

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

February 4, 2025



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

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

www.ccf3.org

Jeffrey Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

February 4, 2025

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, January 21, 2025
- 2.) Volunteer Pay

Regular Business:

Reports – Fire Chief's Reports

Agenda Bill 1: 2023 Annual Report

Agenda Bill 2: 2024 Financial Review

Agenda Bill 3: Update on IT Audit

Agenda Bill 4: MOU 2025-01- Acting Battalion Chiefs

Good of the Order –

Levy Committee Update – Commissioner Nicholas and Chief Grider

Legal Expenditures – FM Shaw will report

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);

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

January 21, 2025

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Stefanie Anderson and Elliott Jones, Admin Assistant Caity Karapostoles, Captain Marc Lawson, Firefighter Travis Anderson, Volunteer Coordinator Chris Lovering, and citizen Duane Chamlee.

Changes to the Agenda – None.

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, January 14, 2025.
- 2.) Claims and Payroll
Accounts Payable Claims check numbers 112519 through 112580 dated January 21, 2025, totaling \$371,995.57; Payroll EFT's and IRS deposit dated January 10, 2025, in the amount of \$821,837.41 and Payroll EFTs, IRS deposit for Monthly draw, Payroll EFT's and IRS deposit for MM2933 Retroactive Payroll dated December 23, 2024, in the amount of \$54,591.63 and Quarterly Volunteer Payouts dated December 24, 2024, in the amount of \$42,044.27 for a disbursement grand total equaling \$1,230,466.98.

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

Battalion Chief's Report – Chief Anderson reported:

- She continues to attend daily shift briefings and commissioner meetings when on duty and she attended one BC meeting in December.
- Fifteen (15) training requests were submitted in December.
- He attended a drill with the City of Sequim that was a mock snow storm; the intent was to identify gaps in emergency response, she was assigned to the operation's division.
- She instructed ITAC review and scenarios at the December 9th, 2024, volunteer drill.
- She hosted a Training Committee meeting in December to go over performance standard evolutions, recap extrication training, go over the 2025 training budget, gave a training grounds update and discussed the 2025 Training Plan delivery. She noted that the group will meet quarterly in 2025.
- B-shift held a pass down meeting for probationary members that were changing shifts; the intent was to make sure the shift her member was moving to knew the status of the probationary firefighter and ensure a seamless transition.

- Met with Volunteer Jeremy Jacobs to plan out upcoming HazMat drills.
- Continuing to research NFA courses that can be held on-site, this will save the District money by not having to send members off-site to get these valuable courses.
- Continues to meet with VC Lovering to work on a 3-year training plan.
 - Commissioner Mingee thanked the BC's for their hard work.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 1:28 p.m., expected to last for Seventeen (17) 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. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider, DC Hudson, FM Shaw and EA Coleman. At 1:45 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

Agenda Bill 1: 2025-01 MOU for Acting Battalion Chiefs – Chief Grider presented an MOU regarding Acting Battalion Chiefs. There was a previous MOU that sunset on 1231/2024 and this MOU would allow for actors to continue acting until 3/31/2025. Commissioner Mingee moved and Commissioner Miano seconded to approve 2025-01 MOU for Acting Battalion Chiefs as presented. **MOTION CARRIED.**

Agenda Bill 2: - 2025 – Goal Setting - The Board expressed interest in holding a workshop to establish goals for 2025. During the discussion, the group reviewed potential topics for the workshop and planned a Special Board Meeting on February 25, 2025, to host the event. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER

- Commissioner Miano –
 - Reported that he recently attended the OMC Board Meeting and reported that discussions focused on the search for an organization to purchase the hospital. He noted that there is currently an open board position. Additionally, he mentioned that community members voiced strong opposition to selling the hospital to a religious-based organization, emphasizing the potential negative impact on the community. He remarked on the passion and conviction of those who spoke on the topic.
- Commissioner Mingee –
 - Reported that he is keeping a close eye on the communication that the Revenue Advisory Committee is sending out in regards to timber tax revenue. He added that the newly elected public land trust commissioner has put a hold on all timber sales as an operational pause to allow time to research the topic.
 - Reported that he was in California during the recent wildfires and commended the

crews for their excellent work in containing the fire. He observed that natural disasters occur everywhere and emphasized that it is impossible to be fully prepared for such events. He encouraged staff to consider how the District would respond to an earthquake when it happens, acknowledging that challenges will arise as complete preparedness is unattainable.

- Commissioner Nicholas –
 - Reported that he is attending a meeting with the Sequim City Manager to discuss the research they are doing on Tax Increment Financing on 1/28/2025.
 - Reported that the County Fire Commissioners are meeting this Thursday and Blaine Zechenelly is presenting on the CERT program.
 - Reported that he has been very pleased with the positive news articles about the Fire District recently.
- FM Misty Shaw –
 - Reported that all of the 2024 wildland billing reimbursements have been received.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:38 p.m., expected to last for fifty-two (52) minutes under - RCW 42.30.140 (c) 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 DC Hudson. At 3:30 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

- 2/4/2025 – Regular Board Meeting
- 2/18/2025 – Regular Board Meeting
- 2/25/2025 – Special Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:31 p.m.

Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman

Bill Miano, Commissioner

Attest: _____
Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. **Consent #2**

Board of Commissioners meeting **2/4/2025**

To: Board of Commissioners
From: Lori Coleman, Executive Assistant
Subject: Volunteer Response Reimbursement Approval

Recommendation: Move to Pay the Volunteer Reimbursement for November and December of 2024 for approval to pay \$16,250.00 on February 25th, 2025.

Background: Volunteer Pay is calculated quarterly for reimbursement.

Discussion: The Board may ask any clarifying questions they may have.

Attachments: Approval Signature Form and Volunteer Reimbursement Detail

Alternatives: The Board could choose not to approve the reimbursements.

As a Second alternative, the Board could ask for the reimbursements to be amended and approve to pay the amended reimbursements.

Fiscal Considerations: This is the cost for volunteer involvement in the District.

Impact to the Community: Volunteers play a crucial role in supporting career members. Volunteers contribute valuable manpower during emergencies, assisting career firefighters in mitigating incidents, conducting evacuations, and providing critical support services; creating a stronger and more resilient fire department that can effectively protect and serve the community.



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Jeffrey C. Nicholas

Michael Mingee

Bill Miano

Commissioners

Justin Grider, Fire Chief

Agenda Bill No. Consent #2

VOLUNTEER RESPONSE REIMBURSEMENT APPROVAL

WE, the undersigned Board of Commissioners of Clallam County Fire District 3, do hereby certify that the **Mid-Quarter Pay 2024 – November, and December of 2024** response reimbursements are deemed payable and due to said volunteer members of Clallam County Fire Protection District 3, and have been approved for a total payment in the amount of **\$16,250.00 DATED this 4th Day of February 2025 and PAID the 25th Day of February 2025**.

Commissioner Jeffrey C. Nicholas, Chairman

Commissioner Michael Mingee, Vice Chairman

Commissioner Bill Miano

Prepared by Lori Coleman

Clallam County Fire District #3
Volunteer Reimbursement~November and December 2024
Paid on February 25th, 2025

| Name | Call Points | Call Reimb | Other Entries | Other Entries Reimb | Training Points | Training Reimb | Total Points | Total Points @ \$20 Each | Stipend | Total Reimb | |
|------|-------------|------------|---------------|---------------------|-----------------|----------------|--------------|--------------------------|----------|-------------|-------------|
| | | \$0.00 | 2 | \$40.00 | 5 | \$100.00 | 7 | \$140.00 | \$0.00 | \$140.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | 12 | \$240.00 | 4 | \$80.00 | 15 | \$300.00 | 31 | \$620.00 | \$100.00 | \$720.00 | Vol Officer |
| | | \$0.00 | 3 | \$60.00 | 10 | \$200.00 | 13 | \$260.00 | \$0.00 | \$260.00 | |
| | | \$0.00 | | \$0.00 | 5 | \$100.00 | 5 | \$100.00 | \$0.00 | \$100.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | | \$0.00 | | \$0.00 | 9 | \$180.00 | 9 | \$180.00 | \$0.00 | \$180.00 | |
| | 9 | \$180.00 | 1 | \$20.00 | 3 | \$60.00 | 13 | \$260.00 | \$0.00 | \$260.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | | \$0.00 | | \$0.00 | 3 | \$60.00 | 3 | \$60.00 | \$0.00 | \$60.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | 1 | \$20.00 | | \$0.00 | 6 | \$120.00 | 7 | \$140.00 | \$0.00 | \$140.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | 1 | \$20.00 | | \$0.00 | | \$80.00 | 5 | \$100.00 | \$0.00 | \$100.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 6 | \$120.00 | \$100.00 | \$220.00 | Vol Officer |
| | 3 | \$60.00 | 3 | \$60.00 | | \$140.00 | 13 | \$260.00 | \$0.00 | \$260.00 | |
| | 5 | \$100.00 | | \$0.00 | 7 | \$140.00 | 12 | \$240.00 | \$0.00 | \$240.00 | |
| | 1 | \$20.00 | | \$0.00 | 4 | \$80.00 | 5 | \$100.00 | \$0.00 | \$100.00 | |
| | | \$0.00 | | \$0.00 | 6 | \$120.00 | 6 | \$120.00 | \$0.00 | \$120.00 | |
| | 37 | \$740.00 | 5 | \$100.00 | 14 | \$280.00 | 56 | \$1,120.00 | \$0.00 | \$1,120.00 | |
| | 4 | \$80.00 | | \$20.00 | 5 | \$100.00 | 10 | \$200.00 | \$0.00 | \$200.00 | |
| | 5 | \$100.00 | | \$0.00 | 8 | \$160.00 | 13 | \$260.00 | \$0.00 | \$260.00 | |
| | 2 | \$40.00 | 5 | \$100.00 | 12 | \$240.00 | 19 | \$380.00 | \$0.00 | \$380.00 | |
| | 49 | \$980.00 | 3 | \$60.00 | 16 | \$320.00 | 68 | \$1,360.00 | \$100.00 | \$1,460.00 | Vol Officer |
| | 2 | \$40.00 | 2 | \$40.00 | 6 | \$120.00 | 10 | \$200.00 | \$0.00 | \$200.00 | |
| | 15 | \$300.00 | 5 | \$100.00 | 12 | \$240.00 | 32 | \$640.00 | \$0.00 | \$640.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | 4 | \$80.00 | 2 | \$40.00 | 11 | \$220.00 | 17 | \$340.00 | \$100.00 | \$440.00 | Vol Officer |
| | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | 2 | \$40.00 | \$0.00 | \$40.00 | |
| | | \$0.00 | | \$0.00 | 4 | \$80.00 | 4 | \$80.00 | \$0.00 | \$80.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |

Names in red do not pay Volunteer Dues

Clallam County Fire District #3
Volunteer Reimbursement~November and December 2024
Paid on February 25th, 2025

| Name | Call Points | Call Reimb | Other Entries | Other Entries Reimb | Training Points | Training Reimb | Total Points | Total Points @ \$20 Each | Stipend | Total Reimb | |
|--------------------|-------------|------------|---------------|---------------------|-----------------|----------------|--------------|--------------------------|------------|-------------|---------------------|
| | | \$0.00 | | \$0.00 | 4 | \$80.00 | 4 | \$80.00 | \$0.00 | \$80.00 | |
| | 9 | \$180.00 | 6 | \$120.00 | 18 | \$360.00 | 33 | \$660.00 | \$100.00 | \$760.00 | Vol Officer |
| | 26 | \$520.00 | 12 | \$240.00 | 10 | \$200.00 | 48 | \$960.00 | \$100.00 | \$1,060.00 | Central Supply |
| | 3 | \$60.00 | | \$0.00 | 8 | \$160.00 | 11 | \$220.00 | \$0.00 | \$220.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | 3 | \$60.00 | 3 | \$60.00 | 11 | \$220.00 | 17 | \$340.00 | \$0.00 | \$340.00 | |
| | 4 | \$80.00 | 5 | \$100.00 | 13 | \$260.00 | 20 | \$400.00 | \$0.00 | \$440.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | |
| | | \$0.00 | | \$0.00 | 1 | \$20.00 | 1 | \$20.00 | \$0.00 | \$20.00 | |
| | 1 | \$20.00 | 7 | \$140.00 | 11 | \$220.00 | 19 | \$380.00 | \$0.00 | \$380.00 | |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | Chaplain * see note |
| | | \$0.00 | | \$0.00 | 8 | \$160.00 | 8 | \$160.00 | \$0.00 | \$160.00 | |
| | 3 | \$60.00 | 15 | \$300.00 | 5 | \$100.00 | 23 | \$460.00 | \$0.00 | \$460.00 | |
| | 99 | \$1,980.00 | 33 | \$660.00 | 11 | \$220.00 | 143 | \$2,860.00 | \$1,300.00 | \$4,160.00 | CERT |
| | | \$0.00 | | \$0.00 | | \$0.00 | 0 | \$0.00 | \$350.00 | \$350.00 | CERT |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| GRAND TOTAL | 298 | \$5,960.00 | 118 | \$2,360.00 | 70 | \$1,400.00 | 700 | \$14,000.00 | \$2,250.00 | \$16,250.00 | |
| | | | | | | | | | | \$16,250.00 | \$16,250.00 |

* Dave Westman was overpaid \$560, he will not have pay for September, October, November, December, January of 2025 and then \$40.00 for February of 2025 to catch up to the overpayment.

*Terry Wood was underpaid last quarter, accidentally put on Westman's for 28 points, so she has 28 back pay and 22 current points to pay + 50 total (she was paid on 12/25/24 for this)



Fire Chiefs Report

02/04/2025



| Long Term Goals | Last Month's Progress |
|---|--|
| Community Outreach – Lid-Lift 2025 | Levy Committee is meeting about every two weeks; they have drafted pamphlets to use and pub ed events. Social Media posts have been a huge success along with updating the website. |
| Replace Station 33 | Ongoing. Secure Funding. |
| Functional consolidation when possible | Volunteer Fire Academy is complete. Recruits graduated on Feb. 1, 2026. We started with 28 total across the Peninsula and 10 from District 3. We are currently at 23 total and 8 from Fire District 3. |
| Stakeholder Agreement(s)/Partnership | Continue to meet with Chief Hill, CM Matt Huish and Luke Strong-Cveticko: Emergency Operations. Meeting with OA Rodrigues on Feb.3, 24 on path forward. Continue to meet weekly with Fire Chiefs of FD 2 and PAFD. Continue to engage with Chamber. Meet monthly for Labor Management and as needed with officers. Reinstated Operations meetings with Captains and Chief Officers. MSO Konopaski has been leading the RTF and TEMS training to support our partner agencies with Law Enforcement and Fire Agencies. |
| Professional Development | Continue to attend webinars when available and as budget allows. |
| Short Term Goals | Last Month's Progress |
| Support BC Development | Met twice in December as a group and had multiple sessions on ones. Continue to meet. |
| Implement response Matrix/Update Run Cards to reflect response matrix | DC Hudson and personnel continue to update run cards; will focus on ensuring that the MSO and CP positions are added to those that are relevant. Battalion Chiefs and DC Hudson are working on reducing/eliminating single-person responses. |
| Be more active in PenCom Advisory Board | DC Hudson continues to represent the District with PenCom Advisory. |
| Reduce Overtime | In negotiations and this is an ongoing topic on restructuring the flow chart and instituting actors on a more consistent basis. Discussions are continuing. |
| Outsource when possible | Agenda item to sign with HelperTek for monthly IT support. This will work in concert with our current model and begin transitions of duties. The importance of having this completed is getting on their schedule now while they have an opening, and they bring a fresh perspective into our operations. |
| Complete all CBAs | A signed Agreement with Maintenance has been made. Continuing negotiations with BC and will have a contract for the board on 2/18/24 for hopeful ratification with the Firefighters Union. |
| Labor/Management Relations Training | Continue to explore joint opportunities and will always work to improve. Communication has been and will always be key. |
| | |

Fire Chiefs Report

02/04/2025

Staffing –The CP is in full swing and feedback has been extremely positive. We will have him come in and brief the Commissioners at next Board Meeting (2/18/24) as that will be a 6-month progress report. We have 2 career personnel out on extended leave from A Shift. One firefighter medic has been assigned to A Shift from C Shift to assist with the leave impact starting January 1, 2025.

Board Direction – Staff are continuing in the process of making changes that were driven from the Software Audit as discussed in August. HelperTek (local IT service company) has been retained to provide services. Continuing with the Title III grant as directed. Applications are still being accepted. Chief and staff have applied for an AFG grant with a focus on mobile repeaters. Chief made the decision to go for a “micro-grant” to meet needs and allow a better chance at receiving the grant. Staff met with Olympic Ambulance and are looking at a new contract to meet both of the agency's needs and intent. An executive meeting with OA is being held on 2/3/24 to discuss and complete the next steps. Chief has met with PAF and C2FR to discuss a “joint contract” with OA; discussions continue.

Shift Meetings – I continue to meet with members as they request and I have received a lot of input. Operations meetings have begun with Officers and Acting Officers in January with the intent of meeting once a month and monitor progress from time to time. This is reviving a previous meeting and has been discussed at Labor Management and the BC Operational Meetings. Administrative and Maintenance staff continue to meet monthly with the intent to communicate what everyone is working on and how to support one another.

WSRB: We are still waiting on the final report however we are close as we have been in weekly email discussions with them answering more questions. John McKenzie continues to work with the investigator on the different water purveyors in the District to get more accurate information. Chief Grider continues to monitor the WSRB board meetings and attends when available.

USDA Grant: The site visit for the three (3) new staff vehicles occurred on December 9th, 2024; and the District has received \$159,416.97 based on the information that FM Shaw has supplied them and Blaine's work. The brush truck is still with Sourcewell Contract, and we have been notified that we do have a chassis and VIN number. We will then supply the chassis to Douglass Truck Body who is the manufacturer of the brush box. Once completed it will be delivered to our location where we install the slip-in pump. Once complete, a site visit from our USDA representative will close this project out.

Sequim City Manager – I continue to meet with Matt Huish monthly and had a one-on-one meeting with him this month regarding City and District interests. I requested a meeting with the city manager to meet with Commissioner(s) and myself to discuss the TIA/TIF for the East Sequim City area. The meeting was attended by D3 members, City Manager, Public Works Director, Bob Stowe, Morgan Shook and Merrin Packer. A presentation was given, and discussion ensued.

Meetings and Activities –

- Discussed MOU with legal and President. An updated MOU is being presented today.
- Had a Labor Management meeting and continue to meet with Local President.
- Negotiations continue with the Firefighters Bargaining Group. We believe we are close to ratification.
- Negotiations with the Battalion Chiefs Bargaining Group continue.

Fire Chiefs Report

02/04/2025

- Continue to meet with the Levy Committee every two weeks.
- Continue my one on-one discussions with the Commissioners.
- Continue to meet with Olympic Ambulance Management.
- Attended Chamber luncheon and presentation from the Sequim School Superintendent on their Bond and Levy they are pursuing.
- Soroptimists have expressed their interest in adding our MIH/CP to their membership as this now gives us more opportunities and access to their medical cache to support the mission; with support from the Board in regards to becoming members with community groups, I endorsed MIH/CP in pursuing this opportunity.
- Additionally, the MIH/CP has been asked to represent as a board member of the community cares program; I endorsed this participation as well as the MIH/CP feels he has capacity to take this on.
- I will be attending recruit graduation on Saturday, February 1, 2025.

Community Project Updates-

Community Growth is ongoing with a number of large projects being submitted. Of note in the city of Sequim:

- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
- 16 Bed Inpatient facility – Jamestown property on 7 acres behind Costco
- S. Olympic View Condominiums – Proposed two 5-unit attached. – Garry Oak Drive
- Rainshadow Loop Subdivision – Proposed 25 lot – McCurdy Road
- Bell Creek Subdivision – Proposed 24 lot, single-family homes- Brownfield Rd.
- Bella Vista Estates – Proposed 24 lot single family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond St.
- Heckman Subdivision - 11 Units East of 7th Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Rd.
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7th Ave
- Cedar Ridge III – 25 lots as the 3rd phase to this development
- Foothills-Bell Creek – Proposed 90 lots between 3rd Ave and 7th Ave.
- West Hendrickson Townhouse(s) – 8 units off West Hendrickson between 5th and 7th Aves.
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added.

Staff continue to work with gathering information from the county on their developments in our area. Our Inspector and BC had a meeting with the county Fire Marshal in August to discuss this further however we have had no steady communication with them. We recently have been able to secure this through the proper channels, our future discussions will be with Brice Emery of Clallam County.

No new information on the subdivision off Runnion Rd. and Spath Rd. and the Mill Road Habitat Project.

Exploring the possibility of impact fees on services provided to state and federal parks. This will be ongoing and will continue to pursue in January of 2025.

Fire Chiefs Report

02/04/2025

Property Updates – Local properties of issue

FCT McKenzie continues to work with the Clallam County Code Enforcement Officer on two different properties that have been problematic with Hazardous conditions.

- 866 Youngquist. Currently property owner is non-compliant and will need further coordination with FD3. Their meetings have been productive, and they are hopeful for positive resolutions.
- 176 Ironwood. Current property owner is compliant and gives hope that they can get started soon and slowly cleanup this area. They are happy to cooperate with code enforcement to get this done. This property does reside within Clallam County.

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **2/4/2025**

To: Board of Commissioners
From: Lori Coleman, Executive Assistant
Subject: 2023 Annual Report

Recommendation: Approve the 2023 Annual report as presented.

Background: The District compiles an annual report to publish annually.

Discussion: TBD

Attachments: 2023 Annual Report

Alternatives: The Board could ask for staff to include other information as desired before approving it.

Fiscal Considerations: None

Impact to the Community: Annual administrative reports promote transparency and accountability by sharing how resources are used, highlighting accomplishments, and addressing challenges. They build public trust, encourage community engagement, and justify future resource needs by showcasing trends and progress toward strategic goals.



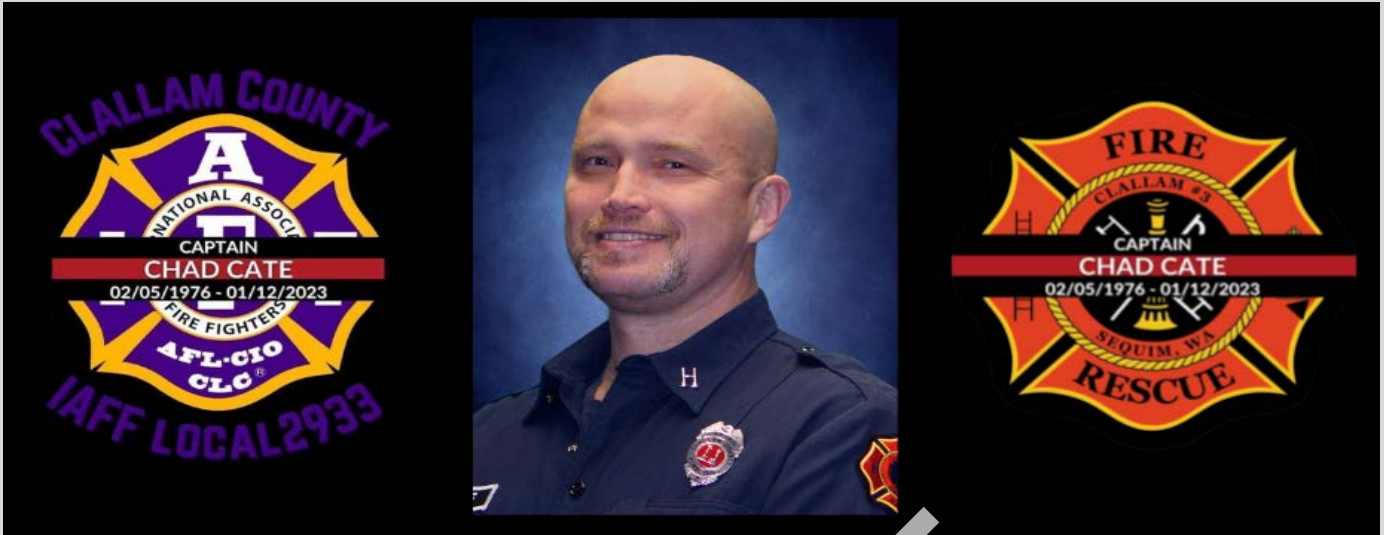
CLALLAM COUNTY FIRE DISTRICT 3 2023 Annual Report

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| Table 3: Summary of Work-Related Injuries & Illnesses | 4 |



Clallam County Fire District 3 (Fire District 3) would be remiss not to begin the 2023 Annual Report by acknowledging the profound loss it experienced in 2023. On January 2, 2023, Charles “Chad” Thomas Cate, II, age 46, a 29-year veteran of the District, was found deceased in his bed at the Headquarters Station (Station 34).

Chad was born to Katherine “Brandy” (Mann) Cate and Charles Thomas Cate, Sr. in Kanab, Utah, on February 5, 1976. He joined the Fire District 3’s Explorer Program while in high school and, shortly after turning 18, became a full-fledged volunteer firefighter. Chad graduated from Sequim High School in 1994 and was hired as a Firefighter/EMT in July 1994. In 2000, he attended Tacoma Community College, earning his paramedic certification and an Associate of Arts degree. He was promoted to Lieutenant in 2006 and to Captain in 2021.

Chad dedicated 29 years to the Fire District 3, serving the community with compassion and exceptional skill. He was a proud member of the Clallam County Professional Firefighters, IAFF Local 2933. Chad married Renee Bible on June 23, 2011, in Port Angeles, Washington, and they made their home in Sequim.

Chad’s world revolved around his family, especially his wife and their three children: Ashleigh Cate, 21, a combat medic with the U.S. Army’s 2nd Airborne at Fort Bragg, North Carolina; Harrison Cate, 18, a Cadet 4th Class at the U.S. Air Force Academy in Colorado Springs, Colorado; and their 2-year-old son, Charles “Charley” Thomas Cate, III.



About Fire District 3

Preface – Clallam County Fire District 3 (District) provides a variety of services to the City of Sequim and the surrounding area from east of Diamond Point to Deer Park Road in Port Angeles and is an essential mutual-aid resource to neighboring communities throughout the Peninsula. To fulfill its mission of service, the District maintains a cadre of highly dedicated volunteers and career members who are always ready to serve the community’s citizens with compassion and professionalism.

Mission Statement: Clallam County Fire District 3 is dedicated to excellence in serving, educating, and protecting our community through emergency medical services, fire suppression, and public education.

Vision Statement: Service Driven Through Excellence and Innovation

Core Values: Unity ~ Compassion ~ Integrity ~ Courage ~ Honor

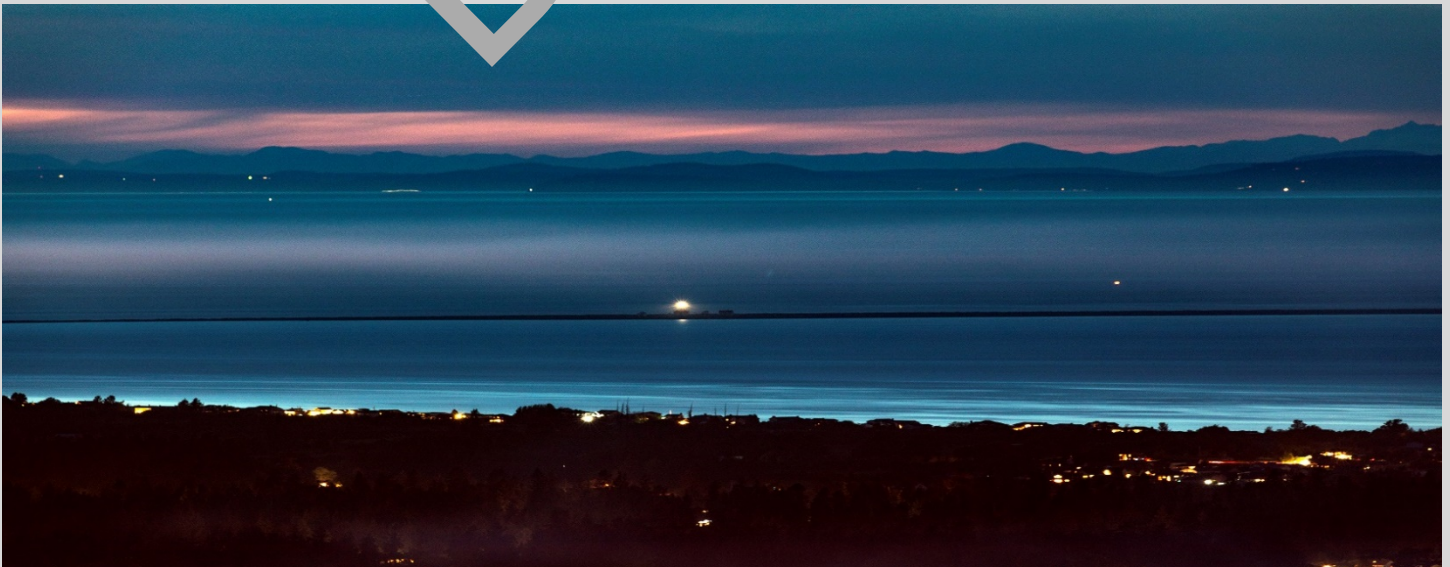
Motto: The District’s Mission, Vision, and Values are summarized with the following motto:

Serve, Respect, Prevent & Protect

District Overview

The District, located in the eastern portion of Clallam County, includes the Gardiner community portion of Jefferson County. The District is the largest fire and emergency services provider in Clallam County; providing fire, rescue, and EMS response services to, approximately, a 142-square-mile service area while protecting an estimated 34,000 citizens.

The District responds to all types of fires, medical, and rescue-related emergencies from six fire stations distributed throughout the District. Three of the stations are staffed 24 hours a day, seven days a week, with a combination of on-duty career members that are supplemented by on-call volunteers. The other three stations are staffed exclusively with on-call volunteers. On-duty career firefighters work 24-hour shifts at Station 37 (Blyn), Station 33 (Carlsborg) and Station 34 (Sequim). Volunteers typically respond when called upon from home, work, or wherever they happen to be within the community.



District Administration

The District responded to 8,535 requests for service in 2023. EMS service requests account for 82.2% of that total number, with 75.7% of those being Basic Life Support (BLS) and 24.3% of them classified as Advanced Life Support (ALS). Fire related calls account for about 2.07% of that total, with the balance being a variety of false, unintentional, and cancelled calls.

The District is governed by a Board of three Fire Commissioners, elected for staggered 6-year terms. The Commissioners serve, at large, to represent the District’s entire service area equally, rather than being assigned to provide geographic representation.



Bill Miano
Board Chairman
Term - 2019-2025



Jeffrey Nicholas
Commissioner
Term - 2021-2027



Mike Mingee
Commissioner
Appointed 2023

The District employed 55 full-time and 3 part-time employees who are classified as follows:

| | |
|----|-----------------------------------|
| 3 | Chief Officers |
| 14 | Captains |
| 32 | Firefighters |
| 1 | Finance Manager |
| 2 | Administrative Assistants |
| 3 | Maintenance Personnel |
| 1 | Fire Code Technician (Part-Time) |
| 1 | IT (Part-Time) |
| 1 | Volunteer Coordinator (Part-Time) |

In the Spring of 2022, the Administrative Staff of the District relocated to Carlsborg. In the beginning of 2023, Maintenance Staff finished up work to add an office space for the upcoming Battalion Chiefs.

In April of 2023, Fire Chief Ben Andrews was placed on an Administrative Assignment allowing him to finish out his contract working remotely. He will retire in 2024.

Dan Orr, previously Assistant Chief of Risk Reduction, was appointed the Interim Fire Chief on April 26th, 2023.

Finance

Revenue – The County Treasurer acts as an agent to collect property tax levied on behalf of the District. In 2023, the District’s General Levy rate was \$1.131882 per \$1,000 of assessed value. Based on the assessed valuation of \$8,619,025,016 the General Levy totaled \$9,755,719. The 2023 EMS levy rate was \$.370111 per \$1,000 of assessed value. Based on the assessed valuation of \$8,661,760,407 the EMS Levy totaled \$3,205,810. A summary of the District’s 2023 revenue is shown below.

Table 1: Revenue Statement

| Revenue Source | Budget | Actual | Difference | % of Budget |
|-----------------------|----------------------|----------------------|---------------------|-------------|
| General Property Tax | \$ 9,850,000 | \$ 9,805,719 | \$ 44,282 | 100% |
| EMS Property Tax | \$ 3,200,000 | \$ 3,259,329 | \$ 59,329 | 102% |
| Leasehold Excise Tax | \$ 10,000 | \$ 30,639 | \$ 20,639 | 306% |
| Timber Excise Tax | \$ 9,000 | \$ 80,434 | \$ 71,434 | 89% |
| Total Taxes | \$ 13,069,000 | \$ 13,264,869 | \$ 195,869 | 101% |
| State Grant Revenue | \$ 1,125 | \$ 554 | \$ (571) | 49% |
| Federal Grant Revenue | \$ - | \$ - | \$ - | - |
| Sale of County Timber | \$ 50,000 | \$ 140,521 | \$ 90,521 | 281% |
| Charges For Services | \$ 8,950 | \$ 125,266 | \$ 116,316 | 141% |
| Ambulance Services | \$ 90,000 | \$ 137,535 | \$ 47,535 | 153% |
| Miscellaneous | \$ 43,400 | \$ 847,037 | \$ 803,637 | 1952% |
| Total Revenue | 13,342,475 | \$ 14,515,783 | \$ 1,173,308 | 109% |

Expenditures – The District adopts an annual appropriated budget for the General Fund and the budget constitutes the legal authority for expenditures at that level. The budget is further appropriated at the department level and annual appropriations for these funds lapse at the fiscal year end.

The District maintains a policy statement that on-going operational expenses are to be funded by on-going revenue (new funds, not reserves). The 2023 expenditure budget totaled \$16,065,215, including \$2,942,257 for capital purchases and projects. The operating expense budget of \$13,122,958 was under the anticipated revenue for the year, thus meeting District policy requirements. In addition, actual expenditures for 2023 were significantly lower than planned.

The appropriated and actual 2023 expenditures for the General Fund, by Department were as follows:

| Table 2: Expenditures Statement | | | | |
|--|----------------------|----------------------|-----------------------|--------------------|
| Department | Budget | Actual | Difference | % of Budget |
| Commissioners | \$ 148,571 | \$ 40,650 | \$ (107,921) | 27% |
| Administration | \$ 1,408,640 | \$ 1,631,622 | \$ 222,982 | 116% |
| Volunteers | \$ 230,421 | \$ 191,456 | \$ (38,966) | 83% |
| Suppression | \$ 1,744,477 | \$ 1,769,788 | \$ 25,311 | 101% |
| Prevention & Risk Reduction | \$ 97,589 | \$ 36,070 | \$ (61,519) | 37% |
| EMS | \$ 7,927,492 | \$ 7,414,654 | \$ (512,838) | 94% |
| Other Response | \$ 41,450 | \$ 33,072 | \$ (8,378) | 80% |
| Emergency Mgmt | \$ 21,250 | \$ 3,103 | \$ (18,147) | 15% |
| Facilities | \$ 898,724 | \$ 781,499 | \$ (117,225) | 87% |
| Vehicles | \$ 604,344 | \$ 394,603 | \$ (209,741) | 65% |
| Capital | \$ 2,942,257 | \$ 2,080,464 | \$ (861,793) | 71% |
| Total | \$ 16,065,215 | \$ 14,376,980 | \$ (1,688,235) | 89% |

Grant Status – During 2023, the District:

- Received \$554 from the WA Department of Health.

Operations & Training

In 2023, the District’s Safety Committee continued to implement steps to foster a culture of safety within the organization in the prevention of workplace accidents and injuries. Though only required to meet quarterly the committee adopted a monthly meeting schedule that included virtual meetings via Zoom and look remain in place in perpetuity. The increased meeting frequency enabled committee members to identify and address safety issues more efficiently and communicate safety messages more regularly.

The Safety Committee also continues “Safety Briefings” conducted by Safety Committee members at the beginning of volunteer and career training events to enhance the integration of workplace safety into the District’s ongoing training programs. Jim McKenzie provided most volunteer safety briefings, while career committee members lead shift briefings.

Safety Committee members continue to provide updates to the labor body at union meetings and solicit agenda items to address concerns at future committee meetings. The Safety Committee has also started a reciprocal process of reviewing notes in comparison with the Training Committee to increase communication and reporting.

Below is a summary of reportable (OSHA 300) workplace injuries and illnesses that occurred in 2023:

| Table 3: Summary of Work-Related Injuries & Illnesses | | | |
|--|--|--|----------------------------------|
| Total Number of Cases | | | |
| Number of Deaths | Number of cases with days away from work | Number of cases with job transfer or restriction | Number of other recordable cases |
| 1 | 4(9 days) | 0 | 0 |
| Total Injury & Illness Types | | | |
| Injuries: | 4 | Poisonings: | 0 |
| Skin Disorders: | 0 | Hearing Loss: | 0 |
| Respiratory conditions: | 0 | All other illnesses: | 0 |

Incident Data

Calls for Service

| Incident Type | Number of Incidents by Type | Percentage of Total Incidents by Type |
|------------------------------------|-----------------------------|---------------------------------------|
| ALS | 1627 | 19% |
| ALS-CPR | 59 | 1% |
| ALS-STEMI | 15 | 0% |
| BLS | 3,845 | 45% |
| BLS-Service | 904 | 11% |
| BLS Service Invalid Assist | 564 | 7% |
| MVA-BLS | 51 | 1% |
| MVA-ALS | 20 | 0% |
| Brush/Grass Fire | 44 | 1% |
| Brush/Grass Fire from Illegal Burn | 6 | 0% |
| Chimney Fire | 3 | 0% |
| Illegal Burning | 55 | 1% |
| Miscellaneous Fire | 19 | 0% |
| Smoke Complaint/Controlled Burning | 139 | 2% |
| Structure Fire-Commercial | 0 | 0% |
| Structure Fire-Residential | 29 | 0% |
| Carbon Monoxide, w CO | 3 | 0% |
| Vehicle Fire | 16 | 0% |
| False Alarm | 124 | 2% |
| Alarm System Activation (No Fire) | 47 | 1% |
| Carbon Monoxide, No CO | 7 | 0% |
| Unable to Locate/Cancelled enroute | 410 | 5% |
| MVA-Service | 61 | 1% |
| Overheated Equipment | 5 | 0% |
| Power Line Down | 9 | 0% |
| Service Call (Smoke, Water, etc) | 65 | 1% |
| Service Call-Other | 141 | 2% |
| Rope/High Angle | 1 | 0% |
| Confined Space Rescue | 1 | 0% |
| Surface Water Rescue | 1 | 0% |
| Swiftwater Rescue | 2 | 0% |
| Hazardous Materials | 18 | 0% |
| Mutual Aid Given for a Fire | 5 | 0% |
| Dispatch Error | 125 | 1% |
| Dispatch Training | 0 | 0% |
| Dispatch Test | 4 | 0% |
| Service Call Olympic Amb Only | 100 | 1% |
| Total: | 8,535 | 100.00% |

Metrics

Metrics

Clallam County Fire District #3

2023

Structure Fires



29

EMS



702

Carbon Monoxide



10

Motor Vehicle
Accidents



122

Falls



1468

Smoke Detectors
Installed



85+

False or Malicious
Alarms



181

Overdoses



11+

Unauthorized
Burning



126

Introduction to Community Risk Reduction



Community Risk Reduction (CRR) is a process to identify and prioritize local risks, followed by the *integrated* and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact. CRR is further broken down into five (5) components which are; 1. Emergency Response, 2. Education, 3. Engineering, 4. Enforcement, 5. Economic Incentives.

2023 provided the District many opportunities to invest in activities that helped impact our local Community Risk Reduction.

Emergency Response: Fire District 3 improved emergency response through the restructuring of the staffing model with the addition of Battalion Chiefs, promotion to Captain, and hiring of additional firefighters and paramedics.

Education: According to the National Center for Education Statistics (nces.ed.gov) Sequim School District has a total student population of 1,502. Fire District 3 provided fire safety education training to over half of these students during Fire Prevention Month in October 2023. Coordination with local educators at both elementary schools within our service area served as our first major re-introduction following the COVID-19 epidemic. In addition, fire and life safety education presentations were made to a variety of multi-family residential facilities and service groups such as The Vintage at Sequim, Sequim Bay Yacht Club, and Baker View Homeowner's Association. Another successful educational program has been the Fire District 3 Fire Extinguisher Education Program. Over 200 local employees were trained in the proper use of a variety of fire extinguishers utilizing our live fire demonstration prop. The District issued 114 CPR cards during our monthly Public CPR Education opportunities, along with many more of our hands-only CPR instructions at numerous local events.

Engineering: Fire District 3 participated in planning meetings with the City of Sequim throughout the year. Clallam County Community Development reached out for feedback on projects requiring public comment and various access concerns. This coordinated cooperation allows us to voice fire and life safety concerns in the design phase. Fire inspections were conducted on an as needed basis due to promotions and vacancies.

Enforcement: The City of Sequim and Clallam County both hold the Authority Having Jurisdiction to enforce compliance with Fire and Life Safety codes. The District focusses on educating the business owners and documenting the compliance through re-inspections.

Economic Incentives: Our goal for economic incentives focuses on reducing insurance costs for our community. Risk and hazard mitigation, when managed before an incident, can have a huge financial impact.

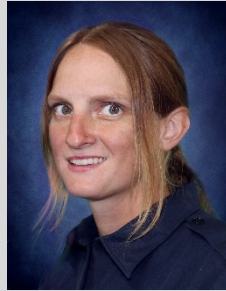
New Hires and Promotions



John McKenzie
Volunteer Coordinator
Hired: April 1, 2023



Ryan Hueter
Firefighter/EMT
Hired: August 1, 2023



Elizabeth Hagaman
Firefighter/Paramedic
Hired: August 1, 2023



William Pyle
Firefighter/Paramedic
Hired: August 1, 2023



Tanner Cupps
Firefighter/EMT
Hired: August 1, 2023



Christopher Rudnick
Firefighter/Paramedic
Hired: August 1, 2023



Marquita Espinoza
Firefighter/Paramedic
Hired: August 1, 2023



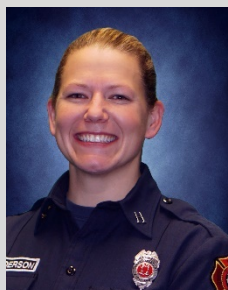
Travis Anderson
Captain
Promoted: March 1, 2023



Jacob Hueter
Captain
Promoted: March 1, 2023



Chris Turner
Battalion Chief
A-Shift
Promoted: May 1, 2023



Stefanie Anderson
Battalion Chief
B-Shift
Promoted: May 1, 2023



Elliott Jones
Battalion Chief
C-Shift
Hired: May 1, 2023



Celebrating John McAndie’s Retirement

John McAndie retired on December 31, 2023, after an incredible 17 years of service as a volunteer Firefighter/EMT with the District. Alongside his volunteer work, John dedicated his career to the Sequim School District as their Maintenance Supervisor.

John was always the first to step up when it came to driving the Tender Trucks, earning a reputation as a highly skilled and dependable driver/operator. His commitment extended beyond operations—he was an active and dedicated member of the Volunteer Association for many years, contributing greatly to its success.

We extend our heartfelt thanks to John for his many years of service and dedication to both the District and the community. Wishing him all the best in his well-deserved retirement!

Volunteer Recruit Academy – The District, in conjunction with the Washington State Fire Academy and Clallam County Fire District 2, delivered a Fire Recruit Academy. There were 10 students, 3 being from District 3.



2023 Training – Here is a sample of some of the training offered and attended in 2023:

| | |
|-------------------------------------|---------------------------------------|
| Rescue Systems 1 | IFSAC Fire Officer 1, and 2 and 3 |
| Critical Incident Stress Management | IFSAC Fire Fighter 1 and 2 |
| NFA Leadership Series | IFSAC Fire Instructor 1 |
| Incident Safety Officer | Emergency Vehicle Incident Prevention |
| Confined Space Technical Rescue | National Fire Academy Classes |

In 2023, Fire District 3 members completed **13,823** hours of training! This training can range from Emergency Medical Services, fire training, to wildland and technical rescue training.

CPR Classes – The District held monthly CPR classes all year in 2023. 109 citizens were taught through this program.



One of Clallam County Fire District 3's most active volunteer firefighters recently received a top state honor for his efforts. Blaine Zechenelly, as pictured above, was named Washington State Firefighters' Association 2023 Volunteer EMS Responder of the Year for the State of Washington. He was recognized during the 100th Annual Washington State Fire Fighters' Association Banquet on May 20th, 2023. The nomination included comments such as "he's made a real difference in people's lives, and he has done it all as a volunteer" and "Blaine is perhaps the hardest working, most selfless individual I have ever met". In 2020, the Zechenellys, Blaine and his wife Cindy, received the 2020 Governor's Volunteer Service Awards for their efforts helping with disaster preparedness. Blaine truly possesses a servant's heart!

Support Services

CERT Volunteer Activities -OVERVIEW OF THE CCFD3 SPONSORED CERT PROGRAM

Clallam County must prepare for a potentially devastating Cascadia Earthquake that could isolate the Olympic Peninsula by severely damaging its infrastructure, cutting off access to outside resources for weeks or months. To address this, CCFD3 has expanded its CERT program beyond the standard FEMA model, training citizen volunteers to support local First Responders in emergencies. These CERT members are trained to provide vital services such as distributing food, water, and first aid, and managing traffic, while serving as a reassuring presence in their own communities. Their preparation also enables them to assist in smaller emergencies, enhancing overall public safety.

Food Bank Operations and Food Distribution

The Sequim Food Bank and the Feed America Program continue to partner with our Sequim Operational Area (SOA) CERT volunteers to support a needed food distribution mission. Our local area is home to a significant number of needy families. Extra food is available for them, but it takes willing volunteers to marshal the eligible traffic into position and then load the food into the families’ vehicles. The Sequim Food Bank distributed over 1062 family meal boxes on 19 November and 1200 holiday meal boxes to needy families on 15 December 2023. In addition to assisting with traffic management and loading the food, CERT volunteers also kept records on total food volume delivered and numbers of cars served. The two distribution events only required a few hours of work, but the visible contributions of our willing volunteers were seen and appreciated by our Sequim community.

This is a prime example of **“Neighbors Helping Neighbors.”**



Safety and Information Fair

Sequim enjoyed its 1st annual Public Safety & Information Fair on November 4th, 2023, at the Guy Cole Convention Center. Despite the rainy weather, the Fair attracted upwards of 1300 visitors. The Fair served our community in multiple ways. It was designed to increase public awareness of the various agencies and organizations that are actively working to serve and protect us; it promoted greater interagency cooperation in public safety matters; and it highlighted the CERT Program as a great way for willing volunteers to serve our communities.



Irrigation Parade Participation

After a two-year hiatus due to the COVID pandemic, our CERT Program volunteers were once again able to march in the Sequim **Irrigation Festival** Parade. CERT recruiting is typically accomplished by word-of-mouth advocacy, but this annual parade helps to keep the Program in the public eye. Natural attrition of our members requires that we continue to look for ways to attract new volunteers. This parade is just one way to accomplish that purpose. We also added the **Sunshine Festival** to our list of events and expanded the scope of our assistance at the **Lavender Festival**.



CERT Search & Rescue Exercises at Station #32

September was a busy month at Fire Station #32 near R-Corner on Hwy 101. Our CERT Program hosted Search & Rescue training exercises for each of our Community Emergency Response Teams (CERTs). These S&R drills continued through the entire month of September 2023 which has given each team a chance to try out their Search and Rescue skills and learn how to refine their team effectiveness. The purpose of these exercises is to prepare our teams to perform their respective missions in the event of a real disaster. We use training opportunities such as this to improve our effectiveness in responding to such an event.



CERT Members receive Presidential Volunteer Service Awards

Fire District #3 Chief Dan Orr presented Presidential awards to (L to R) **Linda Enger**, **Ernee Chamlee**, and **Lynne Schlosser**

Three volunteer members of Clallam County Fire District 3's Community Emergency Response Team (CERT) Program were named as Silver Service recipients of the President's Volunteer Service Award for 2022. Under the auspices of AmeriCorps and Points of Light, Fire District #3 Chief Dan Orr officially presented a Presidential Volunteer Service Awards on June 9 to each of these exceptional volunteers. Each Silver Award represents 250-499 hours of uncompensated, volunteer service donated during one calendar year. The purpose of the Fire District's CERT Program is to develop and deploy a cadre of trained citizen volunteers who would be able to safely augment our local First-Responders during times of disaster.



CERT Participations for the Captain Charles “Chad” Cate Memorial

The memorial event featured over 80 fire vehicles and 20 police vehicles in a miles-long memorial procession. The caisson with Captain Cate had already reached Sequim Avenue as the last unit turned onto Hwy 101 from the staging area in Carlsborg. Hundreds of cars were stopped on the freeway; people got out of their vehicles and saluted the caisson as it passed by.

CONCLUSION

CERT members are your friends, neighbors, co-workers and trained professionals who have chosen to volunteer their valuable time and resources to make a difference in our local community. They have completed the FEMA-sponsored Community Emergency Response Team (CERT) training program that has prepared them to respond to possible emergency situations in our immediate area. When deployed as Washington State Emergency Workers, CERT volunteers serve us all by augmenting and providing critical mission support to our very limited numbers of professional First Responder personnel. CERT members may also be called upon to assist with non-emergency activities that help to improve the safety and well-being of everyone here on the Olympic Peninsula.



In conclusion, Fire District 3 extends its heartfelt appreciation to the dedicated volunteer and career members whose unwavering support and commitment make our work possible. It is through their collective efforts that Clallam County Fire District 3 can successfully carry out its mission:

Clallam County Fire District 3 is dedicated to excellence in serving, educating, and protecting our community through emergency medical services, fire suppression, and public education.

Thank you for your service and dedication to our community.

-Fire District Administration



Visit WWW.CCFD3.ORG

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting 02/04/2025

To: Board of Commissioners
From: Misty Shaw, Finance Manager
Subject: 2024 Financial Year in Review

Recommendation: None, for information only

Background: Staff reports on the financial status and condition of the District on a quarterly basis with an expanded version of this report after the fiscal year end.

Discussion: FM Shaw will report on the financial results of 2024.

Attachments: 2024 Financial Year in Review Presentation

Alternatives: None proposed at this time.

Fiscal Considerations:

The annual financial report to the Board summarizes the most significant financial activity of the past year and helps assess the financial condition of the District.

Impact to the Community:

The Public is better served when the District's financial results are regularly communicated.



CLALLAM COUNTY
FIRE DISTRICT 3

2024 FINANCIAL
YEAR IN REVIEW

**Clallam County Fire District 3
Statement of Revenue
As of December 31, 2024**

| | 2024 Annual Budget | Actual as of December 31, 2024 | Difference | Actual Receipts vs. Budget | Notes | Year-to-Year Comparative | | Notes |
|-----------------------|-----------------------|--------------------------------------|---------------------|----------------------------------|-------|--------------------------------------|-------------------|-------|
| | | | | | | Actual As of December 31, 2023 | Percent Change | |
| Taxes | | | | | | | | |
| General Property Tax | \$ 10,294,726 | \$ 10,494,008 | \$ 199,282 | 101.9% | 1 | \$ 9,894,282 | 6.1% | 1 |
| EMS Property Tax | \$ 3,311,074 | \$ 3,339,930 | \$ 28,856 | 100.9% | 1 | \$ 3,254,515 | 2.6% | 1 |
| Leasehold Excise Tax | \$ 9,000 | \$ 17,000 | \$ 8,000 | 189.9% | 2 | \$ 30,639 | -44.2% | 2 |
| Timber Excise Tax | \$ 16,000 | \$ 14,500 | \$ (1,500) | 89.7% | 2 | \$ 85,434 | -83.2% | 2 |
| Total Taxes | \$ 13,630,800 | \$ 13,865,376 | \$ 234,576 | 101.7% | | \$ 13,264,869 | 4.5% | |
| State Grant Revenue | \$ 500 | \$ 766 | \$ 266 | 153.2% | | \$ 554 | 38.3% | |
| Federal Grant Revenue | \$ - | \$ 159,417 | \$ 159,417 | 100.0% | 3 | \$ - | 100.0% | |
| Sale of County Timber | \$ 12,000 | \$ 460,510 | \$ 448,510 | 172.6% | 4 | \$ 140,521 | 227.7% | 4 |
| Charges For Services | \$ 140,800 | \$ 201,771 | \$ 60,971 | 143.3% | 5 | \$ 125,266 | 61.1% | |
| Ambulance Services | \$ 120,000 | \$ 207,041 | \$ 87,041 | 172.5% | 6 | \$ 137,535 | 50.5% | 6 |
| Miscellaneous | \$ 46,000 | \$ 1,081,198 | \$ 1,035,198 | 231.1% | 7 | \$ 847,037 | 27.6% | |
| Total | \$ 14,626,742 | \$ 15,976,079 | \$ 1,349,338 | 109.2% | 8 | \$ 14,515,783 | 10.1% | 8 |

**Clallam County Fire District 3
Statement of Expenditures
As of December 31, 2024**

| Department | 2024 Annual Budget | Actual as of December 31, 2024 | Difference | Actual Expenditures vs. Budget | Notes | Year-to-Year Comparative | | Notes |
|-----------------------------|----------------------|--------------------------------|-----------------------|--------------------------------|-------|--------------------------------|----------------|-------|
| | | | | | | Actual As of December 31, 2023 | Percent Change | |
| Commissioners | \$ 49,966 | \$ 71,018 | \$ 21,052 | 142.1% | 1 | \$ 40,650 | 74.7% | 1 |
| Administration | \$ 2,098,478 | \$ 2,115,776 | \$ 17,298 | 100.8% | 2 | \$ 1,652,902 | 28.0% | 2 |
| Volunteers | \$ 199,659 | \$ 217,091 | \$ 17,433 | 108.7% | 3 | \$ 191,456 | 13.4% | |
| Suppression | \$ 1,841,460 | \$ 1,922,686 | \$ 81,226 | 104.4% | 4 | \$ 1,769,788 | 8.6% | 4 |
| Prevention & Risk Reduction | \$ 115,607 | \$ 141,574 | \$ (25,967) | 36.0% | 5 | \$ 36,070 | 15.3% | |
| EMS | \$ 8,390,053 | \$ 8,433,723 | \$ 43,669 | 100.5% | 4 | \$ 7,393,374 | 14.1% | 4 |
| Other Response | \$ 20,000 | \$ 34,545 | \$ 14,545 | 121.4% | 6 | \$ 33,072 | 4.5% | |
| Emergency Management | \$ 6,000 | \$ 933 | \$ (5,067) | 15.6% | | \$ 3,103 | -69.9% | |
| Facilities | \$ 760,784 | \$ 637,216 | \$ (123,568) | 83.8% | 7 | \$ 781,499 | -18.5% | |
| Vehicles | \$ 500,000 | \$ 539,051 | \$ (39,049) | 92.5% | 8 | \$ 394,603 | 36.6% | 8 |
| Capital | \$ 1,806,264 | \$ 635,332 | \$ (1,170,932) | 35.2% | 9 | \$ 2,080,464 | -69.5% | |
| Total | \$ 15,879,678 | \$ 14,648,942 | \$ (1,230,736) | 92.2% | 10 | \$ 14,376,980 | 1.9% | 10 |

**Clallam County Fire District 3
Total Ending Fund Balance
For the Years Ended December 31, 2017 - 2024**

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 Adjusted | 2024 | 01.01.2025 Balances (Adjusted for 2024 Capital Activity) | Notes |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--|-------|
| Operations & Maint. Fund | \$ 1,629,630 | \$ 2,594,076 | \$ 3,751,661 | \$ 5,922,770 | \$ 7,023,000 | \$ 9,570,669 | \$ 8,014,936 | \$ 8,459,381 | \$ 8,067,612 | |
| EMS Fund | 882,173 | 932,252 | 944,030 | 1,015,919 | 229,441 | 110,984 | 176,846 | 353,156 | 353,156 | |
| Capital Reserve Fund | 323,776 | 334,496 | 351,000 | 350,000 | 811,926 | 127,152 | 1,727,825 | 2,328,207 | 2,719,977 | 1 |
| Employment Liability Fund | 1,135,000 | 455,000 | 500,000 | 523,000 | 523,000 | 635,000 | 663,000 | 769,000 | 769,000 | 2 |
| Total Ending Fund Balance | \$ 3,970,579 | \$ 4,315,824 | \$ 5,570,700 | \$ 6,835,031 | \$ 9,189,609 | \$ 10,443,804 | \$ 10,582,607 | \$ 11,909,745 | \$ 11,909,745 | 3,4 |

**Clallam County Fire District 3
Notes to December 31, 2024
Financial Statements**

Revenue Notes:

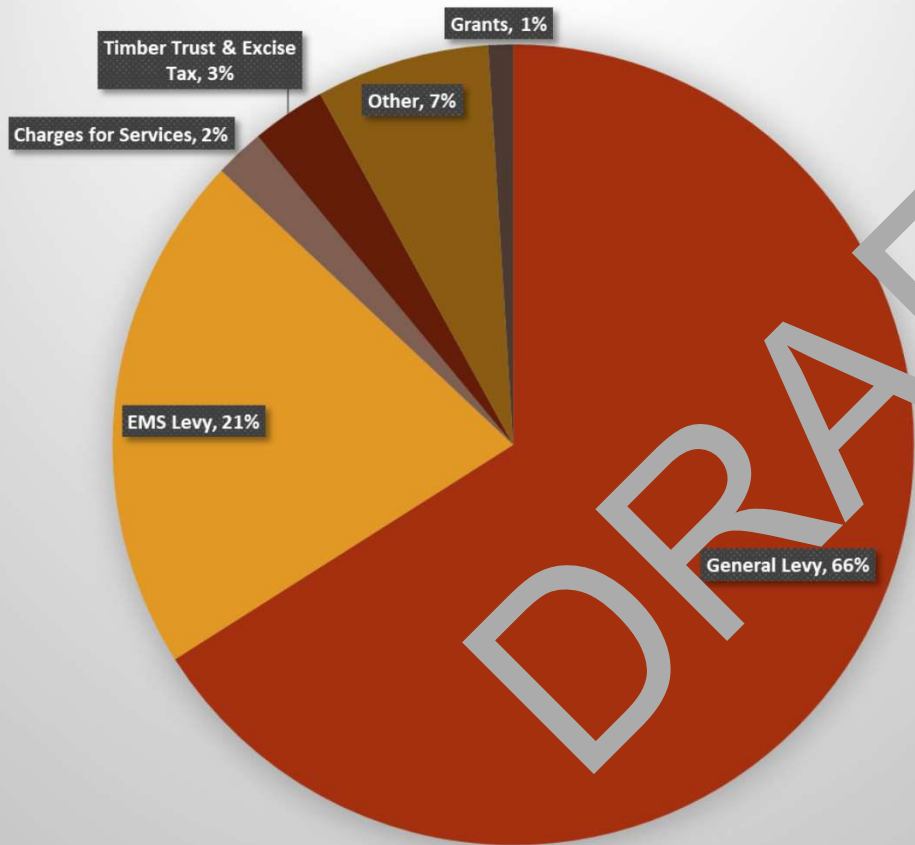
- Note 1. General & EMS Property Tax Revenue: Levy collections were right on track in 2024 and year-to-year increases make sense with General CPI inflator of 4.5% in effect.
- Note 2. Excise Tax Receipts: These revenue streams are not in our control, exceeded our estimates for 2024 but are far below 2023 levels.
- Note 3. Federal Grant Revenue: USDA grant funds received represent 50% of expenditures for the 3 new Ford F-150s. An additional 5% should be received for this purchase in 2025.
- Note 4. Sale of County Timber: Receipts exceed budget, prior year, and County estimates provided in December 2024. Per District policy, revenue received in excess of \$50,000 is assigned to the Capital Reserve Fund.
- Note 5. Charges for Services: Receipts include \$162k for Wildland Deployments (budgeted at \$50k), Vehicle Service Revenue, the City of Sequim's share of the Fire Code Technician position, school district receipts, and CPR training and related merchandise.
- Note 6. Ambulance Services: Current year receipts include \$37k that would have been received in prior years. After adjustment for timing collection, revenue is up 23.5%.
- Note 7. Miscellaneous: Revenue is more than predicted in this category as the District sold both the Sieberts Creek and ST36 parcels which netted just over \$457k. In addition, the District earned approximately \$586k in interest during 2024 which exceeded the budgeted interest of \$318k by 84%.
- Note 8. Total Revenue: In total, 2024 revenue was 9.2% higher than planned and 10.1% greater than the prior year.

Reserve Notes:

- Note 1. The Capital Reserve Fund was adjusted after year-end when all of the 2024 revenue & expense information had been received.
- Note 2. Employment Liability may be adjusted during the SAO Annual Report process.
- Note 3. Total Ending Fund Balance increased \$1,327,137 in 2024.
- Note 4. Funds are listed by operating fund, see accompanying chart for the assignments of Ending Fund Balance based on District Policy.

Expenditure Notes:

- Note 1. Commissioner's Costs are up 75% over last year due to increased rate and activity along with \$9k in unbudgeted Nov23 election costs.
- Note 2. Administration: Costs are up 28% due to overlap of Finance Managers and Chief prior to retirement and related retirement related health benefits, inclusion of Deputy Chief reported under Vehicles for part of 2023, 29% increase in property & liability insurance (\$50k over budget), increased frequency of newsletter mailings, and an increase in overtime.
- Note 3. Volunteer: Overages are a result of changes to the volunteer pay schedule.
- Note 4. Fire Prevention & EMS: Costs have increased in 2024 as a result of adding four new response personnel. Overtime costs are over budget by 39% or \$38k with \$220k of that attributed to Wildland Deployments. Other significant overages include PPE Operating Supplies (\$53k), Transport Billing credit paid to Olympic Ambulance (\$43k), and Training (\$38k). Overages are offset by savings in other areas and DNR reimbursement for Wildland.
- Note 5. Prevention & RR: Costs are only at 36% of budget due to delay in hiring and moving position to part-time.
- Note 6. Other Resonse: Over budget due to Wildland Deployment costs that were reimbursed.
- Note 7. Facilities: Costs are 16% under budget due to savings in building maintenance and operating supplies.
- Note 8. Vehicles: Costs are up 37% due to the addition of a mechanic in Jan24. Repair of vehicles (both District and Outside combined) are over budget by \$73k but costs were offset by savings in other areas.
- Note 9. Capital: Large purchases include three new Ford F-150s, Ambulance Remount, and Year 2 of the LifePak Lease Purchase. Planned expenditures that were not completed are the ST34 Kitchen Remodel, Station Alerting, Tender Prepayment, New Engine Outfitting, Brush Rig, and ST33 Development.
- Note 10. Total Expenditures: All other expenditure categories were reviewed and no concerns or issues were noted. On an overall basis, 2024 costs were approximately 8% lower than planned and 2% greater than in 2023. Operating expenses alone increased 14% year over year.

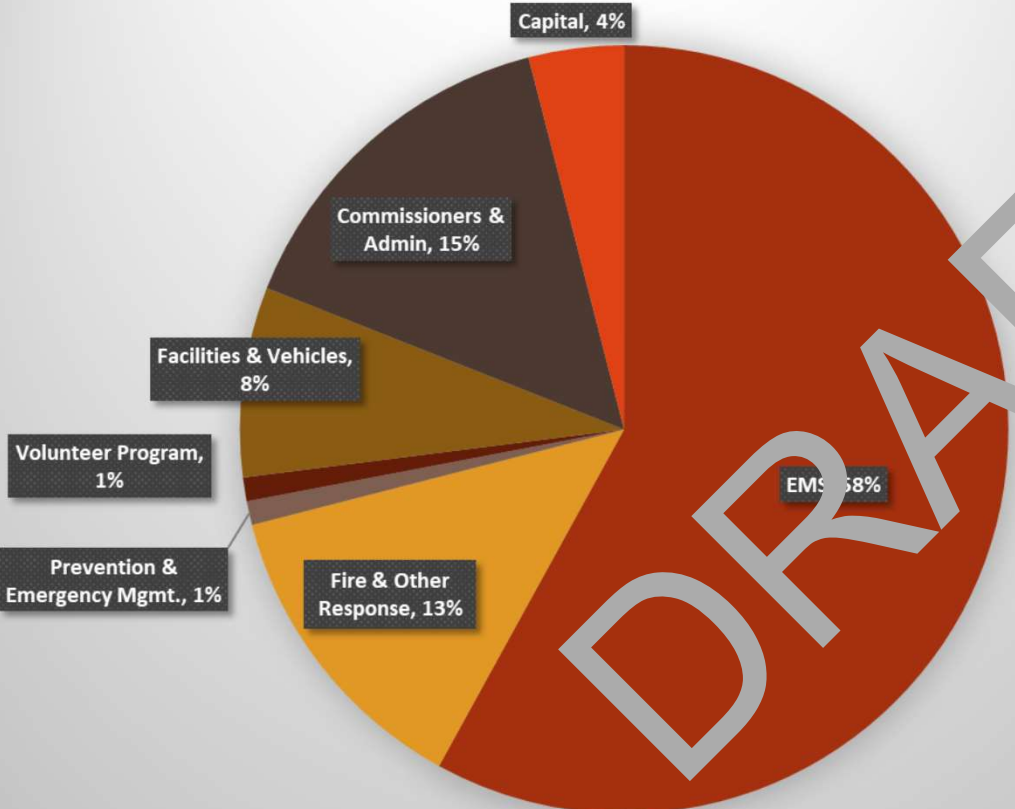


2024 TOTAL REVENUE

15.9 MILLION

2024 TOTAL EXPENDITURES

14.6 MILLION



| 2024 - Capital Expenditures | |
|-------------------------------------|-------------------|
| Capital Item | Cost |
| Year 2 of 5, LifePak Lease Purchase | \$ 1,064 |
| Three Ford F-150s | \$ 32,992 |
| Aid 34A Ambulance Remount | \$ 221,802 |
| Radio Upgrade Equipment (Tax) | \$ 2,994 |
| ST33 Expansion | \$ 5,529 |
| Skid Unit for Brush Truck (Tax) | \$ 1,848 |
| Monitor for Community Paramedic | \$ 26,064 |
| | |
| Total Capital Expenditures | \$ 635,332 |

2024 CAPITAL EXPENDITURES

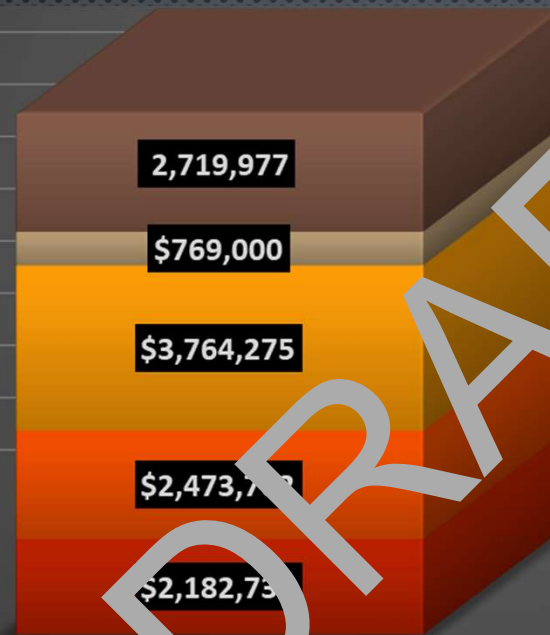
| 2024 Capital Account Activity | |
|---|---------------------|
| Beginning Balance 01.01.2024: | \$ 1,727,325 |
| Additions: | |
| Capital Replacement Plan - 2024 Allocation | \$ 500,000 |
| USDA Grant for 3 Ford F-150s | \$ 15,417 |
| Net Proceeds of Sieberts Creek Property | \$ 156,327 |
| Net Proceeds of Station 36 Property | \$ 200,796 |
| Interest Earned | \$ 100,382 |
| Sale of County Timber, net of 50k for Operations | \$ 410,510 |
| Total Additions: | \$ 1,627,484 |
| Reductions: | |
| Capital Expenditures | 635,332 |
| Calculated Ending Capital Balance 12.31.2024 | \$ 2,719,977 |

2024 CAPITAL ACCOUNT ACTIVITY

| 2025 - 2028 Planned Apparatus Purchases | |
|---|------------------|
| Capital Item | Cost |
| Aid 33 Ambulance Remount | \$ 20,000 |
| Aid 37 Ambulance Remount | \$ 350,000 |
| Rescue 34 Replacement | \$ 700,000 |
| Balance of 3 Spartan Engines (2025) | \$ 1,240,000 |
| Tender 34 Refurb | \$ 480,000 |
| Brush 37 Replacement (2025) | \$ 180,000 |
| Maintenance (Shop Truck) Replacement | \$ 90,000 |
| Maintenance Facilities Truck | \$ 90,000 |
| Total Planned Apparatus | 4,150,000 |

2025-2028
 PLANNED APPARATUS
 PURCHASES

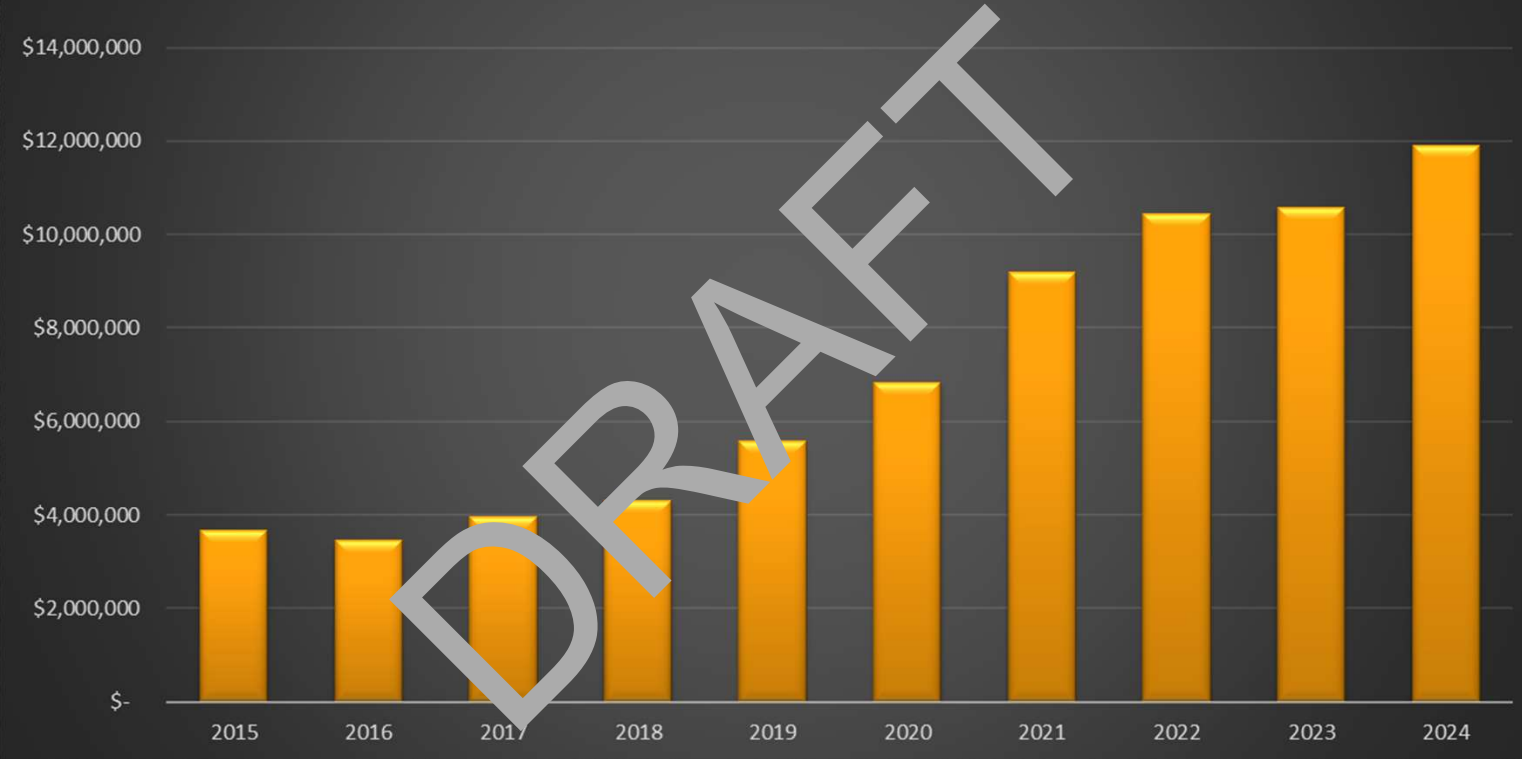
Adjusted Fund Balances at 01.01.2025
Totaling \$11,909,745
Allocations Based on District Policy



- Capital Reserve - Assigned
- Employment Liability Reserve - Assigned
- Unassigned Fund Balance
- Cash Flow Reserve (17%) - Assigned
- Contingency Reserve (15%) - Assigned

TOTAL FUND BALANCE – YEAR END
ALLOCATIONS

**Total Ending Fund Balance
For the Years Ended December 31, 2015-2024**



YEAR END FUND BALANCE HISTORY



2024 FINANCIAL YEAR IN REVIEW

QUESTIONS AND COMMENTS

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **2/4/2025**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: Update on IT Audit, HelperTek Agreement

Recommendation: Notification of new contract for services

Background: In following up on recommendations from the IT Audit and with the goals of outsourcing when possible, the District has secured HelperTek, a local IT business to assess and begin IT work for the District thus relieving personnel of this work and allowing them to continue work in other necessary areas. This is securing the District as a customer with them, and we anticipate as the transition grows, we will see their involvement grow with the District.

Discussion: TBD

Attachments: None

Alternatives: The Board could ask for staff not to pursue this agreement.

Fiscal Considerations: Cost to the District would be \$1400/mo. or \$16,800/yr. for services. The work being conducted will alleviate a salaried employee who is devoting this same time at a higher wage to these projects.

Impact to the Community: IT work is a necessary component of any Fire District and greatly impacts internal stakeholder's work on getting done timely and efficiently. Having the ability to have an internal, full-time IT employee is not fiscally achievable currently and the demand has proven to be necessary. This support will enhance operational efficiency, strengthen data security, and provide technical expertise, ensuring citizens receive reliable and effective services while allowing employees to focus on their core duties.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **02/04/2025**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: 2025-02 – MOU for Acting Battalion Chiefs

Recommendation: To approve MOU as presented.

Background: At the January 21, 2025, BOC meeting the Fire Chief presented an MOU that the Union would not sign as it lacked information. Fire Chief has reworked the MOU and is now presenting it to the Board for approval. The Local has assured the Fire Chief they will sign the reworked MOU. New language includes taskbook completion dates, development and structure.

In 2023, the District introduced the role of Battalion Chiefs. To accommodate this organizational change, a Memorandum of Understanding (MOU) was established to allow for Acting Battalion Chiefs. This MOU included a sunset date aligned with the expiration of the current Collective Bargaining Agreement (CBA). With the MOU set to expire on December 31, 2024, and a new CBA not yet ratified, staff and the Union are proposing a new MOU to bridge the gap. This proposal ensures that acting personnel can continue to fill the Battalion Chief position while negotiations for the upcoming contract are underway. The new MOU is set to sunset with ratification of contract.

Discussion: TBD

Attachments: 2025-02 – MOU for Acting Battalion Chiefs

Fiscal Considerations: If an actor is used, there will be an additional \$100 for the actors stipend for that shift.

Impact to the Community: The proposed MOU ensures continuity of leadership and operational readiness. This stability enhances emergency response, supports staff morale, and reinforces public trust in the District's ability to safeguard the community.



Clallam County Fire District 3

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Jeffrey C. Nicholas

Bill Miano

Mike Mingee

Commissioners

Justin Grider, Fire Chief

Memorandum of Understanding Acting Battalion Chief's Qualifications - EXTENSION **2025-02 - Firefighter**

This Memorandum of Understanding (MOU) is entered into between Clallam County Fire District 3 (District) and Local 2933 (IAFF).

WHEREAS the District and IAFF agree to add provisions for an Acting Battalion Chief.

WHEREAS the District and IAFF are currently in negotiations for a new CBA and agree that an extension of this MOU is needed for January 1, 2025, for Section 28.5 – Acting Battalion Chief Qualifications.

NOW, THEREFORE, it is agreed by and between the District and IAFF that Article 12.1 and 28.5 of the current collective bargaining agreement shall be modified as follows.

Section 12.1

Acting Battalion Chief: will be paid a stipend of \$100 for each 24-hour shift worked as an Acting Battalion Chief.

Section 28.5:

Acting Battalion Chief Qualifications: To be eligible to serve as an Acting Battalion Chief, the employee must have successfully completed the Acting Battalion Chief taskbook and meet all of the requirements set forth in section 9.1 excluding subsections (D). From the period of signing of this MOU through ratification of the 2025 contract, all candidates who successfully completed the competitive testing process as outlined in Section 9.1 (D) of the Battalion Chief contract as well as make progress towards completion of the Acting Battalion Chief taskbook as determined by the Operations Chief shall be allowed to act as an Acting Battalion Chief. Command Staff will rework and have a revised taskbook to issue by June 30, 2025, and current members who successfully completed the competitive testing process will be expected to complete the new taskbook by December 31, 2025 to continue as an Acting Battalion Chief.

This MOU is effective when signed by the parties.

Dated this 4th Day of February 2025.

Jeff Nicholas
Fire Commissioner, Chairman

Bo Pinnell
President, Local 2933