



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

September 17th, 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 Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Stefanie Anderson, Captain Travis Anderson, Maintenance Supervisor Tharin Huisman, Community Paramedic Mark Karjalainen, and Citizens Mel Fischer and Duane Chamlee.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, September 3, 2024
- 2.) Claims and Payroll –
Accounts Payable Claim check numbers 112258 through 112311 dated September 17th, 2024, totaling \$155,387.44; Payroll EFT's and IRS deposit dated September 10th, 2024, in the amount of \$911,489.930 and Payroll EFTs, IRS deposit for Monthly draw and Quarterly Volunteer Points dated August 23rd, 2024, in the amount of \$23,070.75 for a disbursement grand total equaling \$ 1,089,948.12.
- 3.) Volunteer Reimbursements 2024-Q3 - \$30,775.00

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

Battalion Chief's Reports – BC Anderson reported:

- Year to date, she reported that there have been 6023 calls thus far.
- There were seven training requests submitted for upcoming class.
- The probationary firefighters are all making good progress.
- She attended a meeting on First Due scheduling and vehicle inventory modules.
- She submitted her 2025 budget requests, requesting funds for training and Prop improvements.
- Lt. Sprenger taught commercial ventilation to duty crews.
- Acting Captain Taskbook scenarios were held. One member should be complete within a month or so, the other is a little further out.
- She reported that August had 11 transports; staff are meeting with Olympic Ambulance next week to review the pilot program again.

Agenda Bill 1: Strategic Plan Professional Development Update – Captain Travis Anderson provided an update on his committee's progress. He reported that they have finished updating position descriptions and developed 12-15 Performance Standard Evolutions for training purposes. These standards are timed evolutions designed to ensure that all members can perform tasks efficiently and respond in a timely manner. After researching mentorship programs, the committee determined that, given the department's size, a formal mentorship program would likely not be effective. Instead, they shifted focus to improving preceptor programs and supporting volunteer mentorships. One of the District's volunteers assisted in drafting a presentation for volunteers aspiring to become career members, aimed at helping them become strong candidates when applying. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Nicholas reported that the Levy Committee met and is currently working on a brochure that can be used at Public Education events.
- Commissioner Mingee asked the Finance Manager to report on Wildland Billin Revenue at the next meeting.
- Commissioner Mingee requested information on how EMS billing is conducted and details on the agreement the District has with Olympic Ambulance regarding writing off District citizens balances.
- Chief Grider reported that the Public Records Request SOP has been updated with input from Legal Counsel to ensure it is up to date with current best practices.
- Commissioner Mingee reported that the volunteers has a CERT presentation regarding Cascadia and he thinks the District needs to address a Pre-Plan for this event.
- Chief Grider reported that staff had their in-person meeting with WSRB and are working on getting them some more information; more information will be forthcoming when the final report is completed.

EXECUTIVE SESSION

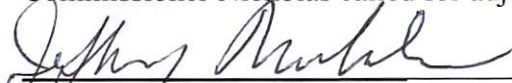
Chairman Nicholas called for an Executive Session beginning at 2:35 p.m., expected to last for Sixty (60) minutes under - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a 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) and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (g). In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Tony Hudson. At 3:35 p.m. Commissioner Nicholas excused Chief Grider and Deputy Chief Hudson and extended the meeting Sixty (60) minutes. At 4:35 p.m. Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –


10/1/2024 – Regular Board Meeting

ADJOURNMENT


Commissioner Nicholas called for adjournment at 4:35 p.m.



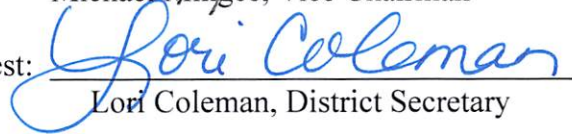
Jeffrey Nicholas, Chairman



Bill Miano, Commissioner



Michael Mingee, Vice Chairman

Attest: 

Lori Coleman, District Secretary