



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 7, 2025.
- 2.) Claims and Payroll
Accounts Payable Claim check numbers 112519 through 112580 dated January 21, 2025, totaling \$311,993.67; 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 Points 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 12/31/2024 and this MOU would allow for actors to continue acting until 6/30/2025. 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

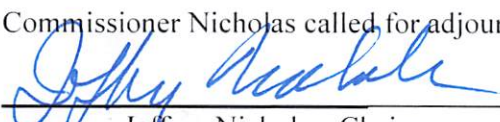
Chairman Nicholas called for an Executive Session beginning at 2:38 p.m., expected to last for fifty-two (52) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and 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.



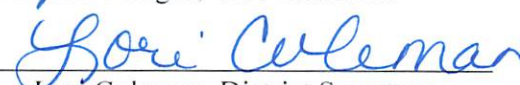
 Jeffrey Nicholas, Chairman



 Bill Miano, Commissioner



 Michael Mingee, Vice Chairman

Attest: 

 Lori Coleman, District Secretary