



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS - MEETING MINUTES

May 7, 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 Milano, Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Turner, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, FF/EMT Beau Sylte and Citizen Duane Chamlee.

**Changes to the Agenda – None**

**PUBLIC COMMENT – None**

### CONSENT AGENDA

1.) Regular Meeting Minutes, April 16<sup>th</sup>, 2024

Commissioner Miano moved, and Commissioner Nicholas seconded to approve the Consent Agenda as presented with amendments to the minutes. **MOTION CARRIED.**

### Fire Chief's Reports – Chief Grider reported:

- Chief Hudson and he met with the developers of Seabrook subdivision and discussed their plans and intent. They have not filed anything (plans, intents, permits) with the City and everything is conjecture. In discussions, it was mentioned that a fire station on the East end of Sequim would be necessary. Seabrook was open to having that discussion. They then met with the public at large and we excused ourselves from the conversation.
- Four new members started on May 1st, 2024; they are headed to the state fire academy and will graduate in July. The three BCs are officially off their one-year probations.
- Met with the Board on April 30th, 2024, and they gave me clear direction to move forward with Levy Lid Lifts for Operations and EMS in the spring of 2025. They also gave me direction to proceed with building a new station 33 with a budget of 10 million dollars.
- He met with all department stakeholders and groups and have begun one-on-one meetings with those that have an interest. As of this report, he has met with approximately one quarter of the organization. The information has been good, and he is compiling it into one document for publication.
- He continue to meet with the Chamber of Commerce and sees value in staying connected with this group. He has been making the rounds to many service groups and will continue to do so. Thus far, he has met with the Realtors Association, Chamber of Commerce, Lions and VFW.
- He continue to meet with Matt Huish monthly and the scope of thier meetings has changed to support the city on Emergency Management and Preparedness.

- Meetings –
  - Attended Sequim Operational meetings with Emergency Management
  - Meet weekly with Blaine Zechenelly to get caught up on CERT and EM
  - Attended Volunteer Officer's Meeting
  - Attended Labor Management meeting
- Events –
  - Attended the Awards Banquet
  - Attended the recruit graduation ceremony
  - Observer for the Maroon Coyote Exercise where the Districts RTF personnel participated
  - Attended Badge Pinning Ceremony for himself, I. Hueter and the three BCs
- Project Updates-
  - Concrete poured for Container boxes at TOC. Continued work
  - SCBA Compressor has been repaired and in service
  - Engine 33 tank repair is going well. It will be reinstalled this week
  - RFP for Station 34 is being worked on and should be finalized this month
  - Zetron gave a quote for Station Alerting

**Agenda Bill 1:** SOP 6010, Budget Preparation & Adoption Update – Finance Manager Misty Shaw presented the update to this SOP to the commissioners. The only change was to the amount of an individual item that's value is more than \$10,000 shall be considered a capital item; this change aligns with current practices. Commissioner Miano moved, and Commissioner Mingee seconded to approve the SOP 6010, Budget Preparation & Adoption Update as presented. **MOTION CARRIED.**

**Agenda Item 2: Notice of Intent to Participate in the WA LOCAL Financing Program**– Finance Manager Misty Shaw presented a Notice of Intent for the WA LOCAL Government Financing Program and Credit Application for the Board of commissions consideration to fund the second half of the three Spartan Fire Engines the District ordered. FM Shaw has been in touch with the program, and they advised her to submit for this process, she is uncertain what the final ruling will be as to when this program considers the purchase effective date and reported that there is still the chance that this option may not be feasible. The intent is to confirm the amount desired approximately three weeks prior to the issuance for the Certificates of Participation. Commissioner Nicholas moved and Commissioner Miano seconded to authorize Chief Grider to sign and process the Notice of Intent and Credit Application to fund the purchase of the second half of the three spartan engines. **MOTION CARRIED.**

**Agenda Item 3: WA LOCAL Financing Program Reimbursement Resolution** – Finance Manager Misty Shaw presented WA LOCAL Government Financing Program Reimbursement Resolution 2024-02. The resolution is a requirement to allow payment of the engines at delivery and obtain reimbursement when the WA LOCAL Certificates of Participation are issues. Commissioner Nicholas moved and Commissioner Miano seconded to approve the WA LOCAL Government Financing Program Reimbursement Resolution 2024-02. **MOTION CARRIED.**

**GOOD OF THE ORDER –**

- Commissioners asked staff to create a timeline for the Levy Lid Lift.
- Commissioners asked for an update on Logo/Rebranding status.
- Chief Grider reported that Joyce Fire Department is donating the Fire Safety Trailer to the District; this transaction has been run through the District’s attorney.
- Commissioner Nicholas requested a budget analysis on overtime by rank.
- Commissioner Miano reported that water, traffic and wildlife were many of the concerns brought up at the meeting that was held regarding the new Seabrook development.
- Commissioner Miano reported that he attended two OMC Board meetings. Of note was that that OMC:
  - Defaulted on a Bond payment in their 2023 audit.
  - Are operating in a negative margin with only 45 days of cash on hand.
  - Reported that is costs about \$7,000 a day to run the cancer center.
  - Reported that 85% of hospitals are operating in the negative.
  - Will be running a Levy Lid Lift in 2024; same time as Fire District 2’s Lid Lifts.
  - Reported that the Peninsula Behavioral Health is planning to renovate a current office building located 5th and Fir into small housing apartments.

**EXECUTIVE SESSION**

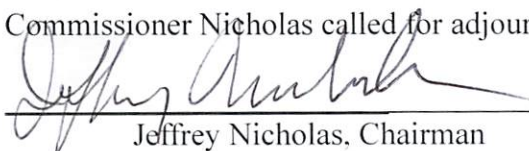
Chairman Nicholas called for an Executive Session beginning at 1:35 p.m., expected to last for sixty (60) minutes under RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or 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, RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, and RCW 42.30.110 (g) - 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 District Secretary Lori Coleman. At 2:18 p.m. Commissioner Nicholas excused Lori Coleman. At 2:35 p.m., Chairman Nicholas extended the meeting an additional Ten (10) minutes. At 2:45 p.m., Chairman Nicholas extended the meeting an additional five (5) minutes. At 2:50 p.m. called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

5/21/2024 – Regular Board Meeting – Add Discussion about PIO to agenda.

**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 2:51 p.m.

  
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 Jeffrey Nicholas, Chairman

  
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 Michael Mingee, Vice Chairman

  
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 Bill Miano, Commissioner

Attest:   
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 Lori Coleman, District Secretary