



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

December 17, 2024

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, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Stef Anderson and Elliott Jones, Admin Assistant Caity Karapostoles, Volunteer Coordinator Chris Lovering, Mechanic Steve Phillips and Brad Schroeder, Volunteer Blaine Zechenelly and Keith Koehler, Reporter Matt Nash and citizens Charlie Meyer, Donna Stoffer and Duane Chamlee.

Changes to the Agenda – Added Agenda Bill 3 – Ratification of Local 2933 Maintenance Collective Bargaining Agreement.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, December 3, 2024.
- 2.) Claims and Payroll –
Accounts Payable Claim check numbers 112452 through 112518 dated December 17, 2024, totaling \$455,503.42; Payroll EFT's and IRS deposit dated December 10, 2024, in the amount of \$906,433.59 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated November 25, 2024, in the amount of \$21,041.75 for a disbursement grand total equaling \$ 1,382,978.76.
- 3.) WFCOA Annual Application
- 4.) Letter of Appreciation for Donna Stoffer – Chief Grider handed out a Letter of Appreciation and a Certificate for Donna Stoffer for her work coordinating the 2nd Annual Safety Fair. He thanked her along with recognizing the level of work the fair took.

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

Battalion Chief's Reports – BC Anderson reported:

- The Battalion Chiefs continue to have daily shift meetings.
- Live Fire Drill with recruits was held 11/2/2024 and was successful.
- Officer development training with Volunteer Officers was held after the regular monthly meeting, members reviewed ITAC.
- Badge ceremony was held on 11/4/2024 for members coming off probation.
- FF/PM Long completed his Acting Captain Taskbook on 11/22/2024.
- B-Shift had a structure fire on 11/29/2024.

- On-going improvements with AA Coleman for Target Solutions training continues.
- Frequent meetings with Volunteer Coordinator Chris Lovering to ensure volunteer's needs are met.
- Commissioner Mingee expressed gratitude to the crews for their dedication in developing new probationary members, recognizing the significant commitment required to balance this effort alongside their daily schedules.
- BC Jones reported that he is working with Chief Hudson and crews on staffing models and updating run cards.

Agenda Bill 1: MOU for Extended Uniform Allowance – Chief Grider reported that staff have drafted a Memorandum of Understanding (MOU) to extend the Uniform Allowance Accrual period from 24 months to 36 months for one year. The purpose of this extension is to provide members with the opportunity to purchase uniforms designed to minimize exposure to PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) contamination; a vendor has been identified and sizing for new uniforms is currently underway for members to purchase new uniforms. He noted that many IAFF members have delayed uniform purchases to prioritize safety, allowing time for thorough research and evaluation of safer options. Commissioner Nicholas moved, and Commissioner Miano seconded to adopt the 2025 Budget as presented. **MOTION CARRIED.**

Agenda Bill 2: City of Sequim's notice of Tax Increment Area (TIA) – Chief Grider reported that the City of Sequim is currently exploring the implementation of a Tax Increment Area (TIA) and the potential use of Tax Increment Financing. He emphasized that the anticipated loss of property tax revenue from the designated areas could significantly impact the community and the Fire District, jeopardizing funding for critical services such as emergency response and public safety. He is in the process of drafting a response letter to address these concerns. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER

- Commissioner Mingee –
 - Thanked those who participated in the Santa Brigade and acknowledged what a great asset it is to the community.
- Commissioner Nicholas –
 - Reported that the Levy Committee continues to meet; they are working on some short videos of the Fire Chief explaining information regarding Fire District 3.
 - He reported that the School District is going out for a Levy in February of 2025.
 - He reported that he plans to attend the City Council meetings in 2025.
- Commissioner Miano –
 - He reported that he attends the OMC Board meetings and plans to continue to do so in 2025.
- The commissioners asked to have the Community Paramedic present at the second Board meeting in January of 2025.
- Chief Grider –
 - He reported that he is meeting with the Sheriff's office to discuss how collaboration on events that utilize our medics for Tactical Emergency Casualty Care will work.

- He reported that the CERT program helped with a food drive with the Food Bank and there were 40 plus CERT members volunteering at the event.
- He will be out of the office the week of January 13th, 2025.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:10 p.m., expected to last for forty-five (45) 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 Finance Manager Misty Shaw. At 3:10 p.m. Commissioner Nicholas extended the meeting an additional thirty (30) minutes. At 3:40 p.m. Commissioner Nicholas extended the meeting an additional twenty (20) minutes. At 4:00 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

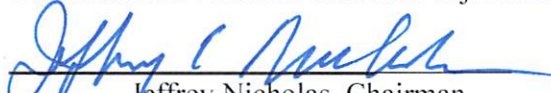
Agenda Bill 3: Ratification of Local 2933 Maintenance Collective Bargaining Agreement – Chief Grider reported that the Bargaining Group has come to an agreement and the details of that agreement were shared with the Board of Commissioners during the executive session. Commissioner Miano moved, and Commissioner Mingee seconded to adopt the Collective Bargaining Agreement as presented. **MOTION CARRIED.**

NEXT MEETINGS –

1/7/2025 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:10 p.m.




 Jeffrey Nicholas, Chairman



 Michael Mingee, Vice Chairman



 Bill Miano, Commissioner

Attest: 

 Lori Coleman, District Secretary