

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

December 3, 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

December 3, 2024

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, November 19, 2024
- 2.) Volunteer Pay for September and October 2024

Regular Business:

Reports – Fire Chief’s Reports

Agenda Bill 1: SAO Exit Packet

Agenda Bill 2: DNR Agreement

Good of the Order –

Levy Committee Update – Commissioner Nicholas and Chief Grider

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);

Next Meeting

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

November 19, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:00 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Miano, Chief Justin Grider, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Elliott Jones, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, and Citizen Duane Chamlee.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, November 5, 2024

2.) Claims and Payroll –

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

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

Battalion Chief's Reports – BC Jones reported:

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

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

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

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

GOOD OF THE ORDER

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

her for her attention to detail.

- Chief Grider reported that Station 36, Lost Mountain Property, has sold.

EXECUTIVE SESSION

Chairman Nicholas called for an Executive Session beginning at 2:40 p.m., expected to last for forty-five (45) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress, To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price – RCW 42.30.110 (g), and To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 2:25 p.m. Commissioner Nicholas extended the meeting an additional thirty (30) minutes. At 4:55 Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

12/3/2024 – Regular Board Meeting

ADJOURNMENT

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

 Jeffrey Nicholas, Chairman

 Michael Mingee, Vice Chairman

 Bill Miano, Commissioner

Attest: _____
 Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. **Consent #2**

Board of Commissioners meeting **12/3/2024**

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

Recommendation: Move to Pay the Volunteer Reimbursement for September and October of 2024 for approval to pay \$19,510.00 on December 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

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 **Mid-Quarter Pay 2024 – September, and October 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 **\$19,510.00 DATED this 3rd Day of December 2024 and PAID the 25th Day of December 2024.**

Commissioner Jeffrey C. Nicholas, Chairman

Commissioner Michael Mingee, Vice Chairman

Commissioner Bill Miano

Prepared by Lori Coleman

Clallam County Fire District #3
Volunteer Reimbursement~September and October 2024
Paid on December 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	4	\$80.00	4	\$80.00	\$0.00	\$80.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	4	\$80.00	4	\$80.00	16	\$320.00	24	\$480.00	\$100.00	\$580.00	Vol Officer
	2	\$40.00	10	\$200.00	4	\$80.00	16	\$320.00	\$0.00	\$320.00	
		\$0.00		\$0.00	3	\$60.00	3	\$60.00	\$0.00	\$60.00	
		\$0.00		\$0.00	3	\$60.00	3	\$60.00	\$0.00	\$60.00	
		\$0.00		\$0.00	2	\$40.00	2	\$40.00	\$0.00	\$40.00	
		\$0.00		\$0.00	3	\$60.00	3	\$60.00	\$0.00	\$60.00	
	1	\$20.00		\$0.00	3	\$60.00	4	\$80.00	\$0.00	\$80.00	
	6	\$120.00		\$0.00	5	\$100.00	11	\$220.00	\$0.00	\$220.00	
		\$0.00		\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
		\$0.00	1	\$20.00	1	\$20.00	2	\$40.00	\$0.00	\$40.00	
	5	\$100.00		\$0.00	4	\$80.00	9	\$180.00	\$0.00	\$180.00	
		\$0.00		\$0.00	1	\$20.00	1	\$20.00	\$0.00	\$20.00	
	1	\$20.00		\$0.00	11	\$220.00	12	\$240.00	\$0.00	\$240.00	
		\$0.00		\$0.00	5	\$100.00	5	\$100.00	\$100.00	\$200.00	Vol Officer
	6	\$120.00	1	\$20.00	8	\$160.00	15	\$300.00	\$0.00	\$300.00	
	11	\$220.00	1	\$20.00	6	\$120.00	18	\$360.00	\$0.00	\$360.00	
	3	\$60.00	2	\$40.00	7	\$140.00	12	\$240.00	\$0.00	\$240.00	
		\$0.00		\$0.00	9	\$180.00	9	\$180.00	\$0.00	\$180.00	
	58	\$1,160.00	13	\$260.00	10	\$200.00	81	\$1,620.00	\$0.00	\$1,620.00	
		\$0.00	2	\$40.00	2	\$40.00	4	\$80.00	\$0.00	\$80.00	
	8	\$160.00	3	\$60.00	9	\$180.00	20	\$400.00	\$0.00	\$400.00	
	3	\$60.00	6	\$120.00	21	\$420.00	30	\$600.00	\$0.00	\$600.00	
	51	\$1,020.00	3	\$60.00	14	\$280.00	68	\$1,360.00	\$100.00	\$1,460.00	Vol Officer
	5	\$100.00	7	\$140.00	8	\$160.00	20	\$400.00	\$0.00	\$400.00	
	25	\$500.00	2	\$40.00	10	\$200.00	37	\$740.00	\$0.00	\$740.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	10	\$200.00	4	\$80.00	16	\$320.00	30	\$600.00	\$100.00	\$700.00	Vol Officer
		\$0.00	4	\$80.00	4	\$80.00	8	\$160.00	\$0.00	\$160.00	
	1	\$20.00		\$0.00	1	\$20.00	2	\$40.00	\$0.00	\$40.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	15	\$300.00	9	\$180.00	24	\$480.00	48	\$960.00	\$100.00	\$1,060.00	Vol Officer
	23	\$460.00	11	\$220.00	4	\$80.00	38	\$760.00	\$100.00	\$860.00	Central Supply
	2	\$40.00	1	\$20.00	9	\$180.00	12	\$240.00	\$0.00	\$240.00	

Names in red do not pay Volunteer Dues

**Clallam County Fire District #3
 Volunteer Reimbursement~September and October 2024
 Paid on December 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		\$0.00	0	\$0.00	\$0.00	\$0.00	
	11	\$220.00	2	\$40.00	8	\$160.00	21	\$420.00	\$0.00	\$420.00	
	8	\$160.00	11	\$220.00	13	\$260.00	32	\$640.00	\$0.00	\$640.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	
	2	\$40.00	4	\$80.00	3	\$60.00	9	\$180.00	\$0.00	\$180.00	
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$0.00	\$0.00	Chaplain * see note
		\$0.00		\$0.00	5	\$100.00	5	\$100.00	\$0.00	\$100.00	
	4	\$80.00	50	\$1,000.00	6	\$120.00	60	\$1,200.00	\$0.00	\$1,200.00	
	132	\$2,640.00	41	\$820.00	12	\$240.00	185	\$3,700.00	\$1,300.00	\$1,300.00	CERT
		\$0.00		\$0.00		\$0.00	0	\$0.00	\$350.00	\$350.00	CERT
GRAND TOTAL	397	\$7,940.00	192	\$3,840.00	275	\$5,500.00	864	\$17,280.00	\$2,250.00	\$15,830.00	
										\$19,530.00	\$19,530.00

* Dave Westman was overpaid \$560, he will not have pay for September, October, November, December, January of 2025 and then \$40.00 for February of 2025 to catch up to the overpayment.

*Terry Wood was underpaid last quarter, accidentally put on Westmans for 28 points, so she has 28 back pay and 22 current points to pay + 50 total

Names in red do not pay Volunteer Dues

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **12/03/2024**

To: Board of Commissioners

From: Misty Shaw, Finance Manager

Subject: 2023 SAO Annual Audit Conclusion

Recommendation: No action required, Information only

Background: The State Auditor's Office conducted Accountability and Financial Audits of the District for the year ending December 31, 2023.

Discussion: FM Shaw will present the results of the 2023 SAO audit.

Attachments: 2023 Audit Exit Letter; 2023 Audit Presentation by SAO

Alternatives: N/A

Fiscal Considerations: N/A

Impact to the Community: The Community interests are protected and upheld when the District adheres to State Auditor requirements and maintains fiduciary responsibility with the funds entrusted to the Fire District.

Exit Conference

Clallam County Fire Protection District No. 3

Vinny Shiel
Audit Supervisor

Jim Jones
Audit Lead

November 18, 2024



Office of the
Washington
State Auditor
Pat McCarthy

Disclaimer: This presentation is intended to be viewed in conjunction with the complete packet of exit materials provided. A copy of those materials may be requested by contacting the presenters listed or by emailing PublicRecords@sao.wa.gov.

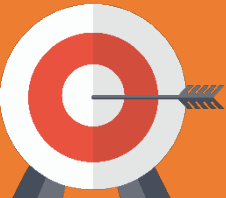
Results that Matter



Increased trust in government



Independent, transparent examinations



Improved efficiency and effectiveness of government



Pat McCarthy
State Auditor

Accountability Audit Results

January 1, 2023 through December 31, 2023



Results in Brief

This report describes the overall results and conclusions for the areas we examined.

In those selected areas, fire district operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

Accountability Audit Results



Using a risk-based audit approach, for the fire district, we examined the following areas during the period:

- Accounts receivable – ambulance transport billings, adjustments and collections
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

Financial Audit Results

January 1, 2023 through December 31, 2023



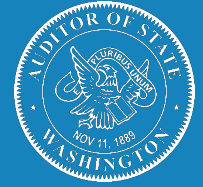
Unmodified Opinion Issued

- Opinion issued in accordance with Regulatory Basis of Accounting (BARS Manual)
- Adverse Opinion on U.S. GAAP also issued
- Audit conducted in accordance with *Government Auditing Standards*

Internal Control and Compliance over Financial Reporting

- We identified no significant deficiencies in internal control
- We identified no deficiencies that we consider to be material weaknesses.
- We noted no instances of noncompliance that were material to the financial statements of the fire district.

Financial Audit Results



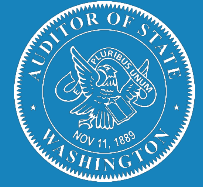
Required Communications

- We did not identify any material misstatements during the audit.
- No uncorrected misstatements have been identified.

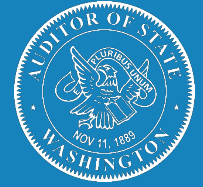
Financial Audit Results

The audit addressed the following risks, which required special consideration:

Management override of controls



Thank You!



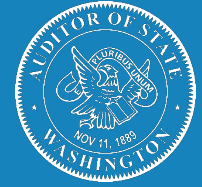
We would like to thank Misty Shaw, Finance Manager, for her cooperation and assistance during the audit. She was very responsive to our requests for information and documentation and was a pleasure to work with.

Closing Remarks

- Audit costs are in alignment with our original estimate
- Next audit: Fall of 2025
 - Accountability for public resources
 - Financial statement

An estimated cost for the next audit has been provided in our exit packet





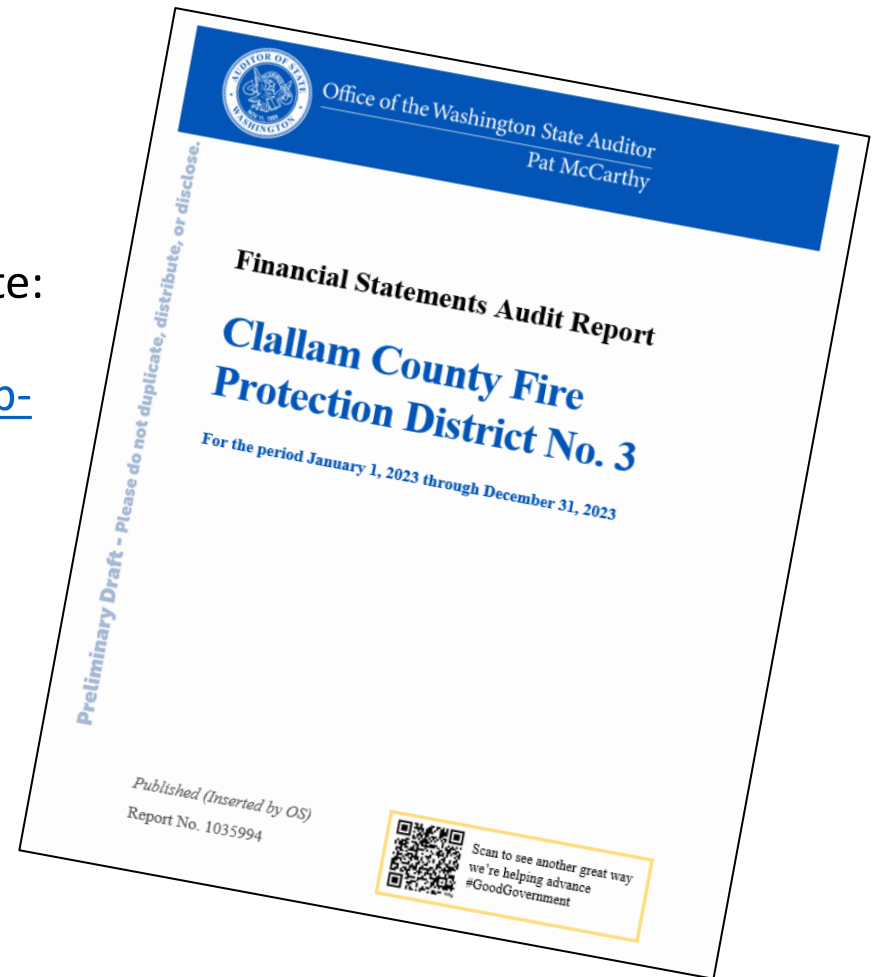
Report Publication

- ✓ Audit reports are published on our website.
- ✓ Sign up to be notified by email when audit reports are posted to our website:

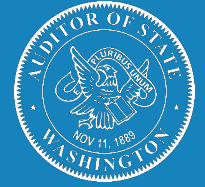
<https://sao.wa.gov/about-sao/sign-up-for-news-alerts/>

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.



Questions?





Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Clallam County Fire Protection District No. 3

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2023 through December 31, 2023 – see draft report.
- Financial statement audit for January 1, 2023 through December 31, 2023 – see draft report.

Audit Highlights

We would like to thank Misty Shaw, Finance Manager, for her cooperation and assistance during the audit. She was very responsive to our requests for information and documentation and was a pleasure to work with

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or noncompliance with laws or regulations that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Financial Statement Audit Communication

We would like to bring the following to your attention:

- We didn't identify any material misstatements during the audit.
- There were no uncorrected misstatements in the audited financial statements.
- The audit addressed the following risks, which required special consideration:
 - Due to the possibility that management may be able to circumvent certain controls, standards require the auditor to assess the risk of management override.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via email in a .pdf file. We also offer a subscription service that notifies you by email when audit reports are released or posted to our website. You can sign up for this convenient service at <https://portal.sao.wa.gov/SAOPortal>.

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$18,000 and actual audit costs will approximate that amount.

Your Next Scheduled Audit

Your next audit is scheduled to be conducted in fall of 2025 and will cover the following general areas:

- Accountability for public resources
- Financial statement

The estimated cost for the next audit based on current rates is \$18,000 plus travel expenses. This preliminary estimate is provided as a budgeting tool and not a guarantee of final cost.

If expenditures of federal awards are \$750,000 or more in any fiscal year, notify our Office so we can schedule your audit to meet federal Single Audit requirements. Federal awards can include grants, loans, and non-cash assistance like equipment and supplies.

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally, this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation at the Office of the Washington State Auditor offers services specifically to help you help the residents you serve at no additional cost to your government. What does this mean? We provide expert advice in areas like Lean process improvement, peer-to-peer networking, and culture-building to help local governments find ways to be more efficient, effective and transparent. The Center can help you by providing assistance in financial management, cybersecurity and more. Check out our best practices and other resources that help local governments act on accounting standard changes, comply with regulations, and respond

to recommendations in your audit. The Center understands that time is your most precious commodity as a public servant, and we are here to help you do more with the limited hours you have. If you are interested in learning how we can help you maximize your effect in government, call us at (564) 999-0818 or email us at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, CFE, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Tina Watkins, CPA, Assistant Director of Local Audit, (360) 260-6411, Tina.Watkins@sao.wa.gov

Melinda Seibert, CPA, Audit Manager, (360) 845-1485, Melinda.Seibert@sao.wa.gov

Vinny Shiel, Assistant Audit Manager, (425) 510-0488, Vincent.Shiel@sao.wa.gov

Jim Jones, Audit Lead, (509) 580-0234, Jim.Jones@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Accountability Audit Report

Clallam County Fire Protection District No. 3

For the period January 1, 2023 through December 31, 2023

Published (Inserted by OS)

Report No. 1036017



Scan to see another great way
we're helping advance
#GoodGovernment



**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Clallam County Fire Protection District No. 3
Sequim, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government’s stewardship of public resources.

Attached is our independent audit report on the District’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

TABLE OF CONTENTS

Audit Results..... 4

Related Reports..... 5

Information about the District..... 6

About the State Auditor's Office..... 7

Preliminary Draft - Please do not duplicate, distribute, or disclose.

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of Clallam County Fire Protection District No. 3 from January 1, 2023 through December 31, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the Washington State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the District’s use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the year ended December 31, 2023, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Accounts receivable – ambulance transport billings, adjustments and collections
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

Preliminary Draft - Please do not duplicate, distribute, or disclose.

RELATED REPORTS

Financial

Our opinion on the District’s financial statements is provided in a separate report, which includes the District’s financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

INFORMATION ABOUT THE DISTRICT

Clallam County Fire Protection District No. 3 was established in 1948 to provide fire protection and emergency medical services to the citizens of Sequim and the surrounding area. The District operates seven fire stations, three fully staffed, to cover its service area from the Clallam-Jefferson County line to the Deer Park area east of Port Angeles.

An elected, three-member Board of Commissioners governs the District. The Board appoints a Fire Chief to oversee the District’s daily operations as well as its 63 employees and approximately 45 volunteers. The District is funded primarily through property taxes, and had an operating budget of approximately \$13 million for 2023.

Contact information related to this report	
Address:	Clallam County Fire Protection District No. 3 323 N 5th Avenue Sequim, WA 98382
Contact:	Misty Shaw, Finance Manager
Telephone:	(360) 582-2051
Website:	www.clallamfire3.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for Clallam County Fire Protection District No. 3 at <http://portal.sao.wa.gov/ReportSearch>.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Financial Statements Audit Report

Clallam County Fire Protection District No. 3

For the period January 1, 2023 through December 31, 2023

Published (Inserted by OS)

Report No. 1035994



Scan to see another great way
we're helping advance
#GoodGovernment



**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Clallam County Fire Protection District No. 3
Sequim, Washington

Report on Financial Statements

Please find attached our report on Clallam County Fire Protection District No. 3's financial statements.

We are issuing this report in order to provide information on the District's financial activities and condition.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

TABLE OF CONTENTS

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*..... 4

Independent Auditor's Report on the Financial Statements..... 7

Financial Section..... 11

About the State Auditor's Office..... 25

Preliminary Draft - Please do not duplicate, distribute, or disclose.

INDEPENDENT AUDITOR'S REPORT

Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Clallam County Fire Protection District No. 3 January 1, 2023 through December 31, 2023

Board of Commissioners
Clallam County Fire Protection District No. 3
Sequim, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Clallam County Fire Protection District No. 3, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated November 18, 2024.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However,

this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Pat McCarthy". The signature is written in a cursive, flowing style.

Pat McCarthy, State Auditor

Olympia, WA

November 18, 2024

Preliminary Draft - Please do not duplicate, distribute, or disclose.

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Clallam County Fire Protection District No. 3 January 1, 2023 through December 31, 2023

Board of Commissioners
Clallam County Fire Protection District No. 3
Sequim, Washington

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Unmodified and Adverse Opinions

We have audited the financial statements of Clallam County Fire Protection District No. 3, as of and for the year ended December 31, 2023, and the related notes to the financial statements, as listed in the financial section of our report.

Unmodified Opinion on the Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the District has prepared these financial statements to meet the financial reporting requirements of state law and accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) Manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the cash and investments of Clallam County Fire Protection District No. 3, and its changes in cash and investments, for the year ended December 31, 2023, on the basis of accounting described in Note 1.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion, they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Clallam County Fire Protection District No. 3, as of December 31, 2023, or the changes in financial position or cash flows thereof for the year then ended, because of the significance of the matter discussed below.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Basis for Unmodified and Adverse Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit unmodified and adverse opinions.

Matter Giving Rise to Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. As described in Note 1 of the financial statements, the financial statements are prepared by the District in accordance with state law using accounting practices prescribed by the BARS Manual, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the BARS Manual described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and

Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Performing an audit in accordance with GAAS and *Government Auditing Standards* includes the following responsibilities:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, no such opinion is expressed;
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements;
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District’s ability to continue as a going concern for a reasonable period of time; and
- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District’s financial statements. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the

United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2024 on our consideration of the District's internal control over financial reporting and on the tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Pat McCarthy, State Auditor

Olympia, WA

November 18, 2024

FINANCIAL SECTION

Clallam County Fire Protection District No. 3 January 1, 2023 through December 31, 2023

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2023
Notes to the Financial Statements – 2023

SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2023

Preliminary Draft - Please do not duplicate, distribute, or disclose.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

Stay connected at sao.wa.gov

- [Find your audit team](#)
- [Request public records](#)
- Search BARS Manuals ([GAAP](#) and [cash](#)), and find [reporting templates](#)
- Learn about our [training workshops](#) and [on-demand videos](#)
- Discover [which governments serve you](#) — enter an address on our map
- Explore public financial data with the [Financial Intelligence Tool](#)

Other ways to stay in touch

- Main telephone:
(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov



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

November 18, 2024

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Clallam County Fire Protection District No. 3 for the period from January 1, 2023, through December 31, 2023. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.

Management Representation Letter

Page 1 of 3

Clallam County Fire District 3 provides Emergency Medical Services, Fire Suppression and all Hazard mitigation from three fire stations staffed 24/7/365 with Firefighters, EMT's and Paramedics and three fire stations that are served by our Volunteer members year-round to the communities of Gardiner, Diamond Point, Blyn, Jamestown S'Klallam Tribe, Lost Mountain, Happy Valley, Sequim, Dungeness, Carlsborg, Agnew, Blue Mountain, O'Brien, R Corner, and all points in between, North and South.

- d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
 3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
 4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
 5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
 6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
 7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
 8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
 9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.


Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as nonspendable, restricted, committed, assigned, and unassigned.
16. The methods, data and significant assumptions we used in making accounting estimates and related disclosures are appropriate and free from intentional bias.
17. The following have been properly classified, reported and disclosed in the financial statements. as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.

- d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
- a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting supplementary information (the Schedule of Liabilities) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.



Justin Grider, Fire Chief



Misty Shaw, Finance Manager

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **12/3/2024**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: Inter-Agency Agreement (IAA) – Department of Natural Resources (DNR) *Extension.*

Recommendation: Authorize Chief Grider to sign the Extension to the Inter-Agency Agreement with The Department of Natural Resources.

Background: The Fire District maintains a Forest Land Response Agreement (FLRA) with the Olympic Region of the Department of Natural Resources for responses to fires. It is similar to a mutual aid agreement and additionally allows for the dispatch of Incident Management Team (IMT) members.

Discussion: TBD

Attachments: Inter-Agency Agreement (IAA) – Department of Natural Resources, Extension.

Alternatives: The Board could choose not to approve the extension.

Fiscal Considerations: This agreement ensures that the District is fully reimbursed for the actual costs of deploying members to DNR events and the contract continues until another one supersedes it.

Impact to the Community: The community benefits greatly when its members are deployed to protect against wildfires, not only safeguarding its own area but also supporting other communities. Additionally, such deployments allow members to return with valuable training and insights that enhance the skills and knowledge of local responders.



WILDFIRE

STATE OF WASHINGTON
DEPARTMENT OF NATURAL RESOURCES (DNR)
AMENDMENT NO. 2

TO

FORESTLAND RESPONSE AGREEMENT, DNR CONTRACT NO. 93-098601

PI: N/A

Funding Source: State

Grant Funded: No

OMWBE: Small Business Veteran Owned Not Applicable

Procurement method: Exempt, Department of Enterprise Services, Sole Source Contract Policy No. POL-DES-140-00, Section 5a, Item 1, RCW 39.26.125(10)

Statewide Vendor # (SWV): SWV0095541

The Forestland Response Agreement (FLRA) by and between the Washington State Department of Natural Resources, Olympic Region, hereinafter referred to as "DNR" or AGENCY, and Clallam County Fire District 3, hereinafter referred to as "District/Department" is amended as follows:

Section 3. Term is hereby amended as follows:

3. Term. The term of this agreement is from February 19, 2019, or date of execution, whichever is later, though December 31, 2025.

The reason for this change is to extend the current FLRA to allow more time for the development of revised DNR FLRA Agreement with Fire District and Departments.

Attachment A, Operation Guidelines, last paragraph in the Section titled; "DNR Agrees to:" is amended to read as follows:

Rental vehicles for Off-road use must be procured consistent with the National Emergency Rental Vehicle Blanket Purchase Agreement (NERV). Rental vehicles for non-fire line positions must be rented through alternative sources other than the USFS NERV rental vehicle agreement. Rental vehicle authorization must be documented on the resource order. Please speak with your local DNR Region for more specific information.

The reason for this change is to clarify the procedure for renting vehicles for Off-road use.

The effective date of this Amendment is January 1, 2025, or the last date of execution, whichever is later.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties hereby execute this Amendment.

Clallam County Fire District 3

**STATE OF WASHINGTON,
DEPARTMENT OF NATURAL
RESOURCES**

DocuSigned by:
Jill DeLianne 11/15/2024
ADEF9A44B638E4AD

Signature **Date**
Justin Grider

Name
Chief

Title

323 N Fifth Ave
Sequim, WA 98382

Address
360-683-4242

Telephone

Signature **Date**
William Wells

Name
Olympic Region Manager

Title

411 Tillicum Lane
Forks, WA 98331

Address
360-374-2800

Telephone



DEPARTMENT OF
NATURAL RESOURCES

OLYMPIC REGION
411 TILlicum LANE
FORKS WA 98331

360.374.2800
OLYMPIC.REGION@DNR.WA.GOV
WWW.DNR.WA.GOV

November 7, 2024

TO: Lenny Young, Deputy Chief Operating Officer

FROM: William Wells, Olympic Region Manager

Signed by:

William Wells

9594FD7613374D5...

SUBJECT: Delegation of Authority

While I am away from the office November 8-30, 2024, I hereby delegate the authority to act on behalf of the Department of Natural Resources as Olympic Region Manager as set forth in the Delegation Order dated October 31, 2022, as follows:

November 8-20, 2024: Jill DeCianne, Assistant Region Manager – Business & Operations

November 21-30, 2024: Drew Rosanbalm, Assistant Region Manager – State Lands

For November 21-30, 2024, this delegation excludes Department of Natural Resources, Responsible Official duties for state land timber sale processing. For that timeframe, SEPA Responsible Official duties are delegated to Jill DeCianne, Assistant Region Manager – Business & Operations.

This delegation excludes appointment, discipline, or termination decisions which are to be referred to you during this period.

cc: Top Management
Olympic Region Staff