Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

July 21st, 2026

Chairman Miano 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, Mike Mingee, and Bill Miano, Fire Chief Justin Grider, Deputy Chief Tony Hudson, Finance Manager Misty Shaw, Administrative Assistant Caity Karapostoles, Battalion Chief Stef Anderson, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, FFs Bo Pinnell, Bryce McGinley, Jon Donahue, and Steve Oberly. Online were: FF's Beau Sylte, Brent Lovell, Ivan Hueter, Jordon Cook, Travis Anderson and Maintenance Staff John Brygider and Brad Schroeder, "S", "A" and "I".

Changes to the Agenda - None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, July 7th, 2026.
2.) Claims
Accounts Payable Claim check numbers 113868 through 113908 dated July 21, 2026, totaling $327,551.63, Payroll EFTs and IRS Deposit for Monthly Payroll dated July 10, 2026, totaling $1,024,404.50 for a disbursement grand total equaling $1,351,956.13.

Commissioner Miano requested a correction on Agenda Bill 1, the addition to the sentence, "Commissioner Mingee, with the Board's concurrence, directed Chief Grider to issue a Request for Qualifications to explore…" With that change, Commissioner Nicholas moved, and Commissioner Mingee seconded to approve the Consent Agenda with amended minutes. **MOTION CARRIED.**

Next Meeting – August 4th, 2026 – Regular Board Meeting Mingee requested that a review of the volunteer program – cost vs. value be added to the agenda.

GOOD OF THE ORDER – In response to the Accounts Payable Claims, Commissioner Mingee requested to be included in communications with Aetta Architects and requested a report tracking the services/cost provided by Summit Law.
In response to the addition of a Volunteer Program review to the next meeting's agenda, Commissioner Nicholas requested that the list of volunteers be purged of non-participants.
Commissioner Mingee discussed board-directed minimum staffing per platoon of 12 per day, not including BCs, and why that is not happening. Commissioner Nicholas requested that BC Jones be invited to a Board meeting to discuss the response matrix and Olympic Ambulance service delivery. Chief Grider indicated that BC Jones would be delivering a Service Delivery report from the committee appointed at the upcoming September meeting. The duty crew present were asked if the ratio of Olympic Ambulance vs District transports was responding to recent changes agreed to by the company and the District. They indicated that Olympic was responding to more calls than previously.

Battalion Chief Reports – BC Anderson –

- BC Anderson reported on the progress of the probationary Firefighters, including the two Paramedics who graduated from the Kitsap Fire Academy, staffing including mandatory assignments, ongoing training for duty crews, ABC tactical scenarios and the Blue Card transition.

Agenda Bill 1: HR Job Description – Chief Grider reported that the job description included in the board packet was the result of District staff working with Westsound Workforce. Commissioner asked if the HR job description could be discussed in executive session before the commissioners voted to approve it. Chairman Miano reviewed the parameters for executive session subjects and determined it could not. Commissioner Mingee voiced concern about whether the current wording supported supervision responsibility for other administrative staff and whether the position would be able to represent the District in labor negotiations. Chief Grider indicated that the HR Manager would be able to represent the District just as the Finance Manager does and that the job description wasn't a binding contract; it could be altered as necessary. Commissioner Mingee moved, with the understanding that there could be future discussion concerning a supervisory role, and Commissioner Nicholas seconded to approve the HR job description. **MOTION CARRIED.**

Agenda Bill 2: 2026-02 Q2 Financial Report - Finance Manager Misty Shaw presented numerous spreadsheets showing the District's financial health as of June 30, 2026. FM Shaw indicated that some of the expenditures seemed high compared to finances budgeted because some were budgeted for in 2025 but didn't arrive until the 2026 fiscal year. And funds were acquired through grants and spent but were not included in the 2026 Budget. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 3: Vehicle Replacement Presentation – Maintenance Supervisor presented the District's current vehicle status, a point system used to determine whether a vehicle is still viable, near retirement or no longer reliable or safe. Each vehicle "score" helps the District move forward with developing the 2027 Vehicle Replacement Plan in conjunction with the 2027 Budget. Commissioner Mingee indicated that he supported the reduction of tenders and brush trucks to two each and also, reducing the number of ambulances. Because the presentation wasn't available prior to the meeting, it was emailed to the Commissioners. It was suggested that this topic should be revisited next meeting. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 4: Overtime Related to Kelly Days – Finance Manager Misty Shaw shared a comparison between overtime necessary due to Kelly Days and overtime necessary if Kelly Days were removed from the 48/96 schedule. It was determined that removal of Kelly Days would increase overtime. The options of floater positions and how wildland deployments and shift trades impact staffing were discussed. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 5-minute break at 2:45.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:50 p.m., expected to last for sixty minutes (60) minutes, returning at 3:50 p.m. 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 Miano, Mingee, and Nicholas, Fire Chief Justin Grider, and Deputy Chief Tony Hudson. At 2:43 p.m., Commissioner Miano excused Deputy Chief Hudson. At 3:50 p.m. , Commissioner Miano extended Executive Session for five (5) minutes. Commissioner Miano called the meeting back into Regular Session at 3:55 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

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

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

CL Karapostoles

Attest:
Caity Karapostoles, Administrative Assistant