

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

July 16, 2024



Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road
360-683-4242, Fax: 360-683-6834
www.ccf3.org

Jeffrey C. Nicholas
Michael Mingee
Bill Miano
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

July 16, 2024

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, July 9, 2024
- 2.) Payroll and Claims

Regular Business:

Reports – Battalion Chief's Reports

Agenda Bill 1: Strategic Plan Update – Communications Lead

Agenda Bill 2: Liz Loomis Update

Agenda Bill 3: Software Audit Report

Agenda Bill 4: 2024-Q2 Financial Reports

Executive Session

Good of the Order –

Computers/IPads for Commissioners

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

July 9, 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 Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Jones, Admin Assistant Caity Karapostoles, Union President Bo Pinnell, MSO Kolby Konopaski, Volunteer Coordinator Chris Lovering and reporter Matt Nash.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, June 18, 2024

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

Fire Chief's Reports – Chief Grider reported:

- Chief Grider went over many of the goals that the Commissioners had set prior to his arrival; the updates to those goals are:
 - An MOU is being advanced today for the Community Paramedic position so it can be filled asap.
 - Met with Liz Loomis to go over 2025 Levy.
 - Station 36 has been listed for sale.
 - Continues to meet with many community stakeholders.
 - Preparing for the next shift briefs.
 - Working on 2025 budget preparations.
 - DC Hudson continues to represent the District at PenCom advisory meetings.
 - Software Audit is complete and will be presented at the next Board meeting.
 - Labor Management training for interest-based bargaining will be held on July 23rd, 2024.
 - Commissioner Mingee requested that staff continue to work on the facilities improvement plan and use the original drawings for a new ST 33 that was 15,000sf and work on pairing down the drawing to 10,000sf.
- Staff continue to explore ideas for a PIO.
- Staff continue to explore options for reducing overtime.
- Staff have been working with the USDA and are expecting to be awarded \$270,400 to help offset costs of new apparatus.

- Working on forming a Levy Committee; s far about ten individuals have responded with interest to participate on this committee.
- Staff continue to watch and keep tabs on new developments. The District wants to be involved in as much of the decision making processes as possible that will affect the District.
 - Commissioner Mingee added that the City has a letter on file from former Chief Ben Andrews that supports up to 12% grades in new developments.

Agenda Bill 1: 48/96 Trial Extension 2024-01 Firefighter MOU – Chief Grider reported that Labor/Management has been working together to extend the 48/96 schedule trial. Both parties agree that it is in the best interest of all parties to continue the trial, especially with increased staffing, to ensure that when they choose to stay, or return to the previous schedule, they have a good understanding of how both schedules affect their work/life balances. Commissioner Mingee moved, and Commissioner Miano seconded to approve the 48/96 trial extension into 2025.

MOTION CARRIED.

Agenda Item 2: Community Paramedic MOU 2024-02 Firefighter MOU – Chief Grider reported that Labor/Management have agreed to terms for the position of Community Paramedic and staff drafted and MOU to address adding this position to Local 2933 Firefighters contract. Once approved today, staff will begin advertising this position and fill it as soon as possible. Commissioner Miano moved, and Commissioner Mingee seconded to approve the Community Paramedic MOU as written.

MOTION CARRIED.

Agenda Item 3: 2024-01 District MOU – for Conex Box on Lassen Property - Chief Grider reported that the Salmon Derby Association purchased two Conex Boxes and donated them to the District to house CERT supplies. This is the second of two MOUs needed to address having these Conex Boxes located on non- District property. Commissioner Miano moved, and Commissioner Mingee seconded to approve the 2024-01 District MOU for the Conex Box located on the Lassen property. **MOTION CARRIED**

Agenda Item 4: Update on Community Paramedic Position Description – Chief Grider reported that he has a minor revision to this job description to address an assigned vehicle; this previously was omitted by accident. Commissioner Mingee moved, and Commissioner Miano seconded to approve the update to the Community Paramedic job description. **MOTION CARRIED.**

Agenda Item 5: Update on Media Relations SOP – Deputy Chief Tony Hudson reported that the Standard Operating Procedure (SOP) has been updated and approved by legal counsel. The original SOP was highly restrictive because it was created when social media was still new to this industry. Now that social media is widely used and better understood, legal counsel advised that updating the SOP with more permissive language would be in the District’s best interest to reflect current practices. These changes did not affect the policy statements, so board approval is not required. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Miano attended the OMC Board meeting last week. He reported that they recently hired a cardiologist and OB doctor. The Northwest Kidney Center gave a presentation during the meeting. The hospital is trying hard to hire doctors and not rely on Locums. The next meeting is next week.
- Commissioner Mingee reported that he attended a DNR Timber Tax meeting. He reported that this is an interesting source of revenue for special purpose districts and that there are many more districts that rely on these funds more than the District does and he is grateful that the District does not have to rely heavily on unpredictable funding sources such as timber tax.
- Commissioner Miano thanked all of the staff for being good representatives of the District; noting that the communication of the press releases is very appreciated, recruits often receive the Bull Dog awards which shows their dedication and FF Stanley recently was awarded the VFW Howard Shrine Award for his volunteer service at VFW Port Orchard Post 2669 and promoted to District 4 Service Officer, overseeing Clallam, Jefferson, Kitsap and Mason counties.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:00 p.m., expected to last for Sixty (60) 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 review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider, and Deputy Chief Tony Hudson. At 2:16 p.m. Commissioner Nicholas excused Deputy Chief Tony Hudson. At 3:00 Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

7/16/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:02 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 Item #2

Subject: Approval of Claims and Payroll for the period ending Tuesday, July 16, 2024

Attachments: Accounts Payable Claims and Payroll Registers

Date: Tuesday, July 16, 2024

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated:		June 25, 2024
Totaling:	\$	18,729.56
Payroll EFTs and IRS Deposit for Monthly Payroll dated:		July 10, 2024
Totaling:	\$	869,896.80
Accounts Payable Claim Numbers: dated:		July 16, 2024
Totaling:	\$	235,642.35
Total Accounts Payable Claims and Payroll:	\$	<u>1,124,268.71</u>

Recommended

Action: Recommended Motion:

Move to approve EFT's and Accounts Payable Claim Numbers:

For a Disbursement Grand Total of: \$ 1,124,268.71

CHECK REGISTER

Clallam County FD 3

Time: 10:55:11 Date: 07/11/2024

06/25/2024 To: 06/25/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1141	06/25/2024	Payroll	2	EFT		2,082.45	June 2024 Draw
1142	06/25/2024	Payroll	2	EFT		761.39	June 2024 Draw
1143	06/25/2024	Payroll	2	EFT		1,392.60	June 2024 Draw
1144	06/25/2024	Payroll	2	EFT		1,345.42	June 2024 Draw
1145	06/25/2024	Payroll	2	EFT		490.85	June 2024 Draw
1146	06/25/2024	Payroll	2	EFT		2,201.25	June 2024 Draw
1147	06/25/2024	Payroll	2	EFT		2,365.20	June 2024 Draw
1148	06/25/2024	Payroll	2	EFT		1,499.48	June 2024 Draw
1149	06/25/2024	Payroll	2	EFT		2,274.81	June 2024 Draw
1150	06/25/2024	Payroll	2	EFT		929.98	June 2024 Draw
1151	06/25/2024	Payroll	2	EFT		449.25	June 2024 Draw
1152	06/25/2024	Payroll	2	EFT		1,410.93	June 2024 Draw
1153	06/25/2024	Payroll	2	EFT	IRS	1,525.95	941 Deposit for Pay Cycle(s) 06/25/2024 - 06/25/2024

001 Maintenance & Operations

18,729.56

18,729.56 Payroll: 18,729.56

DRAFT

CHECK REGISTER

Clallam County FD 3

Time: 10:54:09 Date: 07/11/2024

07/10/2024 To: 07/10/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1168	07/10/2024	Payroll	2	EFT		7,403.96	June 2024 Payroll
1169	07/10/2024	Payroll	2	EFT		10,977.06	June 2024 Payroll
1170	07/10/2024	Payroll	2	EFT		9,957.62	June 2024 Payroll
1171	07/10/2024	Payroll	2	EFT		4,317.86	June 2024 Payroll
1172	07/10/2024	Payroll	2	EFT		10,016.84	June 2024 Payroll
1173	07/10/2024	Payroll	2	EFT		3,218.93	June 2024 Payroll
1174	07/10/2024	Payroll	2	EFT		6,102.05	June 2024 Payroll
1175	07/10/2024	Payroll	2	EFT		4,586.33	June 2024 Payroll
1176	07/10/2024	Payroll	2	EFT		8,153.22	June 2024 Payroll
1177	07/10/2024	Payroll	2	EFT		7,315.06	June 2024 Payroll
1178	07/10/2024	Payroll	2	EFT		3,412.87	June 2024 Payroll
1179	07/10/2024	Payroll	2	EFT		8,169.03	June 2024 Payroll
1180	07/10/2024	Payroll	2	EFT		5,122.28	June 2024 Payroll
1181	07/10/2024	Payroll	2	EFT		7,898.77	June 2024 Payroll
1182	07/10/2024	Payroll	2	EFT		5,895.52	June 2024 Payroll
1183	07/10/2024	Payroll	2	EFT		5,270.98	June 2024 Payroll
1184	07/10/2024	Payroll	2	EFT		6,907.01	June 2024 Payroll
1185	07/10/2024	Payroll	2	EFT		13,339.54	June 2024 Payroll
1186	07/10/2024	Payroll	2	EFT		5,297.95	June 2024 Payroll
1187	07/10/2024	Payroll	2	EFT		9,973.64	June 2024 Payroll
1188	07/10/2024	Payroll	2	EFT		12,767.41	June 2024 Payroll
1189	07/10/2024	Payroll	2	EFT		7,790.82	June 2024 Payroll
1190	07/10/2024	Payroll	2	EFT		9,769.17	June 2024 Payroll
1191	07/10/2024	Payroll	2	EFT		4,039.32	June 2024 Payroll
1192	07/10/2024	Payroll	2	EFT		6,663.24	June 2024 Payroll
1193	07/10/2024	Payroll	2	EFT		10,329.06	June 2024 Payroll
1194	07/10/2024	Payroll	2	EFT		4,463.98	June 2024 Payroll
1195	07/10/2024	Payroll	2	EFT		9,123.22	June 2024 Payroll
1196	07/10/2024	Payroll	2	EFT		1,935.46	June 2024 Payroll
1197	07/10/2024	Payroll	2	EFT		9,209.92	June 2024 Payroll
1198	07/10/2024	Payroll	2	EFT		8,046.70	June 2024 Payroll
1199	07/10/2024	Payroll	2	EFT		6,767.24	June 2024 Payroll
1200	07/10/2024	Payroll	2	EFT		6,913.61	June 2024 Payroll
1201	07/10/2024	Payroll	2	EFT		8,398.00	June 2024 Payroll
1202	07/10/2024	Payroll	2	EFT		6,546.59	June 2024 Payroll
1203	07/10/2024	Payroll	2	EFT		8,084.68	June 2024 Payroll
1204	07/10/2024	Payroll	2	EFT		2,179.06	June 2024 Payroll
1205	07/10/2024	Payroll	2	EFT		6,948.12	June 2024 Payroll
1206	07/10/2024	Payroll	2	EFT		7,557.87	June 2024 Payroll
1207	07/10/2024	Payroll	2	EFT		7,755.92	June 2024 Payroll
1208	07/10/2024	Payroll	2	EFT		2,697.81	June 2024 Payroll
1209	07/10/2024	Payroll	2	EFT		1,034.15	June 2024 Payroll
1210	07/10/2024	Payroll	2	EFT		587.58	June 2024 Payroll
1211	07/10/2024	Payroll	2	EFT		6,001.03	June 2024 Payroll
1212	07/10/2024	Payroll	2	EFT		1,027.61	June 2024 Payroll
1213	07/10/2024	Payroll	2	EFT		5,951.79	June 2024 Payroll
1214	07/10/2024	Payroll	2	EFT		9,963.81	June 2024 Payroll
1215	07/10/2024	Payroll	2	EFT		7,327.97	June 2024 Payroll
1216	07/10/2024	Payroll	2	EFT		8,720.78	June 2024 Payroll
1217	07/10/2024	Payroll	2	EFT		5,119.18	June 2024 Payroll
1218	07/10/2024	Payroll	2	EFT		6,376.27	June 2024 Payroll
1219	07/10/2024	Payroll	2	EFT		5,164.05	June 2024 Payroll
1220	07/10/2024	Payroll	2	EFT		6,778.82	June 2024 Payroll
1221	07/10/2024	Payroll	2	EFT		8,800.90	June 2024 Payroll
1222	07/10/2024	Payroll	2	EFT		4,330.45	June 2024 Payroll
1223	07/10/2024	Payroll	2	EFT		8,376.47	June 2024 Payroll
1224	07/10/2024	Payroll	2	EFT		4,478.19	June 2024 Payroll
1225	07/10/2024	Payroll	2	EFT		7,731.91	June 2024 Payroll
1226	07/10/2024	Payroll	2	EFT		7,992.57	June 2024 Payroll
1227	07/10/2024	Payroll	2	EFT		4,529.18	June 2024 Payroll

CHECK REGISTER

Clallam County FD 3

Time: 10:54:09 Date: 07/11/2024

07/10/2024 To: 07/10/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1228	07/10/2024	Payroll	2	EFT		18,903.26	June 2024 Payroll
1229	07/10/2024	Payroll	2	EFT		6,260.05	June 2024 Payroll
1230	07/10/2024	Payroll	2	EFT		14,208.41	June 2024 Payroll
1231	07/10/2024	Payroll	2	EFT		7,773.55	June 2024 Payroll
1232	07/10/2024	Payroll	2	EFT		9,633.83	June 2024 Payroll
1233	07/10/2024	Payroll	2	EFT		8,446.71	June 2024 Payroll
1234	07/10/2024	Payroll	2	EFT		6,574.26	June 2024 Payroll
1235	07/10/2024	Payroll	2	EFT	AFLAC - HW462	124.57	Pay Cycle(s) 07/10/2024 To 07/10/2024 - AFLAC Pre-Tax
1236	07/10/2024	Payroll	2	EFT	BENEFIT SOLUTIONS INC	3,750.00	Pay Cycle(s) 07/10/2024 To 07/10/2024 - MERP
1237	07/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - DC	22,990.72	Pay Cycle(s) 07/10/2024 To 07/10/2024 - DRS Def Comp; Pay Cycle(s) 07/10/2024 To 07/10/2024 - DRS Def Comp - ROTH
1238	07/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - LEOFF	89,458.16	Pay Cycle(s) 07/10/2024 To 07/10/2024 - LEOFF 2
1239	07/10/2024	Payroll	2	EFT	DEPT OF RETIREMENT SYSTEMS - PERS	13,396.61	Pay Cycle(s) 07/10/2024 To 07/10/2024 - PERS2; Pay Cycle(s) 07/10/2024 To 07/10/2024 - PERS3
1240	07/10/2024	Payroll	2	EFT	DI MARTINO ASSOCIATES	4,239.23	Pay Cycle(s) 07/10/2024 To 07/10/2024 - Disability
1241	07/10/2024	Payroll	2	EFT	HRA VEBA TRUST CONTRIBUTIONS	6,551.36	Pay Cycle(s) 07/10/2024 To 07/10/2024 - HRA-VEBA; Pay Cycle(s) 07/10/2024 To 07/10/2024 - HRA-VEBA Sick Converted (MM)
1242	07/10/2024	Payroll	2	EFT	I A FF LOCAL 2933	8,100.00	Pay Cycle(s) 07/10/2024 To 07/10/2024 - Local 2933 Dues
1243	07/10/2024	Payroll	2	EFT	IRS	111,303.88	941 Deposit for Pay Cycle(s) 07/10/2024 - 07/10/2024
1244	07/10/2024	Payroll	2	EFT	NATIONWIDE RETIREMENT SOLUTIONS	29,004.39	Pay Cycle(s) 07/10/2024 To 07/10/2024 - Nationwide DC - Regular; Pay Cycle(s) 07/10/2024 To 07/10/2024 - Nationwide DC - ROTH
1245	07/10/2024	Payroll	2	EFT	TRUSTEED PLANS - 69943	107,561.38	Pay Cycle(s) 07/10/2024 To 07/10/2024 - WFC A PPO-100; Pay Cycle(s) 07/10/2024 To 07/10/2024 - WFC A PPO-300; Pay Cycle(s) 07/10/2024 To 07/10/2024 - WFC A PPO PLUS; Pay Cycle(s) 07/10/2024 To 07/10/2024

001 Maintenance & Operations

869,896.80

869,896.80 Payroll: 869,896.80

CHECK REGISTER

Clallam County FD 3

Time: 10:43:34 Date: 07/11/2024

07/16/2024 To: 07/16/2024

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1254	07/16/2024	Claims	1	112128	A WORKSAFE SERVICE	285.00	Random Drug Screen x3
1255	07/16/2024	Claims	1	112129	A-1 AUTO PARTS, INC	1,019.11	D4 - Engine oil filter and fuel filter; D4 - Bolt Bushing; Mini Bulb; Engine Oil Filters for Stock; D4 - Filters; Detailing Supplies; D2 - Vehicle Parts; Vehicle Parts - G23; Vehicle Parts - F71, G28,
1256	07/16/2024	Claims	1	112130	ACE PEST CONTROL INC	592.10	Pest Control Services - ST33; Pest Control Services - Shop; Pest Control Services - Admin; Pest Control Services - ST34; Pest Control Services - ST33 - Bird Mites; Pest Control Services - ST33 - Bird;
1257	07/16/2024	Claims	1	112131	ALL BATTERY SALES & SERVICE, INC.	778.04	Batteries - F67; Batteries - F43
1258	07/16/2024	Claims	1	112132	AT&T MOBILITY	91.33	Wireless Service
1259	07/16/2024	Claims	1	112133	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	556.03	Sweatshirts(12), Sweatpants(3), Shorts(3) for Central Supply, Hats - Kroh and Payne
1260	07/16/2024	Claims	1	112134	BILL'S PLUMBING & SANIKAN, INC.	75.00	Pumping - Shop/Training
1261	07/16/2024	Claims	1	112135	BOARD FOR VOL. F F & RESERVE OFFICERS	60.00	Volunteer Liability - Cesena/Barnes
1262	07/16/2024	Claims	1	112136	CARDINAL HEALTH 112, LLC	11,707.77	Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Medications; Drugs & Med
1263	07/16/2024	Claims	1	112137	CEDAR GROVE COUNSELING, INC.	300.00	Volunteer Drug Screenings - Cesena/Coe; Volunteer Drug Screening - Smithson; Volunteer Drug Screens - Barnes, Rodgers, A Albers
1264	07/16/2024	Claims	1	112138	CENTURYLINK QCC	7.30	Long Distance Phone Service
1265	07/16/2024	Claims	1	112139	CENTURYLINK	1,188.27	Landline Services
1266	07/16/2024	Claims	1	112140	CITY OF SEQUIM	595.95	ST34 Water and Sewer
1267	07/16/2024	Claims	1	112141	C/O PORT ANGELES FIRE CLALLAM CO EMS COUNCIL	6,450.00	Q3 2024 EMS Council MPD Fees
1268	07/16/2024	Claims	1	112142	CLALLAM CO. F.D. #3 TRAVEL	1,973.13	Replenish Advanced Travel Account
1269	07/16/2024	Claims	1	112143	CLALLAM COUNTY PUBLIC WORKS DEPT	458.22	Shop/Classroom Sewer; ST33 Sewer; Shop/Classroom Sewer
1270	07/16/2024	Claims	1	112144	CLALLAM COUNTY PUD	5,177.00	ST31 Electricity; ST36 Electricity; ST33 Water and Electricity; ST32 Water and Electricity; ST35 Electricity; ST34 Electricity; Shop Water and Electricity; ST37 Electricity; Classroom Water and Electr
1271	07/16/2024	Claims	1	112145	CO-OP FARM AND GARDEN, INC, THE	2,235.13	Gas/Diesel
1272	07/16/2024	Claims	1	112146	COPPER CREEK FABRICATION, LLC	1,309.99	ST34 Hose Tower Roof Latch
1273	07/16/2024	Claims	1	112147	CP1, LLC	2,400.00	Admin Office Lease - Aug 2024

CHECK REGISTER

Clallam County FD 3

Time: 10:43:34 Date: 07/11/2024

07/16/2024 To: 07/16/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1274	07/16/2024	Payroll	1	112148	DEPT OF LABOR & INDUSTRIES	84,961.26	2ND Quarter L&I: 04/01/2024 - 06/30/2024
1275	07/16/2024	Claims	1	112149	DR PANZA'S OFFICE	210.00	Career Medical - CDL - Phillips
1276	07/16/2024	Claims	1	112150	Jon M Donahue	14.25	Lunch per diem - STICO - 05.16.2024-05.17.2024 Less Balance Due on Prev Travel
1277	07/16/2024	Claims	1	112151	EAST JEFFERSON FIRE RESCUE	1,800.00	Confined Space Tech Class - Oman; Confined Space Tech Class - Dallen; Confined Space Tech Class - Tucker
1278	07/16/2024	Payroll	1	112152	PFML EMPLOYMENT SECURITY DEPARTMENT - PFML	17,443.91	Pay Cycle(s) 04/10/2024 To 04/10/2024 - ESD - PFML; Pay Cycle(s) 05/10/2024 To 05/10/2024 - ESD - PFML; Pay Cycle(s) 06/10/2024 To 06/10/2024 - ESD - PFML
1279	07/16/2024	Payroll	1	112153	EMPLOYMENT SECURITY DEPARTMENT	4,360.33	2nd Quarter Unemployment: 04/01/2024 - 06/30/2024
1280	07/16/2024	Claims	1	112154	EMS CONNECT	559.50	EMS/Fire Training Subscription
1281	07/16/2024	Claims	1	112155	ERIC JACOBSON	900.00	IT Consulting Services - June 2024
1282	07/16/2024	Payroll	1	112156	ESD - WA CARES FUND	8,787.56	Pay Cycle(s) 04/10/2024 To 04/10/2024 - ESD- WA CARES; Pay Cycle(s) 05/10/2024 To 05/10/2024 - ESD- WA CARES; Pay Cycle(s) 06/10/2024 To 06/10/2024 - ESD- WA CARES
1283	07/16/2024	Claims	1	112157	ESO SOLUTIONS, INC.	665.65	IFC-2021 Code Set - Software for Inspections - 07.11.2024-06.15.2025
1284	07/16/2024	Claims	1	112158	FERRELLGAS	3.40	Late Charge; Late Charge
1285	07/16/2024	Claims	1	112159	FIRST WATCH	5,616.00	ESO/FirstPass SaaS 06/19/2024-09/18/2024
1286	07/16/2024	Claims	1	112160	FREIGHTLINER NORTHWEST PACIFIC	365.54	D4 Vehicle Parts
1287	07/16/2024	Claims	1	112161	HARBOR AUDIOLOGY & HEARING SERVICES	110.00	Volunteer Medical - Rodgers; Volunteer Medical - A Albers
1288	07/16/2024	Claims	1	112162	JAY OEN MOTOR COMPANY	1,824.96	D4 Vehicle Parts; D4 Vehicle Parts Core Deposit; D4 Vehicle Parts; D4 Vehicle Parts; F49 Core Deposit; D4 Vehicle Parts; D4 Vehicle Parts; D4 Vehicle Parts Return/Core Deposit; Vehicle Parts Return/Co
1289	07/16/2024	Claims	1	112163	KENT D BRUCE CO, LLC	873.49	G33 Heavy Duty Telescoping Pole/Swing Arm; Dock Conversions (2)
1290	07/16/2024	Claims	1	112164	KRONOS, A UKG COMPANY	17.26	WFTS - IVR Service
1291	07/16/2024	Claims	1	112165	L.N.CURTIS & SONS	466.56	Vol Coord Name Tapes; Class A Shirts (2) and Name Patches - Grider Initial; Fleece Jacket and Name Patch - Vol Coord Initial
1292	07/16/2024	Claims	1	112166	LIFE ASSIST, INC.	1,095.94	EMS Supplies; EMS Supplies; EMS Supplies
1293	07/16/2024	Claims	1	112167	Ronald C Laubach	179.99	Reimburse workout shoes
1294	07/16/2024	Claims	1	112168	MCKESSON MEDICAL SURGICAL	278.90	EMS Supplies; EMS Supplies

CHECK REGISTER

Clallam County FD 3

Time: 10:43:34 Date: 07/11/2024

07/16/2024 To: 07/16/2024

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1295	07/16/2024	Claims	1	112169	OLYMPIC DISPOSAL MURREYS DISPOSAL COMPANY, INC	1,310.72	Shop/Classroom Garbage and Recycling; Shop/Classroom Garbage and Recycling; Garbage - ST37, ST33, Shop/Classroom; ST34 Garbage; Garbage - ST37, ST33, Shop/Classroom
1296	07/16/2024	Claims	1	112170	NORTHWEST PLASTICS, INC	1,864.66	F59 Vehicle Repair
1297	07/16/2024	Claims	1	112171	Jeffrey C Nicholas	419.74	Mileage - WFCA Spring Seminar - 05.31.2024-06.02.2024 - Less passenger fee
1298	07/16/2024	Claims	1	112172	OLYMPIC MEDICAL CENTER	1,552.00	Volunteer Medical - Barnes, Cesena, Coe
1299	07/16/2024	Claims	1	112173	OLYMPIC SEWER & DRAIN COMPANY, INC	882.38	ST36 Septic Tank Locate, Exposure, and Repair
1300	07/16/2024	Claims	1	112174	OLYMPIC SPRINGS, INC.	39.97	Admin Office Water
1301	07/16/2024	Claims	1	112175	PACIFIC OFFICE EQUIPMENT, INC	222.38	Copier Contract Fees - Admin - 06.01.2024-06.30.2024; Copier Contract Fees - Shop - 06.01.2024-06.30.2024; Copier Contract Fees - ST34 - 06.01.2024-06.30.2024
1302	07/16/2024	Claims	1	112176	PALADIN BACKGROUND SCREENING LLP	318.00	Volunteer Background - Rodgers/Albers, A
1303	07/16/2024	Claims	1	112177	PETROCARD INC.	3,920.62	Bulk Diesel; Bulk Gasoline
1304	07/16/2024	Claims	1	112178	PRICE FORD, INC.	453.65	G28 Vehicle Parts; Oil Filters for Stock; G23 Vehicle Parts; G23 Gasket
1305	07/16/2024	Claims	1	112179	RADIA INC PS	35.00	Volunteer Medical - Rodgers
1306	07/16/2024	Claims	1	112180	Jared M Romberg	247.50	Reimb Handles for Floor Squeegees on Personal Card
1307	07/16/2024	Claims	1	112181	SEQUIM MEDICAL ASSOCIATES PLLP	1,014.00	Career Medical - Bowe; Volunteer Medical - Barnes; Volunteer Medical - Coe
1308	07/16/2024	Claims	1	112182	SNURE LAW OFFICE, PSC.	448.00	Legal Services - General - June 2024
1309	07/16/2024	Claims	1	112183	STERICYCLE, INC.	65.75	EMS Disposal Fees
1310	07/16/2024	Claims	1	112184	STRYKER SALES LLC	26,064.00	Monitor for Community Paramedic
1311	07/16/2024	Claims	1	112185	SUMMIT LAW GROUP	246.00	Legal Services - General - May 2024
1312	07/16/2024	Claims	1	112186	SUTPHEN CORPORATION	1,500.54	F59 Vehicle Parts; F49, F50 Vehicle Parts
1313	07/16/2024	Claims	1	112187	TASK FORCE TIPS	147.13	F35 Vehicle Parts
1314	07/16/2024	Claims	1	112188	U S FIRE EQUIPMENT, LLC	1,071.58	F50 Ladder Lift Power Unit/Mount Bar; F73 Vehicle Supplies
1315	07/16/2024	Claims	1	112189	US BANK-CREDIT CARD	22,927.08	US Bank Pcard Statement 06.25.2024
1316	07/16/2024	Claims	1	112190	CELLULAR VERIZON WIRELESS	2,867.30	Cellular Service 05.09.2024-06.08.2024
1317	07/16/2024	Claims	1	112191	VESTIS GROUP, INC	128.16	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats - ST33; Cleaning services - mats - ST37;

CHECK REGISTER

Clallam County FD 3

Time: 10:43:34 Date: 07/11/2024

07/16/2024 To: 07/16/2024

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1318	07/16/2024	Claims	1	112192	WASHINGTON WATER SERVICE COMPANY	102.32	ST35 Water

001 Maintenance & Operations

235,642.35

* Transaction Has Mixed Revenue And Expense Accounts

Claims:	120,089.29
Payroll:	115,553.06

DRAFT



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 6/1/2024 - 6/30/2024

Prepared by: Chris Turner
Battalion Chief - A shift

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

	CCFD3 YTD 2024	CCFD3 YTD 2023	June 2024			Total Calls	Avg Calls per shift	
			A-Shift (10)	B-Shift (10)	C-Shift (10)			
Station 31	125	108	11	5	7	23	0.76	Station 31
Station 32	197	167	17	8	17	42	1.40	Station 32
Station 33	784	806	78	36	66	180	6.00	Station 33
Station 34	2995	2685	120	159	117	396	13.20	Station 34
Station 35	77	60	2	1	6	9	0.30	Station 35
Station 36	13	17	2	0	4	6	0.20	Station 36
Station 37	250	249	14	18	9	41	1.37	Station 37
+349	4441	4092	244	227	226	697		
	24.40	22.61	24.40	22.70	22.60	23.23		
Avg Calls Per Shift								

- **Battalion Chief Administrative Meetings:**

- Daily shift briefings
- Fire Code Technician Meeting: 6/11/2024, 6/18/2024
- Staff Meeting at Admin Office: *none*
- BC Meeting at Admin Office 6/24/2024.
- BOC Meeting: 6/18/2024.
- City of Sequim Building Development Meetings: 6/18/2024.
- Training Committee Meeting: *none*
- Station Visit's & Captain Meeting's: *at least once per tour.*

- **Administrative & Assigned Duties:**

- Telestaff Staffing & Callbacks. *No notable events.*
- ESO Status:
 - Monthly audit for errors and missing calls.
 - 3 Missing Calls, 3 Error Codes, 1 Non-Complying Incident Type.
 - NFIRS data report submitted

- Completed Probationary Activities:
 - EMT Stanley passed Map Test #4. 06/26/2024.

- Fire Inspections:
 - Update Proposed Building Plan Folders:
 - John Wayne Recreational Properties
 - Contacted George Bailey at Clallam County to update weekly construction report contact information.
 - Update Fire Apparatus Turn Illustration & Clearance Requirements
 - Road Test L34 on Solana Parkway for slopes >10°.

- Pre-Fire Plans
 - Water System draft completed. Need to expand the program. Ongoing.
 - Draft “Bridge” access, safety, and data collection. Bear Creek Estates Rd. is posted to Active 911 as a sample. Project is ongoing.
 - Active 911 audit and updating of PFP being completed by FF Cupps.

- Prevention Activities
 - See CRR Report (June 411)
 - Fire Extinguisher Training with Avamere 1000 S. 5th Ave Caretakers. 6/06/2024.
 - Participate in YMCA Summer Day Camp (Cupps) 6/24, 6/26, 6/27, & 6/28.
 - CRR Champions Meeting 6/6/2024.
 - Smoke Detector Installation w/ McKenzie (15 alarms) 6/21/2024.

- Public Relations
 - Press Release for:
 - Lemmon Rd. RV Fire 6/5/2024
 - Highway 101 at Schoolhouse Point Rd. MVA 6/17/2024.
 - Sea Bluff Lane. Bluff Rope Rescue 6/18/2024.
 - Social Media Posts submitted for:
 - Incident statistics for May 2024, 06/8/2024.
 - Lemmon Rd RV Fire 6/6/2024.
 - Rescue Systems I set up video reel 6/8/2024 (3.7K plays)
 - Captain & BC Promotion photos from May 6/14/2024.
 - Rescue Systems I class photo 6/16/2024.
 - PFF Madison Bowe Bulldog Award 6/16/2024.
 - Hwy 101 3-Car MVA Alert 6/17/2024.
 - Bluff Rescue 6/18/2024.

- Responses.
 - 6/05/2024 Kitchen Dick Road (Structure Fire).
 - 6/05/2024 Lemmon Rd (Fully involved RV Fire).
 - 6/05/2024 Towne Rd (Vehicle Fire).
 - 6/17/2024 Highway 101 (3-Car MVA, Diesel Spill).
 - 6/18/2024 Sea Bluff Lane (Technical Rope Rescue).
 - 6/24/2024 John Wayne Marina (Boat taking on water).

▪ **A Shift Training:**

- June Run-Review & Inservice: n/a.
- 2nd quarter EMS Connect & 2nd quarter Fire Training as assigned.
- Lt. Sprenger Ladder Truck Operational Training 6/5/2024.
- Rescue Systems I-Instructor (40 hour class) 6/10-13/2024.
- Technical Rescue Team Drill 06/20/2024 (Water Rescue Techniques)
- Monday Night Volunteer Drill: 6/17/2024, 6/24/2024.

▪ **Planning and On-Going projects:**

- Update/Improve Business Inventory in ESO.
 - FCT McKenzie has pulled the data needed.
 - Inspection plan established for Assemblies.
 - New 2021 Code Set uploaded to ESO.
- 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 8/2024.**
 - Monthly Calendar topics reviewed and discussed.
 - Establish a “Smoke Trailer” education team to enhance the delivery of prevention material from that medium.
 - Research expanding fire extinguisher training program.
 - Suggest revision of Smoke Alarm installation program.
 - Instagram and social media needs, access, and policies.

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 Request	<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	6/2/2024	John McKenzie	EMS Standby	STNDBY	BLS Rotator	1	Victoria Jones	Port Angeles, WA		
	900	2.5 Hours	N. Olympic Disc. Marathon				585-451-0014			
2	6/6/2024	John McKenzie	Fire Prevention	FIRE DRILL	Extinguisher Prop	15	Conner	Sequim, WA		
	900	3.0 Hours	Avamere		Smoke Machine					
3	6/11/2024	Brandan Tucker	Engine Visit/Fire Prevention	Field Day	B34, BLS, E31	786	Joelin Julmist	Sequim, WA		
	900	7.0 Hours	Hellen Haller Elementary		Bean Bag Toss					
4	6/11/2024	Chris Turner/Jeff Nicholas	Station 34 Tour	Tour	Station 34	20	Jeff Nicholas	Sequim, WA		
	1900	1.5 Hours	Youth Group							
5	6/13/2024	Chris Lovering	Engine Visit/Fire Prevention	Field Day	B33, A31	500	Jennifer Lopez	Sequim, WA		
	900	7.0 Hours	Greywolf Elementary		Bean Bag Toss					
6	6/24/2024	Tanner Cupps	Engine Visit/Fire Prevention	CAMP	Aid 32	30	Tiffany Barnett	Sequim, WA		
	900	2.5 Hours	YMCA Day Camp		Sparky					
7	6/26/2024	Tanner Cupps	Engine Visit/Fire Prevention	CAMP	Rescue 34	30	Tiffany Barnett	Sequim, WA		
	900	2.5 Hours	YMCA Day Camp							
8	6/27/2024	Tanner Cupps	Station 34 Tour	CAMP	Station 34	30	Tiffany Barnett	Sequim, WA		
	900	2.5 Hours	YMCA Day Camp							
9	6/28/2024	Tanner Cupps	Engine Visit/Fire Prevention	CAMP	Ladder 34	30	Tiffany Barnett	Sequim, WA		
	900	2.5 Hours	YMCA Day Camp							
10										
11										
12										
13										
14										



Clallam County Fire District 3

Motto: *Serve, Respect, Prevent, Protect*



Battalion Chief's Report: 06/01/2024 - 06/30/2024

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

▪ June 911 Responses for CCFD#3:

	CCFD3 YTD 2024	CCFD3 YTD 2023	June 2024			Total Calls	Avg Calls per shift	
			A-Shift (10)	B-Shift (10)	C-Shift (10)			
Station 31	125	108	11	5	7	23	0.76	Station 31
Station 32	197	167	17	8	17	42	1.40	Station 32
Station 33	784	806	78	36	66	180	6.00	Station 33
Station 34	2995	2685	120	159	117	396	13.20	Station 34
Station 35	77	60	2	1	6	9	0.30	Station 35
Station 36	13	17	2	0	4	6	0.20	Station 36
Station 37	250	249	14	18	9	41	1.37	Station 37
+349	4441	4092	244	227	226	697		
	24.40	22.61	24.40	22.70	22.60	23.23		
Avg Calls Per Shift								

▪ Battalion Chief Administrative Meetings:

- Daily shift meetings
- BC/Chief's Meeting at Administrative Office 06/10/24 & 06/24/24
- Staff Meeting 06/11/2024

▪ Administrative/Training Duties:

- Telestaff Staffing & Callbacks:
 - Mandatories for June for all career: BC (0), Captains (0), FF/PM (0), FF/EMT (0)
- Approved 5 training requests for upcoming classes/conferences
- WA State Fire Academy Class 2024-02
 - Liaison with recruits for class 2024-02 including frequent communication
 - Aston, Bowe, Oberly, Simson currently performing well. All passed IFSAC FF1 testing, no injuries.
 - To graduate July 25, 2024
 -
- Performed Wa State Academy Recruit Visit 6/6/24

- CCFD#3 Hosted Rescue Systems 1 Class June 10-13, 2024
 - 17 students completed course including 7 CCFD#3 Career FF's
- Continued planning and logistics for 2024 Probationary FF's 2 week academy.
 - Captain Anderson and FF/PM Darling will lead the academy
 - Preparing/Updating Probationary Books and Materials for shift placement.
- Everbridge Emergency Broadcast Training- 6/11/2024
- Port Angeles Fire Department Lieutenant Test evaluator 6/18/24
- Finalized Development of Probationary Firefighter "Driver/Operator Checkoff" Skill Sheet and procedure with FF McIntyre.
 - PFF Hagaman tested and passed manipulative exam on 6/28/24
- **B Shift Training/Activity:**
 - Fire/EMS training as assigned in Target Solutions
 - Increased focus on ladder truck training
 - Station 34 crew training 2 probationary FF's
 - Presence at North Olympic Discovery Marathon 6/2/24
 - Greywolf Elementary Field Day 6/13/24
 - Prob FF J Stanley took and passed Ladder Truck Apparatus exam 6/8/24
- **Planning and On-Going projects:**
 - Continue planning for in house probationary academy July 29-Aug 9
 - Continue to improve Target Solutions assignments with AA Coleman
 - Working on Target Solutions Fire 2024-03 training
 - Frequent meetings with Volunteer Coordinator Lovering. Meetings regarding current situations, future training ideas, onboarding, combination training, etc.
 - Reviewing Target Solutions completion status
 - Ongoing validation of Target Solutions assignments completed by members



Clallam County Fire District 3

Motto: *Serve, Respect,
Prevent and
Protect*

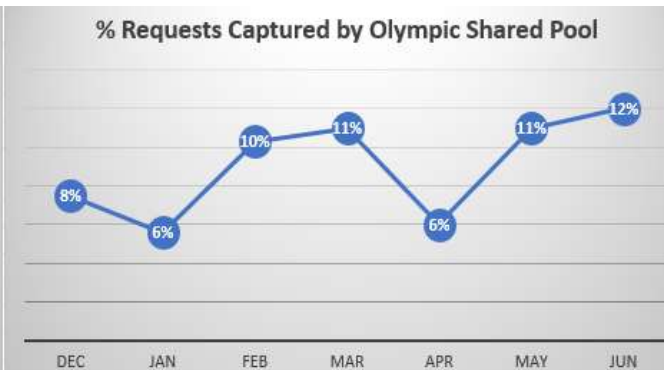
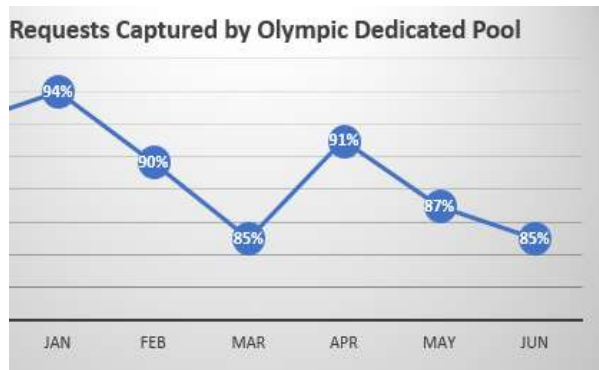


Battalion Chief's Report: 6/30/2024

Prepared by: Elliott C Jones, **C-Shift**

June 2024								
	CCFD3 YTD 2024	CCFD3 YTD 2023	A-Shift (10)	B-Shift (10)	C-Shift (10)	Total Calls	Avg Calls per shift	
Station 31	125	108	11	5	7	23	0.69	Station 31
Station 32	197	167	17	8	17	42	1.08	Station 32
Station 33	784	806	78	36	66	180	4.31	Station 33
Station 34	2995	2685	120	159	117	396	16.46	Station 34
Station 35	77	60	2	1	6	9	0.42	Station 35
Station 36	13	17	2	0	4	6	0.07	Station 36
Station 37	250	249	14	18	9	41	1.37	Station 37
+349	4441	4092	244	227	226	697		
	24.40	22.61	24.40	22.70	22.60	23.23		
Avg Calls Per Shift								

Deliverables & Target Metrics		Jun	Avg
Olympic Captured Requests	>90%	97%	96%
Olympic Dedicated Hours Staffed	>98%	96%	98%
Missed Olympic Requests resulting in FD Transport	<5%	2%	2%
Olympic Requests Captured by Dedicated Pool	>90%	85%	89%
Olympic Requests Captured by Shared Pool	<10%	12%	9%



Transport Breakdown

Transport Disposition	Total Records	Percentage of Records
Transport by Another EMS Unit	191	43%
Transport by Another EMS Unit, with a Member of This Crew	103	23%
No Transport	93	21%
Patient Refused Transport	42	9%
Transport by This EMS Unit (This Crew Only)	14	3%
Grand Total	443	100%

Transports by CCFD3		
2024		2023
19	January	3
24	February	4
13	March	5
8	April	7
11	May	5
14	June	4
	July	7
	August	11
	September	10
	October	12
	November	2
	December	6

- 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
 - Preparing 2024-1 Probationary FF training (EMS) for bootcamp

- EMS Administrative Duties:
 - EMS Council
 - RQI response from PAFD and CCFD2 (Administration)
 - Dr. Craven is participating in Run review and EMS updates
 - Completion of EMS audit of May/June Narcotics: Three errors found in FirstWatch/FirstPass & ESO (all needed signatures, no administration/documentation errors)

- EMS Education:
 - EMS Skill Sheets- completed
 - 3rd quarter EMS OTEP Training, currently underway
 - 2nd quarter EMS OTEP Training, review (3 members with extensions 2ndary to WL Deployment and Paternity Leave)
- Planning and Ongoing projects:
 - RQI Project for ACLS and PALS training- Stakeholders review
 - Telestaff and schedule development for probationary firefighters (2024-1) and rotations
- Continuing Education/Training:
 - Ongoing fulfillment of Vector Solutions monthly & Q2 quarterly requirements.
 - Participation in EMSCConnect for continuing education.

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **07/16/2024**

To: Board of Commissioners
From: Chief Justin Grider
Subject: Strategic Plan - Communications

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. Commissioner asked at a recent meeting for updates on where these committees are with the current 2022-2024 plan.

Discussion: Captain Borggard, the lead for the Communications Committee, is here today to discuss the progress his committee has made.

Attachments: Communications notes of the Strategic Plan

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.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **07/16/2024**

To: Board of Commissioners
From: Chief Justin Grider
Subject: Liz Loomis – Levy Consultant

Recommendation: Please refer to Discussion. Once reviewed and discussed, staff seeks the commissioners' authorization to hire Liz Loomis for this project. However, staff also wishes to meet with the Levy Committee before committing to hiring Liz Loomis to discuss this plan further and ensure it aligns with the Committee's view of the District's best interests.

Background: Staff requested support from the Board of Commissioners to meet with Liz Loomis and discuss potentially hiring her to assist with the upcoming levies that the Board has asked staff to proceed with. Staff have also begun forming a Levy Committee to address all levy-related concerns. Staff met with Liz Loomis on 7/8/2024.

Discussion: Staff met with Liz Loomis to discuss the upcoming levies and the direction provided by the Board. The Board had instructed staff to proceed with the Operations and Maintenance (O&M) and EMS Levy Lid Lift in 2025, aiming to restore the O&M Levy to \$1.50 and the EMS Levy to \$0.50. Liz Loomis advised against running both Levy Lid Lifts simultaneously, suggesting instead that the District run the O&M Levy in 2025 and the EMS Levy in 2026. Ms. Loomis indicated that she would not take on the District as a client if she believed the project would not be successful. Consequently, she declined to accept the District as a client under the current plan. However, she expressed willingness to work with the District if they agreed to run only the O&M Levy in 2025. Her services would cost \$72,000 for a 12-month term starting in September 2024, during which she would assist with messaging, meeting deadlines, and ensuring compliance with laws and regulations related to the levies.

Attachments: None

Alternatives: The BOC could choose to stay the current course or not run either of the Levies in 2025 as previously recommended.

Fiscal Considerations: If the levies do not pass, the District will have to cut budgets to meet the ever increasing expenses of the District.

Impact to the Community: Staff believe it is in the community's best interest to inform them about the District's needs and to manage spending responsibly. The District cannot maintain its current level of service without sustaining its revenue. The O&M Levy increasing to \$1.50 would allow the District to maintain current levels of service.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **07/16/2024**

To: Board of Commissioners
From: Deputy Chief Tony Hudson
Subject: Eric Jacobsen – Software Audit Report

Recommendation: Information Only

Background: The Board requested an audit of Information Technology services and the associated cost. The Board authorized Mr. Jacobson's scope of work and contract to perform the audit.

Discussion:

Attachments: PowerPoint presentation and Excel spreadsheet.

Alternatives: N/A

Fiscal Considerations: N/A

Impact to the Community: N/A



Terms and Definitions

Enterprise Resource Planning (ERP) Platforms

A platform of integrated services that serve the entire enterprise for planning, reporting, and operations. Examples of such services includes inventory / assets, payroll, accounting, customer service, billing, operations.

On-Premises Services

Hosted by the district. Access via Local Area Network (LAN), Wide Area Network (WAN), Virtual Private Network (VPN), or in some cases the internet.

Cloud Services

Hosted by service provider. Access via the internet.

Hybrid Services

A combination of on-premises and cloud services are used to provide overall service.

Software Based Information Technology Agreements (SBITA) GASB 96 Reporting

A review of all software licensing to determine if any licenses meet the criteria to be reported as a contract that conveys control of the right to use another party's IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction



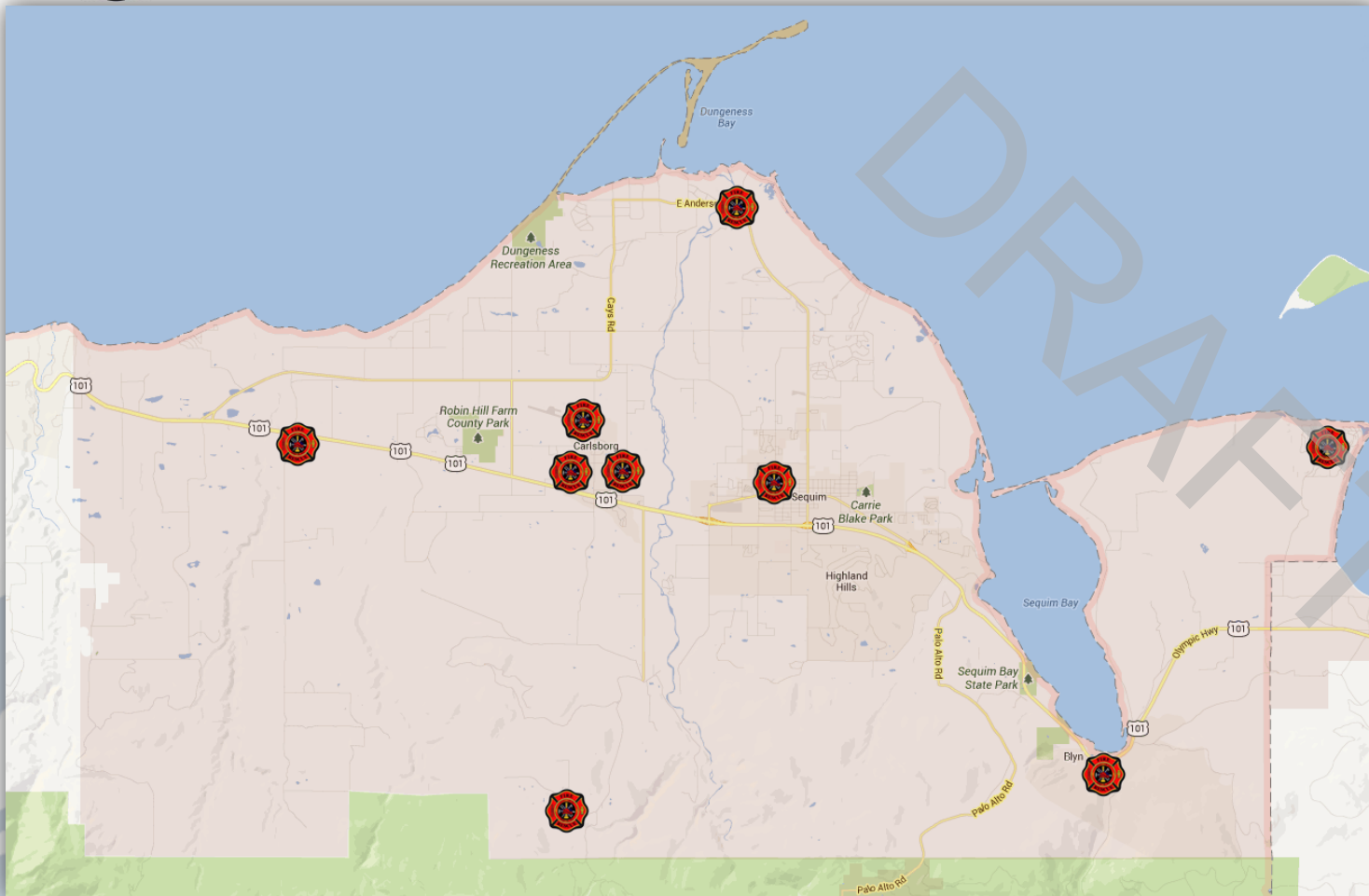
CCFD#3

District Data Services Overview and Audit





Clallam County Fire District #3



Formed:

June 1st, 1948

Service Area:

142 Square Miles

Boundaries:

North – Shoreline

South – Olympic National Park Line

East – Diamond Point

West – Deer Park

Services Provided:

Fire Suppression

Emergency Medical Services

Rescue

Community Risk Reduction

Hazardous Materials

Disaster Preparedness

Wildland Fire Suppression



District Services Facts

(Source: District's 2022 Annual Report)

Largest Fire and Emergency Service Provider on the Peninsula





Interlocal Agreements

(Source: <https://www.ccf3.org/interlocal-agreements>)

Mutual Aid Agreements

EMS Agreement – Jefferson County Fire District 5

Mutual-Aid – Department of Natural Resources (DNR)

Mutual-Aid – Olympic National Park

Mutual-Aid – Clallam, Jefferson & Kitsap County

Vehicle Maintenance Service Agreements

Vehicle Service – Clallam County Fire District 1

Vehicle Service – Clallam County Fire District 2

Vehicle Service – Clallam County Fire District 3

Vehicle Service – Clallam County Fire District 4

Vehicle Service – Port Angeles Fire Department

Vehicle Service – Quilcene Fire and Rescue

Vehicle Service – City of Port Angeles

Vehicle Service – Sequim

Miscellaneous Agreements

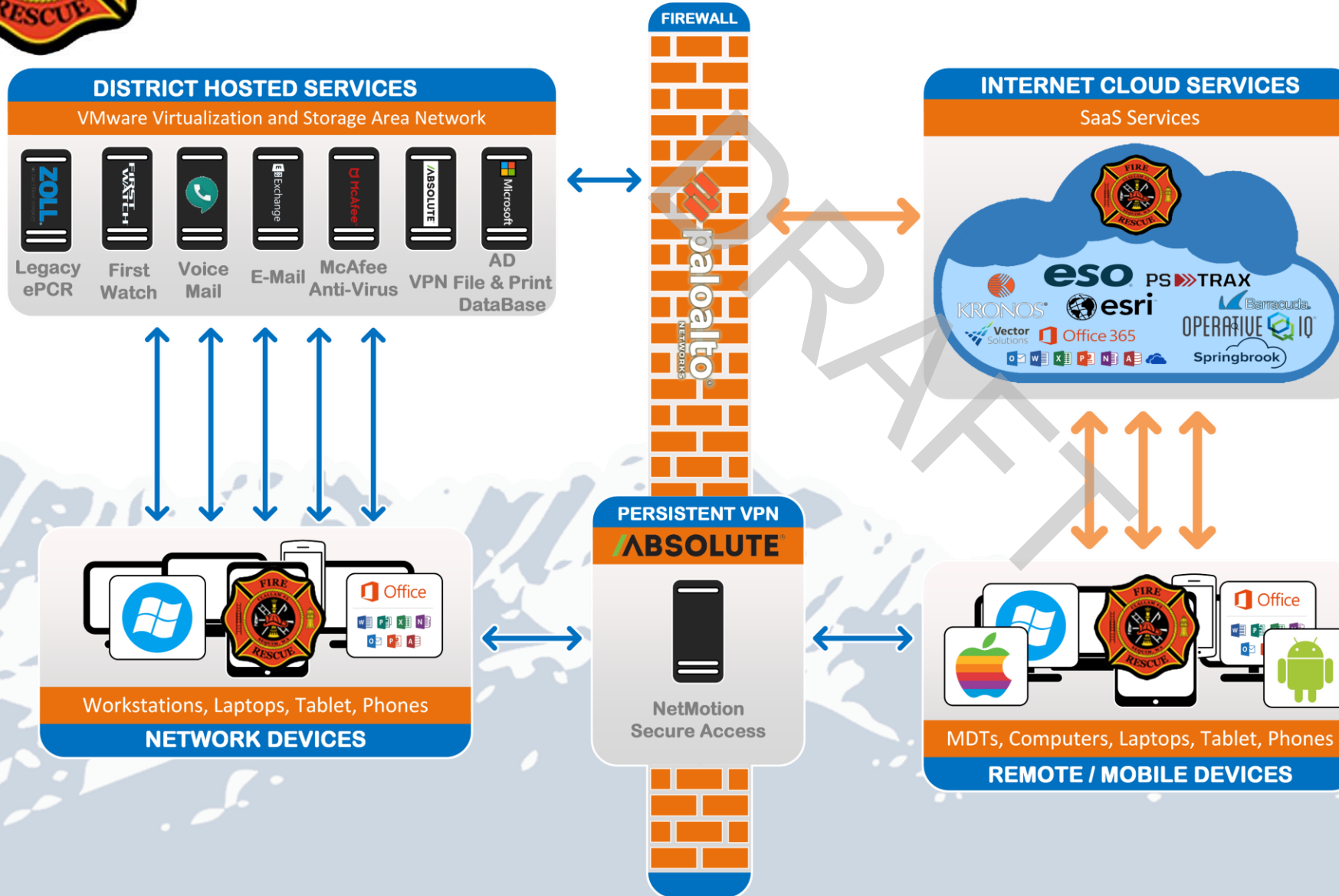
Fire Protection Services – Sequim Bay State Park

EMS Service Agreement – Olympic Ambulance

Interlocal Agreement – Emergency Management Services and Operations, Resource Exchange, Vehicle Service



District Data Services



Cloud Services

- Microsoft O365 (Business Tools)
- Barracuda (Backup/Mail Archiving)
- Workforce Telestaff (Staffing)
- ESO (ePCR / Fire RMS)
- BIAS (Accounting)
- PSTrax (Maintenance Ticketing)
- Operative IQ (Fleet Management)
- VectorSolutions (LMS/Training)
- External Website (Communications)

Hybrid Services

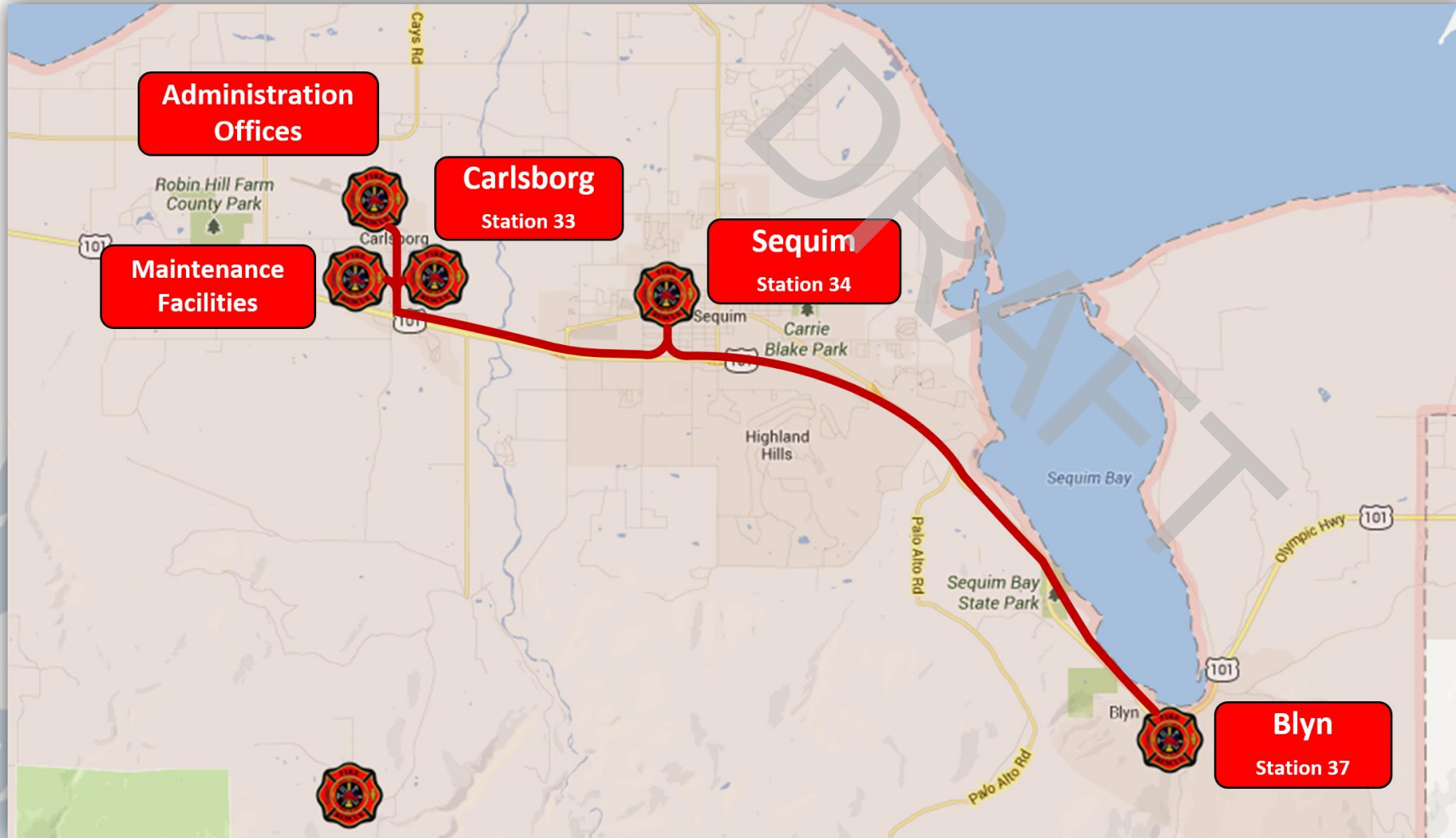
- First Watch
- Barracuda Backup
- Barracuda Mail Archiver

Legacy Services

- FleetMAX
- Zoll
- My Fire Rules
- McAfee ePolicy Orchestrator



Wide Area Network



Internet Service Provider

Nikola Broadband

Service Locations

- Administration Offices
- Maintenance Facilities
- Station 33 - Carlsborg
- Station 34 - Sequim
- Station 37 - Blyn

Connectivity

1 Gigabit Fiber

Interlocal Connectivity

Clallam County
Jeffcom / Pencom

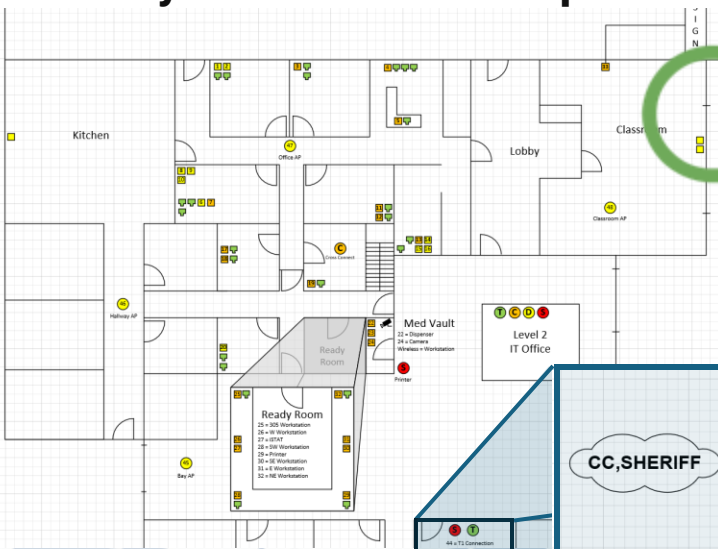


Data Network

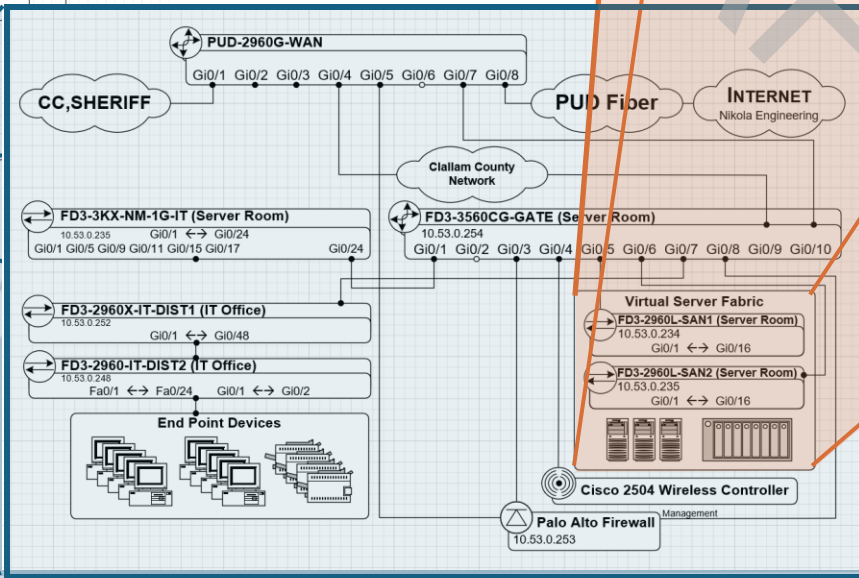
Cloud Services



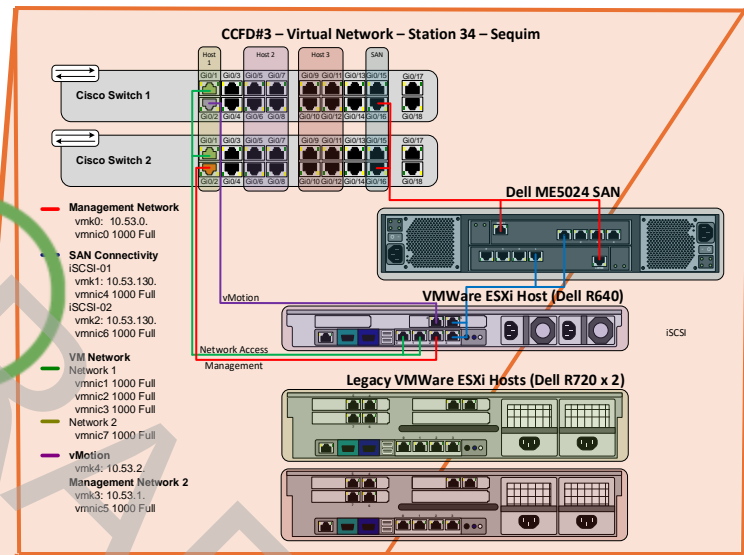
Physical Network Drops



Data Network



Virtual Servers



Station – Data Drops
Physical Network Outlets
Wireless Access Points

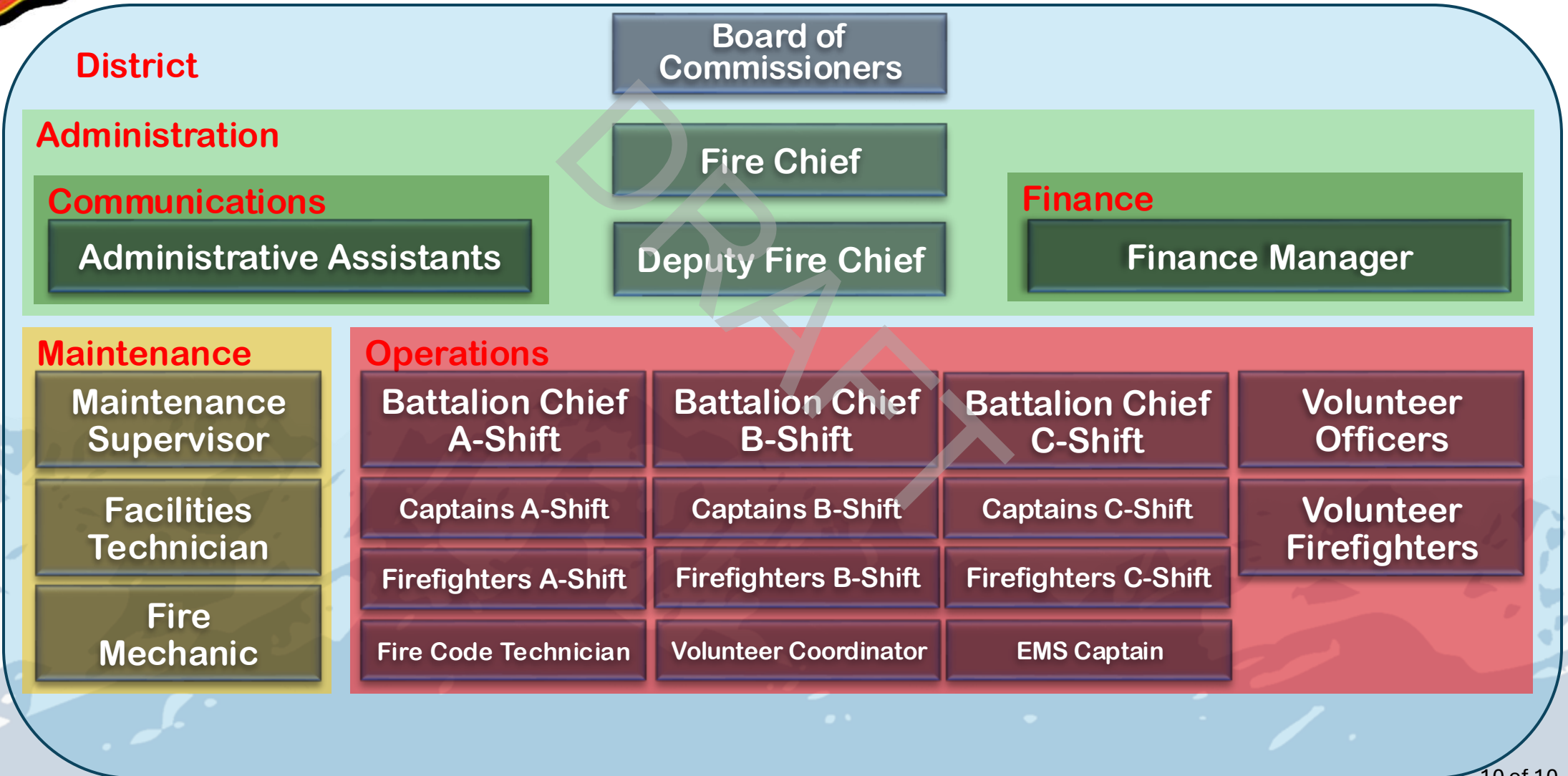
Data Network
Physical Switch Connectivity
Logical Distribution

Virtual Servers
Physical Connectivity
Storage Area Network
Virtual Servers



District Departments

(Source: 2023 - Organizational Flowchart)





Data Services Financials

(Source: 2023 SBITA Financial Analysis)

Interactive Review

Department / Role

Administration | Communications | **District** | Finance | Maintenance | Operations

Platform

Cloud (SaaS) | Hybrid | Mobile App | N/A | On-Premises | Service | Workstation

Service

Business Software | Cloud Storage | Computer Aided Dispatch | Data Center | Data Network | E-Mail | EMS | ePCR

ERP | External Web | Inspection Tracking | Maintenance Shop | Mobile Device Manager | Operations Management | Password Manager | Physical Security

QI/QA Governance | Remote Network Access | Responder Communication | Responder Maps | Responder Staffing | Staff Performance and App... | Teleconferencing | Training and Compliance T...

Service	Product	Vendor	Department	Platform	Sum of Amount	Vendor	Sum of Amount
QI/QA Governance	EHR First Watch Interface	ESO	Operations	Cloud (SaaS)	\$3,563.50	37signals	\$107.81
	First Watch / First Pass	Stout Solutions, LLC	Operations	Cloud (SaaS)	\$22,464.00	Absolute Software	\$14,122.05
Data Center	Barracuda - Backup	Barracuda	District	Hybrid	\$14,283.32	Active911, Inc	\$1,710.38
	Virtual Server System	VMware	District	On-Premises	\$4,952.00	Adobe Systems	\$3,561.32
Responder Staffing	Virtual Server Software - Taxes	Department of Revenue	District	N/A	\$440.73	Apple Computers	\$40.58
	Twilio SMS Messaging Service	Twilio, Inc	Operations	Service	\$170.01	Barracuda	\$16,563.69
	WFTS Annual Service	Kronos, Inc	Operations	Cloud (SaaS)	\$10,328.95	CheckTheDose	\$914.76
	WFTS Support Services	Kronos, Inc	Operations	Service	\$6,705.61	Department of Revenue	\$1,103.35
External Web	Twilio SMS Messaging Service - Taxes	Twilio, Inc	Operations	Service	\$15.13	DNH Domain/Hosting	\$207.98
	ArcGIS	ESRI	Communications	Cloud (SaaS)	\$1,677.06	Dropbox	\$130.79
	GoDaddy Domain Hosting	DNH Domain/Hosting	Communications	Service	\$207.98	EMS Technology Solutions, LLC	\$8,010.69
	Web Forms	Forms Approval Software	Communications	Cloud (SaaS)	\$84.00	EMSconnect	\$543.00
	Web Hosting	Streamline Software, Inc	Communications	Cloud (SaaS)	\$5,964.00	ESO	\$13,678.42
		Sumner / McKenzie, Inc	Communications	Cloud (SaaS)	\$255.00	ESRI	\$1,677.06
	Website Archiving	Smarsh, Inc	Communications	Cloud (SaaS)	\$6,034.03	Forms Approval Software	\$84.00
	Website Maintenance	Totera, Inc	Communications	Service	\$287.50	GoDaddy Operating Company, LLC	\$199.99
	Website Migration	Streamline Software, Inc	Communications	Service	\$2,500.00	Helm HQ	\$1,960.20
	Data Network	Internet Service	Nikola Engineering, Inc	District	Service	\$13,860.00	HRE, LLC
Operations Management	Palo Alto Firewall Subscription	Palo Alto Networks	District	Hybrid	\$2,143.39	Keeper Security, Inc	\$32.72
	Basecamp	37signals	Operations	Mobile App	\$107.81	Knox Company	\$1,127.27
	Operative IQ - Modules Fleet & Inventory	EMS Technology Solutions, LLC	Maintenance	Cloud (SaaS)	\$8,010.69	Kronos, Inc	\$17,034.56
	PSTrax	Station Automation, Inc	Maintenance	Cloud (SaaS)	\$6,090.00	Microsoft Corporation	\$4,257.30



Historical Fiscal Strategy

Service Licensing (Software)

- Microsoft Datacenter licensing
- Leverage perpetual licensing without software assurance
- OEM Operating System Licensing of MDTs / Laptops / Workstations

Enterprise Hardware (Network Equipment / Servers / Storage (SAN))

- Purchase refurbished servers from Dell with same as new warranty
- Purchase used network equipment with lifetime warranty
- Use enterprise hardware out of warranty (First Responders Essential Services Warranty)

Incremental Investment

- Spread investment in functionality across multiple budget years
 - Host memory
 - SAN Storage
 - One Server a year
- Leverage professional services



Technology Services Details

Workstation / Laptop / MDT Operating Systems

 **Windows 7**
10
End of Support: 1/14/20

 **Windows 10 Professional**
50
End of Support: 10/14/25

 **Windows 11 Professional**
4
End of Support: TBA

Server Operating Systems

Windows Server 2008 R2
3
EoS: 1/15 Ext: 1/20

Windows Server 2012 R2
1
EoS: 10/18 Ext: 10/23

Windows Server 2016
7
EoS: 1/22 Ext: 1/27

Windows Server 2019
6
EoS: 1/24 Ext: 1/29

Applications

MS Office 2016
40
End of Support: 10/14/25

O365 Subscriptions
10
End of Support: N/A

VMware Licensing Version 7.0u3
End of Support: 4/27

Virtual Servers

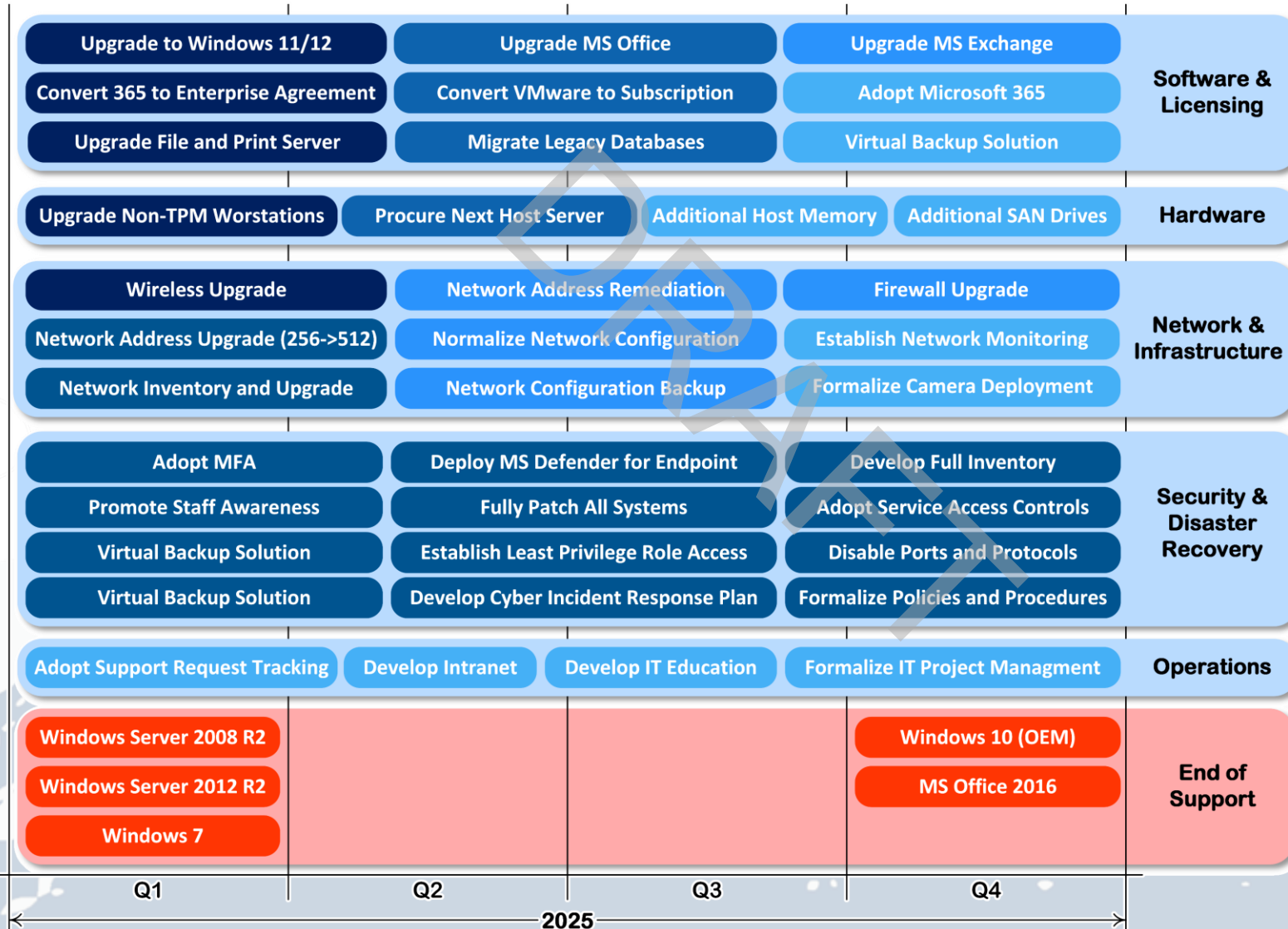
Physical Hosts
3

Virtual Servers
20

Physical Servers
0



Technology Roadmap



Overdue
 Required
 Needed
 Enhance Capabilities

Cyber Security

[Shields Up Technical Guidance | CISA](#)

- Promote Staff Awareness
- Adopt MFA
- Adopt modern protection virus, malware, ransomware protection with XDR monitoring platform
- Full Patching
- Full Inventory
- Least privilege role-based access
- Adopt cloud service access controls
- Develop "Cyber Incident Response Plan"

End Of Support

Windows Server 2008 R2

- F3VSV1028 - MS File and Print Services
- F3VSV1029 - MS SQL Server 2008 R2
 - My Fire Rules
 - ePO Orchestrator
 - FleetMaxEE
 - Legacy Zoll
- F3VSV1032 - McAfee ePolicy Orchestrator

Windows Server 2012 R2

- F3VSV1003 - Voice Mail

Workstation Operating Systems

- Windows 7 – 10
- Windows 10 - 50

Applications

- MS Office 2016 - 40



Future Investment Strategy

Service Licensing (Software)

- OEM Operating System Licensing of MDTs / Laptops / Workstations
- Invest in a Microsoft 365 Enterprise Agreement licensing for administration and lead staff
- Leverage perpetual licensing while available

Enterprise Hardware (Network Equipment / Servers / Storage (SAN))

- Purchase refurbished servers from Dell with same as new warranty
- Purchase used network equipment with lifetime warranty

Incremental Investment

- Spread investment in functionality across multiple budget years
 - One Host Server a Budget
 - Host Microsoft Datacenter licensing
 - Host Memory
 - SAN Storage



Presentation Summary

Key Takeaways

- Scope of district's mission and services
- Role of technology to empower responders and staff
- How technology is delivered to the district
- Overview of district technology services spending
- Challenges faced by the district
- Technology services road map
- Strategies for maintaining technology services

Thanks / Questions?

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **07/16/2024**

To: Board of Commissioners

From: Misty Shaw, Finance Manager

Subject: 2Q 2024 Financial Reports

Recommendation: No action required, Information only

Background: FM Shaw prepares and presents Financial Reports to the Board of Commissioners on a quarterly basis.

Discussion: FM Shaw will discuss the financial results of the District as of June 30, 2024.

Attachments: 2Q 2024 Financial Reports

Alternatives: N/A

Fiscal Considerations: The Board can review the financial results of the District and use the information for future financial decisions.

Impact to the Community: The Community interests of transparency and accountability are maintained when the financial results of the District are reported and discussed in the open public meeting format.

Clallam County Fire District 3
Statement of Revenue
As of June 30, 2024

	2024 Annual Budget	Actual as of June 30, 2024	Difference	Actual Receipts vs. Budget	Notes	Year-to-Year Comparative		Notes
						Actual As of June 30, 2023	Percent Change	
Taxes								
General Property Tax	\$ 10,294,726	\$ 6,211,710	\$ (4,083,016)	60.3%	1	\$ 5,900,559	5.3%	
EMS Property Tax	\$ 3,311,074	\$ 1,977,827	\$ (1,333,247)	59.7%	1	\$ 1,942,856	1.8%	
Leasehold Excise Tax	\$ 9,000	\$ 8,277	\$ (723)	92.0%		\$ 7,643	8.3%	
Timber Excise Tax	\$ 16,000	\$ 7,460	\$ (8,540)	46.6%		\$ 16,310	-54.3%	
Total Taxes	\$ 13,630,800	\$ 8,205,274	\$ (5,425,526)	60.2%		\$ 7,867,369	4.3%	
State Grant Revenue	\$ 500	\$ 766	\$ 266	153.2%		\$ 554	38.3%	
Federal Grant Revenue	\$ -	\$ -	\$ -	-		\$ -	-	
Sale of County Timber	\$ 266,842	\$ 172,782	\$ (94,060)	64.8%	2	\$ 14,032	1131.3%	
Charges For Services	\$ 140,800	\$ 6,390	\$ (134,410)	4.5%	3	\$ 14,076	-54.6%	
Ambulance Services	\$ 120,000	\$ 132,643	\$ 12,643	110.5%	4	\$ 69,527	90.8%	
Miscellaneous	\$ 467,800	\$ 407,598	\$ (60,202)	87.1%	5	\$ 220,151	85.1%	
Total	\$ 14,626,742	\$ 8,925,453	\$ (5,701,289)	61.0%	6	\$ 8,185,709	9.0%	

Clallam County Fire District 3
Statement of Expenditures
As of June 30, 2024

Department	2024 Annual Budget	Actual as of June 30, 2024	Difference	Actual Expenditures vs. Budget	Notes	Year-to-Year Comparative		
						Actual As of June 30, 2023	Percent Change	Notes
Commissioners	\$ 49,966	\$ 45,386	\$ (4,580)	90.8%	1	\$ 14,243	218.7%	1
Administration	\$ 2,098,478	\$ 932,957	\$ (1,165,521)	44.5%		\$ 597,130	56.2%	2
Volunteers	\$ 199,659	\$ 99,574	\$ (100,085)	49.9%		\$ 82,057	21.3%	
Suppression	\$ 1,841,460	\$ 929,838	\$ (911,622)	50.5%	3	\$ 868,427	7.1%	3
Prevention & Risk Reduction	\$ 115,607	\$ 7,343	\$ (108,264)	6.4%		\$ 28,995	-74.7%	
EMS	\$ 8,451,117	\$ 4,117,607	\$ (4,333,510)	48.7%	3	\$ 3,542,248	16.2%	3
Other Response	\$ 28,450	\$ 774	\$ (27,676)	2.7%		\$ 1,575	-50.8%	
Emergency Management	\$ 6,000	\$ -	\$ (6,000)	0.0%		\$ 71	-100.0%	
Facilities	\$ 760,784	\$ 295,630	\$ (465,155)	38.9%		\$ 392,481	-24.7%	4
Vehicles	\$ 582,958	\$ 257,093	\$ (325,865)	44.1%		\$ 213,022	20.7%	5
Capital	\$ 1,745,200	\$ 420,301	\$ (1,324,899)	24.1%		\$ 74,779	462.1%	
Total	\$ 15,879,678	\$ 7,106,503	\$ (8,773,175)	44.8%	6, 7	\$ 5,815,028	22.2%	

Clallam County Fire District 3
Notes to June 30, 2024
Financial Statements

Revenue Notes:

- Note 1. General & EMS Property Tax Revenue: At this point of the year, we typically receive 60% of our General and EMS Tax Levy Revenue, so this revenue stream, our most significant, is right on track.
- Note 2. Sale of County Timber: Revenue up significantly from last year and compared to budget. However, County projections are now \$32k less than prior projections that supported the 2024 budget. We budgeted only 90% of projections so budget is still in line with the latest County projections provided in June.
- Note 3. Charges for Services: This budget item includes receipts for Wildland Deployments & 2/3 of the cost of the Fire Code Technician at full-time.
- Note 4. Ambulance Services: Current year receipts include \$37k that typically would have been received in prior years. After adjusting for timing of collection, revenue is up 7.5%.
- Note 5. Miscellaneous Revenue: Includes \$156k for the sale of the Seiberts Creek property.
- Note 6. Total Revenue: The District typically receives approximately 60% of the revenue in the first half of each year. Total revenue is as expected.

Expenditure Notes:

- Note 1. Commissioners: Costs are up 219% over last year due to increased rate and activity along with \$20.5k in unbudgeted Nov23 election costs.
- Note 2. Administration: Costs are up 56% due to addition of Finance Manager and Chief, inclusion of Deputy Chief reported under Vehicles in 2023, annual raises, a 283% (9k) increase in overtime, a 10k increase in postage due to newsletter mailings, and retirement related health benefits. Staff overtime is less than the cost of the Office Assistant position that was budgeted but cancelled.
- Note 3. Suppression & EMS: Overtime costs are at 62% of budget compared to 49% of budget in 2023. Overtime usage should decline as new recruits are added to shift. Training related costs are at 72% of budget compared to 28% of budget in 2023. 40% of the training costs are related to 2023 fire academy attendance. In addition, the training budget was reduced by \$46k.
- Note 4. Facilities: Costs are down primarily due to the move of the full salary of the Deputy Chief to Administration; a portion was reported in Facilities in prior year. In addition, building maintenance, operating supplies, and small tools/equipment are down from prior year.
- Note 5. Vehicles: Costs are up 20% primarily due to the addition of a mechanic offset by the move of the full salary of the Deputy Chief to Administration; fifty percent was reported in Vehicles in prior year first quarter only. Repair and maintenance costs are up 23%.
- Note 6. Total Expenditures: Prior year total expenditures for the second quarter were 40.3% of budget compared with 44.8% in current year demonstrating costs/spending at a slightly higher rate this year.
- Note 7. Total Expenditures: All other expenditure categories were reviewed and no concerns or issues were noted.

Expenditures by Department as Compared to 50% of Budget & Prior Year

