



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

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## BOARD OF COMMISSIONERS –MEETING MINUTES

November 5, 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, Admin Assistant Caity Karapostoles, MSO Kolby Konopaski, Captains Zoom Login and citizen Duane Chamlee.

**Changes to the Agenda** – None

**PUBLIC COMMENT** – None

### CONSENT AGENDA

1.) Regular Meeting Minutes, October 15, 2024

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

### Fire Chief's Reports – Chief Grider reported:

- An offer has been made on ST 36; updates will be given as progress is made.
- Continues to meet with the City Manager Matt Huish on a regular basis for Emergency Management.
- Chief Hudson continues to work on refining Run Cards, the Response Matrix and representing the District at PenCom Advisory Board meetings.
- In negotiations with the Firefighter and BC contracts and mediation for the Maintenance contract.
- Continuing to explore options for training for Labor Management relations.
- Currently caught up on gathering information for the WSRB rating audit.
- Moving forward with seeking grant funding for the new Engines.
- Continue to keep an eye on community growth through the City and County.
- Exploring possibilities for Impact Fees.

**Agenda Bill 1: 2024-Q3 Financial Review** – Finance Manager Misty Shaw presented the 2024 Quarter 3 financial review, reporting that revenue is on track for this time of year. Timber Tax Revenue has exceeded projections, though it remains an unpredictable income source. Ambulance Service Revenue has risen by 24.7% overall after adjusting for collection timing, and Miscellaneous Revenue has grown due to the sale of the Sieberts Creek property and increased interest from the County Investment Pool. FM Shaw also noted that an expenditure review revealed no issues or concerns. Commissioner costs for 2024 have been higher than expected due to increased activity and the payment of 2023 election expenses in 2024. Administrative costs were elevated because of

overlapping employment for the Fire Chief and Finance Manager roles. Prevention and Risk Reduction expenditures were lower than anticipated due to a delay in hiring the Fire Code Technician and hiring at reduced hours. Facilities costs have decreased as the Deputy Chief role was reclassified to Administration. Vehicle costs rose by 26%, largely from hiring a new mechanic, though this increase was partly offset by shifting the Deputy Chief's full salary to Administration; previously, half was allocated to Vehicles in the prior year's first quarter. Repair and maintenance expenses have increased by 61% and are currently \$31,000 over budget. Total expenditures have reached 68.2% of the annual budget compared to 64.6% last year, reflecting a slightly higher spending rate this year. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 2: Wildland Billing Summary** – Finance Manager Misty Shaw reported on 2024 Wildland Deployment. FM Shaw notes that \$292,891.87 had been billed and \$122,356.39 has been reimbursed to the District thus far and the remainder is expected to be paid in full at some point as there are no direct District costs that do not get reimbursed. Of the 18 deployments, only one deployment is remaining to be billed out at this time. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 3: 2025 Proposed Budget** – Finance Manager Misty Shaw reported on the 2025 Proposed Budget noting that the Final Budget will be adopted at the November 19<sup>th</sup>, 2024, Board Meeting and is due to be submitted to the County that day as well. The 2025 Proposed Budget has not had any changes since the previous Draft with Revenue budgeted at \$14,695,850 and Expenditures budgeted at \$17,216,539, leaving an ending balance of \$34,661 with capital expenditures being excluded. **INFORMATION ONLY, NO ACTION REQUESTED.**

### **GOOD OF THE ORDER –**

- Chief Grider reported that the Levy Committee has not met recently, but they are making many social media posts.
- Chief Grider reported that he has a thank you letter for the Sequim Dungeness Hospital Guild for their generous donation of \$10,000; this donation is to purchase a Ultrasound Machine for use in the field.
- Commissioner Mingee reported that the County is working on Timber Sales and the upcoming ones will not affect our revenue, but they will bring much needed revenue for Fire District 2.
- Commissioner Nicholas reported that there was an article in the newspaper that referenced Junior Taxing Districts and although it was an informative article, it may have been a bit misleading on Fire District 3's actual revenue and call responses.
- Commissioner Miano reported that all three of the Commissioners, Chief Grider and EA Coleman attended the Washington Fire Commissioners Association conference in Spokane.
- Commissioner Mingee reported that the Newsletter that recently went out was drafted well with informative content.

**EXECUTIVE SESSION**


- Chairman Nicholas called for an Executive Session beginning at 2:05 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, to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g) and 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 42.30.110 (c). In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider, and Deputy Chief Tony Hudson. At 3:05 p.m. Commissioner Nicholas extended the meeting an additional fifteen (15) minutes. At 3:20 Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

11/19/2024 – Regular Board Meeting  
 Will adopt the final 2025 Budget  
 Strategic Plan Planning Committee Update


**ADJOURNMENT**

Commissioner Nicholas called for adjournment at 3:20 p.m.

  
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 Jeffrey Nicholas, Chairman

  
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 Bill Miano, Commissioner

  
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 Michael Mingee, Vice Chairman

Attest:   
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 Lori Coleman, District Secretary