firewise Sunland HOA ASIP Assessments: 7/21/2026.
 - Smokey Bear Unboxing with Brandan Tucker. 7/31/2026.
- Public Relations
 - Press Release:
 - *FD3 Firefighters Slow Late Night Fire 7/8/2026*
 - Social Media Posts submitted for:
 - *N/A*
 - Local Press:
 - Weekly blotter update on Sunday's: 7/5/2026
- Responses.
 - *RV Fire Still Road 7/1/2026, Brush Fire Hwy 101 7/5/2026, CPR 7/14/2026.*
 - ***General Alarm: 2 Life Flight: N/A***

▪ **A Shift Training:**

- Run-Review & Inservice: 7/15/2026 Thoracic Trauma.
- 3rd quarter EMS Connect & 3rd quarter Fire Training as assigned.
- Technical Rescue Team Drill: Land Navigation 7/3/2026.
- Monday Night Volunteer Drill: 7/27/2026 Mayday Training.

▪ **Planning and On-Going projects:**

- CRR Champions meetings and agendas. **Next meeting is 7/2/2026.**
 - Upcoming fire prevention event coordination and scheduling. Library, Unity of Effort
 - Review CRR App Program. *Updated reporting quality.*
 - Continue FireWise program development and quarterly reporting.

Clallam County Fire District #3 CRR/Fire Prevention Activity List

2026						Incident Number				ICS 411	
Incident Name						Operational Period					
Check-In Location		☐ DNR Request	☐ State Mobilization	☐ Contract	☐ v	Other: IMT-Team Deployment					
No.	Start Date/Time	Resource Name Approx. No. of Hours	CRR Activity	Activity Code	Dist. Resources Used	Total # Persons	Contact Information (Phone #)	Location of Event City and State	Press Release	Incident Assignment	
1	7/2/2026	Vanessa Gunther	Blood Drive	BLOOD		20	Vanessa Gunther	Sequim, WA			
	1000	8 Hours	Bloodworks Northwest								
2	7/2/2026	Sandy Boudrou	Community CPR & AED	CPR		18	Sandra Boudrou	Sequim, WA			
	1800	2 Hours	Training								
3	7/2/2026	Chris Turner	CRR Champions	CRR		5	Chris Turner	Sequim, WA			
	1800	2 Hours	Monthly Meeting				360-912-3352				
4	7/4/2026	McKenzie, Oman, Zechenelly	Fireworks	STNDBY	Engine 31, Aid 31	100		Sequim, WA			
	1800	3.0 Hours	City of Sequim 4th of July								
5	7/8/2026	Turner	Firewise Program	MEET		10		Sequim, WA			
	1700	1.5 Hours	Sunland HOA Board								
6	7/9/2026	Duty Crew	Station Tour	TOUR		8		Sequim, WA			
	1200	2.0 Hours	Malkasian Group								
7	7/17/2026	Blaine Zechenelly	Fire Prevention & CERT	CRR	Booth & Parking	>150	Blaine Zechenelly	Sequim, WA			
	800	10 Hours	Lavender Festival		A31, UTV, Rehab 33		360-797-4995				
8	7/18/2026	Blaine Zechenelly	Safety Standby & CERT	CRR	Sparky	>150	Chris Turner	Sequim, WA			
	800	10 Hours	Lavender Festival		UTV		360-912-3352				
9	7/19/2026	Blaine Zechenelly	Fire Prevention & CERT	CRR	Booth & Parking	>150	Blaine Zechenelly	Sequim, WA			
	800	10 Hours	Lavender Festival		A31, UTV, Rehab 33		360-797-4995				
10	7/24/2026	Blaine Zechenelly	CERT Traffic Safety	CERT	Traffic/Parking	20	Blaine Zechenelly	Sequim, WA			
	615	9.0 Hours	Hurricane Ridge Kennel Club				360-797-4995				
11	7/25/2026	Blaine Zechenelly	CERT Traffic Safety	CERT	Traffic/Parking	20	Blaine Zechenelly	Sequim, WA			
	615	9.0 Hours	Hurricane Ridge Kennel Club				360-797-4995				
12	7/26/2026	Blaine Zechenelly	CERT Traffic Safety	CERT	Traffic/Parking	20	Blaine Zechenelly	Sequim, WA			
	615	9.0 Hours	Hurricane Ridge Kennel Club				360-797-4995				
13	7/21/2026	Turner/Lovering/McKenzie	Firewise Program	ASIP		10		Sequim, WA			
	1000	3.0 Hours	Sunland HOA-Assessments								
14											

FIRE CODE TECHNICIAN REPORT FOR JULY 2026

Submitted by John McKenzie FCT

HIGHLIGHTS and SUCCESSES:

- Led fire-safety coverage for the Lavender Festival, the district's largest summer event: a full inspection of festival booths and vendors, a follow-up inspection of the camping area with vendor re-inspections, and a pre-event planning meeting with the city.
- Delivered Fourth of July and fireworks-season safety, inspecting the fireworks display company ahead of the show and the Sequim Fourth of July event booth.
- Worked an active month of fire investigations – seven in all – headlined by a trailer arson on Still Road (warrant obtained, scene re-photographed, walk-through and interviews) and a salmon-fire scene showing indications of shooting, plus multiple brush fires (Washington Harbor Road, Cottonwood Lane, Miller Road) and a 410 W Inlet Ln stove/grease fire.
- Drove restaurant and hood-system compliance, pressing the Sunland Golf Club cafe on grease and fryer hazards through repeated targeted checks and a required mitigation timeline, and completing full inspections and follow-ups across new and changing food-service occupancies (SABOR Juice Bar, Mariners/Hometown Cafe, Penelope's Cocktail Lounge, Nourish).
- Advanced First Due and Firewise data and preplans, including Gardiner hydrant location and flow verification against Jefferson County, Firewise app testing and paper-form creation, and preplan updates adding ground solar and BESS at 855 W Sequim Bay Rd and 35 Robbins Rd.

Inspection Summary Table

Inspection Type	Count	Example and i.e (s)
Full Inspections	9	Eastern Hills Church; Sequim Vape; Northwest Bras; Auto Depot (hazmat / MAQ storage check); ADU at 931 S 7th (county-requested – Cliff Silliman); SABOR Juice Bar; Mariners Cafe (now Hometown Cafe); Wells Fargo (W Washington); Great House Motel.
Targeted / Event Inspections	9	Lavender Festival booths & vendors; Lavender Festival camping area & vendor re-inspection; Sequim Fourth of July event booth; July 4th fireworks display company; Home Depot rear-hydrant access follow-up; Moonkissed Terrace access check; Mariners Cafe propane-tank positioning; Penelope's Cocktail Lounge pre-inspection; Sunland Golf Club cafe grill/fryer (TCE) checks.
Reinspection / Follow-up	5	Shadowline Burgers reinspection; Discovery Bay Resort exterior/interior re-inspection with resident safety presentation; Ocean Star Inn exit-sign/emergency-lighting follow-up; Discovery Bay Resort smoke-alarm mitigation; Nourish smoker-use decision.
Inspection Reports & Preplans Completed	5	931 S 7th Ave report draft (to CT); Hometown Cafe preplan; 855 W Sequim Bay Rd (ground solar / BESS added); 35 Robbins Rd (solar / BESS added); PFOA gate code & First Due contacts confirmed.
Inspection Prep & Scheduling	3	495 W Spruce prep with Ellen (new offices, extinguisher guidance, Aug initial inspection); tiny-home inspection

		request (Rob Sheets, CC Code Enf.); 931 S 7th county-requested scheduling.
Total	31	

Other Activities Table

Count	Activity
10	Alarm and system response and false-alarm follow-ups across commercial and residential properties, including ACE Hardware, repeated Avamere false alarms (smoke-alarm replacement coordinated with Connor), a 1 a.m. vape-triggered false alarm, Quality Inn (vaping), the Vintage (Siemens faulty smoke alarm and trouble codes), 93 Octane Lane / Brick Marine worked with Hi-Tech and the ongoing Sherwood issue, a Sequim Bay Post Acute low-air sprinkler alert with BC notification, and two Elk Creek CO/alarm follow-ups.
7	Fire investigations, including a trailer arson on Still Road (warrant obtained, scene re-photographed, walk-through and interviews); the salmon fire (preliminary scene work with indications of shooting); brush fires on Washington Harbor Road (downed lines), Cottonwood Lane (ashes dumped in straw), and 20 Miller Road (weed burning); a 410 W Inlet Ln stove/grease fire; and the Raintree fire.
9	Meetings and coordination, including recurring progress-and-planning meetings with CT (including at Station 34), a call with JD on approvals, inspections, propane, and the SEP Li-ion battery-storage update, a Sunbelt Apartments LCP meeting with Joel Dressel, and the Lavender Festival pre-event planning meeting.
10	First Due and Firewise app and data work, including First Due hydrant cleanup, an incident-blocking-message fix request, an admin-rights request to CT, inventory-module and rig-check training, and Firewise app testing, paper-form creation, and updates (Sunland, 40 Hawthorn Ct).
6	Code interpretation and coordination, including an FD-access dispute with a Happy Valley Estates HOA board member (litigation threatened over private-drive access), Tom Walton's rural fire-protection/hydrant question for Daisy King Rd, the Elk Creek system-deficiency repair timeline, a Great House Motel Romex/staple question referred to L&I, and Jamestown Clinic Storz/FDC coordination with Joel Dressel.
5	Knox box and gate-access work, including a new residential Knox box (Jim Long), confirmed Knox at the Boys & Girls Club and Sequim Library, an Elk Creek code sheet, and added keys to the Domino's strip Knox box.
4	Hydrant and water-supply coordination, including Gardiner hydrant location and flow updates and verification against Jefferson County, a private water-system inspection on Bonnie Grace with CT and Libby, and water-use and hydrant-issue reports to PUD and the City of Sequim.
3	Systems and mitigation, including the Sunland Golf Club fryer/grease mitigation plan and timeline, an Elk Creek TCE question, and Sequim Bay Post Acute sprinkler coordination.
3	Reports and records requests, including a public-information request on Vintage inspections, a two-month report set prepared for CT, and the firecracker "snapper" child-injury report sent to WSP and CPSC.
3	Citizen and public-service calls, including a Salal home safety inspection, a 196 Fairview (Sunland Park) alarm setup and arborvitae/defensible-space discussion with Capt. Lawson, and a county-referred S 7th St inquiry.

3	Preplan and permit review, including county permit-list assessment (172 Moonkist / ESB Rd accessibility and the 238 Trailside Dr airpark expansion along the SVA taxiway).
1	Continuing education (≈ 0.25 hr): NFPA 101 stair-dimension study.
1	CPSC recall monitoring – reviewed current recalls for awareness during inspections and investigations.
8	Administrative and miscellaneous support, including phone-system troubleshooting with Keith, Safety AAR distribution to the BCs, wildland-gear information to CT and TH, power-outage notifications to volunteer officers, a food-bank ventilation question, booking a Discovery Bay Resort safety talk, and general admin and to-do follow-up.

DRAFT



Clallam County Fire District 3

Motto: Serve, Respect, Prevent, Protect



Battalion Chief's Report: 07/01/2026 – 07/31/2026

Prepared by: Stefanie Anderson
Battalion Chief - B shift
BC of Training

Battalion Chief Administrative Meetings:

- Daily shift zoom meetings
- BC Meeting 7/20/26
- Commissioner Meeting 7/21/26

Administrative/Training Duties:

- Telestaff Staffing & Callbacks
 - Mandatories: FF/EMT (1), FF/PM (1), Capt. (7), BC (0)
- (8) July training requests approved for upcoming classes/conferences
 - For line staff, admin, maintenance, and volunteers
- 2026 Quarter 3 Fire Training Deployment
 - Pivot training based on apparatus OOS
 - 2026 EVIP
- 2025-01 B shift Probationary Firefighters
 - PFF Ben Frame-
 - 4th Quarter Skills Eval: 7/10/26
 - Probationary book turned in for final review and authorization
 - PFF Elliot Nokes-
 - Probationary Book Complete
 - Continued training and feedback from preceptors and officers
- 2026-01 B shift Probationary Firefighters
 - PFF Jeremy Stewart
 - Sutphen Apparatus Test: 7/9/26
 - Completed requirements to count as staffing
 - Awarded black helmet on 7/9/26
 - PFF Liam Bedenkop
 - 7/9/26: First Day on Shift
- Captain Darling promoted to B shift
 - Expectations and Operations Discussion 7/9/26
 - Awarded Red Captain Helmet

- Finish delivery of in-house academy for 2026-01 Probationary FF's
 - 2 weeks of CCFD#3 in house training before going to shift
 - 1 week EMS & 1 week Fire
 - Finished 7/2/26
 - Carrell & Bedenkop to shift 7/7 & 7/9
- Acting Battalion Chief Tactical Scenarios
 - Coordinate Calendar and Evaluators
 - T. Anderson 7/10/26
 - Borggard 7/28/26
- 2025 Annual Report
 - Assist EA Coleman with Training Report
- Blue Card Transition
 - All Captains completed online training
 - Acting Captains in progress
 - Discussions on implantation and further training
- **B Shift Training/Activity:**
 - Probationary Training for Frame, Nokes, Stewart, Bedenkop.
 - NMETC Paramedic Student Rider
 - 4th of July Celebration at Carrie Blake Park
 - First Due Training 7/22/26
 - Fire/EMS training as assigned in Target Solutions.
 - Sieberts Creek MVA down 100' embankment: 7/3/26
 - MVA 101/River Rd, rollover: 7/9/26
- **Planning and On-Going projects:**
 - Work on Annual Report with EA Coleman.
 - Continuing to improve Target Solutions assignments with EA Coleman
 - Revising probationary book with EA Coleman
 - Communicate with Probationary FF's regarding expectations and process
 - Continue to meet and discuss probationary tests and process for updating
 - With FF/EMTs Cupps and Romberg
 - Frequent meetings with Volunteer Coordinator Lovering
 - Reviewing Target Solutions completion status
 - Assist members with further training requirements per policy 2740
 - Ongoing validation of Target Solutions assignments completed by members

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **8/18/2026**

To: Board of Commissioners
From: Commissioner Mingee
Subject: CIP S-02 option 1 – Station 33 Replacement

Recommendation: Review project schematic design and cost estimation. Discuss Financing options and any alternatives to project timeline.

Background: In 2025 the Fire District produced and approved a 20-year Capital Improvement Plan. The plan identifies the replacement or relocation of Fire Station 33 (Carlsborg) and relocation of Fire Station 31 (Dungeness) as critical and immediate needs. On December 2, 2025, the District released a request for qualifications for project management services regarding the relocation of Fire Station 33. On March 17, 2026, the Board of Commissioners approved contracting Project Management and Design Service to Aetta Architects.

Just recently the project team received a cost estimation from Wiggins Pre-Construction Services. The results of that research showed a significant cost gap between the current project budget of \$6.2mil. and the cost estimation.

Discussion: The Board should discuss the impact of the construction cost estimation on the Capital Fund and General Fund. Ultimately the District is looking for direction from the Board on how the project will be funded. Some alternatives that exist are:

1) downsizing from the 9000 sq ft building to a 7200 sq ft building, 2) transferring funds from other capital projects or contingencies funds to fill the gap 3) change project timeline to allow for increasing construction fund growth 4) allow for voters to approve being taxed to provide additional funding for long term public safety infrastructure 5) consider CIP S-02 option 2 – Station 33 relocation.

Attachments: Revised project budget and District Balance Sheet
Page 1 Fire Station 33 relocation schematic drawing
Page 1 and 2 Wiggins Pre-Construction Services Station 33 Relocation

Alternatives: Direct the Fire District to consider other alternatives to address infrastructure needs

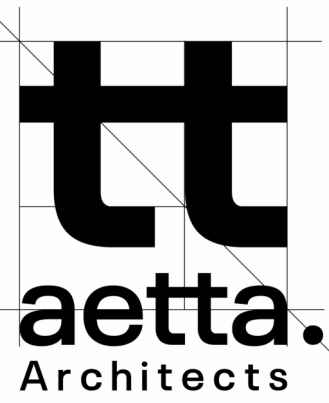
Fiscal Considerations: Still to be determined

Impact to the Community:

Infrastructure improvements, or lack of thereof, impact to a large degree the availability of critical resources responding rapidly in time of need.

CLALLAM COUNTY FD 3 STATION 33

SEQUIM, WASHINGTON



950 Broadway, Suite M100
Tacoma, WA 98402
PH: 360-687-8379
www.aetta.com

CLALLAM COUNTY FD 3
STATION 33 REPLACEMENT
255 CARLSBORG RD., SEQUIM WA 98382

PROJECT TEAM:

OWNER/ DEVELOPER CLALLAM COUNTY FD 3 863 CARLSBORG ROAD, UNIT C SEQUIM, WA 98382 OWNER'S REP. MIKE MINGEE	PH:360.683.4242 mmingee@ccfd3.org	ARCHITECT AETTA ARCHITECTS 821 SE 14TH LOOP SUITE 109 BATTLE GROUND, WA 98604 PROJECT CONTACT STEPHEN BLACK	PH: 360.687.8379 www.aetta.com stephen@aetta.com
CIVIL REID MIDDLETON 728 134TH ST SW #200 EVERETT, WA 98204 CONTACT MARK DAVIS	PH: 425.741.3800 reidmiddleton.com mdavis@reidmiddleton.com	STRUCTURAL PCS STRUCTURAL SOLUTIONS 1250 PACIFIC AVE #701 TACOMA, WA 98402 CONTACT LUKE HEATH	PH: 253.383.2797 pcs-structural.com lheath@pcs-structural.com
MECHANICAL/ELECTRICAL/PLUMBING WINDSOR ENGINEERS 240 N BROADWAY UNIT 201 PORTLAND, OR 97227 CONTACT SEAN WANTAJA	PH: 360.726.2914 windsorengineers.com swantaja@WindsorEngineers.com	LANDSCAPE ARCHITECT BAUMWELT 919 M.L.K. JR WAY TACOMA, WA 98405 CONTACT DERRICK EBERLE	PH: 253.345.1400 https://thebaumwelt.com derrick@thebaumwelt.com

PROJECT SUMMARY:

THE PROJECT CONSISTS OF THE CONSTRUCTION OF A NEW APPROXIMATELY 10,262-SQUARE-FOOT FIRE STATION DESIGNED TO SUPPORT 24-HOUR EMERGENCY RESPONSE OPERATIONS. THE FACILITY INCLUDES THREE (3) APPARATUS BAYS, ASSOCIATED APPARATUS BAY SUPPORT SPACES, A WATCH ROOM, LIVING QUARTERS, KITCHEN, DINING AREA, DAYROOM, FITNESS ROOM, ADMINISTRATIVE AND OPERATIONAL SUPPORT AREAS, RESTROOMS, STORAGE, UTILITY ROOMS, AND OUTDOOR RECREATION SPACE. THE PROJECT WILL ALSO INCLUDE SITE DEVELOPMENT, UTILITIES, PAVING, PARKING, SIDEWALKS, LANDSCAPING, STORMWATER MANAGEMENT, AND CONNECTIONS TO PUBLIC INFRASTRUCTURE AS REQUIRED.

ADD ALTERNATE NO. 1 CONSISTS OF THE CONSTRUCTION OF A FOURTH APPARATUS BAY INTEGRATED INTO THE FACILITY DESIGN AND CONSTRUCTED CONCURRENTLY WITH THE BASE BID SCOPE OF WORK.



VICINITY MAP



SHEET LIST

GENERAL	
G000	COVER SHEET
G003	CODE INFORMATION
G004	CODE INFORMATION PLAN
ARCHITECTURAL	
A101	SITE PLAN
A201	FLOOR PLANS
A201A	ALTERNATE FLOOR PLANS
A202	FLOOR PLANS
A202A	ALTERNATE FLOOR PLANS
A211	ROOF PLAN
A221	ENLARGED PLAN
A301	EXTERIOR ELEVATIONS
A401	BUILDING SECTIONS

PROJECT #	26011.02
DATE	07/30/2026
NO.	REVISIONS
DATE	DESCRIPTION

COVER SHEET

G000

SD DRAWING SET

August 10, 2026

EXECUTIVE SUMMARY

PROJECT INFORMATION

Owner:	Clallam County Fire District 3	Project Name:	Fire Station 33
Location:	Sequim, WA	Project Type:	Fire Station
Building GSF:	11,900	Site Gross Area:	61,200

PROJECT SCHEDULE

Bid Date:	Q2, 2027	Construction Strt:	Q2, 2027
Duration:	11 Months	Mid-Point:	Q4, 2027
Phasing:	Single Phase		

DOCUMENTS INFORMATION

Drawings Set:	SD Set	Design Firm:	Aetta Architects
Other Reports:			

ESTIMATE DESCRIPTION

Estimate Level:	SD Estimate	Estimate Date:	August 10, 2026
Delivery Method:	Design - Bid - Build	Set Aside Reqs:	No
Swing Shift?	No	Occupied Bldg?	No
Renovation?	No	Critical Facility?	Yes

ESTIMATOR

Name:	Matt Wiggins	Title:	Principal
Phone:	(360) 870-5100	Email:	mattw@wigginsprecon.com

August 10, 2026

OVERALL COST SUMMARY

<i>Description</i>	<i>QTY</i>	<i>UOM</i>	<i>\$ / UOM</i>	<i>Total Cost</i>
Building Improvements (PEMB)	11,900	GSF*	\$433.53	\$5,159,049
Sitework Improvements	61,200	SGA	\$26.87	\$1,644,356
Contractor General Conditions & Requirements	11	MO	\$60,000	\$660,000
Total Estimated Construction Cost (Today's Dollars)				\$7,463,406
Escalation to Start (Q2, 2027 @ 4% / Yr)	3%	on	\$7,463,406	\$223,902
Total Estimated Construction Contract (Less Sales Tax)**				\$7,687,308

*Building Improvements GSF includes 1,500 GSF mezzanine

**Estimated Construction Contract is an opinion of cost only and not a pricing guarantee. Estimate is based on a competitive bid result of 4 or more responsive bidders.

Exclusions

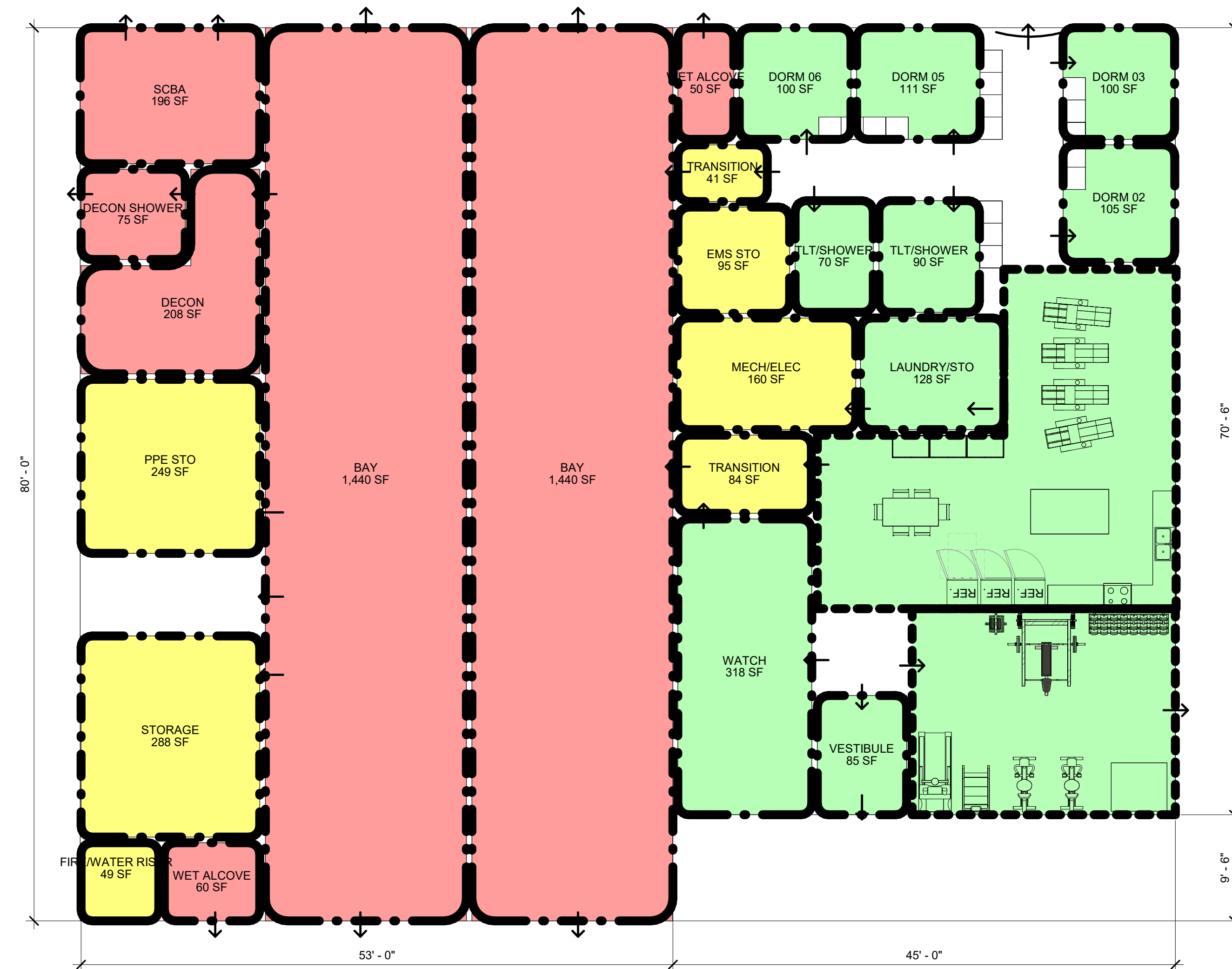
Owner Soft Costs (design fees, permits, FF&E, change order contingency, sales tax, etc...)

Deep foundation system (geopiers, piles, etc...)

Alerting System (rough-in included only)

Alternates (construction contract change including all mark ups and escalation)

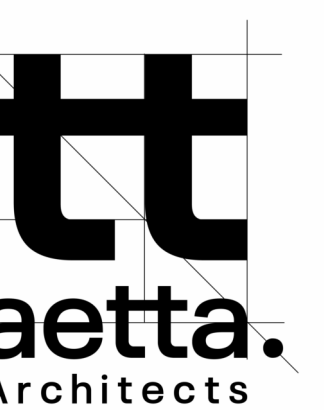
Alt #1 - Add Fourth App. Bay	\$436,877
Alt #2 - Add Traffic Signalization	\$300,245
Alt #3 - Stone Veneer Wainscot ILO Metal Siding	\$28,523
Alt #4 - Extend Eaves on West & East Elevations	\$71,559
Alt #5 - Remove Fire Rating from App. Bay Demising Wall	-\$22,742
Alt #6 - Glazed OH Door ILO Folding Glass Wall	-\$18,015
Alt #7 - Upgraded HVAC System	\$285,833
Alt #8 - Add Source Capture Exhaust System to App. Bay	\$192,157



CLALLAM COUNTY FD 3 STATION 33 REPLACEMENT

255 CARLSBORG RD., SEQUIM WA 98382

950 Broadway, Suite M100
Tacoma, WA 98402
360-687-8379
www.aetta.com



07/13/2026

Project Budget Summary

Station 33 Replacement Project

Clallam County Fire District #3



PROPOSED PROGRAM AREA:

	11,900 sf
Equipment Bays:	6,331 sf
Quarters and Support Spaces:	4,069 sf
Mezzanine	1,500 sf

\$x,xxx : estimated values to be confirmed

BUDGETED COSTS	TOTAL COST	ESTIMATED S.F.	COST/S.F.	SPENT TO DATE	TOTAL REMAINING
1. CONSTRUCTION COSTS	\$7,687,308	73,100	\$460	\$0	\$7,687,308
A. New Construction	\$5,159,049	11,900	\$433.53	\$0	\$5,159,049
B. Demolition	\$0	0	\$0	\$0	\$0
C. Modernization	\$0	0	\$0	\$0	\$0
D. Site Work	\$1,644,356	61,200	\$26.87	\$0	\$1,644,356
E. Off Site Improvements	\$0	0	\$0	\$0	\$0
F. Contractor General Conditions & Requirements	\$660,000	11	\$60,000	\$0	\$660,000
G. Escalation to Start (Q2, 2027 @4%/Yr)	\$223,903.00	3%		\$0	\$223,903
	TOTAL COST	PERCENTAGE CON. COST			
2. SOFT COSTS	\$2,098,243	27.3%	\$176	\$37,336	\$2,060,907
A. State Sales Tax On Construction @ 7.0%	\$538,112	7.0%	\$45	\$0	\$538,112
B. Local Sales Tax In Excess Of State @ 2.9%	\$222,932	2.9%	\$19	\$0	\$222,932
C. Architectural/Engineering Fees	\$807,200	10.5%	\$68	\$37,336	\$769,864
D. Geotechnical Study	\$30,000	0.4%	\$3	\$0	\$30,000
E. Traffic Report	\$0	0.0%	\$0	\$0	\$0
F. Energy Life Cycle Cost Analysis	\$0	0.0%	\$0	\$0	\$0
G. Building Commissioning	\$35,000	0.5%	\$3	\$0	\$35,000
H. PM Fees	\$215,000	2.8%	\$18	\$0	\$215,000
I. Inspection And Testing Services	\$150,000	2.0%	\$13	\$0	\$150,000
J. Administrative And Legal Expenses	\$20,000	0.3%	\$2	\$0	\$20,000
K. Permit Fees	\$20,000	0.3%	\$2	\$0	\$20,000
L. Impact/Mitigation Fees (Traffic)	\$60,000	0.8%	\$5	\$0	\$60,000
M. Moving Expenses	\$0	0.0%	\$0	\$0	\$0
N. FF&E	\$0	0.0%	\$0	\$0	\$0
3. SUBTOTAL PROJECT COSTS	\$9,785,551		\$822	\$37,336	\$9,748,215
4. CONSTRUCTION CONTINGENCY AT 7%	\$684,989		\$58	\$0	\$684,989
5. TOTAL PROJECT COSTS	\$10,470,540		\$880	\$37,336	\$10,433,204

Project Budget Summary

Station 33 Replacement Project

Clallam County Fire District #3



PROPOSED PROGRAM AREA:

Equipment Bays: 9,000 sf
 Quarters and Support Spaces: 5,300 sf
 Site Area: 3,700 sf
 402,930 sf 9.25 acres

\$x,xxx : estimated values to be confirmed

	TOTAL COST	ESTIMATED S.F.	COST/S.F.	SPENT TO DATE	TOTAL REMAINING
BUDGETED COSTS					
1. CONSTRUCTION COSTS	\$4,055,680	9,000	\$451	\$0	\$4,055,680
A. New Construction	\$4,055,680	9,000	\$451	\$0	\$4,055,680
B. Demolition	\$0	0	\$0	\$0	\$0
C. Modernization	\$0	0	\$0	\$0	\$0
D. Site Work	\$0	0	\$0	\$0	\$0
E. Off Site Improvements	\$0	0	\$0	\$0	\$0
	TOTAL COST	PERCENTAGE CON. COST			
2. SOFT COSTS	\$1,738,712	42.9%	\$193	\$37,336	\$1,701,376
A. State Sales Tax On Construction @ 7.0%	\$283,898	7.0%	\$32	\$0	\$283,898
B. Local Sales Tax In Excess Of State @ 2.9%	\$117,615	2.9%	\$13	\$0	\$117,615
C. Architectural/Engineering Fees	\$807,200	19.9%	\$90	\$37,336	\$769,864
D. Geotechnical Study	\$30,000	0.7%	\$3	\$0	\$30,000
E. Traffic Report	\$0	0.0%	\$0	\$0	\$0
F. Energy Life Cycle Cost Analysis	\$0	0.0%	\$0	\$0	\$0
G. Building Commissioning	\$35,000	0.9%	\$4	\$0	\$35,000
H. PM Fees	\$215,000	5.3%	\$24	\$0	\$215,000
I. Inspection And Testing Services	\$150,000	3.7%	\$17	\$0	\$150,000
J. Administrative And Legal Expenses	\$20,000	0.5%	\$2	\$0	\$20,000
K. Permit Fees	\$20,000	0.5%	\$2	\$0	\$20,000
L. Impact/Mitigation Fees (Traffic)	\$60,000	1.5%	\$7	\$0	\$60,000
M. Moving Expenses	\$0	0.0%	\$0	\$0	\$0
N. FF&E	\$0	0.0%	\$0	\$0	\$0
3. SUBTOTAL PROJECT COSTS	\$5,794,393		\$644	\$37,336	\$5,757,056
4. CONSTRUCTION CONTINGENCY AT 7%	\$405,607		\$45	\$0	\$405,607
5. TOTAL PROJECT COSTS	\$6,200,000		\$689	\$37,336	\$6,162,664

Clallam County Fire District 3

Current Funding Planned for Station 33 Construction vs. Cost Estimate

Capital Reserve Fund Balance Designated for Station Build

Property Transactions

Net Proceeds from Anderson Road Property	\$ 145,807 *
Net Proceeds of Sieberts Creek Property	\$ 156,378
Net Proceeds of ST36 Property	\$ 300,796
Purchase of Gold Dust Ln Property	\$ (264,971)
Funds Remaining from Property Transactions	\$ 338,010

*Previously excluded from calculation

2026 Budgeted Transfers to Capital

Transfer from O&M Fund Balance	\$ 1,000,000
Transfer from O&M 2026 Revenue	\$ 400,000
Total 2026 Budgeted Transfers to Capital	\$ 1,400,000

Total Capital Balance Designated for Station Build

\$ 1,738,010

Projected Additional Funding

Estimated Proceeds from Sale of Existing ST33	\$ 600,000
Planned Debt Issuance Proceeds	\$ 5,000,000

Total Planned Funding for Station 33 Construction

\$ 7,338,010

Current Projected Cost of Construction & Design

\$ 10,470,540

Gap in Proposed Funding

(\$3,132,530)

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **08/18/2026**

To: Board of Commissioners
From: Deputy Chief Tony Hudson
Subject: Resolution to Surplus Apparatus

Recommendation: The Board to approve Resolution 2026-02 and surplus the following apparatus:

1992 Pierce Arrow Tender, T37 (F-17) VIN 4PICA02G6NA000632
1985 Pierce Arrow Pumper, F-11 VIN 1P9CA0139FA040856
1995 Seagrave Pumper, F-14 VIN 1F9EU28T6SCST2059
1995 Ford/E-One Pumper, F-15 VIN 1FDYF80E95VA65376.

Background: The listed apparatus are no longer of use to fire district operations because they are outdated and have completed their useful service life to the District.

Discussion: N/A

Attachments: Resolution 2026-02

Alternatives: The Board could choose not to surplus the apparatus and direct staff to develop alternatives to surplus.

Fiscal Considerations: There is no cost to the District. The District would gain the proceeds from the sale of the apparatus.

Impact to the Community: No impact to the community from the surplus sale.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

www.ccf3.org

Bill Miano

Michael Mingee

Jeffrey Nicholas

Commissioners

Justin Grider, Fire Chief

RESOLUTION 2026-02 SURPLUS APPARATUS

BACKGROUND:

The following listed apparatus are no longer of use to fire district operations because they are outdated and have completed their useful service life to the District:

1992 Pierce Arrow Tender - T37 (F-17) VIN 4PICA02G6NA000632

1985 Pierce Arrow Pumper - F-11 VIN 1P9CA0139FA040856

1995 Seagrave Pumper - F-14 VIN 1F9EU28T6SCST2059

1995 Ford/E-One Pumper - F-15 VIN 1FDYF80E95VA65376

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clallam County Fire District 3 that the afore listed apparatus are declared surplus;

AND, BE IT FURTHER RESOLVED by the Board of Commissioners of Clallam County Fire District 3 that reasonable attempts will be made to surplus the listed apparatus at their fair market value or best offer;

AND, BE IT FURTHER RESOLVED by the Board of Commissioners of Clallam County Fire District 3 that District staff, under the direction of Deputy Chief Tony Hudson, is authorized to process surplus sale of this used, surplus item in the most efficient and beneficial manner in accordance with the laws governing the sale of public agency surplus;

AND, BE IT FURTHER RESOLVED that all sales are completed with the signing of the District's Vehicle Bill of Sale and Hold Harmless Agreement.

ADOPTION:

ADOPTED by the Board of Commissioners of Clallam County Fire District 3 on August 18th, 2026, the following Commissioners being present and voting:

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3

BY: _____
Commissioner Bill Miano, Chairman

BY: _____
Commissioner Jeffrey C. Nicholas, Vice Chair

BY: _____
Commissioner Michael Mingee, Commissioner

ATTEST: _____
Lori Coleman, District Secretary

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **8/18/2026**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: Human Resource Manager Employment Contract

Recommendation: The Board to approve the contract as presented.

Background: The Board approved this position in the 2026 Budget and asked that the Fire Chief fill this position.

Discussion: TBD

Attachments: Employment Contract for Charles Clarke.

Fiscal Considerations: None, included in the 2026 budget.

Impact to the Community: The District is best positioned to serve the community when all budgeted positions are filled.



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

EMPLOYMENT AGREEMENT Human Resource Manager

This Agreement is entered into between Clallam County Fire Protection District No. 3 hereafter referred to as "District" and Charles Clarke hereafter referred to as "Employee".

The District hereby employs Charles Clarke as the District's Human Resource (HR) Manager, who hereby accepts the employment on the terms and conditions set forth below. The position of HR Manager is a regular full time position. The Employee is further covered by the policies, rules and regulations as adopted by the District governing the operations of the District relating to wages, hours, and the employment conditions not explicitly stated in this contract agreement.

1. **Term:** This Agreement shall commence on September 1, 2026, and shall continue in force until modified or terminated as provided by the terms of this Agreement.
2. **Duties:** The Employee shall perform the following duties:
 - 2.1. Serve as HR Manager under the terms and conditions set forth in the HR Manager Position Description and the District's policies and standard operating procedures.
 - 2.2. Perform such services as directed by the Fire Chief in the manner and to the extent permitted by Washington State laws and in accordance with District policies and standard operating procedures.
 - 2.3. Perform all duties established by the HR Manager's position description, which are incorporated into this agreement by reference.
3. **Hours of Employment:** This position is an exempt position under the Fair Labor Standards Act (FLSA). Work hours shall be based on an unstructured 40-hour work week with a flexible work schedule of either 8 or 10 hour days. Employee shall work such hours as may be necessary to perform the assigned duties of their position. Employee shall not receive overtime compensation for any hours worked in excess of 40 hours per week.
4. **Compensation.**
 - 4.1. **Salary:** For all services rendered by the Employee under this Agreement, the District shall pay the Employee a monthly salary as outlined below starting at Step 1 of the 2026 Wage Scale for HR Manager; payable in installments in accordance with the District's normal payroll process. The wage is based on 2080 hours worked per year.

Step 1 – September 1, 2026; \$9,666.67/month

Beginning September 1, 2027, after completion of a 12-month probationary period the Employee shall receive a base monthly salary at Step 2, as outlined below. The employee will be eligible for each Step thereafter as outlined below.

Step 2 - September 1, 2027; \$10,185.83/month

Step 3 - September 1, 2028; \$10,732.87/month

Step 4 - September 1, 2029; \$11,309.29/month

Step 5 - September 1, 2030; \$11,916.67/month

Beginning January 1, 2031, and then again, each January 1st thereafter, the Employee's monthly base salary shall be adjusted annually, based on the previous June's CPI-U Seattle-Tacoma-Bellevue; with a minimum of 0.0% and maximum of 5.0%. In addition, the District may evaluate the wage in comparison to like comparable and may apply a market adjustment as may be determined by the Board.

4.2. **Fringe Benefits:** The Employee shall receive the Fringe Benefits as set forth in Addendum A.

4.3. **Retiree Medical Benefit:** The Employee shall receive the Retiree Medical Benefit as set forth in Addendum B.

5. **Termination with Cause (Post Probationary Period):** After a course of written corrective action has been documented to be ineffective, the District shall have the right to terminate the Employee's services and this agreement. Corrective action will follow the guidelines set forth in District Policy 2604. If terminated for cause, the Employee shall receive payment for Employee's current monthly wage for all hours worked prior to the termination date, reimbursement of unpaid general expenses incurred and payment of accrued but unused vacation pay and compensatory time on the date of termination, but shall have no rights to any other Compensation. "Cause" for discipline or termination includes but is not limited to:

- 5.1. Incompetency, inefficiency, or inattention to or dereliction of duty.
- 5.2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public, or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the Employee to maintain proper conduct.
- 5.3. Mental or physical unfitness for the position which the Employee holds.
- 5.4. Dishonest, disgraceful, immoral, or prejudicial conduct.
- 5.5. Conviction of a felony, or a misdemeanor involving moral turpitude.
- 5.6. Use of alcoholic beverages or controlled substances to such extent that such use interferes with the efficiency or mental or physical fitness of the Employee, or which precludes the Employee from properly performing the functions and duties of the position of Employee.
- 5.7. Failure to perform the duties assigned to the position.
- 5.8. Any other act or failure to act which in the judgment of the Governing Board is sufficient to show the offender to be an unsuitable and unfit person to hold the position of Employee.

6. **Termination Without Cause (Post Probationary Period):** The Board may terminate Employee's employment under this Agreement without cause and without advance notice, provided that the Employer shall, upon the Employee's execution of a full and complete waiver and release of any and all claims against the District, its employees, agents, officers, and commissioners, in a form acceptable to the Employer, pay the Employee in a single lump sum payment, liquidated damages equivalent to the value of 3 months' salary and benefits. Salary for the purpose of this section shall include base wages. Benefits for the purpose of this section shall be defined as the value of Employee's health insurance benefits. Liquidated damages shall be paid in a lump sum within thirty (30) days of the Employee's execution of the waiver and release.
7. **Termination by Employee:** Employee may voluntarily retire or resign with a minimum of 30-day advance written notice, unless such notice is waived in writing, by the Fire Chief. If the employee has a minimum of five years of service with the District and provides a minimum of six months' notice they are entitled to additional benefits as outlined in Addendum B, Retiree Medical Benefit.
8. **Separation from Employment:** Except as provided under Section 5, upon separation, the Employee shall receive the following compensation:
 - 8.1. Current monthly salary prorated to the date of separation.
 - 8.2. Reimbursement of authorized unpaid out of pocket expenses.
 - 8.3. Salary equivalent for unused vacation accrued through the month of separation.
 - 8.4. Accrued sick leave accumulated for pay out purposes at the point of separation from employment in accordance with Addendum A of this agreement.
 - 8.5. If an Employee separates employment from the District without proper advance written notice as outlined above, the Employee will forfeit accrued sick leave.
9. **Working Facilities:** The Employee shall be furnished with such facilities and equipment as are required to adequately perform their duties and that are within the budget limitations of the District.
10. **Annual Evaluation:** The Employee will receive an annual performance evaluation in accordance with the applicable District policy and standard operating procedures.
11. **General Expenses:** The District will reimburse the Employee for reasonable job-related expenses consistent with District policies when approved in advance and on receipt of documentation of such expenses. The Employee is authorized to expend District funds in the execution of District business and in representing the District at conferences and otherwise, to purchase materials for recognition of employees or volunteers, and to incur travel and lodging expenses in the conduct of District business.
12. **Employment Attention:** The Employee agrees to devote full working time, attention, knowledge and skills during District working hours to the business and interests of the District and the District shall be entitled to all benefits and profits arising from work and services performed during District working hours by the Employee. With prior approval from the Fire Chief, participation in community, business, and civic organizations is encouraged.
13. **Outside Employment:** The Employee shall not engage in outside employment that interferes with

the Employee's ability to effectively discharge the assigned duties and responsibilities in a manner consistent with this Agreement.

14. General Provisions:

- 14.1. Entire Agreement: The foregoing constitutes the entire Agreement between the parties and no modification of any of the provisions of this Agreement shall be binding upon either the Employee or the District unless in writing and signed by both parties. This Agreement shall be governed by the applicable State of Washington laws.
- 14.2. Notices: Any notice required or permitted to be given under this Agreement shall be sufficient if it is in writing and is sent by registered or certified mail to the Employee's residence or the District's principle business office.
- 14.3. Severability: If any provision, or any portion thereof, contained in this Agreement is held to be invalid, unenforceable, or unconstitutional, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- 14.4. Waiver by the Employer of any breach of any provision of this Agreement shall not operate nor be construed as neither a waiver of any subsequent breach nor a waiver of this provision.
- 14.5. No amendment or variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.
- 14.6. Except where inconsistent with the terms hereof, Employee shall follow all Employer policies, procedures, rules, regulations, general orders and general directives.
- 14.7. The provisions of this Agreement are for the benefits of the parties solely, and not for the benefit of any person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.
- 14.8. At all times, the Employer has been represented by its attorney. Employee acknowledges that Employee, at all times, had the right to and the availability of independent counsel of Employee's choosing in regard to this Agreement, whether or not Employee chose to exercise that right.

DATED this _____ Day of _____, 2026.

Bill Miano, Board Chairman

Charles Clarke, Human Resource Manager

Michael Mingee, Commissioner

Jeffrey C. Nicholas, Commissioner

Justin Grider, Fire Chief

Addendum A: Fringe Benefits – Employee
Addendum B: Retiree Medical Benefit

Addendum A: Fringe Benefits – Employee

In accordance with the Human Resource Manager's Employment Agreement and District policy, the Employee's benefits include:

1. **Medical Insurance:** The District will provide medical, dental, and vision insurance coverage for the Employee, their spouse, and dependents in an amount not to exceed \$1,800 per month. The Employee must be enrolled in the District's medical coverage, but may opt to not enroll their spouse and dependents. The Employee may choose to receive \$1,800 additional wages per month in lieu of medical benefits, provided they are enrolled in the District's medical coverage and self-pay the premium. Wages in lieu of medical benefits are not considered reportable income per the Department of Retirement Systems.
2. **Retirement Program:** While employed with the District, the Employee shall be enrolled in the Washington State Department of Retirement Systems PERS retirement plan.
3. **Deferred Compensation:** Employee shall receive \$200 to be applied to a mutually agreed on deferred compensation plan.
4. **Life Insurance:** The District will pay the premium for providing the Employee with up to \$25,000 of life insurance coverage.
5. **Vacation Leave:** Vacation Leave shall be accrued and used in accordance with District policy and standard operating procedures. Reference: SOP 2733, Vacation Leave.
6. **Holiday Leave:** The Employee will be entitled to holiday leave in accordance with District policy and standard operating procedures. Reference: SOP 2714, Holiday Leave.
7. **Sick Leave:** The Employee will be entitled to Sick leave benefits in accordance with District policy and standard operating procedures. Reference: SOP 2714, Sick Leave.
8. **Other Leave Benefits:** The Employee will be entitled to receive Bereavement, Family Care, and Emergency Leave in accordance with District Policies.
9. **Death During Employment:** If the Employee dies during the term of their employment, the District shall pay the Employee's salary to their estate up to the end of the month in which their death occurs.
10. **Training:** The Employee, with the Fire Chief's approval, shall attend at least one training opportunity per annum to develop and maintain their job skills. Reference: SOP 2740, Education Request Process.
11. **Leave of Absence:** The Employee shall be entitled to an authorized leave of absence as set forth in District policy and standard operating procedure.

Addendum B: Retiree Medical Benefit

1. The intent of this program is for exempt non-LEOFFII employee retirements. The employee must qualify for retirement benefits through the Washington State Department of Retirements Service PERS Plan but does not to be of official PERS Retirement age.
2. Employees who are receiving L&I disability payments (other than lump sum settlement), or are on medical layoff/retirements are disqualified from the incentive.
3. Employees who have reached Medicare age are disqualified from this program.
4. Employees agree to work up to the date of their chosen retirement.
5. Employees wishing to retire or resign and qualify for this benefit must notify the District in writing six months prior to the chosen retirement/resignation date. If more than six-month notice is given, a range of two months may be given, followed by a specific day of retirement/resignation within 90 days of the stated two-month range.
6. If the employee gives notice to the District, and then does not retire/resign, medical benefits under this contract provision will be forfeited forever by said employee.
7. Effective the retirement/resignation date of the employee, a lump sum one-time allowance equivalent to the Employee Only cost of Medical, Dental, and Life Insurance of the current plan being utilized monthly x 36 will be placed in the employee's HRA-VEBA Account to be used to reimburse the cost of qualified medical expenses including health insurance premiums as the employee chooses.
8. Exceptions to the time frame for notification and retirement will be considered on a case-by-case basis. Exceptions or changes may be granted upon mutual approval of the employee and the Fire Chief. No changes shall be deemed past practice. Employees retiring for disability reasons are not subject to the same restrictions for eligibility, and consideration will be granted on a case-by-case basis.
9. Employees who are terminated for cause or who resign in lieu of termination shall not be eligible for this medical benefit.
10. The employee agrees to indemnify, defend, and hold Clallam County Fire District No.3 harmless from and all liability, claims, demands, suits, tax implications, or any other loss, damage, or injury to persons or property arising or related to the provisions of this benefit.