

**Service Driven Through Excellence and Innovation**



**UNITY - COMPASSION – INTEGRITY – COURAGE - HONOR**

**Board of Commissioners' Meeting**

**May 7, 2024**





# Clallam County Fire District 3

Meeting Location: 255 Carlsborg Road  
360-683-4242, Fax: 360-683-6834  
[www.ccf3.org](http://www.ccf3.org)

Jeffrey C. Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

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## Board of Commissioners Meeting Agenda

May 7, 2024

**Call to Order**  
**Pledge of Allegiance**  
**Changes to the Agenda**  
**Public Comment**

**Consent Agenda:**

- 1.) Regular Meeting Minutes, April 16, 2024

**Regular Business:**

**Reports – Fire Chief’s Reports**

**Agenda Bill 1:** SOP 6010, Budget Preparation & Adoption Update

**Agenda Bill 2:** Notice of Intent to Participate in the WA LOCAL Financing Program

**Agenda Bill 3:** WA LOCAL Financing Program Reimbursement Resolution

**Executive Session**

**Agenda Bill 4:** Sale of ST 36

**Good of the Order –**

**Next Meeting**

**Adjournment**



# Clallam County Fire District 3

*Motto: Serve, Respect, Prevent and Protect*

## BOARD OF COMMISSIONERS - MEETING MINUTES

April 16, 2024

Chair Nicholas called the Board of Commissioners Meeting for Clallam County Fire District 3 to order at 1:01 p.m. via the Zoom App and in person at 255 Carlsborg Road in Sequim. Present were: Commissioners Jeffrey Nicholas, Michael Mingee and Bill Milano, Chief Justin Grider, Deputy Chief Tony Hudson, District Secretary Lori Coleman, Finance Manager Misty Shaw, Battalion Chief Jones, Admin Assistant Caity Karapostoles, Captain Travis Anderson, Maintenance Supervisor Tharin Huisman, reporter Matt Nash. Diane Klontz from Serve Washington, Citizen S. Chinn, Mel Fischer and Duane Chamlee, and CERT members Keith Koehler, Deb Palmer, Craig Palmer, Carol Benjamin, Barry Davis, Jim Hufnagel, Charlie Meyer, BJ and Karen Kittlehurst, Blaine and Cindy Zechenelly, Keith Koehler, Butch Zaharias, Donna Stoffel, and John Viada,

**Changes to the Agenda – None**

**PUBLIC COMMENT – None**

### CONSENT AGENDA

- 1.) Regular Meeting Minutes, April 2<sup>nd</sup>, 2024
- 2.) Claims and Payroll –  
Accounts Payable Claim check numbers 111930 through 111997 dated April 16<sup>th</sup>, 2024, totaling \$571,958.72; Payroll EFT's and IRS deposit dated April 10<sup>th</sup>, 2024, in the amount of \$931,949.02 and Payroll EFTs and IRS deposit for monthly draw dated March 25<sup>th</sup>, 2024, in the amount of \$26,540.34 for a disbursement grand total equaling \$1,530,448.08.

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

### Battalion Chief's Reports – Chief Jones reported:

- That call volume for 2024 is up 242 calls over 2024.
- There were fifteen (15) transports in March.
- There have been no errors in narcotics reporting in 2024.
- Three (3) recruits will graduate the state fire academy this Friday; two who likely count as staffing shortly after, one has some Paramedic pre-requisites to complete before they can count towards staffing as a paramedic, however, they can count towards staffing as an EMT.
- Fire and EMS training for 2024-Q2 has been assigned.
- There are currently 3 members with open Captain task books.
- BC Jones and Anderson have both initiated IFSAC Evaluator task books.

- The trial with Olympic Ambulance's dedicated units is going well, they are at a 96% reliability thus far. Staff are meeting with hem to discuss this pilot program.
- BC Jones taught the first day of a two day May Day class; 39 officers in Clallam County participated.
- Volunteer Officer Mike Sprenger is developing training for the Ladder for 2<sup>nd</sup> quarter backfilled shift training.
- BC Anderson noted on her report that there were three captains mandatoried in March.

**Agenda Bill 1: Resolution and Presentation** – Diane Klonts from Serve Washington presented Blaine Zechenelly, Charlie Meyer and the CERT team with a Volunteer Service Award for their efforts in Emergency Preparedness for the Peninsula/Coastal Region in 2023. Ms. Klonts acknowledged all of their efforts, noting that there were over 22,000 collaborative hours of volunteer service provided. The CERT program assisted in delivering over 1600 food boxes to community members over the holidays. Blaine Zechenelly thanked District staff and commissioners for their support for the CERT program. Commissioner Nicholas read aloud the resolution. Commissioner Nicholas moved and Commissioner Mingee seconded to approve the 2024-01 Resolution of Recognition of Blaine Zechenelly and the Cert Program. **MOTION CARRIED.**

**Agenda Item 2: IT Audit** – Chief Grider reported that staff have received a “Scope of work” for the IT Audit from Eric Jacobsen. The commissioners were pleased with the proposal; it was for twenty (20) hours of work at the rate of \$100/hr. Commissioner Miano moved and Commissioner Mingee seconded to approve the Scope of Work as presented and move forward with the IT Audit. **MOTION CARRIED.**

**Agenda Item 3: Volunteer Accident Insurance** – Chief Grider reported that FM Shaw and EA Coleman have been working on figuring out how to cover volunteers who are not responders and therefore do not qualify for the Board of Volunteer Firefighters coverage. There is the opportunity to report non-response volunteers to Labor and Industries for medical coverage should they get hurt while volunteering. The caveat in comparison to career members is that they would not be covered for wage reimbursements as they do not receive wages through the District. Commissioner Miano moved and Commissioner Mingee seconded to approve covering non-response volunteers under Labor and Industries for accident coverage for medical claims. **MOTION CARRIED.**

**Agenda Item 4: 2024-Q1 Financial Review** – Finance Manager Shaw reported on the 2024-Q1 Financial Review; she noted that overall the District is at 15% of its annual revenue, there may be a budget shortfall in the Sale of County Timber line item should current predictions be accurate, spending so far in 2024 is above 2023, but that may taper off, Commissioner costs are up 185% due to more activity and fire suppression overtime costs are at 30% as in comparison to 18% at this time in 2023. Overall, FM Shaw did not have any major concerns, she just advised staff to be aware of the trends thus far. **INFORMATION ONLY, NO ACTION REQUESTED.**

**Agenda Item 5: Volunteer Coordinator Employment Contract and Position Description** – Chief Grider presented an updated draft of the Volunteer Coordinator employment contract and position description. Commissioner Mingee added that anytime there is an opportunity to collaborate with other agencies to fill positions, he supports looking at those. Commissioner Miano moved, and Commissioner Mingee seconded to approve the employment contract and position description for the Volunteer Coordinator as presented. **MOTION CARRIED.**

**Agenda Item 6: Fire Code Technician Employment Contract and Position Description** – Chief Grider presented an updated draft of the Fire Code Technician employment contract and position description. Chief Grider added that this position is currently a 2/3's position and is funded 50% by the City of Sequim. Commissioner Mingee moved, and Commissioner Nicholas seconded to approve the employment contract and position description for the Fire Code Technician as presented.

**MOTION CARRIED.**

**Agenda Item 7: Status of New hire and Probationary Firefighter/EMTs and**

**Firefighter/Paramedics** – Commissioner Mingee had asked Chief Grider some questions over the weekend and requested answers regarding some of those questions today. Chief Grider reported that the new hires that will graduate the state academy this week will count as EMT staffing when they return; the new hires that are starting May 1<sup>st</sup>, 2024, will count as staffing in mid-late August after they return from the academy, the caveat being the paramedic who will need to be precepted before he can count as paramedic staffing, however, he could count as Firefighter/EMT staffing.

Commissioner Mingee also encouraged staff to consider shoring up consistency with new hires and how and when they go to academy, even considering sending all of them to academy, he just encourages consistency. Commissioner Mingee also asked staff to consider the perception of a local academy if District members still believe there is value in sending its career members to the state academy, this could overshadow local academies for volunteers. Chief Grider noted the importance of periodically reviewing standards, policies, and processes to ensure compliance and adequacy.

**INFORMATION ONLY, NO ACTION REQUESTED.**

**GOOD OF THE ORDER –**

- Commissioners asked if there was any update of ST 37 grounds maintenance; Chief Grider advised that there has not been.
- Chief Grider reported that the sale of Sieberts Creek property is complete, and that the real estate agent is working on getting ST 36 ready to sell.
- Commissioner Miano will attend the OMC Board Meeting this week.
- Commissioner Nicholas attended the last City Council Meeting.
- Commissioner Mingee is planning to attend all quarterly Revenue Advisory meetings as they occur.
- Commissioner Mingee advised that recent conversations have made him believe that there is work out there that the shop can pursue for local fire agencies and advised that he fully supports this idea.
- There is a Snure seminar this Friday; the District has purchased an all-inclusive pass, so anyone wanting to take it may and it will be recorded for viewing later.
- There is a apparatus refurbishment meeting being held in Kitsap on April 23<sup>rd</sup>, 2024, at 7p.m.; Commissioner Miano will get that information to DC Hudson and MS Huisman so they can attend too.

**EXECUTIVE SESSION**

Chairman Nicholas called for an Executive Session beginning at 1:57 p.m., expected to last for sixty-three (63) 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. In attendance were Commissioners Nicholas, Mingee, Miano, Fire Chief Justin Grider and Deputy Chief Hudson. At 3:00 p.m., Chairman Nicholas called the meeting back into Regular Session. No decisions were reached during the Executive Session.

**NEXT MEETINGS –**

4/30/2024 – Special Board Meeting

**ADJOURNMENT**

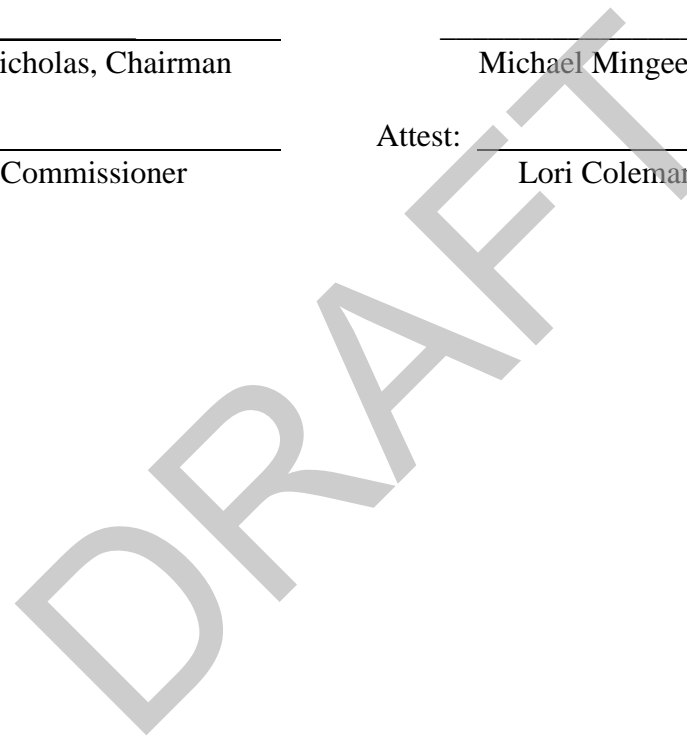
Commissioner Nicholas called for adjournment at 3:00 p.m.

\_\_\_\_\_  
Jeffrey Nicholas, Chairman

\_\_\_\_\_  
Michael Mingee, Vice Chairman

\_\_\_\_\_  
Bill Miano, Commissioner

Attest: \_\_\_\_\_  
Lori Coleman, District Secretary





# Fire Chiefs Report

## 05/07/2024



Long Term Goals	Last Month's Progress
Establish Mobile Integrated Healthcare/Partnerships/Alternate Delivery	Working on an MOU with the Local to address implementing a community paramedic.
Improve Service Delivery/Dispatch	
Community Outreach – Lid-Lift 2025	The Lion's Club meeting for an introduction to their members The Sequim Little League opening day event. A bone marrow drive for one of Clallam County Sheriff's Officer's sons. A NewLife Dinner fundraiser to represent the District. The Boys and Girls Club Chili Cook Off in Sequim.
Replace Station 33	Held a Special Board meeting on April 30 <sup>th</sup> to address Long Term budget forecasting.
Functional consolidation when possible	Collaborated with local districts to disseminate a Mayday class and start planning a fire academy this fall.
Stakeholder Agreement(s)/Partnership	Met with Ron Allen and Jessica Payne, COO.
Professional Development	Registered for Labor Relations Institute in May.

Short Term Goals	Last Month's Progress
Support BC Development	Attended three Battalion Chief meetings in April and met with each of them individually.
Position District to run Lid-Lift	Community Outreach form Long-Term Goals and continued work with finance manager on budget forecasting.
Hire Project Manager for ST 33	Reached out to Hill and OAC; found out that financing needs to be procured first with design build projects.
Implement response Matrix/Update Run Cards to reflect response matrix	With the 3 graduating, all 3 count towards FF staffing. 1 remains in final paramedic evaluation with MPD.
Support and encourage outreach programs/career	See meetings listed below.
Be more active in PenCom Advisory Board	
Staff LAU with Paramedics/make Agreements with Labor	Met with Labor to discuss job description for Community Paramedic.
Software Audit	Brought forth a scope of work for Eric Jacobson to perform Audit. Audit is underway.
Reduce Overtime	Supported staff in sending new hires to the state fire academy in an effort to reduce overtime.
Outsource when possible	Awaiting response from 2 landscape companies and Jamestown
Complete all CBAs	Working through comparables with Maintenance bargaining team and meet again on May 6.
Labor/Management Relations Training	Working with PERC to arrange "interest Based Bargaining" for Labor/Management members.



# Fire Chiefs Report

## 05/07/2024

**Seabrook-** Chief Hudson and I met with the developers of Seabrook subdivision and discussed their plans and intent. They have not filed anything (plans, intents, permits) with the City and everything is conjecture. In our discussions, it was mentioned that a fire station on the East end of Sequim would be necessary. Seabrook was open to having that discussion. They then met with the public at large and we excused ourselves from the conversation.

**Staffing** – Four new members started on May 1<sup>st</sup>, 2024; they are headed to the state fire academy and will graduate in July. The three BCs are officially off their one-year probations.

**Board Direction** – Met with the Board on April 30<sup>th</sup>, 2024, and they gave me clear direction to move forward with Levy Lid Lifts for Operations and EMS in the spring of 2025. They also gave me direction to proceed with building a new station 33 with a budget of 10 million dollars.

**Shift Meetings** – I have met with all department stakeholders and groups and have begun my one-on-one meetings with those that have an interest. As of this report, I have met with approximately one quarter of the organization. The information has been good, and I am compiling it into one document for publication.

**Service Groups** – I continue to meet with the Chamber of Commerce and see value in staying connected with this group. I have been making the rounds to many service groups and will continue to do so. Thus far, I have met with the Realtors Association, Chamber of Commerce, Lions and VFW.

**Sequim City Manager** – I continue to meet with Matt Huish monthly and the scope of our meetings has changed to support the city on Emergency Management and Preparedness.

### Meetings –

- Attended Sequim Operational meetings with Emergency Management
- Meet weekly with Blaine Zechenelly to get caught up on CERT and EM.
- Attended Volunteer Officer's Meeting.
- Attended Labor Management meeting.

### Events –

- Attended the Awards Banquet.
- Attended the recruit graduation ceremony
- Observer for the Maroon Coyote Exercise where the Districts RTF personnel participated.
- Attended Badge Pinning Ceremony for myself, I. Hueter and the three BCs.

### Project Updates-

- Concrete poured for Container boxes at TOC. Continued work.
- SCBA Compressor has been repaired and in service.
- Engine 33 tank repair is going well. It will be reinstalled this week.
- RFP for Station 34 is being worked on and should be finalized this month.
- Zetron gave us a quote for Station Alerting.

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 1

Board of Commissioners meeting **5/7/2024**

**To:** Board of Commissioners  
**From:** Finance Manager Misty Shaw  
**Subject:** 6010, Budget Preparation & Adoption

**Recommendation:** For the Board of Commissioners to approve 6010, Budget Preparation & Adoption SOP with amendments.

**Background:** The Commissioners asked that the items purchased that have a life expectancy of greater than one year and an individual value of more than \$10,000 shall be considered capital items; this required an update to the SOP.

**Discussion:** TBD

**Attachments:** SOP 6010, Budget Preparation & Adoption

**Alternatives:** None

**Fiscal Considerations:** None

**Impact to the Community:** It is the best interest of the citizens when the District maintains up to date policies to guide fiscal oversight.



**Category:** Fiscal Management – Series 6000

**Replaces:** 6010 ~~11/3/15~~10/4/2022

**Adopted By:** Board of Commissioners **Effective:** ~~10/4/2022~~5/7/2024

**Related Documents**

[RCW 52.16.030](#), Budget for each fund, Washington State Legislature

[RCW 52.16.070](#), Obligations shall not exceed taxes, revenues, and cash balances, Washington State Legislature

[RCW 84.52.020](#), City and district budgets to be filed with county legislative authority, Washington State Legislature

[RCW 84.52.025](#), Budgets of taxing districts filed with county commissioners to indicate estimate of cash balance, Washington State Legislature

**Contents**

- 1.0 Scope and Application
- 2.0 District Policy
- 3.0 Attachments

**1.0 Scope and Application**

- 1.1 The following policies and guidelines apply to all members.
- 1.2 This policy serves to establish the general policies for managing the process of preparing and adopting the District's annual budget.

**2.0 District Policy**

- 2.1 The Fire District's fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.
- 2.2 As a guideline, the annual budgeting process shall follow the timeline established in Exhibit E6010, Budget Preparation Calendar.
- 2.3 The District's on-going expenses will be supported by on-going revenues.
- 2.4 The Board of Commissioners shall seek to maintain the following cash reserves:
  - 1. Equal to thirty-two (32) percent of its anticipated annual expense for contingency and cash flow maintenance;
  - 2. Equal to thirty five (35) percent of its compensated balance liability as published in its most recently completed schedule of liabilities as found in the District's annual financial report;
  - 3. Equal to twice the amount of the annual District's debt service;
  - 4. Equal to that which is required to adequately fund the maintenance and capital replacement of the District's facilities, apparatus, and major equipment as identified in the capital replacement plan.

- 2.5 Expenses will be paid out of the EMS and General funds at a ratio that is based on the previous year's July to June call volume of EMS calls versus all other calls.
- 2.6 For budgeting purposes, items purchased that have a life expectancy of greater than one year and an individual value of more than \$510,000 shall be considered capital items.
- 2.7 The District shall budget up to \$50,000 annually in timber tax revenue towards the annual expense budget. Any timber tax revenue above this amount shall be applied to the capital replacement reserve.
- 2.8 The Fire Chief will prepare the annual budget, of each District fund, for consideration and adoption by the Board of Commissioners. Annual expenses shall not exceed annual taxes, available cash balances, or other available revenue sources.
- 2.9 In preparing the annual budget, the Fire Chief shall consider the District's goals as proposed to and adopted by the Board of Commissioners, as well as the District's strategic planning goals. The Fire Chief may also solicit the opinions of staff members for the purpose of identifying the District's needs.
- 2.10 The Board of Commissioners will adopt the annual budget at the fund level.
- 2.11 The Fire District must file with the Board of Clallam County Commissioners, its budget or estimate of the amount to be raised by taxation on the assessed evaluation of the property in the District according to RCW 84.52.020 and 84.52.025.

**3.0 Attachments**

- Exhibit: [E6010, Budget Preparation Calendar](#)  
Form: [F6010, Budget Request Form \(Fillable\)](#)  
[F6010, Budget Request Form](#)

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 2

Board of Commissioners meeting **5/7/2024**

**To:** Board of Commissioners

**From:** Finance Manager Misty Shaw

**Subject:** Notice of Intent to Participate in the WA LOCAL Government Financing Program.

**Recommendation:** For the Board of Commissioners to approve submission of the WA LOCAL Government Financing Program Notice of Intent and Credit Application to fund the second half of the three Spartan Fire Engines the District ordered.

**Background:** The Board of Commissioners expressed their desire to finance the second half of the three Spartan Fire Engines the District ordered. Staff have verified that the WA LOCAL Government Financing Program remains an option for consideration. The Notice of Intent does not obligate the District to participate but allows the credit application process to commence. The District will confirm the amount and desire to participate approximately three weeks prior to issuance of the Certificates of Participation.

**Discussion:** TBD

**Attachments:** Notice of Intent and Credit Application.

**Alternatives:** The Board could consider other financing options, direct staff to use available cash funds for the purchase or delay for additional discussion.

**Fiscal Considerations:** The Washington LOCAL Government Financing Program provides the lowest interest rate of available financing options.

**Impact to the Community:** It is beneficial for citizens if the District secures financing at the lowest available cost to obtain needed response apparatus.

Notice of Intent  
State of Washington LOCAL PROGRAM

**Local Agency Information**

Legal Name:  
County: MCAG No.:  
Address: Zip:  
Contact Person: Title:  
Phone: Fax:  
E-mail:

**Property (Real Estate or Equipment)**

Property description (include quantity, if applicable):  
Purpose of property (Please be specific and include dept. of use):

Total Project/Property Cost \$ Finance term:  
Local Funds \$ ( ) Useful life:  
Grants/Other \$ ( ) Desired financing date:

LOCAL Financing Request: \$

If **real estate**, the Real Estate Worksheet: Is attached Will be provided by (date):

Expected date of closing or executed Construction Contract:

If **equipment**, expected property delivery date:

Select how the property purchase price will be paid:

Reimbursement to Local Agency. *If expenditures are made prior to the COP closing date, a Reimbursement Resolution will be required with your financing documents. To comply with IRS requirements, expenditures made more than 60 days prior to the date of the resolution cannot be reimbursed.*

Direct payment to vendor. *Confirm the vendor is registered in the Statewide Vendor System at <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services> or call 360.407.8180.*

**Security Pledge**

Voted general obligation of local government  Non-voted general obligation of local government

**Other Information**

If any of the following apply, please provide a complete discussion on a separate page:

Yes  No Is the local agency a party to significant litigation?

Yes  No Has the agency received a bond rating in the last two years? If yes, bond rating(s):  
(attach rating agency letter)

The Local Agency reasonably expects to be reimbursed for original expenditures made to acquire the personal/real property from sale proceeds of certificates of participation in a Personal/Real Property Financing Lease with the State Treasurer in the maximum amount expected to be financed as identified above. The Local Agency reasonably expects that the personal/real property will be used for its governmental purpose and not by any nongovernmental person for private business use.

Signature: \_\_\_\_\_

Date:

Printed Name: \_\_\_\_\_

Title:

# Credit Application

## State of Washington LOCAL PROGRAM

*Please provide the following information with the agency's Notice of Intent to finance through the LOCAL PROGRAM.*

### **General**

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Local Agency Name:

Located in the \_\_\_\_\_ community of:

Population served:

Please provide a brief background on the agency: when it was formed, recent changes in service area or tax base related to annexations or mergers.

Are you aware of any proposed changes to the tax base of the agency such as plans to annex/merge/dissolve portions of a district/county/city)? If so, how would this affect the agency's size and operations?

Provide the number of agency employees in each of the past three years. Do unions represent employees or bargaining groups? If yes, when do the associated contracts expire? Are labor relations considered satisfactory?

Discuss any major changes to significant employers or taxpayers in the area. Are you aware of pending closures or changes in employment levels?

Special Purpose Districts only: List facilities and major equipment operated by the district.

### **Litigation**

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Please accept or modify as appropriate, the following:

There **[is/is not]** now pending or, to the best of knowledge, threatened, any litigation restraining or enjoining the execution of the Local Agency Financing Agreement or the levy and collection of taxes to pay the payments thereunder. [The **[city/county/district]** is party to routine legal proceedings and claims, and the collective impact of these legal proceedings and claims **[is/is not]** likely to have a material impact on revenues of the entity.

**Assessed Valuation**

Please complete the table below on assessed value, noting the source materials. Explain any unique or unusual valuation numbers (e.g. revaluation year).

Year of tax collection (include last 5 years)	Total assessed value for regular levy	Reduced assessed value for excess or bond levy
Current year		

**Tax Levy and Rate**

Provide the levy rate per \$1,000 assessed to taxpayers for the last five years, and the dollar amount of regular levy.

Year of Tax Collection	Regular Levy Rate per \$1,000	Regular Levy Total \$\$ Levied	Other Levy Rate per \$1,000	Bond Levy Rate per \$1,000	Levy Lid Lift Included? (Y/N) If Y, provide amount
Current Year					

Does the agency currently have authority to impose any voter-approved levy lid lifts in the future? If so, please describe the term(s) and authorized amount(s) of such lid lifts.

Has the levy rate been reduced in recent years because of other taxing district levies?

Are you aware of any potential or impending constraints or reductions associated with the agency's levy rates? If yes, please explain.



## Financial Operations

### Statement of Revenues and Expenditures and Fund Balance Report

Basis of accounting:       Cash       Accrual

Please attach copies of the Statement of Revenues and Expenditures and Fund Balance Report for the General or Operating Fund, for the past five years. Clearly indicate whether each year has been audited. If financial statements are not available for the most recent year, please provide preliminary numbers. Please provide details to explain any unusual activity such as one-time expenditures or revenues.

The past 5 years of financial reports are attached

### Budget – General/Operating Fund (2 years)

Please attach the budget summary for the General or Operating fund for the current and past year. Be sure it includes summary information on revenues and expenditures – do not send the entire budget.

Budget reports are attached

Please discuss any ending fund balance policies. Is there an expectation that the ending fund balance will be drawn down to a pre-determined level in the future? If so, why and when?

### Service Contracts

Briefly describe any service contracts (terms, length, dollar value, etc), including contracts with cities, counties or special purpose districts within the applicant's boundaries, if any. If such contracts constitute more than 10% of your agencies annual operating revenues or expenditures, please provide a history of the specific revenue/expenditures associated with the contract(s) and the remaining term of the contract(s). An example of such a contract might include a fire district that receives revenue from another entity for purposes of fire protection services outside of that fire district's natural boundaries.

## Debt

### Outstanding Long-term Debt

Provide the following information on all outstanding debt. Include general obligation debt and other types of debt that are payable from the agency's general or operating fund, as well as any outstanding state loans. Use an additional page or attachment if necessary.

	Debt No. 1	Debt No. 2	Debt No. 3
Description of debt			
First payment date			
Last payment date			
Voted or non-voted pledge			
Amount originally borrowed			
Amount currently outstanding			
Annual payments due			
Fund responsible for repayment			

**Short-term Obligations**

Provide information on any short-term obligations including interfund loans or loans from the County Treasurer, noting the amount of the loan, the purpose, the repayment schedule and the fund source for repayment.

**Additional Financing Plans**

Discuss additional financing plans that are in process or anticipated over the next 18 to 24 months.

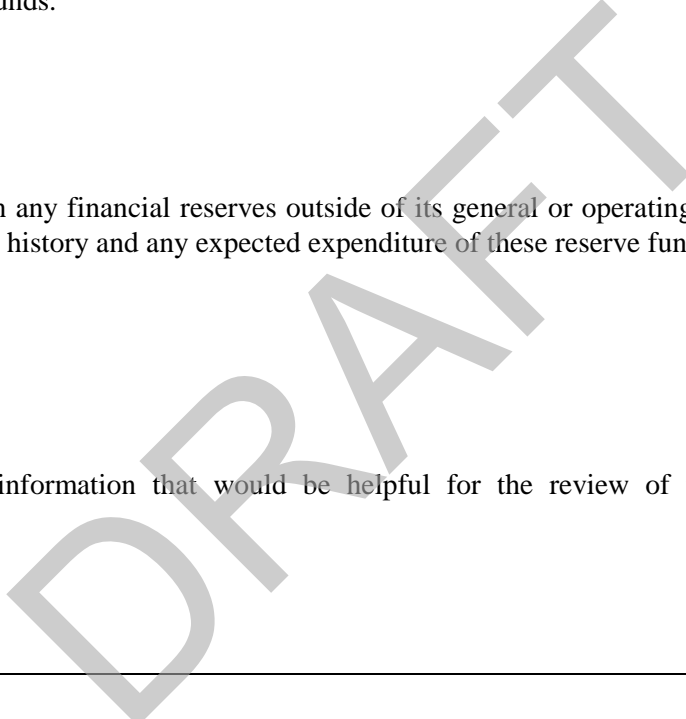
**Expected payment source for COP lease payments**

Does the agency anticipate making the COP lease payments from a source other than the agency’s general or operating fund? If so please describe this alternative source of funds, provide a 5-year history and any other claims on this source of funds.

**Reserves**

Does the agency maintain any financial reserves outside of its general or operating fund? Please describe these reserves, provide a 5-year history and any expected expenditure of these reserve funds in the near future.

Provide any additional information that would be helpful for the review of the LOCAL PROGRAM credit application.



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The information provided above is complete and accurate to the best of my knowledge. I am not aware of any additional information that would affect the Office of the State Treasurer’s review of the agency.

Signature: \_\_\_\_\_

Date:

Printed Name: \_\_\_\_\_

Title:

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Forward this application to the LOCAL Program  
LOCALPROGRAM@tre.wa.gov  
Office of the State Treasurer, Legislative Building, PO Box  
40200, Olympia, WA 98504-0200  
(360) 902-9022

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 3

Board of Commissioners meeting **5/7/2024**

**To:** Board of Commissioners

**From:** Finance Manager Misty Shaw

**Subject:** WA LOCAL Government Financing Program Reimbursement Resolution 2024-02.

**Recommendation:** For the Board of Commissioners to approve the Reimbursement Resolution 2024-02 for the WA LOCAL Government Financing Program to fund the second half of the three Spartan Fire Engines the District has ordered.

**Background:** The Reimbursement Resolution is a requirement to allow payment of the engines at delivery from available cash funding and obtain reimbursement when the WA LOCAL Certificates of Participation are issued at set intervals three times annually.

**Discussion:** TBD

**Attachments:** 2024-02 LOCAL Financing Reimbursement Resolution.

**Alternatives:**

**Fiscal Considerations:** The Washington LOCAL Government Financing Program provides the lowest interest rate of available financing options.

**Impact to the Community:** It is beneficial for citizens if the District secures financing at the lowest available cost to obtain needed response apparatus.



# Clallam County Fire District 3

323 N Fifth Ave., Sequim, Washington 98382  
360-683-4242, Fax: 360-683-6834  
[www.ccfcd3.org](http://www.ccfcd3.org)

Jeffrey Nicholas  
Michael Mingee  
Bill Miano  
**Commissioners**

Justin Grider, Fire Chief

## **RESOLUTION NO. 2024-02 REIMBURSEMENT OF EXPENSES THROUGH THE WA LOCAL GOVERNMENT FINANCING PROGRAM**

**BACKGROUND**, the Washington State Treasurer’s Office LOCAL Government Financing Program provides local governments and state agencies with an alternative way to finance essential real estate and equipment over a multi-year period; and

**WHEREAS**, the LOCAL Government Financing Program is structured to ensure agencies benefit from economies of scale and the State’s low tax-exempt financing rates; and

**WHEREAS**, the Board of Commissioner’s for Clallam County Fire District 3 intend to purchase three Spartan Fire Engines from True North Emergency Equipment; and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioner’s for Clallam County Fire District 3 (the “Local Agency”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the “Reimbursement Obligation”); and

**NOW, THEREFORE BE IT RESOLVED** that the expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the purchase of three Spartan Fire Engines from True North Emergency Equipment; and

**NOW, THEREFORE BE IT RESOLVED** the expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the General fund;

**AND, BE IT FURTHER RESOLVED**, that the maximum principal amount of Reimbursement Obligations expected to be issued for the property described above is \$1,900,000.

Resolved this 7th day of May 2024.

### **CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 3**

BY: \_\_\_\_\_  
Commissioner Jeffrey C. Nicholas, Chairman

BY: \_\_\_\_\_  
Commissioner Michael Mingee, Vice Chair

BY: \_\_\_\_\_  
Commissioner Bill Miano, Commissioner

ATTEST: \_\_\_\_\_  
Lori Coleman, District Secretary

CLALLAM COUNTY FIRE DISTRICT 3

Agenda Bill No. 4

Board of Commissioners meeting **5/7/2024**

**To:** Board of Commissioners

**From:** Chief Justin Grider

**Subject:** Comparative Market Analysis for Station 36

**Recommendation:** For the Board of Commissioners to approve the Fire Chief to move forward with the sale of Station 36 with completing all inspections as recommended by the realtor.

**Background:** Lost Mountain Fire Station has had no active volunteers for several years and currently has limited value for the Fire District. Direction to pursue selling the property with any and all funds collected to be put towards the building of a new Station 33.

**Discussion:** TBD

**Attachments:** No attachment for the board packet

**Alternatives:** To sell the property with the buyer to conduct all inspections as recommended the realtor.

**Fiscal Considerations:** Gain to the capital budget.

**Impact to the Community:** In pursuit of constructing a new station 33 the funds received from selling the property will ultimately be uses for the greater good of the Fire District in distribution of services.