



Clallam County Fire District 3

Motto: Serve, Respect, Prevent and Protect

BOARD OF COMMISSIONERS - MEETING MINUTES

March 19, 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, and Michael Mingee, Chiefs Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Turner, FF/EMT Scott Dickson. Citizen Duane Chamlee, Bob Klink and Maura Mattson, Maintenance Supervisor Tharin Huisman, and reporter Matt Nash.

Changes to the Agenda – None

PUBLIC COMMENT – None

CONSENT AGENDA

- 1.) Regular Meeting Minutes, March 5th, 2024
- 2.) Claims and Payroll –
Accounts Payable Claim check numbers 111893 through 111929 dated March 19th, 2024, totaling \$77,115.96; Payroll EFT's and IRS deposit dated March 8th 2024, in the amount of \$819,675.21 for a disbursement grand total equaling \$896,791.17.

Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the Consent Agenda as presented with amendments to the minutes. **MOTION CARRIED.**

Battalion Chief's Reports – Chief Turner reported:

- That call volume for February was up 170 calls over last year.
- He attended many meetings last month, of note was the City of Sequim Building development meetings on February 6th, 8th and 9th.
- He continues to work on drafting a manual to address Telestaff algorithms.
- He completed probationary activities with FF/PM Hagaman.
- He responded to multiple public records requests, noting that there seems to be an uptick in these.
- His crews completed two Pre-Fire plans.
- His fire prevention and Community Risk Reduction (CRR) program completed eight events in February.
- He has been accepted into an NFA course for Fire Inspection Principles 1 in April of 2024.
- Drafted a Community Risk Reduction (CRR) annual calendar by month.
- He and the other two BCs attended a BC meeting with chiefs.
- BC Anderson noted that one captain was mandatoried in February.

- BC Anderson continues tactical scenarios with members to complete their acting captain task books.
- BC Anderson assisted with co-hosting an IFSAC Evaluator class and she opened her own taskbook.
- BC Jones continues work with Olympic Ambulance on the pilot program of dedicated units.
- BC Jones is working with the Medical Program Director to develop Run Review and EMS updates.
- BC Jones is hosting a two-day Managing the Mayday class this month.

Agenda Bill 1: Update Position Description and Organizational Chart – Chief Grider presented the update. The chiefs had intended to designate the Deputy Chief as the supervisor of the Administrative Assistant/Finance Specialist position, but this was overlooked in the last revision. Staff requested to amend the job description and update the organizational chart accordingly. Commissioner Mingee moved, and Commissioner Nicholas seconded, to update the Administrative Assistant/Finance Specialist job description to reflect the Deputy Chief as the supervisor, and to adjust the Organizational Chart accordingly. **MOTION CARRIED.**

Agenda Item 2: Captain Chad Cate Memorial – During the meeting, citizen and former District 3 volunteer, Bob Klink, made a heartfelt proposal. As a member of the Sequim International Footprinters Association, he expressed his intention to donate a restored fire hydrant for a memorial honoring Captain Chad Cate, who tragically passed away in the Line of Duty on January 12th, 2023. Mr. Klink shared that he mentored Captain Cate after he was hired, and he wishes to ensure that Chad's memory is preserved. The commissioner and staff expressed their support for Mr. Klink's proposal and requested him to bring back a drawing outlining the design concept. Deputy Chief Hudson suggested a fitting location near the Maintenance facility, given its significance as a training ground where Chad had a passion for training. Mr. Klink agreed to present the drawing at the April 2nd, 2024, Board meeting for further consideration. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 3: Sale of Sieberts Creek Property – Chief Grider reported that he has been working with Mark McHugh on the sale of the Sieberts Creek Property and that the feasibility study done by the buyer has been completed and the realtor's office is ready to proceed with closing the property. The property was listed for \$175,000 and the offer was a full price cash offer. Commissioner Nicholas moved, and Commissioner Mingee seconded to approve Chief Grider to sign closing papers on the sale of the Sieberts Creek Property with the revenue from this sale to go into the Capital Improvement Funds line item. **MOTION CARRIED.**

Agenda Item 4: Washington State Patrol Academy – Chief Grider presented a document that he drafted with comparisons of cost, time, personnel, etc. to host an in-house six-week fire academy for new hires versus the cost to send them to the Washington State Fire Academy. Commissioner Mingee asked Chief Grider to amend the document to include a few other staffing variables. Commissioner Mingee would like to postpone this discussion until Commissioner Miano is back from vacation; this will be added to the April 2nd, 2024 agenda. **INFORMATION ONLY, NO ACTION REQUESTED.**

Agenda Item 5: Updated Community Paramedic Position Description – Chief Grider presented an updated draft of the Community Paramedic position description with the changes requested by the commissioners during the last meeting. Commissioner Mingee moved, and commissioner Nicholas

seconded to approve the job description for the Community Paramedic as presented. **MOTION CARRIED.**

GOOD OF THE ORDER –

- Commissioner Mingee asked if staff had any follow up regarding lawn care for ST 37; they have not, but Chief Grider will follow up on this.
- Commissioner Mingee reported that the City of Sequim is adopting the 2024 updated code enforcement and of note are the road grading allowances, which the District supports up to a 12% grade, but Commissioner Mingee wants staff to keep an eye on this as this area is growing a lot and some of the new growth may be in areas that will have steep grades
- Commissioner Miano will attend the County’s Revenue Advisory Committee meeting next week.
- WFCAs Spring Series is hosting an event in Lake Chelan on June 1st, 2024, Lori has registered Commissioner Miano and Nicholas.

EXECUTIVE SESSION

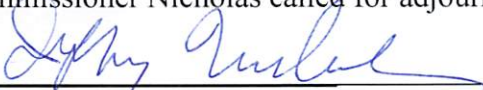
None

NEXT MEETINGS –

4/2/2024 – Regular Board Meeting

ADJOURNMENT

Commissioner Nicholas called for adjournment at 2:13 p.m.



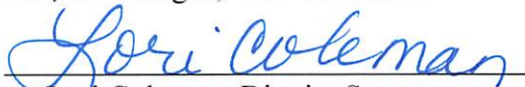
 Jeffrey Nicholas, Chairman



 Michael Mingee, Vice Chairman

ABSENT

 Bill Miano, Commissioner

Attest: 

 Lori Coleman, District Secretary