BOARD OF COMMISSIONERS – MEETING MINUTES

October 20, 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 Jeff Nicholas, Fire Chief Justin Grider, Deputy Chief Tony Hudson, Finance Manager Misty Shaw, District Secretary Lori Coleman, Battalion Chief Stefanie Anderson, Human Resource Manager Charles Clarke, Firefighter/Paramedics Brent Lovell and Erik Payne, and Maintenance Supervisor Tharin Huisman, Online were: Commissioner Mike Mingee, Admin Assistant Caity Karapostoles, Volunteer Coordinator Chris Lovering, Captains Travis Anderson, Marc Lawson and Kolby Konopaski, Firefighter/Paramedic Bryce McGinley, Firefighter/EMT Libby Swanberg, Facilities Technician John Brygider, Mechanics Steve Phillips and Brad Schroeder, reporter Matt Nash, anonymous, and citizen Joel McKeen.

Changes to the Agenda – After discussion about this being a very large agenda and potentially tabling topics to save time, there were no agenda changes made.

PUBLIC COMMENT – None.

CONSENT AGENDA

1.) Regular Meeting Minutes, October 6th, 2026
2.) Volunteer Pay - $$32,585.00
3.) Claims
Accounts Payable Claim check numbers 114097 through 114139 dated October 20, 2026, totaling $182,327.23; Payroll EFTs and IRS Deposit for Monthly Payroll dated October 9, 2026, totaling $981,219.21 for a disbursement grand total equaling $1,163,546.44.

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

Next Meetings – November 2nd, 2026 – Special Board Meeting
November 3rd, 2026 – Regular Board Meeting – Chief Grider will attend remotely.

Pre-Authorizing Commissioner Activities – Commissioner Mingee and Nicholas will attend the WFCA Conference in Spokane this week.

GOOD OF THE ORDER –

Chief Grider reported –

- With the recent line-staff vacancies, he intends to promote a captain to a captain floater position beginning January 1, 2027. Interviews have been conducted, and an appointment is pending.

Battalion Chief Reports– Battalion Chief Anderson reported –

- Attended a Battalion Chief, an Operations, and a Commissioner meeting in September.
- Battalion Chiefs continue to backfill staffing as necessary and fill the upstaffing positions.
- Ten training requests were submitted and approved; arrangements for these classes are ongoing.
- Continues to work on scheduling quarterly training for career and volunteers with VC Lovering.
- Probationary members continue to progress on their task books across all shifts.
- Firefighting testing was held on the 17th and 18th of September. Twenty-two candidates were tested, and fifteen of those were invited to the Chief's Interviews. The District has offered five conditional offers to those who were successful. The testing required twenty-one evaluators and support staff.
- The transition continues to the Blue Card program. All captains and some acting captains have completed the online coursework, and a few captains/battalion chiefs recently completed the three-day IC Course. This training is ongoing.
- Preparations for training in 2027 are underway.

Agenda Bill 1: Station 31 CUP and Design – Commissioner Mingee presented the attached proposal for professional services, preliminary site drawings, and estimated costs for a Conditional Use Permit (CUP) for the property on Gold Dust Lane for a new Station 31. Commissioner Mingee also stated that he wants to continue research and discussions regarding Station 32 upgrades, stating that DC Hudson and Maintenance Supervisor Huisman are aware of the work to be completed. Commissioner Miano moved, and Commissioner Nicholas seconded, to approve spending $68,000 to fund the CUP design for Gold Dust Lane property for a potential new Station 31. **MOTION CARRIED.**

Agenda Bill 2: Vehicle Replacement Plan Presentation - Maintenance Supervisor Tharin Huisman presented an Apparatus Replacement Plan, including an overview of the current fleet, replacement guidelines established by AP Triton and NFPA 1910, funding needs, and proposed apparatus purchases for 2027 and 2028. He advised against refurbishing apparatus that are 18 years or older, noting that while refurbishment may initially cost less than purchasing new or used equipment, the remaining service life is uncertain and represents a significant risk. He also noted that replacement parts for several older apparatus are difficult, if not nearly impossible, to obtain. Finance Manager Misty Shaw reviewed the 2027 budget request, which currently includes $750,480 to replace one tender and one ambulance, and transfer remaining funds for future fleet purchases. She stated that the presentation illustrates how far behind the District is in updating its fleet. Using AP Triton's point-based evaluation scale, which recommends replacement at 28 points, the District has apparatus rated as high as 72 points. Commissioners requested that the plan be returned for further discussion when additional time is available, potentially during a special meeting. Commissioner Mingee stated that the proposed 2027 funding amount appears reasonable but that he is not prepared to make decisions regarding replacements beyond 2027 at this time. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 3: US101 Simdars Interchange Project – Chief Grider reported that the interchange at Simdars Road has been identified by the City of Sequim and Washington Department of Transportation as incomplete from the previous project. He reported that Phase I of the project was completed and Phase II was to finish the westbound and eastbound exit/entry ramps and construct a frontage road connecting Happy

Valley Road and Palo Alto Road. The new initiative being pursued is to separate Phase II into two phases and emphasize completing the interchange project while placing the frontage road into the final phase. The District identified this area in the Capital Improvement Plan for an eastside fire station, and the Chief has been supportive of this project. Chief Grider is seeking concurrence from the Board to continue partnering with these agencies to ensure that this is a priority; the Board concurs. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 4: Fire Chief Vacancy – Chief Grider reported that at the September 15th, 2026, board meeting, he informed the Board that he does not intend to renew his contract. He will finish the contract term and asked the Board to direct staff with recruitment expectations. The Board reported that they will work with the Human Resource Manager to update the job description, posting, etc. for impending recruitment efforts for the position. **INFORMATION ONLY. NO ACTION TAKEN.**

Agenda Bill 5: 3Q 2026 Financial Reports – Finance Manger Misty Shaw reported that General and EMS property tax revenue is on track. At this time of year, the District usually receives about 63% of its yearly tax revenue. The increase from last year is mainly due to the levy lid lift. Grant revenue includes a $23,600 Washington DNR Wildfire Risk Reduction and Prevention grant. Timber sale revenue was higher than expected but the County is projecting no timber revenue for 2027. Ambulance service revenue is up 58% from last year because of payment timing, higher transport rates, and favorable changes to the Olympic Ambulance contract. Overall revenue is meeting expectations. Expenses are also generally on track, although some areas are higher than last year. Increased costs include election-related commissioner expenses; legal, technology, and other administrative services; overtime, wages, benefits, protective gear, and resident transport billing credit in Suppression and EMS; Fire Code Technician hours and grant-funded prevention purchases; wildland deployment costs; and the use of CERT donation funds. Vehicle costs increased due to enterprise services, fuel, wages, and benefit costs, while facility costs increased slightly. All other expense categories were reviewed, and no major concerns were identified. FM Shaw showed two graphs through September 30th, 2026: one was for revenue and the other was for expenditures; the graphs primarily showed that 91% of revenue is due to property tax collection and the majority of the expenditures are from fire suppression and EMS. **INFORMATION ONLY. NO ACTION TAKEN.**

Commissioner Miano called for an 8-minute break at 2:25, returning at 2:30.

Agenda Bill 6: Budget Workshop – 2027 Draft Proposed Budget – Finance Manager Misty Shaw presented the draft 2027 budget. She briefly reviewed the 2027 revenue forecast, noting that the largest percentage change was in the Grant Fund line item due to the HazMat Grant that is expected to be received in 2027. She noted that there are increases in Charges for services that are primarily due to mechanic services and wildland deployments. Ambulance services revenue increased by 150% to reflect current activity and increased rates. Miscellaneous categories showed a 25% reduction largely due to the decrease in investment interest. She added that the general levy rate will be $1.50 in 2027; the CPI inflator that was built into the levy of 4.5% was not realized because of the $1.50 cap and relatively flat assessed property values. She noted that there are no new staff added to the budget for 2027, although one position will be changed in rank when the captain floater position is filled. The board discussed the 2027 draft budget as presented and asked that staff add an area that budgets for fees and fines, keep the 4% apparatus replacement budget, and include 2.7% of property tax revenue to be used for capital. Commissioner Mingee added that he believes the fundamental structural problem for the district relies solely on the service delivery model and he expects to see significant change in 2027. **INFORMATION ONLY. NO ACTION TAKEN.**

EXECUTIVE SESSION

Chairman Miano called for an Executive Session beginning at 3:10 p.m., expected to last for sixty-five (65) minutes, returning at 4:15 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, Mingee, and Nicholas, and Fire Chief Justin Grider. At 3:33 p.m., Commissioner Miano invited Human Resource Manager Charles Clarke to attend. Commissioner Miano called the meeting back into Regular Session at 4:15 p.m. No action was taken during the Executive Session.

ADJOURNMENT

Commissioner Miano called for adjournment at 4:17 p.m.

Bill Miano, Chairman

Michael Mingee, Vice Chairman

Jeffrey Nicholas, Commissioner

Attest:

Lori Coleman, District Secretary