

Service Driven Through Excellence and Innovation



UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR

Board of Commissioners' Meeting
September 1, 2026



Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382
360-683-4242, Fax: 360-683-6834
www.ccfcd3.org

Bill Miano
Michael Mingee
Jeffrey Nicholas
Commissioners

Justin Grider, Fire Chief

Board of Commissioners Meeting Agenda

September 1, 2026

Call to Order

Pledge of Allegiance

Changes to the Agenda

Public Comment

Consent Agenda:

- 1.) Regular Meeting Minutes, Aug 18th, 2026
- 2.) Claims and Payroll

Next Meeting – September 15th, 2026

Good of the Order –

Regular Business:

Reports – Fire Chief's Report

Agenda Bill 1: Raise shop rate on billing outside agencies

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 – MEETING MINUTES

August 18th, 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, and Mike Mingee (Commissioner Nicholas was absent), Fire Chief Justin Grider, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Chris Turner, Captain Kjel Skov, Firefighter/Paramedics Brent Lovell, Jared Kneidl, Steve Oberly, and Hayden Pyle, Firefighter/EMTs Jon Donahue, Tanner Cupps (with baby Adeline), Jared Romberg, and Ryan Hueter, Maintenance Supervisor Tharin Huisman and citizen Jim Harte. Online were: Community Paramedic Mark Karjalainen, Firefighter/EMT Libby Swanberg and Bo Pinnell, Mechanic Brad Schroeder, Firefighter/Paramedic Jeremy Church, Reporter Matt Nash, and BS.

Changes to the Agenda – Move Agenda Bill 3 – HR Manager Employment Contract to after the Executive Session.

PUBLIC COMMENT –

One public comment was made:

Brent Lovell addressed call volume per provider. He compared the District's call statistics with those of other Washington fire agencies and expressed concern that increasing call volume warrants additional staffing. He reported that some agencies average as few as 114 calls per provider annually, while District providers average approximately 179 calls per provider. He stated that increasing staffing is necessary for the District to align more closely with the staffing ratios of larger departments. Mr. Lovell concluded by stating that he is actively seeking a lateral transfer to another department.

CONSENT AGENDA

- 1.) Regular Meeting Minutes, August 4th, 2026.
- 2.) Claims

Accounts Payable Claim check numbers 113936 through 113985 dated August 18, 2026, totaling \$478,844.97, Payroll EFTs and IRS Deposit for Monthly Draw and Quarterly Volunteer Points dated August 25, 2026, totaling \$55,241.81 and Payroll EFTs and IRS Deposit for Monthly Payroll dated August 10, 2026, , totaling \$999,217.67, for a disbursement grand total equaling \$1,533,304.45.

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

Next Meetings – September 1st, 2026 – Regular Board Meeting

Commissioner Mingee reminded staff that he wants to review the Apparatus Replacement plan soon and clarified with Chief Grider that he would hear from the committee regarding response redesign in September.

GOOD OF THE ORDER –**Finance Manager Misty Shaw reported –**

- That Commissioners had requested cost information related to renewing the District's insurance through Enduris. FM Shaw reported that vehicles that are covered for Liability only do not cost the District and that annual costs for staff cars and fire apparatus vary in pricing anywhere from \$23 to \$6,000 annually.

Chief Grider reported –

- That he has met with the City of Sequim, which is taking the lead on a gathering for the 25th anniversary of 9/11. This gathering will be on the morning of September 11, 2026; more information will be forthcoming.

Commissioner Mingee reported –

- He sent the fire chief an article from Fire Engineering regarding single-role responders, and he suggested that the chief share that with all staff.
- That he continues to encourage staff to continue discussing response models; he would like to see this fixed.
- Regarding staffing levels, he has sixteen (16) as his target goal per day for line staff; easy to say, harder to get to.

Battalion Chief Reports – BC Turner reported –

- Call volume was between 841-848 calls for the month of July.
- There were lots of Community Risk Reduction events in July.
- Active 911 services have been discontinued, and First Due is fully implemented for mobile responder notification.
- The District was awarded a grant through the DNR for \$25,000, and a tool cache has been purchased with these funds to support the Firewise Program.
- Force hires for July were one Firefighter/Paramedic, one Firefighter/EMT, and seven captains.
- Four members came off probation on August 1, 2027.
- There are three acting captains and one member pursuing their acting captain currently.
- BC Jones had a lot of stats and graphs in his report that included total calls, calls per hour of the day, Incident counts by hour, incidents by unit, and transports.
- Squad 34 – the community paramedic responded to fifty-two calls in July and has responded to four hundred thirty-seven for the year; this averages out to about 3.5 calls per day.

Agenda Bill 1: CIP S-02 option 1 – Station 33 Replacement – Commissioner Mingee reported that he and District staff continue to meet with Aetta Architects regarding the Station 33 replacement project. The project is currently on hold pending Board direction regarding funding. He reported that the current proposal is for an approximately 11,000-square-foot facility designed to accommodate the District's long-term space needs and anticipated growth in service demand. While the District could construct a smaller, approximately 7,500-square-foot station, that option would largely replace the existing Station 33 facility without adequately supporting future growth. Commissioner Mingee stated that the larger facility would exceed the District's current financial capacity. He presented the following alternatives for Board consideration: downsizing to a 7200 sq ft building, transferring funds from other capital projects or contingencies funds to

fill the gap, changing the project timeline to allow for increasing construction fund growth; allowing voters to approve being taxed to provide additional funding for long-term public safety infrastructure; or considering CIP S-02 option 2 – Station 33 relocation. Commissioner Mingee requested that the topic be brought back for discussion when all three commissioners are present so the Board may determine which option to pursue. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 2: Resolution 2026-02; Surplus Apparatus – Chief Grider reported that Deputy Chief Hudson and Maintenance Supervisor Tharin Huisman have identified four apparatus that can be surplussed. These include a 1992 Pierce Arrow Tender, a 1985 Pierce Arrow Pumper, a 1995 Seagrave Pumper, and a 1995 Ford/E-One pumper. Commissioner Mingee moved, and Commissioner Miano seconded, to approve Resolution 2026-02 to Surplus Apparatus. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for a 5-minute break at 2:00.

EXECUTIVE SESSION

1. Chairman Miano called for an Executive Session beginning at 2:15 p.m., expected to last for forty-five minutes (45) minutes, returning at 3:00 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, and Fire Chief Justin Grider. At 3:00, Commissioner Miano extended the Executive Session for five (5) minutes, returning at 3:05 p.m. Commissioner Miano called the meeting back into Regular Session at 3:05 p.m. No decisions were reached during the Executive Session.

Agenda Bill 3: HR Manager Employment Contract – Commissioners reviewed the contract in Executive Session. Commissioner Mingee moved, and Commissioner Miano seconded to approve the contract as presented. **MOTION CARRIED.**

ADJOURNMENT

Commissioner Miano called for adjournment at 3:07 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Absent

Jeffrey Nicholas, Commissioner

Attest:

Lori Coleman, District Secretary



CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No: Consent 2

Subject: Approval of Claims and Payroll for the period ending Tuesday, September 1, 2026

Attachments: Accounts Payable Claims & Payroll Registers

Date: Tuesday, September 1, 2026

Prepared By: Misty Shaw, Finance Manager

Approved By: Justin Grider, Fire Chief

Discussion: Approval of regular claims and payroll expenses as follows:

Accounts Payable Claim Numbers:	113986-114013
dated:	September 1, 2026
Totaling:	\$ 102,933.99
Total Accounts Payable Claims and Payroll:	<u>\$ 102,933.99</u>

Recommended

Action:

Recommended Motion:

Move to approve EFTs and Accounts Payable Claim Numbers: 113986-114013

For a Disbursement Grand Total of:	<u>\$ 102,933.99</u>
------------------------------------	----------------------

CHECK REGISTER

Clallam County FD 3

Time: 10:48:33 Date: 08/27/2026

09/01/2026 To: 09/01/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1884	09/01/2026	Claims	1	113986	A-1 AUTO PARTS, INC	284.32	F33 Alternator Core Return; F31 40 Amp Breaker; F31 Parts; Shop 15W40; Shop Black Silicone; Filters for Stock; Shop Tools
1885	09/01/2026	Claims	1	113987	AETTA ARCHITECTS, PC	37,181.48	Station 33 PM & CA Services through July 2026; Station 33 A&E Services through July 2026
1886	09/01/2026	Claims	1	113988	AG INVESTIGATIONS LLP	1,117.94	Career Background - Clarke
1887	09/01/2026	Claims	1	113989	ALL BATTERY SALES & SERVICE, INC.	856.09	D2, F42, Polaris Trailer Batteries
1888	09/01/2026	Claims	1	113990	CARDINAL HEALTH 112, LLC	3,527.56	EMS Supplies; Shareback; EMS Supplies
1889	09/01/2026	Claims	1	113991	CLALLAM COUNTY PUBLIC WORKS DEPT	201.53	Shop/Classroom Sewer; ST33 Sewer; Shop/Classroom Sewer
1890	09/01/2026	Claims	1	113992	CLALLAM COUNTY PUD	3,229.44	Admin Ste C Electricity; Admin Ste E Electricity; ST32 Water and Electricity; Classroom Water and Electricity; Shop/Classroom Irrigation Water; ST33 Water and Electricity; Shop Water and Electricity;;
1891	09/01/2026	Claims	1	113993	CSD ATTORNEYS AT LAW P.S.	720.00	Legal Services - ST33 - July 2026
1892	09/01/2026	Claims	1	113994	ESO SOLUTIONS, INC.	1,432.39	Flagship EHR with iOS Annual Upgrade Fee - 11.27.2026 - 11.26.2027
1893	09/01/2026	Claims	1	113995	EVERGREEN FUEL AND LUBES, LLC	1,982.34	Chevron Delo 400 XLE Synthetic Blend 15W-40 Oil
1894	09/01/2026	Claims	1	113996	FREIGHTLINER NORTHWEST PACIFIC	229.60	F31 Seal
1895	09/01/2026	Claims	1	113997	HARBOR AUDIOLOGY & HEARING SERVICES	130.00	Hearing Assessment - Hueterl; Volunteer Hearing Assessment - Lewis
1896	09/01/2026	Claims	1	113998	JAY OEN MOTOR COMPANY	1,502.68	Struts for Stock; D2 Parts and Core Deposit; F49, F50, F31, F35 Hydraulic Filters; Industrial Air/Oil; Stock Parts; F31 Backup Lamp
1897	09/01/2026	Claims	1	113999	L.N.CURTIS & SONS	689.48	Structure Boots (1)
1898	09/01/2026	Claims	1	114000	LIFE ASSIST, INC.	1,727.82	EMS Supplies; EMS Supplies; EMS Supplies
1899	09/01/2026	Claims	1	114001	LOCALITY MEDIA, INC	30,916.71	First Due Renewal 09.30.2026-09.29.2027 - Medications Tracking, Inspections, Responder, Occupancy Mgmt & Pre-Incident Planning, Adv Hydrant Mgmt, Scheduling, Assets & Inventory, Personnel Mgmt, CAD In
1900	09/01/2026	Claims	1	114002	MCKESSON MEDICAL SURGICAL	1,377.72	EMS Supplies; EMS Supplies; EMS Supplies
1901	09/01/2026	Claims	1	114003	MES SERVICE COMPANY, LLC	1,645.88	Matex Hose
1902	09/01/2026	Claims	1	114004	OLYMPIC MEDICAL CENTER	571.00	Volunteer Medical - Lewis
1903	09/01/2026	Claims	1	114005	SEQUIM MEDICAL ASSOCIATES PLLP	338.00	Volunteer Medical - Lewis
1904	09/01/2026	Claims	1	114006	SHERWIN-WILLIAMS	51.20	ST37 Paint
1905	09/01/2026	Claims	1	114007	STRYKER SALES LLC	375.32	EMS Supplies
1906	09/01/2026	Claims	1	114008	SUMMIT LAW GROUP	5,324.50	Legal Services - Collective Bargaining - July 2026; Legal Services - General Labor - Jul 2026
1907	09/01/2026	Claims	1	114009	TELEFLEX MEDICAL	1,330.00	EMS Supplies

CHECK REGISTER

Clallam County FD 3

Time: 10:48:33 Date: 08/27/2026

09/01/2026 To: 09/01/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1908	09/01/2026	Claims	1	114010	CELLULAR VERIZON WIRELESS	2,769.47	Cellular Services - 07.09.2026-08.08.2026; Cellular Services - 07.09.2026-08.08.2026 - LifePak
1909	09/01/2026	Claims	1	114011	VESTIS GROUP, INC	110.01	Cleaning services - mats and laundry - Shop; Cleaning services - mats and laundry - Shop; Cleaning services - mats - ST33; Cleaning services - mats - ST34; Cleaning services - mats - ST37
1910	09/01/2026	Claims	1	114012	WG LEASING	1,568.76	Vending Machine Lease - 09.11.2026-09.10.2027 - Month-to-Month
1911	09/01/2026	Claims	1	114013	ZOLL MEDICAL CORPORATION	1,742.75	EMS Supplies
001 Maintenance & Operations						102,933.99	
							Claims: 102,933.99
* Transaction Has Mixed Revenue And Expense Accounts						102,933.99	

DRAFT



Fire Chiefs Report

09/01/2026



GOAL #1 – More efficient response matrix

The EMS Response Guidelines have commenced with their first meeting on July 31st. This will include a “logic tree” program that drives the Dispatch for supporting the run cards. This will include ongoing training and triage of calls. The system being explored is APCO. As this continues, service delivery via resource deployment will be reflected in run cards. The EMS division has put together a workgroup to evaluate the guidelines for call types (BLS-Service, BLS, ALS, etc.). We continue to monitor and provide input.

Olympic Ambulance: Goal #1 Contract began April 1, 2026, and is working as designed. Continue to monitor and work with D3 operations to ensure compliance.

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

The station alerting project is underway. Tharin has been in contact with Quail Electric, and they are ready to move as soon as we are. We are exploring starting with the wiring before the equipment arrives. PenCom has thrown us a curveball by not being able to house the Locution hardware at Dispatch due to a lack of space. We believe we have a solution with Locution to be able to house that hardware at Sta. 34 and be able to remotely connect it to Dispatch through our network/the County network and PenCom network. Locution has reviewed that plan. 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.

West Sound Workforce (WSW) supplied the District with 14 candidates for the position of Human Resources Manager. Applications were vetted for experience and for what the District needs were. We brought forward the top 6 for interviews. 2 were unsuccessful in the interviews, and 4 were brought through for a second interview. One candidate stood out, and WSWF reached out to see if they were interested, to which they replied with a yes. As you know, we introduced you to our candidate during the good of the order.

Meetings continue weekly with Aetta Architects, and meaningful progress is being made toward the replacement of Station 33. Weekly meetings on pause as we move forward with direction.

Staffing – GOAL # 3 - We have three career personnel out on extended leave. Our first round of applications for new hires closed on Friday, July 31st, and the first review will be conducted in August. We had over 100 interested applicants, and the offers to test were sent out to the top 30 candidates that we are considering. We are testing September 18 and 19. Once complete, offers will be extended.

Fire Chiefs Report

09/01/2026

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 updates as of today.*

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

During the month of June, 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. With BC Turner's return to work, he 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 September 16, 2026.

GOAL # 5 - Continue to work on new Station 33 – break ground in 2027 – DC Hudson and Commissioner Mingee continued to meet with Aetta Architects in August. Items discussed were layout, CUP, stormwater, traffic engineering budget, and the orientation of the building. I met with Stephen Black and Matthew Paxton of CSD Attorneys for a contract review. Matt and Stephen came to an understanding, and we are still awaiting a contract.

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 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 August–

- Weekly meetings with Aetta Architects.
- Continue to represent with the Chamber of Commerce
- Negotiations are paused with bargaining units
- Continue my one-on-one discussions with the Commissioners
- Continued meetings with West Sound Work Force on the recruitment of an HR Manager
- Continue to represent the District with the City of Sequim Emergency Management
- Met with the District's legal team
- Continue weekly meetings with Chiefs of PAFD and C2FR
- Assisted with Acting Captain and Battalion Chief Scenarios
- Weekly meetings with DNR

Fire Chiefs Report

09/01/2026

- Met with Chief Hill and Sheriff King on responses to smoke investigations, welfare checks, and automated crash detection devices.
- Represented Clallam County on the Fire Defense Council
- Met with Hospital Guild Board of Directors
- Set up for 9/11 memorial meetings
- Continue to hold Staff and Battalion Chief Meetings
- Labor/Management Meeting was cancelled in August
- Attended Unity of Effort planning
- Represented at PenCom meetings
- 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.
- 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.

Fire Chiefs Report

09/01/2026

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 8/16 to 8/22, FD3 saw 192 incidents.

FD3 responded to many of the typical emergency incidents over the past week. With yesterday's brief thunderstorm, residents took up burning during our county's annual BURN BAN. Units responded to multiple burn and smoke complaints over the last few days.

The Summer Burn Ban is in effect. There are restrictions on the types of fires we can have. A complete burn ban includes Campfires, so only propane-fired grills at this time.

For the latest update and status, visit our website at www.ccf3.org for more fire prevention and safety-related information.

Be safe out there, and for the time being, NO BURNING!

~Chris

Nothing new to report

Fire Chiefs Report

09/01/2026



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 **09/01/2026**

To: Board of Commissioners

From: Justin Grider, Fire Chief

Subject: Raise shop rate on billing outside agencies

Recommendation: The current rate for billing for work on apparatus for outside agencies is \$125.00/hour. Recommend raising the rate for billable hours to \$150.00/hour, which is comparable to other shops due to market inflation and costs.

Background: At previous meetings, we have discussed shop rates to keep pace with inflation. It was researched, and the recommendation was made that the current rate should be raised due to costs and market inflation. The new billable rate would be raised by an additional \$25.00/hour to \$150.00/hour. A new adjustment will be made to our Fee for Service and Cost Recovery Schedule. The timing for this increase is to notify our customers of the rate increase ahead of budget adoption.

Discussion:

Attachments: N/A

Fiscal Considerations: Return on investment regarding the hours worked per apparatus. This would keep up with inflation and not be an extra burden on our partners.

Impact to the Community: **None** to our community, but there will be an increase in cost for those agencies that use us for their shop.