



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES

October 1, 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, District Secretary Lori Coleman, Finance Manager Misty Shaw, BC Elliott Jones, MSO Kolby Konopaski, CP Mark Karjalainen, FF/EMT Bo Pinnell, Volunteer Coordinator Chris Lovering, Admin Assistant Caity Karapostoles, Maintenance Supervisor Tharin Huisman, Citizens Duane Chamlee and Mel Fischer, and Reporter Matt Nash.

Changes to the Agenda – Add Agenda Bill 5: 2024-03 Resolution Establishing Emergency Medical Services Transport Fees

PUBLIC COMMENT – None

CONSENT AGENDA

1.) Regular Meeting Minutes, September 17, 2024

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

Chief's Reports – Fire Chief Grider reported:

- The Levy Committee Continues to meet.
- An offer on ST 36 was rescinded.
- Fire Academy, with 28 recruits, is going well.
- Continue to meet with the Battalion Chiefs.
- DC Hudson is meeting with Tyler CAD today and tomorrow for training, this should help with building updated run cards moving forward.
- In mediation with the Maintenance Labor Group, have opened the Firefighter contract and are meeting soon to open the Battalion Chief contract.
- Mark Karjalainen started September 1st, 2024; he is here today to give a one-month overview.
- Still looking for ground's maintenance options for ST 37.
- Budget season is in full swing; FM Shaw will report on draft budget today.
- WSRB Audit was here on September 11th, 2024; the District is waiting for the final report.
- Continue to meetings with Sequim City Manager.
- Management attended Labor/Management meeting but no Labor was present, so no meeting was held.
- Met with Olympic Ambulance to review Pilot Program again, will continue to discuss outcomes moving forward.
- Exploring the possibility of impact fees on service provided to the State and Federal Parks.

Agenda Bill 1: MIH-CP Update – Community Paramedic Mark Karjalainen presented a report on the first month of the Mobile Integrated Health program. He detailed the distribution of his responses across various career stations, noting that Station 33, serving the Carlsborg to Deer Park area, had the highest volume of calls he responded to. Karjalainen also highlighted several partner agencies in the region and emphasized the District’s central role in coordinating these services. Many residents are more receptive to assistance from the District than other agencies, as they fear losing their independence. He shared a list of agencies he plans to meet with soon and explained that the program's goal is to reduce unnecessary 911 calls. Additionally, Karjalainen mentioned that the Sequim Hospital Guild provided a grant to the District for the purchase of an ultrasound machine and related training. He briefly outlined five primary goals for the program: improving Unit Hour Utilization for networking and meetings, reducing frequent 911 users, integrating behavioral health services, collaborating with neighboring agencies, and acquiring and training on the new ultrasound machine. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 2: Wildland Billing Update – Finance Manager Misty Shaw reported on current Wildland Billings. All funds currently received are for DNR billings processed by the local office: State level DNR revenue accrued for their fiscal year end will be forthcoming. Of the \$195,000 billed, about \$152,000 was overtime for the member and the backfilled member. The difference is regular hours and ALS bag fees. Currently about half of the billed deployments have been paid. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 3: Enduris Update – Finance Manager Misty Shaw reported that the renewal has already been paid; she is now bringing it forward as she did not realize that this was presented to the Board in the past. The plan has had some increase in cost; a large portion of this is for replacement of current apparatus and facilities. She notes that any apparatus that is older than 10 years cannot be insured at replacement value. Enduris is no longer allowing stated value, it is at actual cash value. The stations are valued based on square footage. For unstaffed stations, they are valued at 50% of staffed stations. Contents values increased 5% this year. Commissioner Mingee asked staff to look at the District’s modifier and compare that to other local districts to see if we are comparable or not and to take a deeper dive into this coverage before the next renewal. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Bill 5: MOU 2024-03 – Finance Manager (FM) Misty Shaw reported that she and Chief Grider just attended a presentation by Systems Design regarding new laws. She reported that the District should increase its rates to stay current with allowed reimbursement rates, the District has not raised rates since 2012. This rate increase will ensure that the District receives appropriate insurance reimbursement and as before, District citizens will not be billed for anything beyond what their insurance covers. Citizens are still afforded the privilege of not having to pay for ambulance services beyond whatever their insurance pays as they already pay an EMS tax. FM Shaw reported that an increase will not bring in a lot revenue, she believes it is going to be around \$15,000 or less annually. Commissioner Mingee moved, and Commissioner Miano seconded to approve MOU 2024-03 – Establishing Emergency Medical Service Transport Fees. **MOTION CARRIED.**

Agenda Bill 4: Draft 2025 Budget – FM Manager (FM) Misty Shaw reported on the draft budget. She briefly went over the staffing summary, capital expenditures, proposed apparatus replacement plan, ongoing revenue vs ongoing expenditures, draft budget detail and projected ending fund balances by fund category. The commissioner had time to ask questions and acknowledged that staff worked hard to balance the budget as it is going to be a tight year. Of note were that one position is vacant for Line Staff, the part-time admin assistant and grounds maintenance positions were removed, the apparatus replacement plan has been moved out for the deadlines and that the administration salaries in 2024 were inflated due to two positions overlapping while using up time off before retiring. This is a Draft Budget today and a proposed budget will be presented October 15th and then in November the final budget hearing will occur. **INFORMATION ONLY, NO ACTION REQUESTED.**

GOOD OF THE ORDER –

- Commissioner Mingee –
 - Asked if Run Cards are being updated. Chief Grider reported that the meeting next door is about the updated Tyler CAD System and that run cards will be updated on an ongoing basis.
 - Attended a DNR meeting this morning.
- Chief Grider reported that the Levy Committee has been working on a flyer to hand out and that it is at the printers and will be ready for the Safety Fair this weekend.

EXECUTIVE SESSION

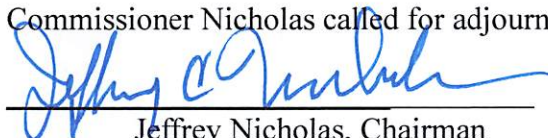
1. Chairman Nicholas called for an Executive Session beginning at 3:15 p.m., expected to last for Ninety-five (95) minutes under - RCW 42.30.140 (4) - Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation 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, To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price – RCW 42.30.110 (b), 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. At 3:40 p.m. Commissioner Nicholas invited Deputy Chief Hudson in. At 4:30 Commissioner Nicholas excused Deputy Chief Hudson. At 4:45 Commissioner Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

NEXT MEETINGS –

10/15/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 4:45 p.m.




Jeffrey Nicholas, Chairman



Michael Mingee, Vice Chairman



Bill Miano, Commissioner

Attest: 

Lori Coleman, District Secretary