



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS – MEETING MINUTES

November 19, 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 Elliott Jones, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, and Citizen Duane Chamlee.

**Changes to the Agenda** – None

**PUBLIC COMMENT** – None

### CONSENT AGENDA

1.) Regular Meeting Minutes, November 5, 2024

2.) Claims and Payroll –

Accounts Payable Claim check numbers 112378 through 112451 dated November 19, 2024, totaling \$194,416.73; Payroll EFT's and IRS deposit dated November 8, 2024, in the amount of \$878,335.28 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated October 25, 2024, in the amount of \$4,171.07 for a disbursement grand total equaling \$ 1,126,923.08.

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

### Battalion Chief's Reports – BC Jones reported:

- The Battalion Chiefs have updated call info reporting for the Commissioners, this includes information on the Community Paramedic responses. Commissioners reported that they like the new format.
- Quarter four skill for probationary members is going well.
- BC Turner is drafting a Press Release regarding restoration of Diamond Point HOA fire danger signs.
- The Community Paramedic program is making significant progress with abusers of the 911 system.
- 4<sup>th</sup> quarter OTEP and fire training have been assigned and there was 100% compliance in the 3<sup>rd</sup> quarter.
- Car Fire prop and Mayday training are coming up.
- B-shift has an unprecedented 87 calls in one 48 hour tour.
- Chief officers continue to work on updating run cards; the goal is to send the right resource to the right call consistently.

**Agenda Bill 1: 2025 Budget** - Finance Manager Misty Shaw reported that she is presenting the 2025 budget for adoption. No revisions have been made since the last review to the amounts, however, a few comments were updated for future reference. Commissioner Mingee moved, and Commissioner Miano seconded to adopt the 2025 Budget as presented. **MOTION CARRIED.**

**Agenda Bill 2: 2025 District Budget Tax Levy Resolutions and Certifications** – Finance Manager Misty Shaw drafted and advanced Resolutions 2024-04 General Levy Property Tax for 2025, and 2024-05 EMS Levy Property Tax for 2025, and 2025 General Levy Property Tax Certification and 2025 EMS Levy Property Tax Certification and EMS Levy Worksheets for the Board of Commissioners review. Commissioner Mingee moved, and Commissioner Miano seconded to adopt Resolutions 2024-04 General Levy Property Tax for 2025, and Resolution 2024-05 EMS Levy Property Tax for 2025; Commissioner Miano moved, and Commissioner Mingee seconded to approve 2025 General Levy Property Tax Certification and 2025 EMS Levy Property Tax Certification. **MOTIONS CARRIED.**

**Agenda Bill 3: Strategic Plan Planning Committee Update** – Maintenance Supervisor Tharin Huisman reported on updates from the Planning section committee for the Strategic Plan. He reported that the committee continued to meet although not on a regular basis. The committee was initially tasked with Vehicle and Facility Planning but evolved into a specification committee for new apparatus.. This has worked well since the District was purchasing new engines and staff cars and the committee is comprised of members that have unique capabilities in this area. The committee continues to think about the future when it comes to vehicles and facilities and are largely driven by the Board of Commissioners and the Budgeted items. Vehicles have been delayed due to fiscal constraints and prioritizing of how funds are spent; facilities have almost halted due to the fact that the Board has not made any concrete decisions with building new structures. They continue to watch data that allows them to best understand the needs of the District. One of the committee's goals was to track maintenance and fleet costs, the shop was using a program called Operative IQ and that has proven to not be sufficient for needs, they are hopeful that the transition to the new software, First Due, will prove to meet their needs better. The committee's understanding is that First Due will be able to import all historical data when implemented, making it a smooth transition. Tharin gave a brief overview of the apparatus that will be surplus and kept as they are replaced. The commissioner asked that at his next update he shows a current apparatus and facility plan. **INFORMATION ONLY, NO ACTION REQUESTED.**

### **GOOD OF THE ORDER**

- Commissioner Mingee –
  - Gave an update on Timber Tax sales.
  - Reported that there is a grant called “Rural Title three” that is a Forest Service Lands Grant that has funds that need to be used or they will need to be returned in 2026.
  - He will be absent for the December 3<sup>rd</sup>, 2025 BOC meeting and will attend the December 17<sup>th</sup>, 2025 BOC meeting via zoom.
- Commissioner Nicholas –
  - Reported that the Levy Committee met recently and plans to meet again on December 5<sup>th</sup>, 2025.
- The commissioners thanked Misty Shaw for her hard work on the budget and commended

- her for her attention to detail.
- Chief Grider reported that Station 36, Lost Mountain Property, has sold.

**EXECUTIVE SESSION**

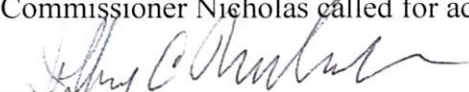
Chairman Nicholas called for an Executive Session beginning at 2:40 p.m., expected to last for forty-five (45) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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, To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price – RCW 42.30.110 (g), and 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 Deputy Chief Tony Hudson. At 2:25 p.m. Commissioner Nicholas extended the meeting an additional thirty (30) minutes. At 4:55 Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**


12/3/2024 – Regular Board Meeting


**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:55 p.m.

  
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 Jeffrey Nicholas, Chairman

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 Michael Mingee, Vice Chairman

  
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 Bill Miano, Commissioner

Attest:   
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 Lori Coleman, District Secretary