

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**

**January 7, 2025**





## Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

360-683-4242, Fax: 360-683-6834

[www.ccf3.org](http://www.ccf3.org)

Jeffrey Nicholas

Michael Mingee

Bill Miano

**Commissioners**

Justin Grider, Fire Chief

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### Board of Commissioners Meeting Agenda

January 7, 2025

**Call to Order**

**Pledge of Allegiance**

**Changes to the Agenda**

**Public Comment**

**Consent Agenda:**

- 1.) Regular Meeting Minutes, December 17, 2024

**Regular Business:**

**Reports – Fire Chief’s Reports**

**Agenda Bill 1: 2025 Workshop**

**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

December 17, 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 Stef Anderson and Elliott Jones, Admin Assistant Caity Karapostoles, Volunteer Coordinator Chris Lovering, Mechanic Steve Phillips and Brad Schroeder, Volunteer Blaine Zechenelly and Keith Koehler, Reporter Matt Nash and citizens Charlie Meyer, Donna Stoffer and Duane Chamlee.

**Changes to the Agenda** – Added Agenda Bill 3 – Ratification of Local 2933 Maintenance Collective Bargaining Agreement.

**PUBLIC COMMENT** – None

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, December 3, 2024.
- 2.) Claims and Payroll – Accounts Payable claim check numbers 112452 through 112518 dated December 1, 2024 totaling \$455,503.42; Payroll EFT's and IRS deposit dated December 1, 2024 in the amount of \$906,433.59 and Payroll EFTs, IRS deposit Monthly draw and Quarterly Volunteer Points dated November 25, 2024, in the amount of \$21,041.75 for a disbursement grand total equaling \$1,382,978.76.
- 3.) WFECA Annual Application
- 4.) Letter of Appreciation for Donna Stoffer – Chief Grider handed out a Letter of Appreciation and a Certificate for Donna Stoffer for her work coordinating the 2nd Annual Safety Fair. He thanked her along with recognizing the level of work the fair took.

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

### Battalion Chief's Reports – BC Anderson reported:

- The Battalion Chiefs continue to have daily shift meetings.
- Live Fire Drill with recruits was held 11/2/2024 and was successful.
- Officer development training with Volunteer Officers was held after the regular monthly meeting, members reviewed ITAC.
- Badge ceremony was held on 11/4/2024 for members coming off probation.
- FF/PM Long completed his Acting Captain Taskbook on 11/22/2024.
- B-Shift had a structure fire on 11/29/2024.

- On-going improvements with AA Coleman for Target Solutions training continues.
- Frequent meetings with Volunteer Coordinator Chris Lovering to ensure volunteer's needs are met.
- Commissioner Mingee expressed gratitude to the crews for their dedication in developing new probationary members, recognizing the significant commitment required to balance this effort alongside their daily schedules.
- BC Jones reported that he is working with Chief Hudson and crews on staffing models and updating run cards.

**Agenda Bill 1: MOU for Extended Uniform Allowance** – Chief Grider reported that staff have drafted a Memorandum of Understanding (MOU) to extend the Uniform Allowance Accrual period from 24 months to 36 months for one year. The purpose of this extension is to provide members with the opportunity to purchase uniforms designed to minimize exposure to PFAS (Perfluoroalkyl and Polyfluoroalkyl Substances) contamination; a vendor has been identified and sizing for new uniforms is currently underway for members to purchase new uniforms. He noted that many IAFF members have delayed uniform purchases to prioritize safety, allowing time for thorough research and evaluation of safer options. Commissioner Nicholas moved, and Commissioner Miano seconded to adopt the 2025 Budget as presented. **MOTION CARRIED.**

**Agenda Bill 2: City of Sequim's notice of Tax Increment Area (TIA)** – Chief Grider reported that the City of Sequim is currently exploring the implementation of a Tax Increment Area (TIA) and the potential use of Tax Increment Financing. He emphasized that the anticipated loss of property tax revenue from the designated areas could significantly impact the community and the Fire District, jeopardizing funding for critical services such as emergency response and public safety. He is in the process of drafting a response letter to address these concerns. **INFORMATION ONLY, NO ACTION REQUESTED.**

## GOOD OF THE ORDER

- Commissioner Mingee –
  - Thanked those who participated in the Santa Brigade and acknowledged what a great asset it is to the community.
- Commissioner Nicholas –
  - Reported that the Levy Committee continues to meet; they are working on some short videos of the Fire Chief explaining information regarding Fire District 3.
  - He reported that the School District is going out for a Levy in February of 2025.
  - He reported that he plans to attend the City Council meetings in 2025.
- Commissioner Miano –
  - He reported that he attends the OMC Board meetings and plans to continue to do so in 2025.
- The commissioners asked to have the Community Paramedic present at the second Board meeting in January of 2025.
- Chief Grider –
  - He reported that he is meeting with the Sheriff's office to discuss how collaboration on events that utilize our medics for Tactical Emergency Casualty Care will work.

- He reported that the CERT program helped with a food drive with the Food Bank and there were 40 plus CERT members volunteering at the event.
- He will be out of the office the week of January 13<sup>th</sup>, 2025.

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 2:10 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, and RCW 42.30.110 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Finance Manager Misty Shaw. At 3:10 p.m. Commissioner Nicholas extended the meeting an additional thirty (30) minutes. At 3:40 p.m. Commissioner Nicholas extended the meeting an additional twenty (20) minutes. At 4:00 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**Agenda Bill 3: Ratification of Local 2933 Maintenance Collective Bargaining Agreement –** Chief Grider reported that the Bargaining Group has come to an agreement and the details of that agreement were shared with the Board of Commissioners during the executive session. Commissioner Miano moved, and Commissioner Mingee seconded to adopt the Collective Bargaining Agreement as presented. **MOTION CARRIED.**

**NEXT MEETINGS –**

1/7/2025 – Regular Board Meeting

**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 4:10 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: \_\_\_\_\_  
Lori Coleman, District Secretary



# Fire Chiefs Report 01/07/2025



Long Term Goals	Last Month's Progress
Community Outreach – Lid-Lift 2025	Levy Committee is meeting about every two weeks; they have drafted pamphlets to use and pub ed events. Social Media posts have been a huge success along with updating the website.
Replace Station 33	ST 36 Sold
Functional consolidation when possible	Volunteer Fire Academy is wrapping up. We started with 28 total across the Peninsula and 10 from District 3. We are currently at 23 total and 8 from Fire District 3.
Stakeholder Agreement(s)/Partnership	Continue to meet with Mike Hill, SPD and CM Matt Huish and Luke Strong-Cvetich re: Emergency Operations
Professional Development	Continue to attend webinars with Lexipol and Curt Varone.
Short Term Goals	Last Month's Progress
Support BC Development	Met twice in December as a group and had multiple one on one. Continue to meet.
Implement response Matrix/Update Run Cards to reflect response matrix	DC Hudson and personnel continue to update run cards, will focus on ensuring that the MSO and CP positions are added to those that are relevant. Battalion Chiefs and DC Hudson are working on reducing/eliminating single-person responses.
Be more active in PenCom Advisory Board	DC Hudson continues to represent the District with PenCom Advisory.
Reduce Overtime	In negotiations and this is an ongoing topic on restructuring the flow chart. Discussions are continuing.
Outsource when possible	Discussions continue.
Complete all CBAs	A signed Agreement with Maintenance has been made. Continuing negotiations with BC and working in with the Firefighters.
Labor/Management Relations Training	Continue to explore joint opportunities.

**Staffing** –The CP is in full swing and feedback has been extremely positive. We will have him come in and brief the Commissioners in February as that will be a 6 month progress report. We have 2 career personnel out on extended leave from A Shift. One firefighter medic has been assigned to A Shift from C Shift to assist with the leave impact starting January 1.

**Board Direction** – Staff are continuing in the process of making changes that were driven from the Software Audit as discussed in August. Chief has contacted Clallam County Fire Chiefs to discuss the Title III grant for a joint application. No real interest from other agencies. Chief and staff have applied for an AFG grant with a focus on mobile repeaters. Chief made the decision to go for a “micro-grant” to meet our needs and give us a better chance at receiving the grant. Staff met with Olympic Ambulance and are looking at a new contract to meet both agencies needs and

# Fire Chiefs Report

## 01/07/2025

intent. Chief has met with PAFD and C2FR to discuss a "joint contract" with OA. Discussions continue. Both Ford F-450 has been surplused.

**Shift Meetings** – I continue to meet with members as they request and have received a lot of input. Operations meetings will begin with Officers and acting Officers in January with the intent to meet once a month and monitor progress from there. This is reviving a previous meeting and has been discussed at Labor Management and the BC Operational Meetings.

**WSRB:** We are still waiting on the Final report however we are close as we have been in weekly email discussions with them answering minute questions. John McKenzie is still working with the investigator on the different water purveyors in the District to get more accurate information. Chief Grider continues to monitor the WSRB board meetings and attends when he can.

**USDA Grant:** The site visit for the three (3) new staff vehicles occurred on December 9th, 2024; and we have received \$159,416.97 based on the information that Misty has supplied them and Blaine's work. The brush truck is still with Sourcewell Contract and is expected to be built in February at Ford. Personnel had been looking at other options to supply the chassis to Douglass Truck Body who is the manufacturer of the brush box however it does appear the original source for the Brush truck chassis will work.

**Sequim City Manager** – I continue to meet with Matt Hersh monthly and had a one-on-one meeting with him this month regarding City and District interests. I have requested a meeting with the city manager to meet with Commissioner(s) and myself to discuss the TIA/TIF for the East Sequim City area. As of this report, there has been no confirmation of a meeting however I do anticipate it in January.

### Meetings and Activities –

Met with the District's Legal Counsel regarding negotiations.

Had a Labor Management meeting and continue to meet with Local President.

Negotiations continue with the Firefighters Bargaining Group.

Negotiations with the Battalion Chiefs Bargaining Group.

B Shift, CERT Officers, Chief Grider, BC Anderson and Blaine assisted and participated in the City of Sequim's EEC Drill on December 4. It was well attended and appreciated.

Continue to meet with Levy Committee

Continue to meet with Olympic Ambulance Management.

Commissioner Nicholas and I visited the Food Bank and presented them with surplused Frog Tog Rain Gear for their volunteers. They were extremely grateful.

Attended FLSA Webinar with Misty and BC Jones as presented by Curt Varone.

Attended EMS Council Meeting in Port Angeles. Discussion on our OTEP delivery for EMT's.

Council is exploring other options however we will start the year with our subscription to EMS connect.

Attended the OPNET meeting at US Border Patrol. In attendance were representatives from Jefferson County SO, Clallam County SO, SPD, PAPD, Port Townsend PD, & USBP

Attended the December Sequim Food Bank Dispersion at Carrie Blake. Showed up at 1300 and they were wrapping up. They were quick and done in rapid time as they started at 1100.



# Fire Chiefs Report

## 01/07/2025

### Project Updates-

Community Growth: Is ongoing with a number of large projects being submitted. Of note in the city of Sequim:

- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
- 16 Bed Inpatient facility – Jamestown property on 7 acres behind Costco
- S. Olympic View Condominiums – Proposed two 5-unit attached. – Garry Oak Drive
- Rainshadow Loop Subdivision – Proposed 35 lot – McCurdy Road
- Bell Creek Subdivision – Proposed 104 lot, single-family homes- Brownfield Rd.
- Bella Vista Estates – Proposed 24 lot, single family homes – Miller Road
- Bradley Ridge Apartments – Proposed 2-story, 16-unit apartments. – E. Hammond St.
- Heckman Subdivision- 11 Parcels East of 7<sup>th</sup> Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Rd.
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7<sup>th</sup> Ave
- Cedar Ridge III – 25 lots as the 3<sup>rd</sup> phase to this development
- Foothills-Bell Creek – Proposed 90 lots between 3<sup>rd</sup> Ave and 7<sup>th</sup> Ave.
- West Hendrickson Townhouse(s) – 8 units off West Hendrickson between 5<sup>th</sup> and 7<sup>th</sup> Aves.
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added.

We continue to work with getting information from the county on their developments in our area. Our Inspector and BC had a meeting with the county Fire Marshal in August to discuss this further however we have had no steady communication with them. We have been unsuccessful thus far in obtaining the requested information in any format however we did get notice of a new private campground is being explored off of Lotzgesell road and Hogback Rd.

No new information on the subdivision off Runnion Rd. and Spath Rd.

Exploring the possibility of impact fees on services provided to state and federal parks. This will be ongoing and will continue to pursue in January.

### Property Updates – Local properties of issue

FCT McKenzie has been working with the Clallam County Code Enforcement Officer on two different properties that have been problematic with Hazardous conditions.

- 866 Youngquist. Currently property owner is non-compliant and will need further coordination with CCFD#3. We will be meeting this upcoming week to develop a plan.
- 176 Ironwood. Current property owner is compliant and gives hope that they can get started soon and slowly cleanup this area. They are happy to cooperate with code enforcement to get this done.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **01/07/2025**

**To:** Board of Commissioners

**From:** Justin Grider, Fire Chief

**Subject:** 2025 – Agendizing upcoming Board Workshop

**Recommendation:** The Board of Commissioners should select agenda items along with a specific date and time for an upcoming Board Workshop to prioritize the goals for 2025.

**Background:** Commissioner Mingee emailed the Board and staff with some agenda ideas for 2025 goals and asked to discuss this at the 1/7/2025 Board Meeting.

**Discussion:** TBD

**Attachments:** None

**Fiscal Considerations:** TBD

**Impact to the Community:** It is in the best interest of the District and the community for the Board of Commissioners to establish goals, ensuring that expectations are addressed promptly and effectively.