



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

April 2nd, 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, Finance Manager Misty Shaw, Admin. Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Captain Bryan Swanberg, Volunteer Blaine Zechenelly, Citizens Duane and Ernylee Chamlee and Bob Klink. On-Line Attendees FF/PM Bryce McGinley, and Station 33.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, March 19th, 2024
- 2.) Volunteer Reimbursement Q1-2024 \$27,675.00

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

Fire Chief's Reports – Chief Grider reported:

- He held a Zoom meeting on March 4th, all District members and CERT members were invited to attend, where he introduced himself and gave a brief overview of who he is and what experience he has; this was a well-attended event.
- There are three recruits enrolled in the State Fire Academy and they are all doing well. Four (4) new hires are in on-boarding process with an anticipated May 1st 2024, start date.
- He has met with all three shifts and plans to meet with admin staff and maintenance soon. One-on-one discussions will take place after input from those meetings is consolidated.
- Other meetings attended in March include the Chamber of Commerce, Sequim Association of Realtors, City of Emergency Management, CERT at which CERT members received a Presidential Awards for their volunteer activities. Chief Grider also met with the Sequim City Manager, with the Sequim Chief of Police, with the Battalion Chiefs and with the Labor Management team.
- DC Hudson and he attended the LERA Conference on March 28th and 29th on best practices in Labor Relations.
- Lastly, Chief Grider attended the Retirement gatherings for four (4) District members.

PUBLIC HEARING: USDA Grant

Chair Nicholas adjourned the regular meeting to provide an opportunity for the citizenry to become acquainted with the proposed project. No public members chose to comment. Blaine shared information

on the USDA Matching Grant acquired to help purchase replacement apparatus. The grant is for up to \$270,000 and will be received from the USDA as the various vehicles are delivered. Blaine will be making a request to extend the deadline of the grant based on the delivery of the various apparatus on order.

At 1:13 pm, Commissioner Mingee moved to adjourn the Public Hearing and Commissioner Miano seconded. **MOTION CARRIED.**

Chair Nicholas called the Regular Meeting back to order.

Agenda Bill 1: Chad Cate Memorial –Community member and former CCFD3 volunteer, Bob Klink shared a drawing and an update on the Fire Hydrant Memorial project in honor of Capt. Cate that he proposed at the March 19th, 2024, BOC meeting. Securing funds to cover the parts of the Memorial not donated generated conversation. Mr. Klink suggested a pancake breakfast at the Elks Club with off duty District members cooking and serving. The Commissioners were pleased with the work done so far and Mr. Klink agreed to keep them apprised as the project moves forward. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 2: Fire Code Technician Hire – Chief Grider updated the Commissioners on the progress for finding and hiring a 2/3 FTE Fire Code Technician. The city of Sequim and the District will equally share the cost of the position. After interviewing the 3 candidates who applied, John McKenzie was selected to fill the position. The Fire Code Technician will report to BC Turner and will be tasked with working through the large number of inspections that have accrued while the position was vacant. Commissioner Miano moved to hire John McKenzie as the 2/3 FTE Fire Code Technician and Commissioner Nicholas seconded. **MOTION CARRIED.**

Agenda Item 3: Filling the Position of Volunteer Coordinator – As Volunteer Coordinator John McKenzie vacates the position to become the District's Fire Code Technician, staff will be hiring a new Volunteer Coordinator. In 2023, two candidates applied for the position with John McKenzie being hired. Staff are enthusiastic about offering the position to the second candidate. He continues to volunteer with the District and is held in high regard. The Commissioners agreed that the remaining Candidate should be considered before resuming a search for more candidates. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 4: Station 36 – Chief Grider reported that the recruitment of firefighter volunteers for the Lost Mountain Station 36 has not been successful and the Station has become obsolete. The concept of not having the Lost Mountain station and how the community feels abandoned by the District with the sale of Station 36 was discussed. Installing a Connex Box in the area stocked with a CERT cache was considered a good possibility. The Commissioners directed Chief Grider to continue the process of liquidating the Lost Mountain property and to report back to the Commissioners at the next meeting. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 5: Hill International and OAC – Chief Grider provided information and estimates from both Hill International and OAC, discussion was held concerning progressive building vs. standard design and build, modular construction along with financing through the Local program, standard lenders and issuing construction bonds. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 6: WSP Academy – After reviewing the WSP Academy program, cost per student and the benefit to the District of that training, discussion was held comparing the WSP Academy vs. the District’s “in house” training program for new hires. FM Shaw shared a cost only comparison between the two training options and determined that if the group in need of entry level firefighter training was four (4) or less, the cost of overtime for instructors and backfill, training supplies etc. using the WSP Academy was more fiscally responsible. While numerous ideas were put forth, commissioners were supportive of staff’s recommendation to make informed decisions for the upcoming new hires. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Miano will be attending the Olympic Medical Hospital Board meeting.
- Commissioner Nicholas will be attending the Sequim Community Council meeting.
- Commissioner Mingee will be attending the Revenue Advisory Committee meeting.

EXECUTIVE SESSION

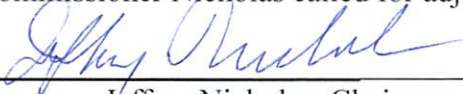
Chairman Nicholas called for an Executive Session beginning at 2:55 p.m., expected to last for fifteen (15) minutes under RCW 42.30.110 (g) - RCW 42.30.110 (g), to review the performance of a public employee. In attendance Commissioners Nicholas, Mingee and Miano, Chief Justin Grider, and Admin. Assistant Caity Karapostoles. At 3:10 p.m. Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

4/16/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 3:11 p.m.



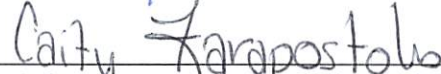
 Jeffrey Nicholas, Chairman



 Michael Mingee, Vice Chairman



 Bill Miano, Commissioner

Attest: 

 Caity Karapostoles, Admin Assistant