



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

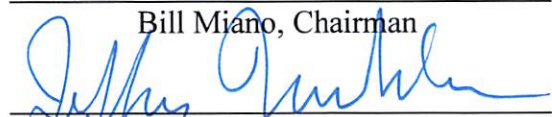
Chairman Miano called for an Executive Session beginning at 2:10 p.m., expected to last for sixty (60) minutes, returning at 3:10 p.m. under RCW 42.30.110 (c) - To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would 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.



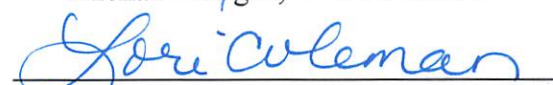
Bill Miano, Chairman



Jeffrey Nicholas, Commissioner



Michael Mingee, Vice Chairman



Attest:

Lori Coleman, District Secretary