



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.**

- 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.

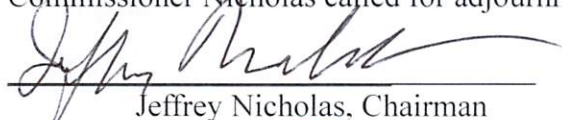
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NEXT MEETINGS –

7/16/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:02 p.m.



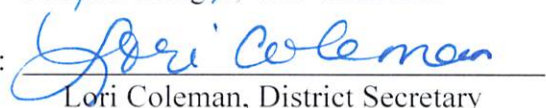
 Jeffrey Nicholas, Chairman



 Michael Mingee, Vice Chairman



 Bill Miano, Commissioner

Attest: 

 Lori Coleman, District Secretary