

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting

April 7, 2026



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382

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

www.ccf3.org

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

April 7, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, March 17th, 2026
- 2.) Claims and Payroll

Next Meeting –

Good of the Order –

Chief Grider - Acquired Structure Training Report

BC Jones – 2025 FD3 Stats

Regular Business:

Reports – Fire Chief's Report

Agenda Bill 1: 5-Member Board

Agenda Bill 2: Survey Proposal

Agenda Bill 3: 2026-02 Proclamation for Retirement of Kevin VanDeWege

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);

Adjournment



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

March 17, 2026

Chair 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, District Secretary Lori Coleman, Battalion Chief Stef Anderson, Maintenance Supervisor Tharin Huisman, Volunteer Blaine Zechenelly, Firefighter/EMT Jon Donahue and Citizens Duane Chamlee. Online were: Captain Marc Lawson, Firefighter/PM Bryce McGinley, Bryant Kroh and Steve Oberly, and Administrative Assistant Caity Karpostoles.

Changes to the Agenda - None.

PUBLIC COMMENT – One public comment was made.

Jon Donahue, a current Firefighter/EMT with Fire District 3, stated that he was speaking to stimulate conversation. He said he believes it would be in the District's best interest for the Commissioners, Chiefs, and the Union to work together on public education. He expressed concern that the public does not understand the District's current circumstances. He reported that the District has the same number of ALS units as it did in 2008, despite having approximately twice the call volume, and stated that the District has fallen behind (noting he was not there to discuss how that occurred). He also reported that the vast majority of the department lives in Sequim and cares about response times and serving the community as effectively as possible. He stated that the goal should be improved service delivery and identifying new revenue sources, and that public education could help citizens better understand what they receive for their tax dollars and the value provided.

Commissioner Nicholas added that the District is very limited on what they can publish, the Union can publish whatever they want, he also believes that many citizens do not understand how levies work. He added that Vol. Zechenelly could be of assistance by getting the Union invited to public events to promote education.

Commissioner Mingee responded that he assumes the issue is that the District does not have enough responders to go to all the requests for service; he feels this, he is concerned and he added that he has never liked the staffing plan that has opportunities to leave responses with no responders.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, March 3, 2026.
- 2.) Claims
Accounts Payable Claim check numbers 13555 through 113596 dated March 17, 2026, totaling \$119,417.12, and Payroll EFTs and IRS Deposit totaling \$918,181.96 for a disbursement grand total equaling \$1,037,599.07.

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

Next Meeting - 4/7/2026 – Regular Board Meeting –

The commissioners would like to see a cost estimate for sending out a survey to citizens regarding running a Bond measure.

GOOD OF THE ORDER

Commissioner Mingee Reported -

That he received a phone call from a constituent with questions about potential bond financing and that he wanted to share the substance of that call publicly. He stated that he does not support pursuing a bond measure at this time. He noted that the District will likely need to pursue renewal of the expiring EMS levy in the near term, and added that the current EMS levy will need to be renewed by 2029. He referenced the District's 2025 Capital Improvement Plan, which identified approximately \$33 million in needed improvements. He stated that he is comfortable with the District incurring approximately 2.1% debt to support facilities needs, including construction of a new Station 33. He also reported that the District recently purchased three new engines at a cost of a little over \$4 million.

Chief Grider reported -

- He noted that the board packet includes a letter from a citizen recognizing Paramedic Paul Lang and Firefighter/EMTs Swanberg and Kneidl for their response to the citizen's wife's emergency. The citizen stated that, in addition to performing their duties, each member showed a visible, personal concern for his wife's well-being. The citizen requested that a copy of the letter be placed in each employee's personnel file and asked that his and his wife's gratitude be conveyed to the members. Chief Grider also included his written response to the citizen in the board packet.

Battalion Chief Reports – BC Anderson reported -

- She attended daily shift briefs, a BC meeting on 2/17/2026 and an Operations meeting on 2/24/2026.
- There was one Firefighter/EMT, and one Firefighter/PM mandatories in February.
- She continues to work on quarterly fire training to coordinate logistics, instructors and various topics.
- She continues to oversee that the probationary members on her shift are making progress and staying on track for completion of their probationary year.
- She completed her annual evaluations for her Captains and assigned duty crew evaluations to the Captains for her shift.
- She reported that staff are preparing for the Live Fire Burn training on 3rd Avenue scheduled for Saturday, March 21, 2026. She and Captain Lawson have been working closely with the City of Sequim to ensure all paperwork, permitting, and planning requirements are completed. She noted the event requires significant coordination among participants, logistics, and structure preparation to ensure the training runs smoothly.
- Overseeing the in-house academy for five of the seven new hires. FF/PM Darling is the lead instructor.

- Overseeing the two new hires that are attending the Kitsap Fire Academy to ensure they are set up to succeed.
- Was able to get the certifications for attendees who attended the Fire Investigation course the District held last October.
- Oversaw a ride-along with Captain Borggard who has an open Acting Battalion Chief task book.
- She and FF/PM Winne met with Tharin Huisman for guidance on setting up the portion of First Due, the District's new software, that will track rig checks and station alerts.
- Attended PALS class on February 19th, 2026.
- Completed the WSU Live Fire certification renewal course.
- Completed an online training for Blue Card; this was a 30–40-hour course and then attended a one-week training in Phoenix, Arizona to become certified as a Blue Card Train the Trainer.

Agenda Bill 1: Award Contract for Services to HR Recruiting Firm - Chief Grider reported that staff and Commissioner Nicholas interviewed two firms who submitted proposals for recruiting a new HR professional. They selected West Sound Workforce and are seeking commissioner approval to move forward with them. Commissioner Nicholas moved, and Commissioner Mingee seconded to award the contract for services to West Sound Workforce. **MOTION CARRIED.**

Agenda Bill 2: Award Design, Engineering, and Project Management for New Station 33 – Commissioner Mingee reported that he and a few other staff members interviewed three firms who submitted proposals. They selected Aetta Architects of Tacoma; Commissioner Mingee added, that of the three, this is the only one that stood out. Commissioner Miano moved, and Commissioner Nicholas seconded to move forward with Aetta Architects for Award Design, Engineering, and Project Management for the New Station 33 build project. **MOTION CARRIED.**

Agenda Bill 3: 2026-01 Proclamation – John McIntyre – Chief Grider reported that John McIntyre has served the District for 34 years and will retire at the end of March. He noted that the proclamation is intended to formally recognize Mr. McIntyre's dedication and service to the District. Commissioner Miano moved, and Commissioner Nicholas seconded to approve 2026-01 Proclamation for John McIntyre. **MOTION CARRIED.**

Agenda Bill 4: 2024 State Auditor's Office Audit (SAO) Conclusion – Finance Manager Misty Shaw reported that the Washington State Auditor's Office (SAO) recently completed the District's 2024 Financial and Accountability Audit. She summarized the report, noting no findings and that the SAO identified the District's key financial indicators as healthy. She added that the SAO recommended the District update its purchasing policy. She also noted that the audit report is available online for public review. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 5: Engagement Letter for D.A. Davidson & Company to serve as Bond Underwriter for Placement Agent – Finance Manager Misty Shaw reported that she is presenting a letter of engagement from D.A. Davidson & Co. for board consideration and requested direction on whether the Board wishes to authorize Chief Grider to execute the engagement at this time. The Board directed staff to proceed with engaging D.A. Davidson for bond underwriting services to support financing for the Station 33 building project. Commissioner Mingee moved, and Commissioner Nicholas seconded to authorize Chief Grider to sign the letter of engagement with D.A. Davidson & Company. **MOTION CARRIED.**

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 2:10 p.m., expected to last for sixty (60) minutes, returning at 3:10 p.m. under RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, 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. Commissioner Miano called the meeting back into Regular Session at 3:10 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 3:11 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:
Lori Coleman, District Secretary



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, April 7, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, April 7, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated:		March 25, 2026
Totaling:	\$	31,126.02
Accounts Payable Claim Numbers:		113597-113645
dated:		April 7, 2026
Totaling:	\$	102,512.61
Total Accounts Payable Claims and Payroll:	\$	<u>133,638.63</u>

Recommended
Action:

Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113597-113645

For a Disbursement Grand Total of: \$ 133,638.63

CHECK REGISTER

Clallam County FD 3

Time: 16:04:37 Date: 03/31/2026

04/07/2026 To: 04/07/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
735	04/07/2026	Claims	1	113597	A-1 AUTO PARTS, INC	985.91	Hardware for Spartan Pumper; DEF Fluid for Stock; F59 Connector; Filter Returns - Inventory Adjustment; D2 Solenoid; Air Horn for Training; Shop MaxFilm; F68 Key Box; Shop Wash Brush and Mitt; Stock F
736	04/07/2026	Claims	1	113598	ALL BATTERY SALES & SERVICE, INC.	788.94	F19, G25, F66 Batteries
737	04/07/2026	Claims	1	113599	ARROW SEPTIC PUMPING SEQUIM, LLC	696.70	Sanikan and Sink Rental for Live Burn; Septic Pumping - Shop/TOC
738	04/07/2026	Claims	1	113600	THOMAS A BOCK BAGLEY CREEK OUTFITTERS	503.90	Uniform Items
739	04/07/2026	Claims	1	113601	BICKFORD MOTORS	19,261.67	Joyce A41 Engine; D4 Aid41 Oil Leak - Warranty; A41 Clamp
740	04/07/2026	Claims	1	113602	Ryan W Beck	435.55	Reimb Duty Boots
741	04/07/2026	Claims	1	113603	Joel A Bower	109.98	Mileage and Meal per diem - 09.04.2025-09.19.2025 - Crown Creek Fire
742	04/07/2026	Claims	1	113604	CARDINAL HEALTH 112, LLC	867.63	EMS Supplies and Medications
743	04/07/2026	Claims	1	113605	CENTURYLINK QCC	8.41	Long Distance Phone Service
744	04/07/2026	Claims	1	113606	CENTURYLINK	1,277.85	Landline Services
745	04/07/2026	Claims	1	113607	CITY OF PORT ANGELES	363.51	Dump Fees - Vent Prop Debris
746	04/07/2026	Claims	1	113608	CLALLAM COUNTY PUBLIC WORKS DEPT	241.45	ST33 Sewer; Shop/Classroom Sewer; Shop/Classroom Sewer
747	04/07/2026	Claims	1	113609	CLALLAM COUNTY PUD	5,209.48	ST37 Electricity; 305 N 5th Ave Electricity; ST34 Electricity; Classroom Water and Electricity; ST33 Water and Electricity; Shop Water and Electricity; Admin Ste E Electricity; ST32 Water and Electric
748	04/07/2026	Claims	1	113610	Lori L Coleman	43.55	Reimb Pulse Oximeter for Rehab Unit
749	04/07/2026	Claims	1	113611	DEPARTMENT OF REVENUE	14,730.09	2025 Annual Sales & Use Tax Due
750	04/07/2026	Claims	1	113612	DEPT OF RETIREMENT SYSTEMS - LEOFF	3,689.10	2025 NLEC
751	04/07/2026	Claims	1	113613	ECOLUBE RECOVERY, LLC	233.25	Oil Disposal
752	04/07/2026	Claims	1	113614	FERRELLGAS	1,179.96	ST35 Propane; ST31 Propane; ST31 Propane; Late Charge
753	04/07/2026	Claims	1	113615	FIRST WATCH	5,616.00	ESO/First Pass SaaS 03.19.2026-06.18.2026
754	04/07/2026	Claims	1	113616	FREIGHTLINER NORTHWEST PACIFIC	1,189.85	Quilcene Fire Sensor
755	04/07/2026	Claims	1	113617	GUARDIAN SECURITY SYSTEMS, INC.	813.76	Alarm Monitoring - ST37, ST33, ST34, and Shop
756	04/07/2026	Claims	1	113618	Elizabeth Hagaman	40.00	Meal per diem - 03.25.2026-03.26.2026 - Incident Safety Officer
757	04/07/2026	Claims	1	113619	Ryan Hueter	143.46	Meal per diem - 03.25.2026-03.26.2026 - Incident Safety Officer; Reimb Workout Shoes
758	04/07/2026	Claims	1	113620	JAY OEN MOTOR COMPANY	654.43	F11 Alternator; D2 Parts; F19 Parts
759	04/07/2026	Claims	1	113621	JEFFERSON COUNTY AUDITOR	825.62	Shared Costs for the 2025 Election Cycle
760	04/07/2026	Claims	1	113622	KENT D BRUCE CO, LLC	1,918.67	D2 Squad21 Parts

CHECK REGISTER

Clallam County FD 3

Time: 16:04:37 Date: 03/31/2026

04/07/2026 To: 04/07/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
761	04/07/2026	Claims	1	113623	KNOX COMPANY	17,015.44	KnoxConnect 1YR Cloud License 1-6 Devices - 05.16.2026-05.16.2027; MedVault 2.75 Large (1); MedVault 2.75 Mini (6); MedVault Override Key; MedVault USB Data Cable
762	04/07/2026	Claims	1	113624	KRONOS, A UKG COMPANY	26.72	WFTS - IVR Service
763	04/07/2026	Claims	1	113625	Mark H Karjalainen	185.13	Reimb Workout Shoes
764	04/07/2026	Claims	1	113626	L.N.CURTIS & SONS	2,296.91	Return of Rubber Head Hardness for G1 Facepiece; Full Facepiece, Valve (2), Lens (5), Tag Assembly (2)
765	04/07/2026	Claims	1	113627	LIFE ASSIST, INC.	2,188.19	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
766	04/07/2026	Claims	1	113628	MCKESSON MEDICAL SURGICAL	1,308.07	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
767	04/07/2026	Claims	1	113629	MES SERVICE COMPANY, LLC	1,278.05	Pressure Washers (6)
768	04/07/2026	Claims	1	113630	Michael D Mingee	306.00	Reimb IAAI Annual Membership and IAAI-CFI Recertification
769	04/07/2026	Claims	1	113631	NORTHWEST PLASTICS, INC	86.88	F74 Rock Chip Repair
770	04/07/2026	Claims	1	113632	PETROCARD INC.	1,401.19	Bulk Gasoline
771	04/07/2026	Claims	1	113633	William H Pyle	936.36	Reimb Hotel & Tolls, Mileage and per diem - 03.16.2026-03.19.2026 - Swift Water Tech
772	04/07/2026	Claims	1	113634	SNURE LAW OFFICE, PSC.	1,494.00	Legal Services - Dec 2025
773	04/07/2026	Claims	1	113635	STEPHEN M. LANGER, PHD, PS	700.00	Career Medical - Beck
774	04/07/2026	Claims	1	113636	STERICYCLE, INC.	65.75	EMS Disposal Fees
775	04/07/2026	Claims	1	113637	SUB-AQUATICS INC	434.00	Regulator for BA Fill Station
776	04/07/2026	Claims	1	113638	SUMMIT LAW GROUP	5,593.00	Legal Services - Collective Bargaining - Feb 2026; Legal Services - General Labor - Feb 2026
777	04/07/2026	Claims	1	113639	SYSTEMS DESIGN WEST, LLC	590.76	EMS Billing - February 2026
778	04/07/2026	Claims	1	113640	Cole D Smithson	358.80	Reimb Duty Boots
779	04/07/2026	Claims	1	113641	CELLULAR VERIZON WIRELESS	2,850.44	Cellular Service - 02.09.2026-03.08.2026 - LifePak; Cellular Service - 02.09.2026-03.08.2026
780	04/07/2026	Claims	1	113642	VESTIS GROUP, INC	51.90	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop
781	04/07/2026	Claims	1	113643	WASHINGTON AUTOMATED LLC	1,234.93	Washer Repair
782	04/07/2026	Claims	1	113644	WASHINGTON WATER SERVICE COMPANY	24.90	ST35 Water
783	04/07/2026	Claims	1	113645	ZOLL MEDICAL CORPORATION	256.47	EMS Supplies
001 Maintenance & Operations						102,512.61	
* Transaction Has Mixed Revenue And Expense Accounts						102,512.61	Claims: 102,512.61

CHECK REGISTER

Clallam County FD 3

Time: 17:56:09 Date: 03/17/2026

03/25/2026 To: 03/25/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
705	03/25/2026	Payroll	2	EFT		2,690.62	March 2026 Draw
706	03/25/2026	Payroll	2	EFT		2,886.68	March 2026 Draw
707	03/25/2026	Payroll	2	EFT		761.39	March 2026 Draw
708	03/25/2026	Payroll	2	EFT		2,388.70	March 2026 Draw
709	03/25/2026	Payroll	2	EFT		1,392.60	March 2026 Draw
710	03/25/2026	Payroll	2	EFT		1,345.42	March 2026 Draw
711	03/25/2026	Payroll	2	EFT		490.85	March 2026 Draw
712	03/25/2026	Payroll	2	EFT		2,201.25	March 2026 Draw
713	03/25/2026	Payroll	2	EFT		2,365.20	March 2026 Draw
714	03/25/2026	Payroll	2	EFT		1,499.48	March 2026 Draw
715	03/25/2026	Payroll	2	EFT		2,274.81	March 2026 Draw
716	03/25/2026	Payroll	2	EFT		929.98	March 2026 Draw
717	03/25/2026	Payroll	2	EFT		725.00	March 2026 Draw
718	03/25/2026	Payroll	2	EFT		2,479.53	March 2026 Draw
719	03/25/2026	Payroll	2	EFT		1,410.93	March 2026 Draw
720	03/25/2026	Payroll	2	EFT		2,388.70	March 2026 Draw
721	03/25/2026	Payroll	2	EFT	IRS	2,894.88	941 Deposit for Pay Cycle(s) 03/25/2026 - 03/25/2026
001 Maintenance & Operations						31,126.02	
						31,126.02	Payroll: 31,126.02

DRAFT



Training Summary



**1610 S. 3RD. AVE - STRUCTURE ACQUIRED
THROUGH COORDINATION BETWEEN
THE CITY OF SEQUIM AND FD3**



1610 S. 3rd Ave.

LOGISTICS STATISTICS

Structure Description -

- Built 1938
- Stories - 2
- Rooms - 4
- Square Footage - 842



1610 S. 3rd Ave.

STRUCTURE TIMELINE -

- **OCTOBER 2025** - CONVERSATIONS STARTED ABOUT POTENTIAL BURN EXERCISE
- **NOVEMBER 19, 2025** - INITIAL IN-PERSON MEETING WITH FD3 AND CITY OF SEQUIM DEPARTMENT HEADS
- **FEBRUARY 17, 2026** - FOLLOW UP MEETING REGARDING PAPERWORK AND RELEASING THE STRUCTURE TO FD3
- **FEBRUARY 23, 2026** - STRUCTURE RELEASED TO FD3 AND TRAINING BUILD OUT PREPARATIONS INITIATED
- **MARCH 2, 2026** - INITIATED TRAINING EXERCISES
- **MARCH 21, 2026** - LIVE BURN EXERCISE



1610 S. 3rd Ave.

Paperwork completed:

- Initial site feasibility survey
- Liability Waivers & Property Use agreements
- Quit claim deed showing 100% ownership
- Insurance Paperwork
- Asbestos Reports
- ORCAA Permit
- Clallam County Demo Permit
- Water Supply/parking Plan
- information letter sent to 3,167 neighbors
- NFPA 1403 Burn Plan- Captain Lawson
- Company Roster, Rotation Schedule, Fire Watch Schedule completed



1610 S. 3rd Ave.

TRAINING PRIOR TO LIVE FIRE BURN DAY

3/2/2026 - COMBINATION CAREER/VOLUNTEER - SEARCH, VENT ENTER SEARCH AND RAPID INTERVENTION TEAM (3 HOURS)

3/9/2026 - PROBATIONARY FIREFIGHTERS - ORIENTATED SEARCH DRILLS (3 HOURS)

3/9/2026 - VOLUNTEER - LADDERS, ROOF LADDERS AND SEARCH (3 HOURS)

3/10/2026 - PROBATIONARY FIREFIGHTERS - MAYDAY, DRAGS AND CARRIES (3 HOURS)

3/11/2026 - B-SHIFT - HOSE DEPLOYMENTS, SEARCH AND VENT ENTER SEARCH (2 HOURS)

3/12/2026 - B-SHIFT - HANDS ON SCENARIOS (2 HOURS)

3/16/2026 - EXPLORER YOUTH DRILL - BASIC SEARCH AND THERMAL IMAGING CAMERA PRACTICE (3 HOURS)

3/21/2026 - ALL DEPARTMENT LIVE FIRE BURN TRAINING - FIRE BEHAVIOR (7.5 HOURS)



1610 S. 3rd Ave.

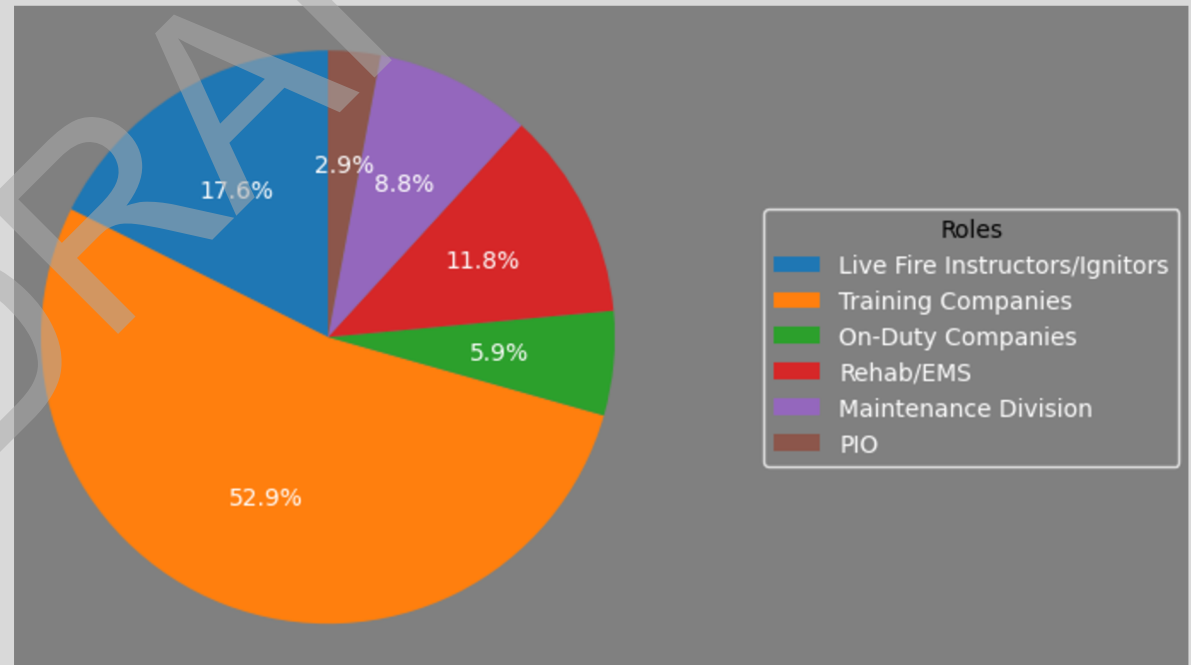
MARCH 21, 2026 - LIVE FIRE TRAINING EXERCISE

PARTICIPANTS - 30 CAREER, 11 VOLUNTEER AND 6 EXPLORERS

- 6 - LIVE FIRE INSTRUCTORS/IGNITORS
- 6 - 3 PERSON TRAINING COMPANIES
- 2 - ON-DUTY COMPANIES
- 4 - PERSON REHAB/EMS
- 3 - MAINTENANCE DIVISION
- 1 - PIO (CHIEF GRIDER)

APPARATUS -

- SUTPHEN ENGINE (E34)
- TENDER 37
- TENDER 33
- RESCUE 34
- REHAB UNIT
- RESERVE AID CAR
- VAN
- (3) MAINTENANCE TRUCKS





1610 S. 3rd Ave.

LIVE FIRE TIMELINE SUMMARY

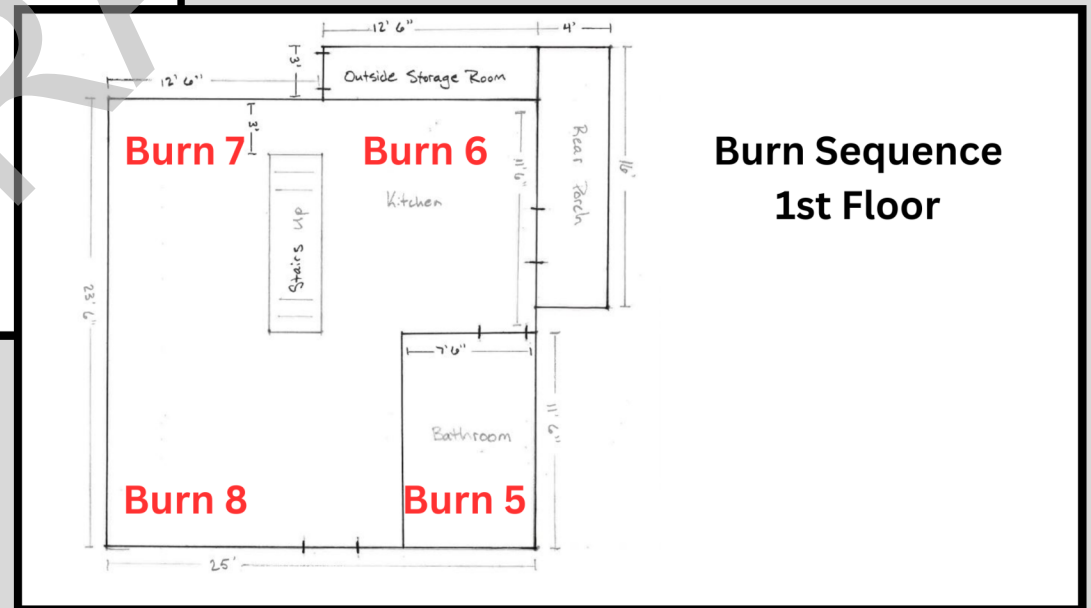
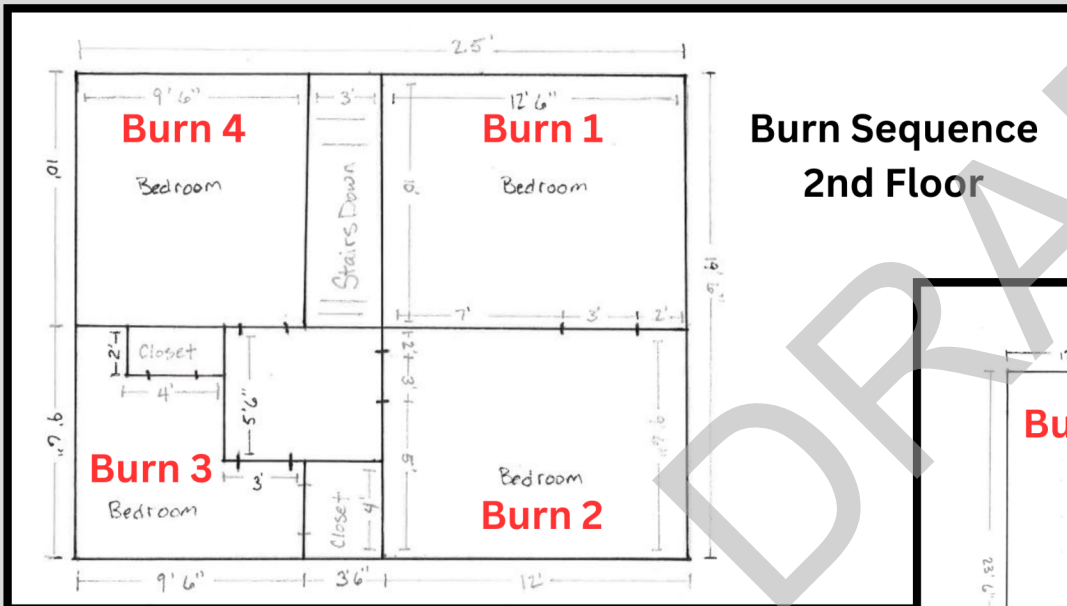
- **0700** - Arrival of district rigs
- **0700** - Instructor Brief
- **0730** - Arrival of live fire participants
- **0830** - Safety Briefing
- **0830** - Walk through #1
- **0900** - Walk through #2
- **0930** - Begin Evolutions
- **1345** - Call to end evolutions
- **1415** - Ignition for final house demolition



1610 S. 3rd Ave.

MARCH 21, 2026 - LIVE FIRE TRAINING EXERCISE

8 BURN CRIBS BUILT OUT





1610 S. 3rd Ave.





1610 S. 3rd Ave.

LIVE FIRE SUMMARY

- NO INJURY REPORTS RECORDED
- NO MAJOR EQUIPMENT DAMAGE REPORTED
- 47 PARTICIPANTS X 6.5 HOURS = 305.5 LIVE BURN TRAINING HOURS

14 BURN EVOLUTIONS
OVER 6 HOURS
EXCEEDING EXPECTATIONS



1610 S. 3rd Ave.

TOTAL 3RD AVE. TRAINING NUMBERS

TOTAL PARTICIPANTS THAT TRAINED AT THE HOUSE AT LEAST ONCE:

- CAREER MEMBERS - 37
- VOLUNTEER MEMBERS - 14
- EXPLORER MEMBERS - 6

TOTAL TRAINING HOURS:

- CAREER MEMBERS - 338
- VOLUNTEER MEMBERS - 152.5
- EXPLORER MEMBERS - 60

OVERALL HOURS FOR ALL MEMBERS = 550.5 !!!

1610 S. 3rd Ave.

THANK YOU TO ALL WHO MADE THIS
TRAINING OPPORTUNITY POSSIBLE!



CITY OF
SEQUIM





1610 S. 3rd Ave.



Training today prepares us for a safer tomorrow!



Fire Chiefs Report

04/07/2026



Staffing – GOAL #3 We have three career personnel out on extended leave, and the two personnel who were on light/modified duty have either retired or returned to shift. Five of the seven hired on March 1 have passed their academy and are on shift, working with their crews. The paramedics are doing well in the Kitsap Fire Academy. They are on track for completion on June 19, 2026. With these seven, we will have increased staffing by three (one per shift) and have over hired in anticipation of retirees and replaced those who have found employment elsewhere.

Grant Updates –GOAL #3 All grants are frozen due to the federal government shutdown. These include USDA, AFG, SAFER and FP&S grants. I have not received official word from FEMA on the AFG grant that was applied for; however, since the Government shutdown, the portal does show that we were unsuccessful in obtaining our micro-grant for the mobile repeaters. We will continue to monitor.

Sequim City Manager –GOAL #6 I continue to meet with Matt Huish monthly and had a one-on-one meeting with him this month regarding City and District interests. These include Eastern Clallam County Emergency Operations and other city/district needs. Commissioner Mingee and I met with City Manager and Karla Boughton from Community and Economic Development regarding impact fees. The timing is opportune as they needed our CIP to assist them with their documentation. These include Eastern Clallam County Emergency Operations and other city/district needs.

County Emergency Management – I continue to meet with EOC Staff monthly and work with them on courses and meetings.

Jamestown S’Klallam Tribe – GOALS #4 and #6 – Dialog is open and working on establishing meetings and connections for our strategic plan, fees, and schedules.

DRS Audit: Staff have completed the required corrections from DRS. DRS has denied the District’s Petition regarding the wages in lieu of medical determination; staff are working with legal counsel to file an appeal. More information will be forthcoming.

Olympic Ambulance: Goal #1 Contract began April 1, 2026. We are still working through some minor nuances, which include tracking resources through CAD into ESO with the NERIS data update. We are getting more data every week with the updates, so this is a collective work in progress.

Meetings and Activities for the Month of March–

- Continue to represent with the Chamber of Commerce
- Negotiations are underway with bargaining units
- Continue to meet with the City of Sequim
- Continue my one-on-one discussions with the Commissioners
- Continue to represent the District with the City of Sequim Emergency Management
- Met with the District's legal team
- Continue weekly meetings with Chiefs of PAFD and C2FR
- Met with new recruits and their families before day 1 academy start

Fire Chiefs Report

04/07/2026

- Met with Maintenance and Mechanics and Firefighters bargaining unit. Contract completed and with respective attorneys. Hope to ratify soon!
- Met with current employees and retirees affected by DRS audit
- Attended Operations meeting
- Continue to hold Staff and Battalion Chief Meetings
- Attend Labor/Management Meetings (two in March)
- Represented the District on the East Clallam County CERT Association Board
- Met with City of Sequim staff on staffing of city-operated events. This is ongoing
- Construction Manager Interviews conducted. Aetta was selected
- HR Recruitment Interviews were conducted. West Sound workforce was selected
- Met with Chief Gillard and team of Poulsbo FD regarding schedule changes
- Misty and Chief met on impact fee calculations
- Attended the MAT Clinic Community Advisory Meeting
- Attended the Olympic Region Fire Defense Board regarding upcoming Fire Season
- Met City of Sequim officials regarding the donated burn house
- Met with labor representatives on EMT-B to Paramedic pathway

Community Project Updates –

We continue to monitor. This is for our BOC to be aware of current projects and the community growth that is ongoing, with a number of large projects being submitted. Of note in the city of Sequim:

**new updates*

- * 12 lot subdivision off Solana
- * New application for a drive through coffee in Sequim. Part of a larger development
- Seabrook – Master Planned Community – John Wayne Marina and Whitefeather
 - Under new review and extended a year.
- 16-bed inpatient facility – Jamestown property on 7 acres behind Costco
 - Progress is well underway
- 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
- Heckman Subdivision- 11 Parcels East of 7th Ave. & W. of Cherry Blossom Estates
- Habitat for Humanity – Proposed 50-unit development- Brownfield Road
- Rolling Hills – Currently being developed, 215 lots at McCurdy Rd. & E. of S. 7th Ave. Update as we now have streets and names in. Working on mapping Of special note to this subdivision, BC Turner and FCT McKenzie have had great communication with city staff as they monitor termination areas of streets and are quick to get our input for emergency access/egress.
- Cedar Ridge III – 25 lots as the 3rd phase of this development
- Foothills-Bell Creek – Proposed 90 lots between 3rd Ave and 7th Ave.
- Lavender Meadows. The development is filling in. Allotted 217 lots for the subdivision. Slow and steady influx of infrastructure being added
- Proposed shopping center/retail stores located at Priest Road, East Washington, and Brackett Road. Still in review

Fire Chiefs Report

04/07/2026

- Expansion to the Westerra subdivision off of Galloway Blvd and Cameron Farm Rd between West Fir and West Hendrickson. An additional 20 homesites.
- New proposal for a new building at 505 S. 5th Ave. Sunbelt apartments to have a 2-story, with 36 1-bedroom apartments with additional common space and laundry room.

Staff continues to work by gathering information from the county on their developments in our area.

- Runnion Development – 6 Duplexes & 2 Triplexes. Intersection of Carlsborg Rd. and E. Runnion. The second phase is underway
- Blue Fern Development – 220 homes. Located between W. Runnion and Spath Rd off of Carlsborg Road. This subdivision is rapidly being built.
- New construction has started at the intersection of Dragonfly and Critter Country for 9-12 homes
- A new development in Gardiner for 3-4 homes has started on Daisy King Lane near Old School House
- Proposed Development - Carlsborg Manufactured Homes on Atterberry and Hooker. 66 single-family manufactured homes

Property Updates – Local properties of issue

Nothing new to report

Fire Chiefs Report

04/07/2026



2026 Annual Priorities

1) More efficient response matrix

- Update Dispatch Agreement to include call screening using a medical control program
- Update SOP on resource deployment for resource efficiency
- Update Run Cards

2) Decentralized decision making through organizational structure and set milestones and deadlines for projects

- Communicate up and down the chain to include updates to the BOC monthly

3) Staffing @ 16 people per shift (12-person minimum staffing)

- Fill vacancies as soon as possible
- Explore staffing Grants
- Promote for vacancies and backfill hires

4) Continue to work on the Strategic Plan

- Recognizing the current strategic plan should always be referenced to and updated accordingly
- Present to BOC the status on the Strategic Plan
- Expand on Service Delivery components of the Strategic Plan, including updates to Standards of Cover

5) Continue to work on new Station 33 – break ground in 2027

- Facility committee to move forward with the replacement of Station 33
- Including picking a funding mechanism, developer, and contractor

6) Develop an impact fee schedule

- Conduct Nexus Study to analyze the cost
- Negotiate with City of Sequim to implement a fair and consistent impact fee
- Ensure consistency and work with the County to implement impact fee within the County

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **4/07/2026**

To: Board of Commissioners

From: Commissioner Miano

Subject: 5-Member Board of Commissioners

Recommendation: To review supporting documentation and discuss the potential of moving to a 5-member Board of Commissioners. If the Board agrees, a motion to approve moving forward with increasing the number of Board members may be made.

Background: The District is growing and the oversight of the Board should align with the needs of the District. A 5-member board would allow two members to be able to discuss district business and not be considered a quorum.

Discussion: TBD

Attachments: Consideration of Expanding Clallam County Fire District 3 Board of Commissioners from Three to Five Members

Alternatives: To stay with a 3-member Board of Commissioners and not pursue the option of a 5-member Board.

Fiscal Considerations: The cost of the election fees to be implemented and the extra costs associated with typical Board expenditures are being increased by two additional board members.

Impact to the Community: The community is best served when there is enough oversight to support the growing demands of the District.

Consideration of Expanding Clallam County Fire District 3 Board of Commissioners from Three to Five Members

Overview

The District is evaluating whether to expand its Board of Commissioners from three to five members. This option is authorized under Washington law and is commonly used by fire protection districts experiencing growth in service demands, staffing, and operational complexity.

Currently, the majority of districts in Washington operate with three-member boards; however, five-member boards are more common among larger or more complex organizations.

Reasons to Consider Expansion

1. Improved Representation of the Community

A five-member board allows for broader representation of the community, including:

Different geographic areas within the district

A wider range of perspectives and experiences

Increased responsiveness to community needs

This can be especially beneficial as the District grows or serves more diverse populations.

2. Enhanced Governance and Decision-Making

With additional commissioners:

Decision-making benefits from more discussion and varied viewpoints

There is reduced risk of split votes (3-member boards can deadlock more easily)

Governance responsibilities can be shared more effectively

This structure can lead to more balanced and well-informed decisions

3. Increased Capacity for Oversight

As districts grow, so do responsibilities, including:

- Capital projects (stations, apparatus)
- Labor relations and staffing models
- Budget oversight and long-term financial planning

A five-member board provides more capacity to:

- Serve on committees
- Participate in regional coordination
- Engage in strategic planning

4. Alignment with Organizational Complexity

Districts with:

- Full-time or combination staffing
- Increasing call volumes
- Major capital or operational initiatives often find that a five-member board better matches the scope of oversight required

5. Continuity and Stability

A larger board helps ensure:

- Continuity when a commissioner resigns or is unavailable
- Reduced impact from individual absences
- More consistent governance over time

While there are advantages, the Board should also consider:

Increased administrative coordination (more meetings, communication)

Additional compensation costs (commissioner stipends, if applicable)

Longer decision-making processes in some cases

These impacts are generally modest but should be acknowledged

Summary

Expanding to a five-member board is a governance decision that can:

Strengthen representation

Improve oversight capacity

Better align leadership structure with the District's current and future needs

This option is most beneficial for districts experiencing growth, increased service demands, or greater organizational complexity

Historical Costs

Actual and estimated cost information:

Commissioner Salaries (average) **\$49,000 annually**

Other budgeted costs were (actual):

2022 - \$24,262.45

2023 - \$12,493.31

2024 - \$33,724.90

2025 - \$72,163.45

Estimated (5-Member) Board Costs

Commissioner Salaries (average for 5 – Member Board) **\$81,000.00**

Other Costs based on historical knowledge

	3 - Member Board	Estimated 5-Member Board
2022	\$24,262.45	\$40,437.42
2023	\$12,493.31	\$20,822.18
2024	\$33,724.90	\$56,208.17
2025	\$72,163.45	\$120,272.42
	Election Costs Included	

Comparisons of like departments

FIRE DISTRICT/RFA	Assesed Value	REVENUE	Board members
CHELAN - WENATCHEE VALLEY	8,187,908,461	15,800,000	Two fire Districts; three commissioners each - Total of 6
CLALLAM 3	9,580,351,755	10,512,599	3 Member Board
JEFFERSON 1	8,341,213,645	10,374,000	5 Member Board
KITSAP - CENTRAL KITSAP FIRE	15,637,929,604	33,614,140	5 Member Board
KITSAP - SOUTH KITSAP FIRE	15,481,923,326	23,222,885	5 Member Board
POULSBO	7,430,575,855	11,138,973	5 Member Board
PIERCE - CENTRAL PIERCE FIRE	43,935,018,077	44,009,805	14 Member Board
ISLAND COUNTY		8,496,271	5 Member Board
VASHON FIRE		12,975,764	5 Member Board
KITTITAS 7	5,251,637,019	5,896,632	3 Member Board
SNOHOMISH 17	3,191,297,130	4,056,219	5 Member Board
SPOKANE 3	5,368,404,919	7,960,215	3 Member Board
SPOKANE 8	5,978,695,197	7,987,810	3 Member Board
SPOKANE 9	10,101,439,218	6,020,489	3 Member Board
THURSTON - WEST THURSTON R	6,198,242,478	6,077,629	6 Member Board
THURSTON 9	3,948,176,314	5,600,260	5 Member Board
WHATCOM 7	8,522,895,997	6,541,354	3 Member Board
64% of the departments have 5 or more Commissioners			
8 of the 9 departments that have over 10 million in Revenue have 5 or more Commisioners			
Clallam Fire 1	5 Member Board		
Clallam Fire 2	3 Member Board		
Clallam Fire 3	3 Member Board		
Clallam Fire 4	5 Member Board		
Clallam Fire 5	3 Member Board		
Clallam Fire 6	3 Member Board		

Closing

The Board may wish to consider whether its current structure continues to meet the needs of the District or whether expansion would better support effective governance moving forward.

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **4/07/2026**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: Survey Proposal

Recommendation: Review and discuss the proposal from FM3 regarding a citizen survey to assess community support for a Fire District 3 bond measure and, if appropriate, approve moving forward with FM3 to conduct the survey.

Background: The Commissioners asked Chief Grider to find a company that could perform this survey and gather a quote.

Discussion: TBD.

Attachments: Survey Proposal.

Alternatives: To not conduct a survey.

Fiscal Considerations: The cost of the survey, which was not budgeted for in 2026.

Impact to the Community: A survey helps ensure the District is making informed decisions, communicating clearly, and considering taxpayer perspectives before asking voters to support additional funding. It also allows the District to identify questions, concerns, and areas where more public education may be needed, resulting in a more transparent, responsible, and community-informed process.

TO Chief Justin Grider
Clallam County Fire District 3

FROM Miranda Everitt
FM3 Research

RE: Proposal to Conduct a Survey for Clallam County Fire District 3

DATE March 31, 2026

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is pleased to submit this brief proposal to conduct opinion research on a potential bond measure for Clallam County Fire District 3. The balance of this memo contains a description of our firm, our lead researcher's biography, and our proposed research approach with associated costs.

Firm Background

Fairbank, Maslin, Maullin, Metz & Associates (FM3) has been conducting public policy-oriented opinion research since 1981. As a medium-sized research firm, FM3 provides its clients with a level of personal attention and service from firm partners that is more often associated with much smaller organizations, while concurrently offering the wide range of services, adherence to expedited timelines, and absolute quality control that is to be expected from much larger research firms.

Each of the research projects we do is led by one of our eight partners, all of whom are nationally respected authorities on public opinion research. FM3's in-house Statistical Analysis and Graphics departments allow us to meet the inherent demands of even the most aggressive deadlines, and further, to provide a wider variety of services than would otherwise be possible—such as performing advanced statistical analysis to reap the greatest possible insight from your data. The research FM3 conducts goes far beyond simply documenting the knowledge, views, and behaviors of various populations. Rather, our work produces actionable data that provides a strategic roadmap for policy makers to inform community outreach and communication efforts.

Miranda Everitt, Partner

Based in Portland, Miranda examines a range of issues in the Pacific Northwest, including local revenue measures, conservation and parks, housing and homelessness, climate change, transportation, election reform, and criminal justice policy. She has helped passed public finance measures in scores of cities, counties, and special districts across the country, with a particular focus on the unique opportunities and challenges of life in small towns and rural areas from Alaska and Hawai'i to the Pacific Coast to the intermountain West.



Prior to joining FM3, Miranda gained experience in communications and policy research at California Budget and Policy Center, SEIU Healthcare MN, Chief Justice Earl Warren Institute for Law and Social Policy, Justice in Aging, and the Alameda County Community Food Bank. Prior to her policy career, she worked for the *Oakland Tribune*, *San Jose Mercury News*, and *Toledo Free Press*.

Education: Miranda received a Master of Public Policy (MPP) degree from the Goldman School of Public Policy at UC Berkeley and a journalism degree from Bowling Green State University in Ohio.

Proposed Research Approach and Associated Costs

Our proposed research approach is as follows:

Methodology Dual-mode survey obtaining interviews via cell phone, landline, and text message invitation

Sample 300 to 400 voters likely to participate in the November 2026 election

Margin of $\pm 4.9\%$ for a sample of 300 interviews

Sampling Error $\pm 4.9\%$ for a sample of 400 interviews

at the 95% confidence level (i.e., in 95 out of 100 cases)

Questionnaire 10 to 15 minutes

Deliverables Following the completion of the survey, we will provide:

- A questionnaire with the topline results of the survey for easy reference
- A complete set of crosstabs in an easy-to-read, comprehensive format
- Verbatim responses to any open-ended questions
- A complete analysis of survey results in PowerPoint
- A presentation of the survey results

FM3 will also be available for ongoing consultation and any further analysis of the research.

Cost The prices below are comprehensive and include all costs for questionnaire design; sample acquisition and preparation; programming; text invitations; survey hosting; telephone interviewing; data entry and analysis; and reporting.

Length	300 Voters	400 Voters
10 minutes	\$25,000	\$27,750
15 minutes	\$28,000	\$31,500

Contact Information

We would welcome the opportunity to work with you on this research, and if you have any questions or if there is any further information we can provide, please do not hesitate to contact us. Thank you for your consideration and you may reach us as follows:

Miranda Everitt
Partner
(419) 944-9616 (Cell)
Miranda@FM3Research.com

DRAFT

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **4/7/2026**

To: Board of Commissioners
From: Fire Chief Justin Grider
Subject: 2026-02 Proclamation for Kevin VanDeWege

Recommendation: Recommended Motion: to Approve Proclamation 2026-02 Recognizing the Service of Captain Kevin VanDeWege.

Background: Captain VanDeWege has faithfully and selflessly served the Fire Service for 25 years with Clallam County Fire District 3. The District would like to recognize this service to the community through a Proclamation by the Board of Commissioners.

Discussion: TBD

Attachments: 2026-02 Proclamation – Kevin VanDeWege

Alternatives: None

Fiscal Considerations: None

Impact to the Community: The public is best served when the District recognizes individuals who have selflessly served the community.

Clallam County Fire District No. 3

Proclamation [2026-02]

WHEREAS, Kevin Wayne VanDeWege has faithfully served the Clallam County Fire Protection District No. 3 for twenty-five years and currently serves as Captain for the District; and

WHEREAS, Kevin Wayne VanDeWege began working for Clallam County Fire Protection District No. 3 as a Firefighter/Paramedic on April 9, 2001; and

WHEREAS, Kevin Wayne VanDeWege promoted to Lieutenant with the Clallam County Fire Protection District No. 3 on July 1, 2008; and

WHEREAS, Kevin Wayne VanDeWege promoted to Captain with the Clallam County Fire Protection District No. 3 on October 1, 2021; and

WHEREAS, Kevin Wayne VanDeWege has selflessly served the Fire Service for twenty-five years; and

WHEREAS, Kevin Wayne VanDeWege has announced his retirement effective April 30, 2026; and

WHEREAS, recognition of members is of the utmost importance to staff and the Board of Commissioners of Clallam County Fire Protection District No. 3; and

WHEREAS, Clallam County Fire Protection District No. 3 follows the Motto of: Serve, Respect, Prevent and Protect, which the member has followed during their tenure; and

WHEREAS, Clallam County Fire Protection District No. 3 delivers service through the Core Values of: Unity, Compassion, Integrity, Courage and Honor, which this member has conveyed through their tenure: and

WHEREAS, Clallam County Fire Protection District No. 3 follows the Vision of: Service Driven Through Excellence and Innovation, which this member has strived for during their tenure; and

NOW, THEREFORE, we, the Board of Commissioners for Clallam County Fire Protection District No. 3, do hereby proclaim that Kevin Wayne VanDeWege, retired effectively April 30, 2026, as a valued member of this organization; and

FURTHERMORE, Kevin Wayne VanDeWege, will be considered a lifetime brother of the Fire Service and Clallam County Fire Protection District No. 3; and

BE IT FURTHER PROCLAIMED, that the Board of Commissioners of Clallam County Fire Protection District No. 3 expresses its appreciation to Kevin Wayne VanDeWege for twenty-five years of faithful and dedicated service to fellow members and citizens of Clallam County Fire Protection District No. 3.

Signed, this 7, day of April 2026.

Bill Miano

Michael Mingee

Jeffrey Nicholas