



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

June 4, 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, Maintenance Supervisor Tharin Huisman, Mechanic Steve Phillips and Volunteer Coordinator Chris Lovering.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, May 21, 2024

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

Fire Chief's Reports – Chief Grider reported:

- That the new hires at the State Fire Academy are doing well.
- He has wrapped up his formally scheduled one on one meetings, although he will still meet with any member who would like time.
- He continues to meet with the Sequim City Manager.
- St 33 had bird mites over memorial day weekend; he thanked staff for their quick and thorough eradication and clean up from the mites as personnel were temporarily displaced due to the fumigations.
- Chief Officers took a Fire District Aviation Training that will allow the District to order air resources through the DNR without the DNR having to be on-site. This will allow for the fire to be more quickly mitigated.
- He requested that commissioners pause the distribution of Levy information on behalf of the District, as it is causing confusion for our neighboring fire district, which is going to the ballot in August.
- Eric Jacobsen will present at a July Board meeting with the results of the software audit.
- Internal Levy preparation is underway, and a Levy Committee will be formed soon to work on consistent messaging.
- Station 36 is undergoing inspections for the sale of the property and structure.
- Staff are gearing up for a WSRB audit this fall.

Agenda Bill 1: Commissioners to sit on Committees – Chief Grider reported that he feels that it is in the best interest of the District to appoint one commissioner to sit on each of the three committees proposed. Chief Grider emphasized that appointing one commissioner to each of the three proposed committees will streamline processes due to their advisory roles. Commissioner Mingee volunteered to serve as an advisor on the Labor Negotiations Committee, Commissioner Nicholas volunteered to serve as an advisor on the Levy Messaging Committee, and Commissioner Miano will serve as an advisor on the Station Building Committee. It is important to note that the commissioners will act strictly as advisors, not as active participants or members of these committees. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 2: PIO Discussion – Chief Grider reported that he added this agenda item at the request of Commissioner Mingee. Commissioner Mingee expressed concerns about the lack of a solid plan for implementing a Public Information Officer (PIO) during previous discussions. He proposed that a current member could fulfill the previous LAU unit's role, partner with the upcoming Community Paramedic, and also serve as the PIO. He mentioned that there is an interested and well-suited member within the organization for this role. Commissioner Mingee emphasized that this is merely a suggestion and acknowledged that staff may not have an immediate answer on its feasibility. Commissioner Mingee added that a PIO could effectively communicate when it is appropriate or inappropriate to call 911. Commissioner Nicholas noted that the Community Risk Reduction BC is currently doing a good job with messaging about 911 usage. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 3: Raise Shop Rates Chief Grider reported that the BOC and staff had discussed increasing the Shop Rate and he was now presenting it for approval. Deputy Chief Hudson conducted a survey of local agencies offering similar services, and staff concluded that a mid-range fee would be appropriate for the District. As a result, staff proposed raising the rate from \$85/hr to \$125/hr. Commissioner Miano moved and Commissioner Nicholas seconded to raise the Shop Rate to \$125/hr. **MOTION CARRIED**

Agenda Item 4: Interlocal for Vehicle and Equipment Maintenance with CCFD5 – Deputy Chief Hudson reported that CCFD5 contacted the District to see if they could get an Interlocal to have their fleet serviced by the District. Staff believe that they have the capacity to do so and are requesting the agreement be approved by the Commissioners. Commissioner Mingee moved, and Commissioner Miano seconded to approve the Interlocal for Vehicle and Equipment Maintenance with CCFD5. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Miano and Nicholas attended the WFCAs Spring Conference June 1st, 2024, in Chelan.
- The WFCAs Annual Conference in in Spokane this year in October.
- Commissioner Miano will attend the OMC Board meeting tomorrow.
- Commissioner Mingee continues to attend the Revenue Advisory Committee meetings with the County.
- The RFP for Station 34 Kitchen has been submitted to all of the small works roster contractors; one on site walkthrough has been completed.
- Commissioner Mingee asks for regular updates on community growth and development.

- Commissioner Miano asks for Chief Grider to put Strategic Planning on an upcoming agenda to discuss; he would like monthly updates on this.

EXECUTIVE SESSION

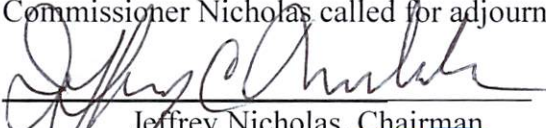
Chairman Nicholas called for an Executive Session beginning at 1:50 p.m., expected to last for Ninety (90) minutes under RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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, Deputy Chief Tony Hudson, and Finance Manager Misty Shaw. At 2:48 p.m. Commissioner Nicholas excused Misty Shaw. At 3:20 Commissioner Nicholas extended the meeting for an additional forty (40) minutes. At 4:00pm Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

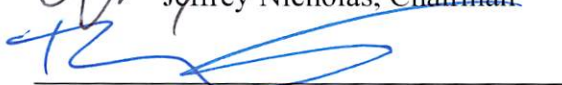
6/18/2024 – Regular Board Meeting – Add Strategic Planning update to the agenda per Commissioner Miano.

ADJOURNMENT

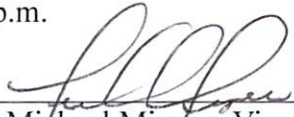
Commissioner Nicholas called for adjournment at 4:00 p.m.



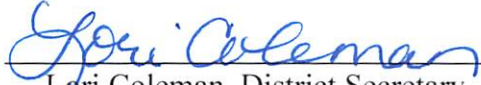
Jeffrey Nicholas, Chairman



Bill Miano, Commissioner



Michael Mingee, Vice Chairman

Attest: 

Lori Coleman, District Secretary