

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

September 17, 2024



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

September 17, 2024

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, September 3, 2024
- 2.) Claims and Payroll
- 3.) Volunteer Pay 2024-Q3

Regular Business:

Reports – Battalion Chief's Reports

Agenda Bill 1: Strategic Plan - Professional Development

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);

Good of the Order –

Levy Committee Update – Commissioner Nicholas and Chief Grider

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

September 3rd, 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, Deputy Chief Tony Hudson, Administrative Assistant Caity Karapostoles, Finance Manager Misty Shaw, Maintenance Supervisor Tharin Huisman, Community Members Mel Fisher and Duane Chamlee along with FF/PM Steve Oberly and MSO Kolby Konopaski on Zoom.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, July 16, 2024

Commissioner Mingee asked that Agenda Bill 1: Strategic Plan Service Delivery be revised striking one sentence. Commissioner Miano moved to approve the revised minutes, and Commissioner Mingee seconded to approve the Consent Agenda as presented. **MOTION CARRIED.**

Chief's Reports – Chief Grider reported:

- The Levy Committee continues to meet.
- Station 36 is on the market for sale.
- The Community Paramedic Mark Karjalainen has started in the position and has hit the ground running. The District has been working with the PAFD Community Paramedics to merging a database that will assist with providing community paramedic care across district boundaries.
- Volunteer Fire Academy begins this week with 28 total participants; 10 are from the District.
- Working with Sequim PD and City Manager on an Emergency Operations/Management partnership.
- Meetings with BC on position development, with labor about refining the response matrix and reducing overtime.
- The Maintenance CBA is in mediation and the negotiations have begun with the Firefighter's CBA.
- WSBR site visit will be on September 11th, 2024, staff has already submitted a large amount of documentation to make the process as smooth as possible.
- Staffing is at 48 including the duty Battalion Chiefs and 2 - 4/10 hour responders operating as Medical Safety Officer and Community Paramedic.
- Continued exploration of grounds and maintenance contractor for Station 37.

- Implementation of results from the IT audit continues.
- The USDA will release \$270,400 from a grant the District was awarded when the pickups and brush truck are delivered.
- Chief reported on a multitude of meetings with; staff, Battalion Chiefs, legal counsel, Blaine (CERT), Labor/Management, Sequim Chamber, Chief Hill (SPD) and Sheriff King, Levy Committee and BC Turner and FI McKenzie concerning proposed subdivisions and projects.
- Researching of possibility of impact fees for services to state and federal parks.
- Chief Grider will be attending the WFCA Conference in Spokane along with the commissioners and Executive Assistant Coleman.

GOOD OF THE ORDER –

- Commissioner Nicholas and Chief Grider reported on the Levy Committee’s progress. The Committee needs to define who the District is, how its funded, who its serve, and engage in a variety of media outlets including newspapers, radio, Facebook, Instagram, etc. along with producing a series of handouts to inform voters.
- Chief Grider reported that the District is in the process of updating the Public Records Request policy with input from legal counsel to make sure that its following the WAC accurately.
- Commissioner Mingee asked if the District had received any reimbursements from the State DNR for wildland deployments and equipment use. FM Shaw indicated that it often took a couple of months to receive reimbursement funds and since it was an especially long and challenging wildland fire season statewide, she expected it would be longer than usual to see reimbursements.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:00 p.m., expected to last for forty-five (45) minutes under - RCW 42.30.110 (g), to review the performance of a public employee ,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 and Deputy Chief Tony Hudson. At 2:45 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

9/17/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 2:46 p.m.

Jeffrey Nicholas, Chairman

Michael Mingee, Vice Chairman

Bill Miano, Commissioner

Attest: _____
Caity Karapostoles, Admin. Assistant

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CHECK REGISTER

Clallam County FD 3

Time: 17:21:12 Date: 08/15/2024

08/23/2024 To: 08/23/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1572	08/23/2024	Payroll	2	EFT		2,082.45	August 2024 Draw
1573	08/23/2024	Payroll	2	EFT		761.39	August 2024 Draw
1574	08/23/2024	Payroll	2	EFT		1,392.60	August 2024 Draw
1575	08/23/2024	Payroll	2	EFT		1,345.42	August 2024 Draw
1576	08/23/2024	Payroll	2	EFT		490.85	August 2024 Draw
1577	08/23/2024	Payroll	2	EFT		2,201.25	August 2024 Draw
1578	08/23/2024	Payroll	2	EFT		2,365.20	August 2024 Draw
1579	08/23/2024	Payroll	2	EFT		1,806.20	August 2024 Draw
1580	08/23/2024	Payroll	2	EFT		1,499.48	August 2024 Draw
1581	08/23/2024	Payroll	2	EFT		2,274.81	August 2024 Draw
1582	08/23/2024	Payroll	2	EFT		929.98	August 2024 Draw
1583	08/23/2024	Payroll	2	EFT		2,433.60	August 2024 Draw
1584	08/23/2024	Payroll	2	EFT		1,410.93	August 2024 Draw
1585	08/23/2024	Payroll	2	EFT	IRS	2,076.59	941 Deposit for Pay Cycle(s) 08/23/2024 - 08/23/2024

001 Maintenance & Operations

23,070.75

23,070.75 Payroll:

23,070.75

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Clallam County FD 3

Time: 12:50:53 Date: 09/04/2024

09/10/2024 To: 09/10/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1600	09/10/2024	Payroll	2	EFT		12,485.34	August 2024 Payroll
1601	09/10/2024	Payroll	2	EFT		12,462.43	August 2024 Payroll
1602	09/10/2024	Payroll	2	EFT		9,280.11	August 2024 Payroll
1603	09/10/2024	Payroll	2	EFT		4,303.78	August 2024 Payroll
1604	09/10/2024	Payroll	2	EFT		11,399.27	August 2024 Payroll
1605	09/10/2024	Payroll	2	EFT		3,134.02	August 2024 Payroll
1606	09/10/2024	Payroll	2	EFT		16,897.06	August 2024 Payroll
1607	09/10/2024	Payroll	2	EFT		4,579.40	August 2024 Payroll
1608	09/10/2024	Payroll	2	EFT		6,153.81	August 2024 Payroll
1609	09/10/2024	Payroll	2	EFT		9,671.30	August 2024 Payroll
1610	09/10/2024	Payroll	2	EFT		3,410.73	August 2024 Payroll
1611	09/10/2024	Payroll	2	EFT		6,005.25	August 2024 Payroll
1612	09/10/2024	Payroll	2	EFT		6,310.23	August 2024 Payroll
1613	09/10/2024	Payroll	2	EFT		10,538.17	August 2024 Payroll
1614	09/10/2024	Payroll	2	EFT		6,862.40	August 2024 Payroll
1615	09/10/2024	Payroll	2	EFT		5,280.17	August 2024 Payroll
1616	09/10/2024	Payroll	2	EFT		7,108.60	August 2024 Payroll
1617	09/10/2024	Payroll	2	EFT		13,328.24	August 2024 Payroll
1618	09/10/2024	Payroll	2	EFT		5,331.16	August 2024 Payroll
1619	09/10/2024	Payroll	2	EFT		11,578.55	August 2024 Payroll
1620	09/10/2024	Payroll	2	EFT		11,654.26	August 2024 Payroll
1621	09/10/2024	Payroll	2	EFT		5,957.25	August 2024 Payroll
1622	09/10/2024	Payroll	2	EFT		8,397.76	August 2024 Payroll
1623	09/10/2024	Payroll	2	EFT		5,381.02	August 2024 Payroll
1624	09/10/2024	Payroll	2	EFT		6,391.94	August 2024 Payroll
1625	09/10/2024	Payroll	2	EFT		13,744.01	August 2024 Payroll
1626	09/10/2024	Payroll	2	EFT		4,613.01	August 2024 Payroll
1627	09/10/2024	Payroll	2	EFT		9,114.75	August 2024 Payroll
1628	09/10/2024	Payroll	2	EFT		2,383.04	August 2024 Payroll
1629	09/10/2024	Payroll	2	EFT		11,260.60	August 2024 Payroll
1630	09/10/2024	Payroll	2	EFT		6,939.65	August 2024 Payroll
1631	09/10/2024	Payroll	2	EFT		5,736.78	August 2024 Payroll
1632	09/10/2024	Payroll	2	EFT		12,884.42	August 2024 Payroll
1633	09/10/2024	Payroll	2	EFT		9,295.14	August 2024 Payroll
1634	09/10/2024	Payroll	2	EFT		6,541.03	August 2024 Payroll
1635	09/10/2024	Payroll	2	EFT		8,061.36	August 2024 Payroll
1636	09/10/2024	Payroll	2	EFT		2,492.12	August 2024 Payroll
1637	09/10/2024	Payroll	2	EFT		6,938.76	August 2024 Payroll
1638	09/10/2024	Payroll	2	EFT		7,369.73	August 2024 Payroll
1639	09/10/2024	Payroll	2	EFT		4,677.13	August 2024 Payroll
1640	09/10/2024	Payroll	2	EFT		3,651.09	August 2024 Payroll
1641	09/10/2024	Payroll	2	EFT		590.93	August 2024 Payroll
1642	09/10/2024	Payroll	2	EFT		587.19	August 2024 Payroll
1643	09/10/2024	Payroll	2	EFT		5,352.41	August 2024 Payroll
1644	09/10/2024	Payroll	2	EFT		1,312.13	August 2024 Payroll
1645	09/10/2024	Payroll	2	EFT		5,964.86	August 2024 Payroll
1646	09/10/2024	Payroll	2	EFT		9,982.67	August 2024 Payroll
1647	09/10/2024	Payroll	2	EFT		8,450.73	August 2024 Payroll
1648	09/10/2024	Payroll	2	EFT		7,042.51	August 2024 Payroll
1649	09/10/2024	Payroll	2	EFT		5,137.32	August 2024 Payroll
1650	09/10/2024	Payroll	2	EFT		6,142.09	August 2024 Payroll
1651	09/10/2024	Payroll	2	EFT		5,483.14	August 2024 Payroll
1652	09/10/2024	Payroll	2	EFT		6,753.38	August 2024 Payroll
1653	09/10/2024	Payroll	2	EFT		8,732.96	August 2024 Payroll
1654	09/10/2024	Payroll	2	EFT		4,318.82	August 2024 Payroll
1655	09/10/2024	Payroll	2	EFT		8,375.11	August 2024 Payroll
1656	09/10/2024	Payroll	2	EFT		2,170.70	August 2024 Payroll
1657	09/10/2024	Payroll	2	EFT		7,731.38	August 2024 Payroll
1658	09/10/2024	Payroll	2	EFT		9,299.31	August 2024 Payroll
1659	09/10/2024	Payroll	2	EFT		4,825.53	August 2024 Payroll

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CHECK REGISTER

Clallam County FD 3

Time: 12:50:53 Date: 09/04/2024

09/10/2024 To: 09/10/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1660	09/10/2024	Payroll	2	EFT		19,823.11	August 2024 Payroll
1661	09/10/2024	Payroll	2	EFT		4,559.92	August 2024 Payroll
1662	09/10/2024	Payroll	2	EFT		16,370.09	August 2024 Payroll
1663	09/10/2024	Payroll	2	EFT		7,765.77	August 2024 Payroll
1664	09/10/2024	Payroll	2	EFT		9,633.83	August 2024 Payroll
1665	09/10/2024	Payroll	2	EFT		7,729.31	August 2024 Payroll
1666	09/10/2024	Payroll	2	EFT		6,825.73	August 2024 Payroll
1667	09/10/2024	Payroll	2	EFT	AFLAC - HW462	124.57	Pay Cycle(s) 09/10/2024 To 09/10/2024 - AFLAC Pre-Tax
1668	09/10/2024	Payroll	2	EFT	BENEFIT SOLUTIONS INC	3,750.00	Pay Cycle(s) 09/10/2024 To 09/10/2024 - MERP
1669	09/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	21,290.72	Pay Cycle(s) 09/10/2024 To 09/10/2024 - DRS Def Comp; Pay Cycle(s) 09/10/2024 To 09/10/2024 - DRS Def Comp - ROTH
1670	09/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	95,415.27	Pay Cycle(s) 09/10/2024 To 09/10/2024 - LEOFF 2
1671	09/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	13,268.45	Pay Cycle(s) 09/10/2024 To 09/10/2024 - PERS2; Pay Cycle(s) 09/10/2024 To 09/10/2024 - PERS3
1672	09/10/2024	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,234.71	Pay Cycle(s) 09/10/2024 To 09/10/2024 - Disability
1673	09/10/2024	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,551.36	Pay Cycle(s) 09/10/2024 To 09/10/2024 - HRA-VEBA; Pay Cycle(s) 09/10/2024 To 09/10/2024 - HRA-VEBA Sick Converted (MM)
1674	09/10/2024	Payroll	2	EFT	I A FF LOCAL 2933	8,100.00	Pay Cycle(s) 09/10/2024 To 09/10/2024 - Local 2933 Dues
1675	09/10/2024	Payroll	2	EFT	IRS	123,723.28	941 Deposit for Pay Cycle(s) 09/10/2024 - 09/10/2024
1676	09/10/2024	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	26,904.39	Pay Cycle(s) 09/10/2024 To 09/10/2024 - Nationwide DC - Regular; Pay Cycle(s) 09/10/2024 To 09/10/2024 - Nationwide DC - ROTH
1677	09/10/2024	Payroll	2	EFT	TRUSTEED PLANS - 69943	107,561.38	Pay Cycle(s) 09/10/2024 To 09/10/2024 - WFC A PPO-100; Pay Cycle(s) 09/10/2024 To 09/10/2024 - WFC A PPO-300; Pay Cycle(s) 09/10/2024 To 09/10/2024 - WFC A PPO PLUS; Pay Cycle(s) 09/10/2024 To 09/10/2024

001 Maintenance & Operations

911,489.93

911,489.93 Payroll: 911,489.93

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Clallam County FD 3

Time: 12:11:23 Date: 09/12/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1687	09/17/2024	Claims	1	112258	A-1 AUTO PARTS, INC	157.30	F31 - Vehicle Parts; F56 - Tape; F31 - Vehicle Parts (Exchange); Vehicle Parts for Stock; F49 - Transmission Cooler
1688	09/17/2024	Claims	1	112259	ABBOTT LABORATORIES INC	3,155.24	Service Plan i-Stat Analyzer 08.22.2024-08.21.2027
1689	09/17/2024	Claims	1	112260	ACE PEST CONTROL INC	429.20	Pest Control Services - ST31; Pest Control Services - ST32; Pest Control Services - ST33; Pest Control Services - ST34; Pest Control Services - ST35; Pest Control Services - ST37; Pest Control Service
1690	09/17/2024	Claims	1	112261	ASSOCIATED PETROLEUM PRODUCTS	2,379.83	Bulk AntiFreeze and Oil
1691	09/17/2024	Claims	1	112262	AT&T MOBILITY	91.37	Wireless Service
1692	09/17/2024	Claims	1	112263	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	284.53	T-Shirts and Shorts - Jones
1693	09/17/2024	Claims	1	112264	BILL'S PLUMBING & SANIKAN, INC.	10.78	Flat Washers
1694	09/17/2024	Claims	1	112265	CARDINAL HEALTH 112, LLC	1,656.74	Drugs & Medications; Drugs & Medications; Drugs & Medications
1695	09/17/2024	Claims	1	112266	RYAN CARR	855.77	Dry Suit Repairs
1696	09/17/2024	Claims	1	112267	CEDAR GROVE COUNSELING, INC.	150.00	Volunteer Drug Screen - Jacobs; Volunteer Drug Screenings - Robinson, Dodge
1697	09/17/2024	Claims	1	112268	CENTURYLINK QCC	7.45	Long Distance Phone Service
1698	09/17/2024	Claims	1	112269	CENTURYLINK	1,210.20	Landline Services
1699	09/17/2024	Claims	1	112270	CHRISTOPHER B. TARKIR	2,400.00	Rescue Systems 1 Instructor - 06.10.2024, 06.12.2024-06.13.2024
1700	09/17/2024	Claims	1	112271	CITY OF SEQUIM	1,578.21	ST 34 Water and Sewer
1701	09/17/2024	Claims	1	112272	CLALLAM COUNTY PUBLIC WORKS DEPT	216.25	Shop/Classroom Sewer; Shop/Classroom Sewer; ST33 Sewer
1702	09/17/2024	Claims	1	112273	CLALLAM COUNTY PUD	5,048.00	ST36 Electricity; ST33 Water and Electricity; ST32 Water and Electricity; ST35 Electricity; ST34 Electricity; Shop Water and Electricity; ST37 Electricity; Classroom Water and Electricity; Shop/Classr
1703	09/17/2024	Claims	1	112274	CO-OP FARM AND GARDEN, INC, THE	2,156.61	Gas/Diesel
1704	09/17/2024	Claims	1	112275	CP1, LLC	2,400.00	Admin Office Lease for Ste C & E - Oct 2024
1705	09/17/2024	Claims	1	112276	FINANCIAL MGMT DIVISION DEPT OF NATURAL RESOURCES	469.97	Wildland Helmets (7)
1706	09/17/2024	Claims	1	112277	GUARDIAN SECURITY SYSTEMS, INC.	759.70	Alarm Monitoring - ST33, 34, 37 and Shop - 10.01.2024-12.31.2024
1707	09/17/2024	Claims	1	112278	HARBOR AUDIOLOGY & HEARING SERVICES	220.00	Volunteer Hearing Aseessment - Dodge; Volunteer Hearing Aseessment - Robinson; Volunteer Hearing Aseessment - Kneidl; Volunteer Medical - J Hudson
1708	09/17/2024	Claims	1	112279	KNOWBE4, INC.	8,079.94	Security Awareness Training and PhishER Subscription 08.20.2024-08.19.2027

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Clallam County FD 3

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09/17/2024 To: 09/17/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1709	09/17/2024	Claims	1	112280	KNOX COMPANY	614.68	Retrofit Kit - MedVault 2.5 Large, Wifi Antenna
1710	09/17/2024	Claims	1	112281	KRONOS, A UKG COMPANY	36.96	WFTS - IVR Service
1711	09/17/2024	Claims	1	112282	L.N.CURTIS & SONS	61.64	Coupler Dust Covers
1712	09/17/2024	Claims	1	112283	LIFE ASSIST, INC.	2,375.22	EMS Supplies; EMS Supplies
1713	09/17/2024	Claims	1	112284	MCKESSON MEDICAL SURGICAL	1,864.84	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
1714	09/17/2024	Claims	1	112285	MODERN LEASE	1,445.88	Vending Machine Lease - 09.12.2024-09.11.2025 - Month-to-Month
1715	09/17/2024	Claims	1	112286	MORSE DISTRIBUTION, INC.	790.82	Steel for Building Welder Cart
1716	09/17/2024	Claims	1	112287	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	880.74	ST34 Garbage; Shop/Classroom Garbage and Recycling; ST33, ST37 and Shop/Classroom Garbage
1717	09/17/2024	Claims	1	112288	John T McKenzie	516.37	Hotel reimbursement and per diem to attend NFA 07.26.2024-08.03.2024
1718	09/17/2024	Claims	1	112289	OLYMPIC AMBULANCE	52,342.05	EMS Transport Billing Credit - Q2 2024
1719	09/17/2024	Claims	1	112290	OLYMPIC SPRINGS, INC.	30.25	Admin Office Water
1720	09/17/2024	Claims	1	112291	PACIFIC OFFICE EQUIPMENT, INC	492.36	Copier Contract Fees - Admin - 08.01.2024-08.31.2024; Copier Contract Fees - Shop - 08.01.2024-08.31.2024; Copier Contract Fees - ST34 - 08.01.2024-08.31.2024; Toner Cartridge - Finance
1721	09/17/2024	Claims	1	112292	PENINSULA DAILY NEWS	70.50	PDN - 26 Weeks - ST37 - Svc Beg 10.15.2024
1722	09/17/2024	Claims	1	112293	PENINSULA HEAT	492.77	Service Call - ST34 Server Room Trane Unit
1723	09/17/2024	Claims	1	112294	PETROCARD INC.	4,497.74	Bulk Diesel; Bulk Gasoline; Bulk Gasoline
1724	09/17/2024	Claims	1	112295	RADIA INC PS	35.00	Volunteer Medical - Robinson
1725	09/17/2024	Claims	1	112296	SEA-WESTERN, INC.	559.16	BA Compressor Repair
1726	09/17/2024	Claims	1	112297	SEQUIM GAZETTE	70.00	Sequim Gazette 1 Year Subscription
1727	09/17/2024	Claims	1	112298	SNURE SEMINARS	350.00	Snure Law Update - 10.23.2024 - Grider, Miano, Nicholas, Mingee, Shaw, Hudson, Coleman
1728	09/17/2024	Claims	1	112299	STERICYCLE, INC.	131.50	EMS Disposal Fees; EMS Disposal Fees
1729	09/17/2024	Claims	1	112300	SUMMIT LAW GROUP	4,494.00	Legal Services - Jul 2024
1730	09/17/2024	Claims	1	112301	SUTPHEN CORPORATION	5,818.45	F49 - Steering Gear Shaft and Parts
1731	09/17/2024	Claims	1	112302	Bryan K Swanberg	28.53	Meal per diem and mileage 08.08.2024-08.28.2024 - Williams Mine Fire - Less hotel reimb
1732	09/17/2024	Claims	1	112303	TELEFLEX MEDICAL	2,010.50	EZ IO Needles
1733	09/17/2024	Claims	1	112304	THOMAS BUILDING CENTER, INC	1,563.65	ST34 - Heavy Duty Hold Open Closers, Push Plates, and Pull Plates
1734	09/17/2024	Claims	1	112305	TRUE NORTH EMERGENCY EQUIPMENT	473.62	F73 - Gauge
1735	09/17/2024	Claims	1	112306	US BANK-CREDIT CARD	34,276.93	US Bank Pcard Statement 08.26.2024

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Clallam County FD 3

Time: 12:11:23 Date: 09/12/2024

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1736	09/17/2024	Claims	1	112307	CELLULAR VERIZON WIRELESS	2,609.14	Cellular Service 07.09.2024-08.08.2024
1737	09/17/2024	Claims	1	112308	VESTIS GROUP, INC	128.17	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats - ST33; Cleaning services - mats - ST37; Cleaning services - mats and laundry - Shop;
1738	09/17/2024	Claims	1	112309	WASHINGTON WATER SERVICE COMPANY	239.17	ST35 Water
1739	09/17/2024	Claims	1	112310	WFCA	615.00	2024 Annual Conference Th Only - Coleman; 2024 Annual Conference - Mingee
1740	09/17/2024	Claims	1	112311	ZOLL MEDICAL CORPORATION	1,754.71	EMS Supplies; EMS Supplies
001 Maintenance & Operations						155,387.44	
						<u>155,387.44</u>	Claims: 155,387.44

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. **Consent #3**

Board of Commissioners meeting **9/17/2024**

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

Recommendation: Move to Pay the Volunteer Reimbursement for June, July and Aug of 2024 for approval to pay \$30,775.00 on October 25th, 2024.

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.

Clallam County Fire District #3
Volunteer Reimbursement~3rd Quarter - June, July and August 2024
Paid on October 25th, 2024

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	11	\$220.00	11	\$220.00	\$0.00	\$220.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
		\$0.00		\$0.00	7	\$140.00	7	\$140.00	\$0.00	\$140.00	
	6	\$120.00	4	\$80.00	8	\$160.00	18	\$360.00	\$150.00	\$510.00	Vol Officer
	6	\$120.00	12	\$240.00	11	\$220.00	29	\$580.00	\$0.00	\$580.00	
		\$0.00		\$0.00	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
		\$0.00		\$0.00	11	\$220.00	11	\$220.00	\$0.00	\$220.00	
		\$0.00		\$0.00	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
		\$0.00		\$0.00	5	\$100.00	5	\$100.00	\$0.00	\$100.00	
	5	\$100.00		\$0.00	8	\$160.00	13	\$260.00	\$0.00	\$260.00	
	34	\$680.00	3	\$60.00	7	\$140.00	44	\$880.00	\$0.00	\$880.00	
		\$0.00		\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
		\$0.00		\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
	6	\$120.00	1	\$20.00	7	\$140.00	14	\$280.00	\$0.00	\$280.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
		\$0.00	3	\$60.00		\$0.00	3	\$60.00	\$0.00	\$60.00	
	3	\$60.00	4	\$80.00	7	\$140.00	14	\$280.00	\$0.00	\$280.00	
	1	\$20.00	1	\$20.00	8	\$160.00	10	\$200.00	\$150.00	\$350.00	Vol Officer
	5	\$100.00	2	\$40.00	15	\$300.00	22	\$440.00	\$0.00	\$440.00	
	23	\$460.00		\$0.00	8	\$160.00	31	\$620.00	\$0.00	\$620.00	
		\$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	
	22	\$440.00	38	\$760.00	17	\$340.00	77	\$1,540.00	\$0.00	\$1,540.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	12	\$240.00	7	\$140.00	9	\$180.00	28	\$560.00	\$0.00	\$560.00	
	13	\$260.00	24	\$480.00	19	\$380.00	56	\$1,120.00	\$0.00	\$1,120.00	
		\$0.00	4	\$80.00	1	\$20.00	5	\$100.00	\$0.00	\$100.00	
	102	\$2,040.00	27	\$540.00	23	\$460.00	152	\$3,040.00	\$150.00	\$3,190.00	Vol Officer
	9	\$180.00	8	\$160.00	7	\$140.00	24	\$480.00	\$0.00	\$480.00	
	27	\$540.00	5	\$100.00	6	\$120.00	38	\$760.00	\$0.00	\$760.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	24	\$480.00	27	\$540.00	32	\$640.00	83	\$1,660.00	\$150.00	\$1,810.00	Vol Officer
		\$0.00		\$0.00	8	\$160.00	8	\$160.00	\$0.00	\$160.00	
	6	\$120.00		\$0.00	1	\$20.00	7	\$140.00	\$0.00	\$140.00	
		\$0.00		\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	

Names in red do not pay Volunteer Dues

Clallam County Fire District #3
Volunteer Reimbursement~3rd Quarter - June, July and August 2024
Paid on October 25th, 2024

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	8	\$160.00	13	\$260.00	21	\$420.00	\$0.00	\$420.00	
	39	\$780.00	27	\$540.00	34	\$680.00	100	\$2,000.00	\$150.00	\$2,150.00	Vol Officer
	52	\$1,040.00	27	\$540.00	8	\$160.00	87	\$1,740.00	\$150.00	\$1,890.00	Central Supply
	1	\$20.00	7	\$140.00	16	\$320.00	24	\$480.00	\$0.00	\$480.00	
		\$0.00		\$0.00	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
	1	\$20.00	2	\$40.00	18	\$360.00	21	\$420.00	\$0.00	\$420.00	
	14	\$280.00	12	\$240.00	20	\$400.00	46	\$920.00	\$0.00	\$920.00	
	2	\$40.00		\$0.00	1	\$20.00	3	\$60.00	\$0.00	\$60.00	
	2	\$40.00	3	\$60.00		\$0.00	5	\$100.00	\$0.00	\$100.00	
		\$0.00	28	\$560.00		\$0.00	28	\$560.00	\$300.00	\$860.00	Chaplain
	1	\$20.00		\$0.00	5	\$100.00	6	\$120.00	\$0.00	\$120.00	
	10	\$200.00		\$0.00	9	\$180.00	19	\$380.00	\$0.00	\$380.00	
	171	\$3,420.00	73	\$1,460.00	20	\$400.00	264	\$5,280.00	\$1,950.00	\$7,230.00	CERT
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$525.00	\$525.00	CERT
GRAND TOTAL	597	\$11,940.00	357	\$7,140.00	401	\$8,020.00	1355	\$27,100.00	\$3,675.00	\$30,775.00	
										\$30,775.00	\$30,775.00

Names in red do not pay Volunteer Dues



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

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

www.ccf3.org

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 **3rd Quarter 2024 – June, July, and August 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 **\$30,775.00 DATED this 17th Day of September 2024 and PAID the 25th Day of October 2024.**

Commissioner Jeffrey C. Nicholas, Chairman

Commissioner Michael Mingee, Vice Chairman

Commissioner Bill Miano

Prepared by Lori Coleman



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 8/1/2024 - 8/31/2024

Prepared by: Chris Turner
Battalion Chief - A shift

- **911 Responses for CCFD#3:** From combined BC report.

	CCFD3 YTD 2023	CCFD3 YTD 2024	Aug-24			Total Calls	Avg Calls per Shift	
			A-Shift (10)	B-Shift (11)	C-Shift (10)			
Station 31	147	185	11	11	11	33	1.06	Station 31
Station 32	239	277	11	23	12	46	1.48	Station 32
Station 33	1,116	1071	40	44	49	133	4.29	Station 33
Station 34	3,688	4009	147	186	168	501	16.16	Station 34
Station 35	92	106	6	3	4	13	0.42	Station 35
Station 36	20	18	1	0	2	3	0.10	Station 36
Station 37	343	357	13	18	21	52	1.68	Station 37
+378	5,645	6023	229	285	267	781	25.19	
	23.23045	24.68443	22.90	25.91	26.70			
Avg Calls Per Shift								

- **Battalion Chief Administrative Meetings:**

- Daily shift briefings.
- Fire Code Technician Meeting: 8/03/2024, 8/14/2024
- Staff Meeting at Admin Office: none.
- BC Meeting at Admin Office 8/05/2024.
- BOC Meeting: *none*.
- Levy Committee Meeting: 8/05/2024.
- Station Visit's & Captain Meeting's: *at least once per tour*.
- Training Committee Meeting: *none*
- Station Visit's & Captain Meeting's: *at least once per tour*.

- **Administrative & Assigned Duties:**

- Telestaff Staffing & Callbacks. Review Wildland OT submissions with Misty.
- ESO Status:
 - Monthly audit for errors and missing calls.
 - Multiple 3-Digit Incident Types used again.
 - NFIRS data report submitted

- Completed Probationary Activities:
 - PM Espinoza passed Rescue Evaluations. 8/05/2024.
 - EMT Stanley. Map Test #6 Passed. 8/22/2024.
 - PM Pyle Map Test #6 Passed. 8/22/2024.

- Fire Inspections:
 - Update Proposed Building Plan Folders: Ongoing.
 - **John Wayne Recreational Properties/Seabrook.**
 - Clallam County sending weekly building permit information. Need “project’s” list.
 - Large project map received for review from City of Sequim.
 - Sequim High School Auditorium/Admin Building
 - Requested by SHS Maintenance. 8/20/2024.

- Pre-Fire Plans
 - Water System’s: Added to Active 911. Updated format is ongoing.
 - Draft “Bridge” access, safety, and data collection. Project is ongoing.
 - Active 911 updating of PFP is ongoing.

- Prevention Activities
 - See CRR Report (August 411)
 - Department Picnic cancelled due to scheduling conflicts.
 - Diamond Point Air Show
 - Unity of Effort-Sequim, Boys and Girls Club Back To School.
 - Sequim Prairie Grange Ice cream social 8/25/2024.
 - CRR Champions Meeting: *cancelled.*
 - Residential Knox Boxes are being installed.

- Public Relations
 - Press Release for:
 - *none listed*
 - Social Media Posts submitted for:
 - Incident statistics- 8/13/2024.
 - Cate Memorial IAFF Motorcycle Group 8/8/2024
 - Barn Saved, Fire Ban Reminder 8/13/2024
 - Vehicles Needed for Extrication 8/14/2024
 - Wildfire Safety Message 8/16/2024.
 - Vol. Coordinator Lovering/Fair/Safety 8/16/2024.
 - Clean Out Your Gutters. 8/25/2024.

- Responses.
 - 8/16/2024 Brinnon Fire (Wildland Deploy with D2).
 - 8/17/2024 Hwy 101 Gardiner (Brush Fire), Dungeness (Brush Fire), Lightning Storm.
 - 8/24/2024 Valley Center Place (CPR/OD).
 - 8/28/2024 Dungeness Greens (CPR).

▪ **A Shift Training:**

- August Run-Review & Inservice: *DNA*.
- 3rd quarter EMS Connect & 3rd quarter Fire Training as assigned.
- Marina Fires and Walkthrough.Update PFP.
- Technical Rescue Team Drill 8/15/2024 (Sloping High Line)
- Monday Night Volunteer Drill: *none*.

▪ **Planning and On-Going projects:**

- Update/Improve Business Inventory in ESO.
 - FCT McKenzie to complete.
 - Evaluated First Due as new Pre-Fire and Inspection Module.
- Enhance Pre-Fire Plan program to include truss symbols as reference guides. **In Queue.**
- Traffic Management procedure updates and distribution of Safety Signs. **In Queue.**
- CRR Champions meetings and agendas. **Next meeting is 9/2024.**
 - Monthly Calendar topics reviewed and discussed.
 - Establish a “Smoke Trailer” education team to enhance the delivery of prevention material from that medium. Brygider to lead.
 - Research expanding fire extinguisher training program.
 - Suggest revision of Smoke Alarm installation program.
 - Instagram and social media needs, access, and policies.
 - Propose CRR Team to conduct a Fire Education Risk Assessment.

DRIFT

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

2024						Incident Number		ICS 411		
Incident Name				Operational Period						
Check-In Location		<input type="checkbox"/> DNR Req	<input type="checkbox"/> State Mobilization	<input type="checkbox"/> Contract	<input type="checkbox"/> 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	8/7/2024	Tharin Huisman	Fire Prevention	Touch a Truck	Rescue Randy	20	Leslie from PUD	Sequim, WA		
	900	2.0 Hours	Clallam PUD Pole Rescue				360-797-8301			
2	8/10/2024	C. McGuffey/Chief Grider	Fire Prevention	Touch a Truck	E31, L34	400	Justin Grider	Sequim, WA		
	900	7.5 Hours	Security Svcs Unity of Effort				360-912-0192			
3	8/12/2024	Blaine Zechenelly	Fire Prevention	Touch a Truck	A35, E35	400	Blaine Zechenelly	Sequim, WA		
	900	2.5 Hours	Diamond Point Fly In				360-797-4995			
4	8/10/2024	Brent Lovell	Public CPR	CPR	CPR Manequins	20	Brent Lovell	Sequim, WA		
	1830	3.0 Hours	Sequim High School Admin				253-720-6083			
5	8/16/2024	Lisa Law	Fire Prevention	Engine Visit	E34	30	Deb Alwine	Sequim, WA		
	1400-1600	2.0 Hours	Gathering Ground Open Hs				360-460-0313			
6	8/15/2024	Chris Lovering	Fire Prevention	Firefighters		300	Joel McKeen	Sequim, WA		
	900	8.0 Hours	Clallam County Fair Booth				PAFD			
7	8/24/2024	Blaine Zechenelly	CERT Traffic Safety	CERT	Traffic/Parking	300	Blaine Zechenelly	Sequim, WA		
	1000	3.0 Hours	Sequim Boys & Girls Club		Back to School Days		360-797-4995			
8	8/24/2024	Blaine Zechenelly	Safety Standby	CRR	New Medic Unit	45	Captain Lawson	Sequim, WA		
	1200	3 Hours	Sequim Air Affaire		E33		360-316-9306			
9	8/25/2024	Chris Lovering	Fire Prevention Trailer	CRR	Safety Trailer	10	Dave	Sequim, WA		Plan Submitted
	1200	3 Hours	Grange Ice Cream Social		Cornhole		360-797-4777			
10										
11										
12										
13										
14										



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 08/01/2024 - 08/31/2024

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

▪ **August 911 Responses for CCFD#3:**

	CCFD3 YTD 2023	CCFD3 YTD 2024	Aug-24			Total Calls	Avg Calls per Shift	
			A-Shift (10)	B-Shift (11)	C-Shift (10)			
Station 31	147	185	11	11	11	33	1.06	Station 31
Station 32	239	277	11	23	12	46	1.48	Station 32
Station 33	1,116	1071	40	44	49	133	4.29	Station 33
Station 34	3,688	4009	147	186	168	501	16.16	Station 34
Station 35	92	106	6	3	4	13	0.42	Station 35
Station 36	20	18	1	0	2	3	0.10	Station 36
Station 37	343	357	13	18	21	52	1.68	Station 37
+378	5,645	6023	229	285	267	781	25.19	
	23.23045	24.68443	22.90	25.91	26.70			
Avg Calls Per Shift								

▪ **Battalion Chief Administrative Meetings:**

- Daily shift meetings
- BC/Chief's Meeting at Administrative Office 08/05/2024
- Commissioner Meeting 08/06/2024

▪ **Administrative/Training Duties:**

- Telestaff Staffing & Callbacks:
 - Mandatories for August for all career: BC (0), Captains (4), FF/PM (0), FF/EMT (1)
- 7 training requests submitted for upcoming classes/conferences
- 2024 Probationary FF's in house 2-week academy: 7/29/24 to 8/9/24
 - Aston, Bowe, Oberly, Simson
 - Captain Anderson and FF/PM Darling led the academy
 - FF/EMT McIntyre led EVIP/Pumping
 - Various department instructors presented topics = Improved instructors
 - All 4 FF's passed in house academy and deployed to shift
 - Relayed probationary FF's evaluations to shift officers.

- First Due Demo Meeting- Scheduling Module 08/04/24
- First Due Demo Meeting- Vehicle Inventory Module 08/11/24
- Backfilled Training Planning Meeting 08/15/24
 - Logistics for October Training
- Training ground improvement project
 - Continuous discussion with Captain Skov
 - Shop moving forward on drying in boxes
 - Budget for 2025 portion
- 2025 Budget Submittal
 - Training budget
 - Prop improvement, forcible entry prop request, mannequin request
- **B Shift Training/Activity:**
 - Fire/EMS training as assigned in Target Solutions
 - Marina Drill
 - Commercial Ventilation Practical
 - Station 34 crew training 3 probationary FF's
 - PFF Cupps completed driving final test 8/30/24
 - PFF Espinoza completed driving final test 8/30/24
- **Planning and On-Going projects:**
 - Continue to improve Target Solutions assignments with AA Coleman
 - Revising probationary book with AA Coleman
 - Communicate with Probationary FF's regarding expectations and process
 - Frequent meetings with Volunteer Coordinator Lovering
 - Reviewing Target Solutions completion status
 - Ongoing validation of Target Solutions assignments completed by members



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 08/01/2024 - 08/31/2024

Prepared by: Elliott C Jones, C-Platoon

	CCFD3 YID 2023	CCFD3 YID 2024	Aug-24			Total Calls	Avg Calls per Shift	
			A-Shift (10)	B-Shift (11)	C-Shift (10)			
Station 31	147	185	11	11	11	33	1.06	Station 31
Station 32	239	277	11	23	12	46	1.48	Station 32
Station 33	1,116	1071	40	44	49	133	4.29	Station 33
Station 34	3,688	4009	147	186	168	501	16.16	Station 34
Station 35	92	106	6	3	4	13	0.42	Station 35
Station 36	20	18	1	0	2	3	0.10	Station 36
Station 37	343	357	13	18	21	52	1.68	Station 37
+378	5,645	6023	229	285	267	781	25.19	
+6.70%	23.23	24.68	22.90	25.91	26.70			
Avg Calls Per Shift								

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Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 08/01/2024 - 08/31/2024

Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
Transport by Another EMS Unit	152	34%
Transport by Another EMS Unit, with a Member of This Crew	111	25%
No Transport	103	23%
Patient Refused Transport	43	10%
Transport by This EMS Unit (This Crew Only)	25	6%
N/A	5	1%
Transport by This EMS Unit, with a Member of Another Crew	2	0%
Non-Patient Transport (Not Otherwise Listed)	1	0%
Grand Total	442	100%

- Battalion Chief Administrative Meetings:
 - Conducted daily shift meetings
 - Participation in staff meetings
 - Attended BC/Chief's Meetings at the administrative office
 - Active involvement in volunteer pieces of training
 - Continuation of Probationary FF training
 - 2024-1 Probationary FF training (EMS) completed
- EMS Administrative Duties:
 - EMS Council
 - Dr. Craven is participating in Run review and EMS updates
 - Completion of EMS audit of August Narcotics: Zero Errors
 - Review of CCFD3 volunteer firefighter physicals
- EMS Education:
 - EMS Skill Sheets- completed
 - 3rd quarter EMS OTEP Training, currently underway
- Planning and Ongoing projects:
 - Telestaff review
 - Compare and Contrast of Telestaff & First Due
- Continuing Education/Training:
 - Ongoing fulfillment of Vector Solutions monthly & Q2 quarterly requirements.
 - Participation in EMSConnect for continuing education.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **09/17/2024**

To: Board of Commissioners

From: Chief Justin Grider

Subject: Strategic Plan – Professional Development

Recommendation: Staff are presenting this to address the current state of the committee and seek guidance on moving forward and making this strategic plan a priority.

Background: The strategic plan was originally written in 2022. Last year after leadership change, it was updated to reflect the current state it was in. There are four sections, Communication, Service Delivery, Planning and Professional Development. Commissioners have asked at recent meetings for updates on where these committees are with the current 2022-2024 plan.

Discussion: Captain Travis Anderson, the lead for the Professional Development Committee, is here today to discuss the progress his committee has made.

Attachments:

Alternatives: None

Fiscal Considerations: N/A

Impact to the Community: The staff believe that having a strategic plan that is current, relevant, and actively followed is essential to best serve the citizens.