

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting
October 6, 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

October 6, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Special Board Meeting Minutes, September 15th, 2026
- 2.) Regular Meeting Minutes, September 15th, 2026
- 3.) Claims and Payroll

Next Meeting – October 20th, 2026

Pre-Authorizing Commissioner Activities -

Good of the Order –

Regular Business:

Reports – Fire Chief Report

Agenda Bill 1: Station 33 Replacement

Agenda Bill 2: Fee Schedule Discussion

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 - SPECIAL MEETING MINUTES

September 15, 2026

Chair Miano called the Board of Commissioners Special Meeting for Clallam County Fire District 3 to order at 10:00 a.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Bill Miano, Jeffrey Nicholas, and Michael Mingee, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, HR Manager Charles Clarke, and FF/PM Bryce McGinley.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 10:00 a.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. In attendance were Commissioners Miano, Nicholas, and Mingee, Fire Chief Justin Grider, Deputy Chief Tony Hudson, HR Manager Charles Clarke, and FF/PM Bryce McGinley. At 10:30 a.m., Commissioner Miano excused Deputy Fire Chief Tony Hudson, and FF/PM Bryce McGinley. At 10:35 a.m., Commissioner Miano excused Chief Justin Grider. At 10:48 a.m., Commissioner Miano invited District Secretary Lori Coleman in. At 10:53 a.m. Commissioner Miano excused HR Manager Charles Clarke. At 10:55 a.m., Commissioner Miano excused District Secretary Lori Coleman. At 11:05 a.m. Commissioner Miano invited Chief Justin Grider in. At 11:30 a.m., Commissioner Miano called the meeting back into Regular Session. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 11:30 a.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest: _____
Lori Coleman, District Secretary



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – MEETING MINUTES

September 15, 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 Bill Miano, Jeff Nicholas and Commissioner Mike Mingee, Fire Chief Justin Grider, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Chris Turner and Elliott Jones, Community Paramedic Mark Karjalainen, Firefighter/Paramedics Bryce McGinley, and Brent Lovell, Firefighter/EMT Jon Donahue, Maintenance Supervisor Tharin Huisman, volunteer Blaine Zechenelly and Beau Sylte, and citizen Duane Chamlee. Online were: Firefighter/EMTs Libby Swanberg, Tanner Cupps, and Bo Pinnell, Administrative Assistant Caity Karapostoles, Captain Kolby Konopaski, Firefighter/Paramedic Erik Payne and Bryant Kroh, Volunteer Coordinator Chris Lovering and volunteers Anaka Hughes and Brandan Tucker.

Changes to the Agenda – None.

PUBLIC COMMENT –

One public comment was made:

Volunteer Beau Sylte commented on a past call from his time as a District employee. He noted that dispatch was initially less responsive than it had been during a recent law enforcement call, when dispatch went the extra mile to help law enforcement locate their emergency. Because he knew that additional assistance was possible, he requested similar support, and dispatch ultimately helped after being prompted. Mr. Sylte encouraged the commissioners to continue pursuing improved service from the current dispatch provider.

CONSENT AGENDA

1.) Regular Meeting Minutes, September 1st, 2026.

2.) Claims

Accounts Payable Claim check numbers 114014 through 114056 dated September 15, 2026, totaling \$87,119.47, Payroll EFTs and IRS Deposit for Monthly Payroll dated September 10, 2026, totaling \$1,026,058.17 for a disbursement grand total equaling \$1,113,177.64.

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

Next Meetings – October 6th, 2026 – Regular Board Meeting

Commissioner Mingee reported that he would like a presentation from the facilities committee. Chief Grider reported that the apparatus committee will present during the October 20th meeting.

GOOD OF THE ORDER –**Commissioner Miano reported –**

- The District received a very large public records request and he wanted everyone to know that this will take a lot of time to process and help the Board understand the toll this will take on staff's time.
- Bruce Emery from the County will be at the next regional commissioners meeting to address impact fees.

Commissioner Miano reported –

- He reported that the EMS Journal published an interesting article regarding nurse lines that dispatch centers are using as a resource to reduce non-emergent 911 calls. Although there are pros and cons to these services, he stated that it is a dereliction on the districts part not to pursue this with our current dispatch provider.
- The Fishhook Timber Sale would have a revenue source of around \$450,000 for the district, if the Legacy Forest Group is successful at halting this sale, this would be a huge financial hardship to the district. He added that the superintendent of public education and Commissioner of Public Lands Dave Upthegrove are both against this sale.
- The City of Sequim is currently reviewing their comprehensive plan; this will be a topic at their upcoming meeting. Commissioner Mingee intends to attend the meeting and reported that he is very pleased that the city is incorporating impact fees for the district in their plan. Chief Grider added that the city has been a phenomenal partner agency.
- Expressed concerns with a recent Facebook post from the Union's page that reported that staffing to the minimum of twelve per day is being offered as voluntary overtime shifts; he asks if this is true. He reported that the district budgeted for a minimum of twelve per day and does not understand why this is being offered and not mandatory. BC Jones added that these two additional positions have been filled around 30-40% of the time. Commissioner Nicholas added that he would like the District to consider redirecting overtime budget funds toward hiring additional personnel.
- Asked about an update on the Johnston House; Chief Grider did not have one.

Battalion Chief Reports – Battalion Chief Jones reported –

- Battalion Chiefs continue to monitor upstaffing, station moves, and mandates.
- Battalion Chiefs continue to monitor their probationary firefighters closely; many are working on map testing.
- There were 842 calls for service in August; a vast majority of those being emergency medical calls. As of now, call volume is down 1.6% over this time last year. Olympic Ambulance transports are up 14% and fire rider calls are down 17.4%; Station 34 continues to be the busiest station for calls.
- That staff continue to have issues with gathering data with the transition to NERIS; BC Turner added that this is slowly getting better as more data is being entered.
- A few concerns about assisted living facilities calling 911 for transports have been addressed; this is derived from Olympic Ambulance telling them to call 911 for interfacility transports although three of the four were deemed necessary after all the facts were reviewed.

- Commissioner Mingee expresses issues with the fire code technicians wording in some documentation on his report and asks that BC Turner review these before they are final.

Agenda Bill 1: 2026-06 Proclamation for Fire Prevention Week – Chief Grider reported that Fire Prevention week is October 4th through October 10th, 2026. He presented and is asking the Board to adopt Resolution 2026-06 – Fire Prevention Week in formal recognition of this. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve 2026-06 Proclamation for Fire Prevention Week. **MOTION CARRIED.**

Agenda Bill 2: Response Profile Redesign – Battalion Chief Elliott Jones reported with an update on the Response Profile Redesign. He reported that he received problem statements from the Commissioners, Administration and Labor; these helped draft options to address the problems. He briefly showed the data that drives the problem decision making behind Labor's concerns and then gave three statements showing how to move the combined statements from "is there a problem" to "what is the problem". He then reported that the ask was to have a special meeting of the Board to approve the recommended problem statement, approve a scope and clarify authority; the Board agreed that a meeting was not necessary, that the committee could handle this and they would be supported by the commissioners. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 3: Strategic Plan Update – Battalion Chief Chris Turner provided an update on the most recently revised Strategic Plan. He briefly reviewed district staffing levels and discussed voluntary upstaffing to 12 personnel per day. When staffing reaches 12 personnel, the number of staffed units increases from four to six daily. Chief Turner also presented updated response-time maps showing four, eight, and 12-minute response areas for each station. He noted that improved data collection in the district's records management system will help validate enhanced service levels. He further reported that, following the transition from NFIRS to NERIS, data collection has been limited. However, data quality and availability are improving as additional information is entered into the system. Commissioner Mingee urged staff to bring further strategic plan recommendations by the end of the year. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 8-minute break at 3:22.

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:30 p.m., expected to last for thirty (30) minutes, returning at 4:00 p.m. 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 and Nicholas, and Fire Chief Justin Grider. At 4:00 p.m. Commissioner Miano extended the meeting an additional ten (10) minutes, expected to return at 4:10 p.m. Commissioner Miano called the meeting back into Regular Session at 4:00 p.m. No decisions were reached during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 4:10 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:
Lori Coleman, District Secretary

DRAFT



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, October 6, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, October 6, 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:		September 25, 2026
Totaling:	\$	27,146.61
Accounts Payable Claim Numbers:		114057-114096
dated:		October 6, 2026
Totaling:	\$	352,009.37
Total Accounts Payable Claims and Payroll:	\$	<u>379,155.98</u>

Recommended

Action:

Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 114057-114096

For a Disbursement Grand Total of: \$ 379,155.98

Clallam County FD 3

Time: 17:44:57 Date: 09/14/2026

09/25/2026 To: 09/25/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2042	09/25/2026	Payroll	2	EFT		2,886.68	September 2026 Draw
2043	09/25/2026	Payroll	2	EFT		3,327.85	September 2026 Draw
2044	09/25/2026	Payroll	2	EFT		761.39	September 2026 Draw
2045	09/25/2026	Payroll	2	EFT		2,388.70	September 2026 Draw
2046	09/25/2026	Payroll	2	EFT		1,392.60	September 2026 Draw
2047	09/25/2026	Payroll	2	EFT		490.85	September 2026 Draw
2048	09/25/2026	Payroll	2	EFT		2,201.25	September 2026 Draw
2049	09/25/2026	Payroll	2	EFT		2,365.20	September 2026 Draw
2050	09/25/2026	Payroll	2	EFT		965.92	September 2026 Draw
2051	09/25/2026	Payroll	2	EFT		2,274.81	September 2026 Draw
2052	09/25/2026	Payroll	2	EFT		929.98	September 2026 Draw
2053	09/25/2026	Payroll	2	EFT		725.00	September 2026 Draw
2054	09/25/2026	Payroll	2	EFT		1,397.43	September 2026 Draw
2055	09/25/2026	Payroll	2	EFT		2,388.70	September 2026 Draw
2056	09/25/2026	Payroll	2	EFT	IRS	2,650.25	941 Deposit for Pay Cycle(s) 09/25/2026 - 09/25/2026
001 Maintenance & Operations						27,146.61	
						27,146.61	Payroll:
							27,146.61

CHECK REGISTER

Clallam County FD 3

Time: 13:07:20 Date: 10/01/2026

10/06/2026 To: 10/06/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2083	10/06/2026	Claims	1	114057	A-1 AUTO PARTS, INC	504.37	Antifreeze for Stock; D2 Parts; Oil for F150s
2084	10/06/2026	Claims	1	114058	AETTA ARCHITECTS, PC	85,289.06	Station 33 PM & CA Services through August 2026; Station 33 A&E Services through August 2026
2085	10/06/2026	Claims	1	114059	AIS TRUST ACCOUNT NEWPORT	2,414.00	Special Event Insurance Policy - Public Safety Fair 10.03.2026
2086	10/06/2026	Claims	1	114060	AP TRITON, LLC	708.63	Regional Fire & EMS Study - Aug 2026
2087	10/06/2026	Claims	1	114061	BROWN & BROWN INSURANCE SERVICES INC	5,625.00	Workers Compensation Consulting 10.01.2025-10.01.2027 - Quarterly Fee
2088	10/06/2026	Claims	1	114062	Liam W Bedenkop	16.34	Reimburse Boater Safety Course Replacement ID
2089	10/06/2026	Claims	1	114063	John E Brygider JR	4.98	Reimburse garden hose gaskets
2090	10/06/2026	Claims	1	114064	CANON FINANCIAL SERVICES, INC	304.95	Admin Copier Lease 09.01.2026-09.30.2026
2091	10/06/2026	Claims	1	114065	CARDINAL HEALTH 112, LLC	831.79	EMS Supplies; EMS Supplies
2092	10/06/2026	Claims	1	114066	CENTURYLINK	1,281.93	Landline Services
2093	10/06/2026	Claims	1	114067	CIVICPLUS, LLC	3,267.00	Web Platform DocAccess Essentials 09.18.2026-09.17.2027
2094	10/06/2026	Claims	1	114068	CLALLAM COUNTY PUBLIC WORKS DEPT	203.44	Shop/Classroom Sewer; Shop/Classroom Sewer; ST33 Sewer
2095	10/06/2026	Claims	1	114069	CLALLAM COUNTY PUD	4,494.75	ST33 Water and Electricity; ST32 Water and Electricity; ST35 Electricity; ST34 Electricity; Shop Water and Electricity; ST37 Electricity; Classroom Water and Electricity; Shop/Classroom Irrigation Wat
2096	10/06/2026	Claims	1	114070	CONSOLIDATED ELECTRICAL DIST., INC.	516.94	ST34 Fluorescent Bulbs
2097	10/06/2026	Payroll	1	114071	DEPT OF LABOR & INDUSTRIES	145,809.84	3RD Quarter L&I: 07/01/2026 - 09/30/2026
2098	10/06/2026	Payroll	1	114072	PFML EMPLOYMENT SECURITY DEPARTMENT - PFML	27,435.08	Pay Cycle(s) 07/10/2026 To 07/10/2026 - ESD - PFML; Pay Cycle(s) 08/10/2026 To 08/10/2026 - ESD - PFML; Pay Cycle(s) 09/10/2026 To 09/10/2026 - ESD - PFML
2099	10/06/2026	Payroll	1	114073	EMPLOYMENT SECURITY DEPARTMENT	2,631.57	3rd Quarter Unemployment: 07/01/2026 - 09/30/2026
2100	10/06/2026	Claims	1	114074	EMS CONNECT, LLC	619.64	EMS/Fire Training Subscription - Sep 2026
2101	10/06/2026	Payroll	1	114075	ESD - WA CARES FUND	10,231.01	Pay Cycle(s) 07/10/2026 To 07/10/2026 - ESD- WA CARES; Pay Cycle(s) 08/10/2026 To 08/10/2026 - ESD- WA CARES; Pay Cycle(s) 09/10/2026 To 09/10/2026 - ESD- WA CARES
2102	10/06/2026	Claims	1	114076	FREIGHTLINER NORTHWEST PACIFIC	3,255.99	D4 Tender T41A Parts

CHECK REGISTER

Clallam County FD 3

Time: 13:07:20 Date: 10/01/2026

10/06/2026 To: 10/06/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2103	10/06/2026	Claims	1	114077	HARBOR AUDIOLOGY & HEARING SERVICES	65.00	Volunteer Hearing Assessment - Steelquist
2104	10/06/2026	Claims	1	114078	KRONOS, A UKG COMPANY	16,913.65	Telestaff Cloud - 11.19.2026-11.18.2027
2105	10/06/2026	Claims	1	114079	LIFE ASSIST, INC.	1,772.05	EMS Supplies; EMS Supplies; EMS Supplies
2106	10/06/2026	Claims	1	114080	LION GROUP, INC	1,730.79	PPE Cleaning and Repair; PPE Cleaning and Repair; PPE Cleaning and Repair; PPE Repair
2107	10/06/2026	Claims	1	114081	MCKESSON MEDICAL SURGICAL	474.74	EMS Supplies; EMS Supplies; EMS Supplies; EMS Supplies
2108	10/06/2026	Claims	1	114082	MES SERVICE COMPANY, LLC	513.74	Bunker Gear Pants
2109	10/06/2026	Claims	1	114083	Bryce Robert McGinley	296.00	Reissue: Reimb Airfare - ALERRT Conference - 12.07.2025-12.10.2025
2110	10/06/2026	Claims	1	114084	PALADIN BACKGROUND SCREENING LLP	31.58	Career Background - Clarke
2111	10/06/2026	Claims	1	114085	Steven R Phillips	260.00	Meal per diem - 09.19.2026-09.25.2026 - Spartan Conference
2112	10/06/2026	Claims	1	114086	RADIA INC PS	35.00	Volunteer Medical - Steelquist
2113	10/06/2026	Claims	1	114087	SILKE COMMUNICATIONS	325.49	Radio/Pager Parts
2114	10/06/2026	Claims	1	114088	SNURE LAW OFFICE, PSC.	360.00	Legal Services - Aug 2026
2115	10/06/2026	Claims	1	114089	STERICYCLE, INC.	69.04	EMS Disposal Fees
2116	10/06/2026	Claims	1	114090	SUMMIT LAW GROUP	6,779.00	Legal Services - General Labor - Aug 2026
2117	10/06/2026	Claims	1	114091	Brad L Schroeder	144.00	Meal per diem - 09.13.2026-09.18.2026 - Fire Mechanics Conf
2118	10/06/2026	Claims	1	114092	Cole D Smithson	358.80	Reissue: Reimb Duty Boots
2119	10/06/2026	Claims	1	114093	CELLULAR VERIZON WIRELESS	2,924.16	Cellular Services - 08.09.2026-09.08.2026 - LifePak; Cellular Services - 08.09.2026-09.08.2026, HR Manager Phone
2120	10/06/2026	Claims	1	114094	VESTIS GROUP, INC	146.79	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats and microfiber wipers - ST34; Cleaning s
2121	10/06/2026	Claims	1	114095	WASHINGTON WATER SERVICE COMPANY	163.23	ST35 Water
2122	10/06/2026	Claims	1	114096	WEST SOUND WORKFORCE	23,200.00	Recruiting Services - Human Resources Manager
001 Maintenance & Operations						352,009.37	
							Claims: 165,901.87
						352,009.37	Payroll: 186,107.50



Fire Chiefs Report

10/06/2026



GOAL #1 – More efficient response matrix

The EMS division has put together a workgroup to evaluate the guidelines for call types (BLS-Service, BLS, ALS, etc.). This work continues with collaboration and data gathering, as they now have access to a test site to run scenarios to identify gaps and solidify response modeling in a safe practice area without affecting live CAD. A new presentation will be forthcoming at the next BoC meeting. Special operations and CRR Battalion Chief is continuing work on the Strategic plan and together, they are identifying and bringing forward meaningful changes and suggestions.

Olympic Ambulance: Goal #1 Contract began April 1, 2026, and is working as designed. We are closely monitoring through positive diligence of our operations personnel in reporting issues and concerns. Through the reporting process, the MSO and EMS BC have been instrumental on follow up and Olympic Ambulance has been responsive in addressing needed adjustments. The collaboration between the two agencies is working positively.

GOAL #2 - Decentralized decision-making through organizational structure, and set milestones and deadlines for projects

The station alerting project is underway. Quail Electric, with Facilities, has ordered the equipment and will begin installation at the stations when it arrives. This is the front end of the project. On the back end, PenCom has agreed to run a virtual server; however, by doing so, the hardware will need to be located at District property and will network via radio, as they are not able to house the Locution hardware at Dispatch due to a lack of space. This will work but does involve other entities previously not engaged. Locution has reviewed that plan and is comfortable with it. Timelines are fluid, and Locution is confident that the system will work great. This project cannot happen fast enough. While the stations will have the digitized voice and lights, radios and pagers are to operate as normal.

The District has been the recipient of a 25K grant from DNR to support the FireWise project. This will allow the initial grant (DOI Title III) to stretch further. The project is being scheduled and is on target with Sunland HOA. A trailer was procured with tools and wrapping and will be placed in service on August 1. This trailer and the Team conducted their first assessment and work party at Sunland Community, and it was well attended. A breakdown of the numbers will be presented at the next BOC meeting with the Battalion Chief of A Shift's report.

Battalion Chief Turner applied for a Port Security Grant, and the district was notified of it's award. This funding is capped at \$95,000 and is in support of the 2009 Port Security grant that established a regional response capacity to oil spills and hazardous waste response incidents. This will replace and update current equipment, tools, and training necessary to respond to these emergencies in a safe and effective manner.

Staffing – GOAL # 3 - We have three career personnel out on extended leave. Offers to three (3) firefighter/paramedics and one (1) firefighter/EMT have been extended. Projected start date with the Fire District will be November 1, 2026 where they will enter into a brief orientation academy before they are released to shift. This will fill the recent staff vacancies that affect daily staffing (minus the extended leave personnel).

Fire Chiefs Report

10/06/2026

Grant Updates –GOAL #3: Staff has applied for a SAFER Grant for 3 firefighter/paramedics or FF/EMTs. Staff also applied for the AFG grant for a breathing air compressor and buildout at the TOC. *No current updates as of today.*

GOAL # 4 - Continue to work on the Strategic Plan:

As mentioned earlier, the committees that feed the Standards of Cover for the Strategic Plan are underway. During the months of June and September, you received two presentations regarding the service delivery as supported by ICMA and NFPA 1750. Recognizing this, we are working to implement these steps and will codify them in an updated Strategic Plan. BC Turner has committed to continuing his work on the Standards of Cover document that will be the backbone for the Strategic Plan. This plan is scheduled to come before the Board as a draft on November 17, 2026.

GOAL # 5 - Continue to work on new Station 33 – Update today from Commissioner Mingee.

GOAL # 6 - Develop a fee schedule – I am continuing to work on this. A draft will be forthcoming. The policy is receiving updates from affected Divisions of the District (maintenance, EMS, and Training). The resolution is drafted, and both will be sent to general council for review before bringing it to the Board.

Sequim City Manager – GOAL #6 - I continue to meet with Matt Huish monthly. We continue to have our 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.

Jamestown S’Klallam Tribe – GOALS #4 and #6 – Dialogue is open, and working on establishing meetings and connections for our strategic plan, fees, and schedules. I have signed a letter of support for the tribe to assist in facilitating the new cell tower for the Carlsborg area. This work is still in progress, and it is our understanding that they have not been able to secure a “anchor host” for the tower; however, they are continuing in talks. This will assist us with communications by placing our radio equipment on it, thus improving communications for the area, and should strengthen our reach.

County Emergency Management GOALS #4 and #6 – I continue to meet with EOC Staff monthly and work with them on courses and meetings.

Meetings and Activities for the Month of September–

- Weekly meetings with Aetta Architects.
- Continue to represent with the Chamber of Commerce
- Negotiations are back on with bargaining units
- 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
- Met with Jamestown Healing Clinic team for the Advisory Meeting
- Continue weekly meetings with Chiefs of PAFD and C2FR
- Assisted with Acting Captain and Battalion Chief Scenarios
- Weekly meetings with DNR
- Represented Clallam County on the Fire Defense Council

Fire Chiefs Report

10/06/2026

- Participate at 9/11 memorial
- Met with Enduris on open claims
- Budget and preparatory meetings
- Work with staff on PRR
- Continue to meet with AP Triton
- Presented to CoS Senior Management Team on Fire/EMS and Incident Command
- Conducted MSO interviews
- Continue to hold Staff and Battalion Chief Meetings
- Labor/Management Meeting
- Represented at PenCom Advisory Board
- Continue work on DRS
- Conducted Chiefs interviews for new hire process
- Represented the District on the East Clallam County CERT Association Board

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*

- **Second phase of the Willow Creek subdivision off of Carisbrook Ave and Broadmoor Estates. Unknown how many homes at this writing.*
- 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 by a year.
- 16-bed inpatient facility – Jamestown property on 7 acres behind Costco
 - Progress is well underway and close to opening
- 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. 35% of permits issued for building.
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. Approximately 25% of this site is filled.
- Proposed shopping center/retail stores located at Priest Road, East Washington, and Brackett Road. Still in review.

Fire Chiefs Report

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- 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 building with 36 1-bedroom apartments, with additional common space and a 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
- *** This development has been approved-** Carlsborg Manufactured Homes on Atterberry and Hooker. 66 single-family manufactured homes

****NO NEW COUNTY UPDATES****

Property Updates – Local properties of issue

In the Press:

From 8/30 to 9/05 FD3 saw 186 incidents.

FD3 responded to many emergency incidents over the past week. Fall is definitely in the air, with cooler temperatures and leaves beginning to change color. Yet the annual Summer Burn Ban is still in effect, usually set to expire on October 1 unless conditions warrant an early closure, or an extension. Visit our website at www.ccf3.org for the most up to date information.

With the various weather systems this past week FD3 had multiple power lines down calls, with one resulting in a brush fire that was quickly extinguished by crews. It is important to reiterate that any power line involvement should be treated as a live “energized” wire until PUD gives the all-clear. If you see fire department personnel blocking the roadway, please stay back. They are there for your safety. We had multiple vehicles drive past and pedestrians walk past our units to get closer to the downed lines, putting themselves and responders in greater danger. Our fire department policy is to stay back one entire pole span from the downed wire.

If you would like more safety information on power lines visit [Clallam County PUD](http://ClallamCountyPUD).

Be safe out there, and for the rest of the month, NO BURNING!

~Chris

Fire Chiefs Report

10/06/2026

It's a SWEEP! The Public voted and all 3 are from Fire District #3! The Best of Clallam County when it comes to the Best Firefighter! Congratulations to all three!



First Place- FF/Paramedic Jeremy Church; Finalists – FF/EMT Bo Pinnell and Captain/Paramedic Chris Darling. Photo taken at Shift change to include FF/Paramedics Riley and Pyle.

Nothing new to report

Fire Chiefs Report

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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 **10/6/2026**

To: Board of Commissioners
From: Commissioner Mingee
Subject: CIP S-02 option 1 – Station 33 Replacement

Recommendation: Review project schematic design and cost estimation. Discuss Financing options and any alternatives to project timeline.

Background: In 2025 the Fire District produced and approved a 20-year Capital Improvement Plan. The plan identifies the replacement or relocation of Fire Station 33 (Carlsborg) and relocation of Fire Station 31 (Dungeness) as critical and immediate needs. On December 2, 2025, the District released a request for qualifications for project management services regarding the relocation of Fire Station 33. On March 17, 2026, the Board of Commissioners approved contracting Project Management and Design Service to Aetta Architects.

Just recently the project team received a cost estimation from Wiggins Pre-Construction Services. The results of that research showed a significant cost gap between the current project budget of \$6.2mil. and the cost estimation.

Discussion: The Board should discuss the impact of the construction cost estimation on the Capital Fund and General Fund. Ultimately the District is looking for direction from the Board on how the project will be funded. Some alternatives that exist are:

1) downsizing from the 9000 sq ft building to a 7200 sq ft building, 2) transferring funds from other capital projects or contingencies funds to fill the gap, 3) change project timeline to allow for increasing construction fund growth, 4) allow for voters to approve being taxed to provide additional funding for long term public safety infrastructure, 5) consider CIP S-02 option 2 – Station 33 relocation.

Attachments: Option Ranking document

Alternatives: Direct the Fire District to consider other alternatives to address infrastructure needs.

Fiscal Considerations: Still to be determined

Impact to the Community: Infrastructure improvements, or lack of thereof, impact to a large degree the availability of critical resources responding rapidly in time of need.

CAPITAL IMPROVEMENT PLAN OPTIONS

Preliminary Option Ranking Matrix

Estimated Cost	CIP No.	Project Description	Beds Added	Apparatus Bays Added	Response-Time Improvement	Infrastructure Replacement	Total Score
\$11 million	S2 #1	Replace Station 33 — 11,000 sq. ft.	2	4	0	1	7
\$7.5 million	S2 #2	Replace Station 33 — 7,000 sq. ft.	1	2	0	1	3
\$7.5 million	S3 #1	Replace Station 31 at Cays — staffed, 7,000 sq. ft.	5	2	1	1	9
Less than \$5 million	S3 #3	Replace Station 31 at Cays — shell only, unstaffed	0	2	1	1	4
Less than \$2.5 million	S5	Improve Station 32 with temporary quarters	2		1	0	3

Scoring note: Scores reflect the comparative criteria shown in the matrix and are intended to support Board discussion; they are not a final project recommendation.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **10/6/2026**

To: Board of Commissioners
From: Fire Chief Justin Grider
Subject: Fee Schedule Discussion

Recommendation: No action needed. An update from Staff.

Background: In 2026, the Board directed staff to implement a fee schedule for billing options for services provided by the District. This topic is broad in scope and breadth and will require a proclamation and policy update. This work is currently underway with an anticipated delivery by December for adoption of fees for the year 2027.

Discussion: The Board should discuss the impact of the implementation of a fee schedule, how it will be used, when it will go into effect, how we will bill (this includes, but is not limited to, staff hours to collect, billing software (outside of EMS billing software), QA/QI of incidents and events to ensure proper billing), and EMS write-off options per levy, collections of current tax levies, etc.

Further discussion on training of current employees and if other staff may be needed. We currently bill Fire Code Technician to the City of Sequim, Wildland firefighter reimbursement from DNR, Maintenance and Mechanics on apparatus work and we bill repeat offenders. System Design bills and collects for EMS transports while the County bills and collects our taxes for our levies.

Attachments: None at this moment

Alternatives: Direct the Fire District to consider other alternatives to address cost recovery.

Fiscal Considerations: Still to be determined

Impact to the Community: The impact will primarily be on frequent users of District services, while the revenue earned will help support and sustain services that benefit the broader community.